

FACULTY MANUAL

2008 - 2009

Guidelines for Grading, Attendance, and Admissions Procedures

Published by the Admissions, Records and Enrollment Development Office, Santa Rosa Junior College

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Academic Integrity Statement

Santa Rosa Junior College holds that its primary function is the development of intellectual curiosity, integrity, and accomplishment in an atmosphere that upholds the principles of academic freedom. All members of the academic community – student, faculty, staff, and administrator – must assume responsibility for providing an environment of the highest standards, characterized by a spirit of academic honesty and mutual respect. Because personal accountability is inherent in an academic community of integrity, this institution will not tolerate or ignore any form of academic dishonesty.

Policy 3.11 May 2001

June 2008

Dear Faculty Colleagues:

As we embark on the 2008-2009 academic year, I hope that you will find this Faculty Manual a useful resource. The Admissions, Records and Enrollment Development Office has endeavored to include clear explanations of the policies and procedures that assist Santa Rosa Junior College to operate both efficiently and within legal guidelines. Please take the time to review this manual, as it includes policies and procedures pertaining class rosters, attendance and important dates and deadlines for you to follow.

I would also like to inform you of our recent office moves, and where you can find us on either campus, should you need assistance. The Admissions, Records and Enrollment Development Office on the Santa Rosa Campus has moved to the newly remodeled Plover Hall (former library) on Elliott Avenue. On the Petaluma Campus, the office has moved to room 608 in Richard Call Hall.

Please do not hesitate to contact any of us in the Admissions, Records and Enrollment Development Offices; we are here to support your efforts.

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Contents

Assistance Directory	4
Campus Locations.....	4
State Education Code – Title 5	5
Online Courses	5
Rosters	6
Full Semester Courses	6
Short Courses.....	6
Initial Enrollment Roster.....	7
Wait List Roster.....	7
Add Code Listing.....	7
Census Roster	7
Permanent Roster.....	8
Midterm Evaluation Report.....	8
Final Grade Sheet.....	8
Grading	9
Attendance Policy.....	10
Audit Policy.....	10
Prerequisites	11

Assistance Directory

SRJC Santa Rosa Campus—Plover Hall

Admissions & Records Office	527-4799
Rosters.....	522-2788 or 521-7813
Fax	527-4791
Attendance (Reports/FTES).....	527-4761
Director, Academic Records & International Admissions	527-4512
Director, Admissions & Enrollment Services...	527-4508
Evaluations	527-4517
International Students	524-1751
Petitions	524-1523
Registration	527-4511
Spanish Interpreters	524-1525 or 521-7814
Transcripts.....	527-4513
Scheduling Office.....	527-4520
Academic Affairs	524-1516

SRJC Petaluma Campus—Richard Call Hall

Admissions/Rosters	778-3911
Administration/Scheduling Office	778-2410

College Locations

Santa Rosa Campus 1501 Mendocino Ave. Santa Rosa, CA 95401-4395 (707) 527-4011	Petaluma Campus 680 Sonoma Mountain Parkway Petaluma, CA 94954-2522 (707) 778-3801
Culinary Arts Center 458 B Street Santa Rosa, CA 95401 (707) 527-4395	Public Safety Training Center 5743 Skylane Boulevard Windsor, CA 95492-9787 (707) 837-8843
Shone Farm 6225 Eastside Road Forestville, CA 95436-9450 (707) 887-1187	

Introduction

The Admissions & Records Office has prepared this manual as a guide for faculty. It explains some of the state regulations that we are governed by, as well as district policies and procedures. We are here to help with the process, so please feel free to contact us. Additional useful information can be found in the *Santa Rosa Junior College Policy Manual* (which can be found online), and the *Enchiridian*, which is published by the Academic Affairs Office.

State Education Code – Title 5

There are specific educational codes and administrative regulations that govern our actions as community college personnel. Title 5 (58030) mandates that “authorized procedures for course enrollment, attendance and disenrollment” be maintained. We will refer to the specific code number throughout this manual.

Title 5 (58000-58600) requires the maintenance of attendance records “to promote standardized, accurate reporting of data used in apportionment and to facilitate audits of record. **Attendance should be maintained on a consistent basis for ALL courses, including full semester length courses.** Please use the standard symbols for recording attendance: a check mark for present, 0 for absent.

Title 5 (58004) requires that instructors clear rosters of inactive enrollments including no-shows. A no-show is defined as an enrolled student who has not attended any class at any time, or who has not contacted the instructor to make arrangements to remain in the class.

