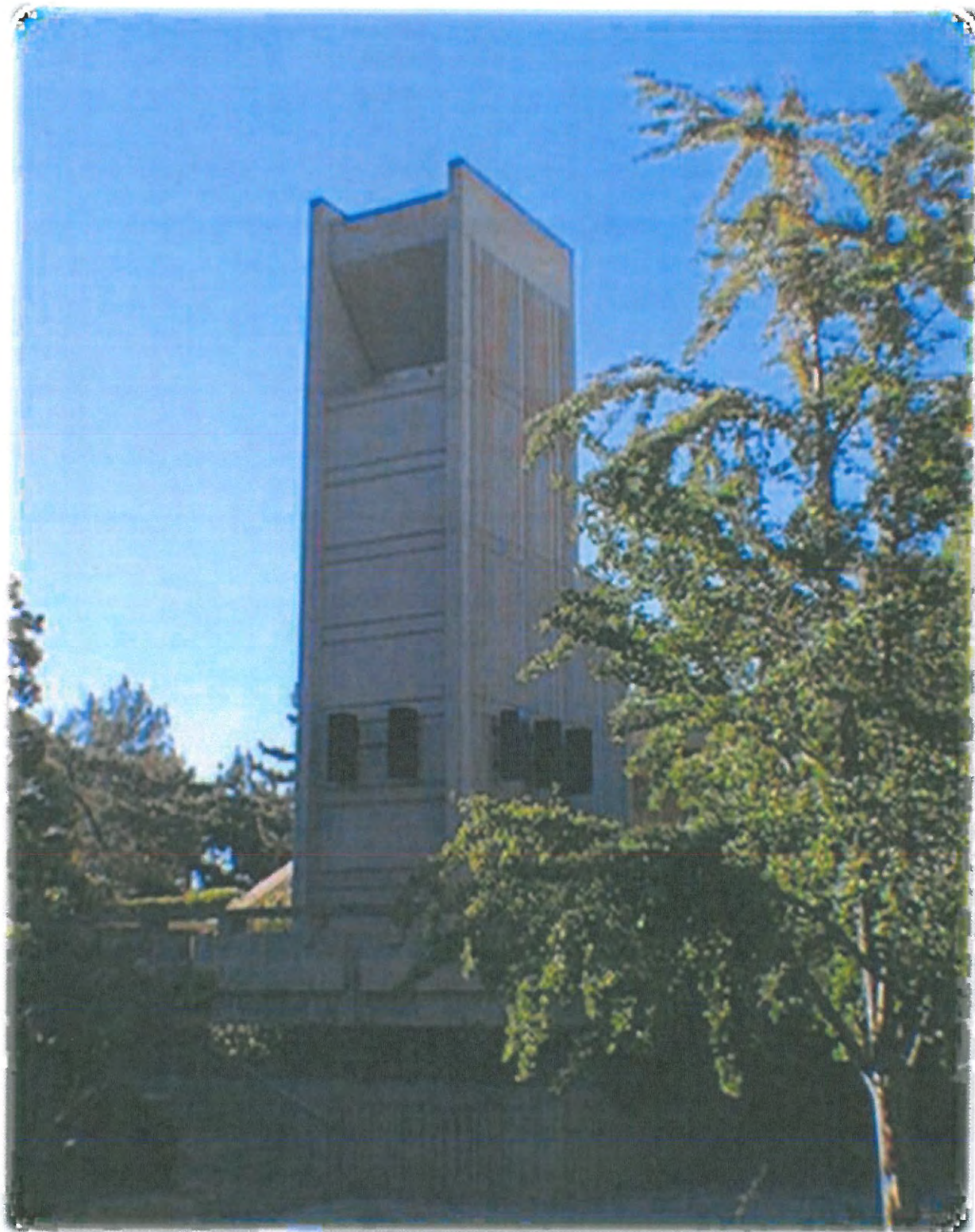




CRAFTON HILLS COLLEGE
PART-TIME FACULTY HANDBOOK
REVISED FALL 2013

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CRAFTON HILLS COLLEGE MISSION, VISION AND VALUES

Mission Statement

The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.

Vision Statement

The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.

Institutional Values

Our institutional values are creativity, inclusiveness, excellence, and learning centeredness.

STRATEGIC DIRECTIONS AND GOALS

Student Access and Success

Student success in courses and programs is the top institutional priority. The quality and quantity of programs and services are sufficient to assure students the opportunity for success at CHC.

- Support, guide and empower every student to achieve his or her goals.
- Deliver and ensure access to programs, services, and support that meet students' needs.

