



# **Academic Policies**

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**Establishing or Discontinuing Academic Programs**

**ACADEMIC PROGRAMS**

A proposal to establish an academic department, academic major, or concentration of courses leading to a degree or certificate, must be recommended by the Curriculum and Efficiency Committee, the Academic Senate and the Vice President for Academic Administration, and must finally be approved by the Board of Trustees.

The proposal must

- establish the need for the proposed program.
- demonstrate its appropriateness for contributing to the aims and objectives of the College.
- summarize the requirements of the program, including
  - a) availability of staff with requisite academic and professional competence, and
  - b) physical facilities required.
- estimate the initial capital outlay and the cost of operating.

A proposal to modify or discontinue a department or a major is to be processed similarly by the Curriculum and Efficiency Committee, the Academic Senate, and the Vice President for Academic Administration and the Board of Trustees.

**College Early**

**College Early**

This program provides the opportunity for secondary school juniors and seniors with good academic standing to enroll in one lower-division college course per quarter. Approval for additional courses may be obtained from the Vice President for Academic Administration. College Early courses are offered at the student’s high school or at the College. Those offered at the College are available only on a “space available” basis.

**Student Missionary and Task Force**

**Student Missionary and Task Force Enrollment**

Academic credit is given for experience while on Student Missionary or Task Force assignment. Students may earn up to six units of credit per quarter for two quarters while they are involved in the SM/TF program by registering through the Records Office for GNRL 350 Field Experience.

**Tours**

**Tours**

Tours provide an opportunity for students to move temporarily from one location to another to take advantage of specific learning. The following policies apply to tours and to associated courses offered for academic credit.

- All requests for tours proposed by a department are to be submitted to the Vice President for Academic Administration at least 12 months in advance of planned departure.
- Courses offered in conjunction with tours must be comparable to similar campus courses in their balance of actual class work, written assignments, library and/or museum visits, lectures, concerts, and formal study. Private lessons must demand adequate preparation and practice facilities. Credit for the tour portion may not exceed one and a half credits per week of tour schedule.
- At the instructor’s discretion and on a space-available basis, consideration may be given to applicants who wish to participate in the tour without credit. The administrative/tuition fee may be reduced for those who do not seek credit.
- Students wishing to receive credit for a tour course must apply, be admitted, and register before tour departure.

- Participants' total charges for the tour, including the cost of tuition, must be approved by the Vice President for Academic Administration before the tour may be authorized.
- Full payment of tour costs, as well as settlement of the student's current account with the College, must be made at least three weeks before departure.

Special Criteria For Tour Courses

- Tour directors should be wary of accepting such a broad clientele that the needs of no one are well served.
- Tours whose focus is academic should be clearly designed to meet their teaching objectives. Itinerary, dates, accommodations, etc., should be related to specific educational goals. Shorter and modestly priced tours may better serve this need than longer and more luxurious ones.

Tours designed for continuing education, sightseeing, etc., must be operated on a profitable basis. Operating tours which do not meet a clear need of an academic department may not take priority over regular or summer teaching duties.

**SUMMER SESSION**

Course offerings by the instructional departments are proposed and planned through cooperation between the department chair and the Vice President for Academic Administration. All plans for the summer session are processed by the office of the Vice President for Academic Administration and the Records Office.

Summer courses are to have the same academic integrity as those offered during the regular academic term. They are evaluated routinely with the instrument used during the academic year.

Goals of courses taught during the Summer Session are to:

- Contribute to the needs of beginning students.
- Contribute to the general education program so that students in various curricula may use the Summer Session to catch up on general requirements. A department offering required general education courses should make those courses available each Summer Session.
- Enable students to accelerate or catch up after changing or adding majors.
- Have a broad appeal to attract students who would not otherwise enroll in the Summer Session.

**Compensation for Fourth Quarter Service**

See "Provisions Governing Fourth Quarter (Summer) Contracts" in the **Financial Policies** section of this *Handbook*.)

**Summer Load Determination**

Each academic department works with the Vice President for Academic Administration and the Registrar in the development of the department's summer offerings. While teachers are not obligated to work in the summer they are encouraged to do so if they are needed. It may sometimes be necessary to hire teachers who do not regularly teach on campus.

**EXTERNAL PROFESSIONAL RELATIONSHIPS**

In addition to strictly departmental memberships such as NASM (National Association Schools of Music) and National League for Nursing, each academic department is eligible to subscribe to not more than two professional memberships to be paid from a General Professional Membership budget administered by the Vice President for Academic Administration. To be

**Academic Criteria  
For Summer Courses**

**Summer Load  
Determination**

**Faculty Member Professional Memberships**

eligible, the professional membership must be of specific and substantial value to the academic department, not primarily for the benefit of any individual teacher. The department chair submits membership requests to the Vice President for Academic Administration.

Individual faculty members are encouraged to identify with their profession by membership in a professional society. A professional growth allowance is provided by the College which a faculty member may choose to use to assist with the membership fee. See “Professional Development” in the **Faculty** section and “Faculty Development Allowances” in the **Financial Policies** section of this *Handbook*.