We encourage you to practice good record keeping with your rosters. Recording attendance and drop dates is extremely important. This type of information is now frequently required for financial aid purposes, subpoenas of student records, and for student refund and petition requests. Faculty rosters are reviewed and audited each semester by the State Auditors. Additionally, the accuracy and completeness of your records determine our fair share of apportionment (state funding).

Online Courses

As cited in Title 5 (55200-55219), online or Distance Education courses are treated the same way as regular courses. The same standards of course quality shall be applied. Instructors with online courses are required to maintain and record attendance and grading information on the roster as with any other course.

Rosters

Chronological Sequence of Rosters and Forms

Full Semester Courses

Initial Enrollment Class Roster – instructors obtain online at www.santarosa.edu/lookup

Wait List Rosters -- instructors obtain online at www.santarosa.edu/lookup

Add Code Listing – instructors obtain online at www.santarosa.edu/lookup

Census Rosters – A&R office issues hard copies to faculty on census date – week four

Permanent Rosters-- A&R office issues hard copies to faculty on week five

Midterm Reports-- A&R office issues to faculty on week eight

Final Grade Sheets—A&R office issues to faculty on week sixteen

When teaching at the Santa Rosa campus, these items will be delivered to you via the department mailboxes in Bailey Hall. When teaching at the Petaluma campus, they will be delivered to you via the mailboxes in Richard Call Hall. Off-campus instructors will receive these items by mail at their home address. If you are experiencing problems receiving these items, or have changed your location, please contact us.

Admissions/Rosters- Santa Rosa campus: (707) 522-2788 or 521-7813

Admissions/Rosters- Petaluma campus: (707) 778-3911

Short Courses

Most short courses are created as “positive attendance” courses, which means the instructor is required to keep daily attendance for each student, including class time and any DHR (Days/Hours by Arrangement), or lab time. This type of course requires extra diligence by the instructor. Good record keeping insures that the college is paid correctly for each student’s time.

Short courses have separate deadlines for adding/dropping/refunds, etc. The length of the course determines these deadlines and the number of course meetings. All dates and deadlines are printed on the Initial Enrollment Roster, which instructors must obtain online at www.santarosa.edu/lookup

Short courses eight weeks or longer will receive:

Census Roster –issued on the census date of class

Permanent Roster - issued during third week of class

Final Grade Sheet - issued during seventh week of class

For short course less than eight weeks in length:

Census Roster –issued on the census date of class (if not a PH course)

Permanent Roster -issued by first day of instruction

Final Grade Sheet -issued the week before the class ends

Explanation of Rosters

Initial Enrollment Roster

Instructors access the Initial Enrollment Roster for their courses via the web at <http://www.santarosa.edu/lookup>. Initial Enrollment Rosters provide the most up-to-date enrollments and include important dates (first day, last day, census date, drop dates, etc). Please verify the course information printed at the top of the form. Any inaccuracies should be reported to your Department Chair so appropriate paperwork can be submitted to the Scheduling Office.

Initial Enrollment Rosters do not need to be returned to the Admissions and Records Office. Please keep all attendance and grade information on the Initial Enrollment Roster until the Census Roster is issued. You will be provided with a Census Roster on the census date of each class to clear inactive enrollments. However, you may drop "no show" students before first census by marking the drop box in the drop column of the Initial Enrollment Roster, signing the roster and returning it to the Admissions and Records Office.

Wait List Roster

For those courses with wait lists, a separate Wait List Roster is generated with the Initial Enrollment Roster. Return the signed Wait List Roster to the Admissions and Records Office **ONLY** if you wish to drop these students. If faculty do not drop the wait list students, then these students are automatically accepted into the class after the second-class meeting.

Add Code Listing

Add codes are provided on the last page of the Initial Enrollment Class Roster. Once classes have closed, students may add classes on a space-available basis as permitted by the instructor. As the instructor, you will give the student a 4-digit code that will allow them to add the course by telephone or the web. This process allows the students to defer payment for the course. Each add code may be used only once. The add code replaces the instructor signature on an add card. The code must be used by the last day to add with an instructor's signature. If you did not receive add codes, or want more codes, please contact the Admissions Office.