Inclusiveness

The College and its structures and processes are characterized by inclusiveness, openness to input, and respect for diverse opinions among individual students and employees, groups and organizations.

- Seek, welcome, and respect diversity, and promote inclusiveness.

Best Practices for Teaching and Learning

Innovative and effective practices are used throughout the College to facilitate authentic learning.

- Achieve college-wide excellence in teaching and learning through best practices and ongoing reflection, assessment, and improvement.

Enrollment Management

Enrollment management is an ongoing process of balancing student and community needs with available funding and facilities.

- Effectively manage enrollment through a dynamic balance of identified needs and available resources.
- Identify and initiate the development of new courses and programs that align strategically with the needs of the College and its students.

Community Value

The College identifies and serves key community needs and promotes itself as a community asset.

- Enhance the College's value to the community.

Effective, Efficient, and Transparent Processes

College processes interact effectively with each other and with those of the District and SBVC.

- Implement and integrate planning processes and decision-making that are:
 - Collaborative
 - Transparent
 - Evidence-based
 - Effective and
 - Efficient

Organizational Development

The College continuously improves as an organization.

- Optimize the organization's human resource capacity.
- Manage change proactively.

Effective Resource Use and Development

The College actively seeks, advocates for, and acquires additional resources.

- Maintain and use resources effectively.
- Seek, advocate for, and acquire additional resources.
- Maximize resource capacity related to facilities, technology, and other infrastructure.

Approved 5/17/10

EDUCATIONAL PHILOSOPHY

In a free society all individuals should have access to educational opportunities in order to develop their unique potential. The programs and services at Crafton Hills College help to promote an informed and engaged citizenry by providing an environment where intellectual dialogue becomes the foundation for lifelong learning. At Crafton Hills College, students prepare to meet the challenges of an increasingly complex society.

Approved by the Academic Senate, 12/10/03

INSTITUTIONAL LEARNING OUTCOMES

A. Critical Thinking

"Students demonstrate critical thinking through decision making, problem solving, analysis of information, and creative thinking across the disciplines."

B. Written and Oral Communication

"Students are able to express ideas clearly in a variety of formats and contexts; read, listen, and interpret accurately; and use appropriate technology to do so."

C. Interpersonal and Group Skills

"Students are able to work with others with respect, honesty, responsibility, empathy, and collaborative synergy. They can also manage conflict and advocate for themselves and others with integrity."

D. Society and Culture

"Students are able to describe the social, cultural and political forces at work in our diverse, global world. They understand and appreciate different perspectives and are able to operate with civility in a complex world that involves changing social institutions and diverse world views."

E. Information Literacy

"Students are able to apply research to access information and technology. They can analyze, evaluate, synthesize, and use information resourcefully."

F. Ethics and Values

"Students make informed, principled choices; foresee the consequences of their choices; and solve moral dilemmas. They demonstrate self-awareness, social responsibility, and behavior guided by personal and professional ethics."

Working Set, 2010-2013

GENERAL EDUCATIONAL PHILOSOPHY STATEMENT

General Education at Crafton Hills College is designed to prepare students to:

- analyze, synthesize, and evaluate various forms of information;
- demonstrate effective oral and written communication;
- analyze and use quantitative and qualitative data;
- apply problem-solving and decision-making skills utilizing multiple methods of inquiry;
- recognize the contributions of the arts, humanities, and sciences;
- make informed decisions regarding physical, mental, and emotional health issues;
- develop social awareness and a global perspective;
- understand the power and complexity of diversity.

General Education provides a broad cultural and intellectual background to complement mastery of specific fields of knowledge and contributes to an individual's self-awareness.

GENERAL EDUCATIONAL OUTCOMES

A. Natural Sciences

"To apply a problem solving strategy such as the scientific method or other systematic process of inquiry and to recognize the contributions of science and technology in our world."

B. Social and Behavioral Sciences

"To recognize, describe and analyze individual behaviors and various social institutions that influence our world."

C. Humanities and Fine Arts

1. Humanities

"To identify and evaluate the historical and cultural context of the human experience as it relates to his/her perspective of that experience."

2. Fine Arts

"To appreciate the value of artistic expression and human creativity in the fine arts and evaluate them as part of human culture."

D. Language and Rationality

1. Written Traditions

"To write competently for a variety of purposes and audiences."

2. Oral Traditions

"To demonstrate effective oral communication skills, including speaking and listening to individuals of diverse backgrounds."