**Local Society Chapters**

The Administrative Council must approve proposals for local chapters of professional or scientific honor societies, or clubs of faculty members or student groups, before such groups are organized. Requests for authorization are processed through the Faculty Development, Research and Honors Committee to the Academic Senate and to the Administration and must be supported by a statement of objectives, a proposed constitution and bylaws, and a list of proposed charter members or sponsors of the organization.

The chair of a department in which a student chapter or club is authorized is responsible for its organization and operation according to College policies.

**ACADEMIC RECORDS**

**Institutional**

The College maintains a central depository of all official academic records in the vault located in the Records Office.

**Class Records of Faculty Members**

Faculty members are required to report final grades to the Records Office **within two working days** after the end of the examination period so that grade reports will be complete and ready for students ten days after the end of the examination period. The detailed records upon which these final grades are based are the property of the individual teacher and are to be maintained for a minimum of one year after submission of final grades. Teachers must deposit such records with the department chair upon leaving the institution. Contract teachers must submit such records to the department chair each quarter by the grade submission deadline.

**Keeping Tests**

Teachers are required to keep student examination papers for a minimum of three months after administration unless they are returned to students.

**Attendance Records**

Teachers are responsible for keeping attendance records for all classes. Specific regulations and possible penalties related to class absence and tardiness must be clearly stated in the syllabus distributed to all class members at the beginning of the course. (See also “Teaching” in the **Faculty** section of this *Handbook*.)

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)**

**Family Educational Rights and Privacy (FERPA)**

The College complies with the requirements of the Family Educational Rights and Privacy Act of 1974. See “Family Rights and Privacy” in the College *General Catalog*.

**GENERAL ACADEMIC POLICIES AND PROCEDURES**

During the first two weeks of each quarter, each teacher is to submit to the Vice President for Academic Administration a list of the class field trips authorized by the department chair for that quarter. (See “Academic Off-campus Activity Request Form,” **Appendix B-5**.) The Vice President for Academic Administration will notify the teacher which field trips have been approved, and will discuss any items which need clarification.

If later in the quarter it is determined that a field trip would be educationally valuable to the students, the teacher will seek authorization from the Vice President for Academic Administration at least two weeks in advance of the excursion, explaining why this field trip is necessary although it was not included on the recommended list at the beginning of the quarter. Ordinarily, only one field trip per class is authorized and must be completed at least two weeks prior to the end of the quarter.

At least two weeks prior to the departure date, Section II of the required form with travel details is to be submitted for approval by the Vice President for Academic Administration and the Director of Budgets and Fiscal Services. Only automobiles and drivers specifically authorized by the Director of Budgets and Fiscal Services may be used on trips sponsored by the College.

Normally, the academic department bears the expense for transportation up to 50 miles per authorized field trip. On a field trip to San Francisco, for example, the department would pay for the use of a College bus or reimburse drivers of authorized cars at the normal rate for 50 miles, the additional approximately 100 miles of the round-trip total being assumed by the participants. Student contributions may not be charged to their accounts.

Suitable office facilities for all full-time faculty members are assigned by the Vice President for Academic Administration upon the recommendation of the department chair. The classroom assignment schedule is prepared by the Registrar. If for any reason a classroom or office assignment is unsatisfactory, this fact should be reported immediately to the Registrar.

Questionnaires may be distributed to faculty members only upon specific authorization of the Vice President for Academic Administration and the chair of the department whose faculty members are to be asked to complete the questionnaire. The exception to this would be questionnaires related to the regular business of the College.

Questionnaires directed to students are to be authorized only through the chair of the department to be contacted or the Vice President for Student Life. Lists of students with their addresses must not be given to anyone outside the College except as authorized by the Vice President for Academic Administration.

The selection of directories and questionnaires of all kinds in which descriptions of the College as a whole are to be given is the function of the President.

The preparation and editing of directory entries and related questionnaires is the responsibility of the President, or those assigned or authorized by him.

Textbook requisitions are made online through Lantern. Login and password are provided by the Bookstore Director. The due date to place textbook requisitions is posted on the PUC activities calendar.

An estimate of class size should be given, based on previous usage. Plan orders conservatively; book inventory is costly and the College has many other demands on its funds. If

**Arrangements for Field Trips**

**Field Trip Expense Policy**

**Office and Classroom Assignment**

**Questionnaires and Directories**

**Textbook Policies**

**Desk Copies**

books run short, the class should be polled at the first meeting and the information telephoned at once to the Textbook Assistant. Reorders are shipped Second Day Air, and a message is left with the instructor when the books arrive.

Textbooks are arranged in the Bookstore by department, and within the department by course number. A current version of *Books in Print* is available on-line for researching books to be ordered, either for class or personal use. There is no additional charge for special order books.

The Bookstore is not permitted to furnish free desk copies. These must be requested directly from the publisher on a copy of the form in **Appendix C-1**. Publishers' 800 numbers and publisher representatives' telephone numbers are available through the Textbook Assistant.

Books, syllabi, and supplies for students are sold through the Bookstore, rather than from individual department offices. Exceptions must be cleared with the Vice President for Academic Administration.