Census Roster

Faculty must identify all no-show students on their Census Rosters and return the signed rosters to the Admissions and Records Offices three days after the census date. A no-show is defined as *an enrolled student who has not attended any class at any time, or who has not contacted the instructor to make arrangements to remain in the class.* **All Census Rosters must be signed and returned, even if there are not any no-shows to report.** This roster is permanently retained by the Admissions Office to comply with audit procedures specified by law. Auditors use the census rosters to verify that students reported for apportionment (funding) by the District were actively participating in the class at the time of first census.

Faculty must verify that all students attending their classes are officially enrolled. Any student that is not listed on the Census Roster is not officially registered in your class. Instructors are

personally liable should accident or injury occur to a person not officially enrolled in the class. The student must be directed to officially enroll with the Admissions and Records Office.

Permanent Roster

Permanent rosters for full semester courses are issued to faculty after first census rosters are returned, usually in the fifth week of the semester. It is strongly recommended that instructors record all attendance and grade information on this document, or attach appropriate documentation. When an instructor signs the roster and turns it in, they are certifying that the attendance and grading information is correct. Attendance data for short courses (“positive hour” courses) must be precise. Hours of actual attendance for each student must be recorded for each day of attendance and must be clearly shown on the roster. The signed Permanent Roster must be submitted with the Final Grade Sheet within three business days of the end of the course.

Midterm Evaluation Sheet

(For full semester credit courses only)

Midterms are distributed to faculty during the eighth week of each semester. All faculty are encouraged to evaluate student performance at this time and submit these grades to the Admissions Office by the stated deadlines. Midterms alert poorly performing students to their academic problems. **The midterm also provides faculty with an opportunity to drop students who are no longer attending.** Grades of “S” (Satisfactory), “U” (Unsatisfactory), and “W” (drop) may be recorded. Students are notified if they receive a “U” grade or are dropped from a class, but no official record of midterm marks are kept in the student’s academic record.

Final Grade Sheet

Final grade sheets are distributed to instructors in the sixteenth week of the semester. All final grades should be recorded **in pencil** on these scan sheets. Please do not add names to this sheet. Late adds should be recorded on your permanent roster only. Any student who has stopped attending your class but has not officially dropped the course must receive a grade. Final grade sheets, in combination with the permanent roster, should be submitted to the Admissions, Records and Enrollment Development Offices within three business days after the end of your course. (Non-credit courses do not require a final grade sheet).

Submitting Grades to the Admissions & Records Office

All course rosters are due in the Admissions, Records and Enrollment Development Office three business days after the course is completed. This includes short courses. On campus instructors are encouraged to submit grades in person, so that we may address any problems or concerns at that time. Adjunct off-campus instructors are also encouraged to submit grades in person, however may mail their grades. Please be sure to make copies before you mail your rosters. To assist off campus instructors in meeting the submission deadline, faxed rosters will be accepted at (707) 527-4791. **However, original signed rosters are still required and must be mailed asap after faxing.**

Instructors may turn in grades at both the Santa Rosa and Petaluma campuses. Please be sure you have both permanent roster and final grade sheet before arriving at the Admissions, Records and

Enrollment Development Office. If you are missing something, please call ahead of time so that we can reprint either document in time for your arrival.

Instructors may also submit grades 24 hours a day, 7 days a week at the Santa Rosa District Police Office in the Pedroncelli Building on Armory Drive.

Grading

The Board of Governors has adopted a uniform grading policy for all California Community Colleges. Education Code 70901, 70902, 76000, and 76224 regulates minimum academic standards for graduation, probation and dismissal. **Instructors are expected to maintain a complete and accurate record of student achievement.** All test scores, including final examinations, and course grades may be posted at the discretion of instructors. Instructors will utilize every precaution to preclude violation of student confidentiality.

Every course offered by the college is placed in one of the following grading categories:

- Letter grade only
- Letter grade with Credit/No Credit option
- Credit/No Credit only
- Ungraded (non-credit)

Grades, which may be assigned, are:

A = Excellent
B = Good
C = Satisfactory
D = Passing
F = Failure
I = Incomplete
CR = Credit (C or better)
NC = No Credit

The instructor of the course is to award each student a grade in accordance with the college grading system. SRJC does not use the +/- grading system.

Grading and grade changes are considered to be the prerogative of the faculty. Title 5 specifies that final grades may be changed only in cases of mistake, fraud or bad faith.

Grading Forms

Incomplete Petition

A student may be awarded the grade of “I” (Incomplete) only under EXCEPTIONAL circumstances. The “I” grade signifies that the student has been enrolled and has attended classes throughout the school term; that only a minimal amount of the course work has not been completed in the prescribed time due to unforeseen (but fully justified) reasons (such as medical or family emergencies), and that there is still the possibility of earning credit. An incomplete will not be assigned just to afford the student additional time to finish course requirements, to retake final examinations, or to resubmit assignments.

An instructor should evaluate the request for an incomplete carefully. It requires additional effort for both instructor and student outside of the classroom. Once the additional work to be made up is agreed upon, the student has one calendar year to complete the work. The student does not re-enroll in the class, but completes the work independently. After the work is made up, the instructor must come to the Admissions Office to sign off the original incomplete form. In those cases when the instructor is no longer on campus, the student will consult with the appropriate department chairperson. In the event the student fails to complete the assigned work, the “Incomplete” will be changed to the “default” grade, usually an “F”. **The majority of incomplete requests result in default grades, because most students never make up the work.** We do not encourage awarding Incompletes in short courses. If the student is unable to complete a short course, they should drop the course and re-enroll when time allows.

Change of Grade Form

In accordance with Section 55025 of the California Code of Regulations, Title 5, the determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Student requests for grade changes must be initiated no later than two years from the date the grade was posted.

Attendance Policy 8.1.5

It shall be the policy of the Sonoma County Junior College District to maintain an attendance policy and procedures consistent with State and local requirements.

1.0 Attendance

- 1.1 Students are expected to attend all sessions of the course in which they are enrolled.
- 1.2 Any student with excessive absences may be dropped from the class.

2.0 Excessive Absence Defined

- 2.1 A student may be dropped from any class when that student's absences exceed ten percent (10%) of the total hours of class time.
- 2.2 Instructors shall state in each course syllabus what constitutes excessive absence for that course.

3.0 Excused vs. Unexcused absences

- 3.1 Unless state or federal law requires that the absence be deemed excused, no instructor shall be required to make a distinction between excused and unexcused absences.
- 3.2 If individual Instructors wish to distinguish between excused and unexcused absences the instructor shall state in each course syllabus all criteria for any excused absences in addition to those required by state or federal law.

4.0 Nonattendance

- 4.1 Students who fail to attend the first two class meetings of a full semester course may be dropped by the instructor.
- 4.2 Faculty are required to drop all No-Show students by the Census Date of each census course. A No-Show is an enrolled student who has not attended any class meeting of the course at any time, or who has not contacted the instructor to make arrangements to remain enrolled in the course.

Auditing a Course/Audit Policy

In conformity with Ed Code (72252.3), the college has a policy that permits auditing of some courses. These courses are selected by individual departments, and approved by Academic Affairs. The guidelines, as outlined in the College Catalog, are locally adopted. The main points include:

1. Faculty members instructing audit eligible courses have the right to refuse an auditor. These students will be allowed on a space-available basis only, after the second class meeting of the course.
2. Only those students who have exhausted the repeat possibilities of a given course will be allowed to audit.
3. Course requirements will not be altered because of the presence of auditors in a class.
4. No transcript of record will be maintained.
5. The college is not paid apportionment funding for auditors.
6. Students wishing to audit will bring an audit card to the instructor for signature, then go to Admissions to register in person for the course.

Prerequisite Enforcement Overview

A prerequisite is a course or other body of knowledge that will give students the necessary background to be successful in a course. SRJC has enforced prerequisites since spring of 1995. They are enforced at the department level, in conjunction with the Curriculum Review Committee; individual instructors do not have the right to override a prerequisite. Students may satisfy a prerequisite requirement in one of the following ways:

1. Enroll in the prerequisite course. This option allows the student to build his or her skills, and is the preferred choice.
2. File an EQUIVALENCY FORM with Admissions & Records. This option is for the student who has completed the prerequisite at another college or high school.
3. File a CHALLENGE FORM with Admissions & Records. This option is for the student who has NOT completed the prerequisite at another institution, but believes he or she has the necessary skills and/or knowledge to succeed in the desired course. Challenge forms are sent to the individual department for review. The department has 5 working days to decide on the Challenge. After that time, the student will be allowed to remain in the course. If the department denies the Challenge, the student will be notified by mail and will be administratively dropped from the course.

The CHALLENGE & EQUIVALENCY forms are available at the Admissions Office at both the Santa Rosa and Petaluma campuses. They are printed in the schedule of classes, and are available on our SRJC website at www.santarosa.edu