3. Quantitative Reasoning

"To interpret quantitative reasoning and perform mathematical operations in an effort to demonstrate quantitative reasoning skills."

4. Critical Thinking and Information Literacy

"To demonstrate information competence by accessing, analyzing, synthesizing, and evaluating various forms of information including verbal, electronic, and visual messages, including those in the mass media."

E. Health and Wellness

"To appreciate one's own physical, mental and emotional health and demonstrate the knowledge and/or skills associated with actions necessary for optimum health and physical efficiency."

F1. Diversity and Multiculturalism

"To comprehend and appreciate cultural diversity, explore the multicultural nature of our world, and interact with other cultures in relation to one's own."

F2. American Heritage

"To recognize and appreciate the unique contributions, history and collective heritage of the United States."

G. Reading

"To demonstrate the ability to read, comprehend and critically respond to written materials at the collegiate level."

H. Computer Literacy

"To utilize computer technology effectively, selecting and appropriately using the correct tool for the task."

FACULTY ETHICS STATEMENT

1. In our responsibility to students, we:
 - Demonstrate respect for students as individuals;
 - Adhere to proper roles as intellectual guides and advisors;
 - Encourage intellectual curiosity and challenging discourse in safe classroom environments;
 - Demonstrate sensitivity to the educational needs of our diverse student population;
 - Promote an atmosphere of mutual respect by avoiding exploitation, objectification, harassment, or discriminatory treatment of students;
 - Ensure that the evaluation of a student reflects the true merit of that student's work.
2. In our responsibility to the discipline, we:
 - Maintain scholarly competence;
 - Adhere to course outline of record;
 - Maintain honest academic conduct.
3. In our responsibility to colleagues, we:
 - Do not discriminate against or harass colleagues;
 - Respect the pursuit of free inquiry and academic freedom;
 - Show due respect for the opinions of others;
 - Maintain a climate of professional respect;
 - Accept responsibility for institutional shared governance.
4. In our responsibility to the college, we:
 - Seek to be effective educators and scholars;
 - Recognize the effect of our interruption or termination of service and thus, will provide due notice;
 - Avoid creating conflicts of interest in the exercise of multiple professional activities;
 - Create a safe, trusting, non-hostile, and open learning environment;
 - Respect the regulations of SBCCD, while maintaining our right to criticize and seek revision to improve these regulations.
5. In our responsibility to the community, we:
 - Uphold the integrity of SBCCD by identifying statements as one's own and avoiding creating the impression of speaking or acting on behalf of the college;
 - Promote conditions for free inquiry and to further public understanding of academic freedom.

CRAFTON HILLS COLLEGE ADMINISTRATION

11711 Sand Canyon Road

Yucaipa, CA 92399

(909) 794-2161

Prefix for all extensions is 389-

Cheryl A. Marshall, Ed.D.	President	3200	LADM 301
Bryan Reece, Ph.D.	Vice-President, Instruction	3202	LADM 303
Rebecca Warren-Marlatt, Ed.D.	Vice-President, Student Services	3355	LRC 223
Mike Strong, B.S.	Vice-President, Admin Services	3210	LADM 166
Raju Hegde, M.E.	Dean, Math, English, Reading and Inst Support	3362	LADM 300E
Rick Hogrefe, M.A.	Dean, Arts and Sciences	3205	LADM 300F
June Yamamoto, M.A.	Dean, Career Education & Human Development	3214	LADM 300D
Keith Wurtz, M.A.	Dean, Institutional Effectiveness	3206	LRC 101
Kirsten Colvey, M.S.	Dean, Student Services/Counseling & Matric.	3327	SSB 205
Wayne Bogh, M.B.A.	Director, Technology Services	3309	LRC 119
Gloriann Chavez, A.A.	Director, Bookstore	3248	BK 101
Rejoice Chavira, Ed.D.	Director, EOPS and CARE	3456	SSA 307
Karen Childers, M.S.	Director, Grants and Resource Development	3392	LADM 300B
Donna Hoffman, M.A.	Director, Marketing and Public Relations	3209	LADM 300A
Heather Chittenden, M.B.A.	Director, Aquatics		AC
Larry Cook	Director, Facilities, Operations & Maintenance	3384	Maintenace
Eupeterson Lewis, B.A.	Veterans Affairs Administrator	3329	LRC 103
John Muskavitch, B.S.	Director, Financial Aid	3269	CL 214
Ericka Paddock, M.A.	Director, Student Life	3457	SC 108
Michelle Riggs, M.A.	Assistant Director, Resource Development	3391	LADM 300C
Deborah Wasbotten, B.A.	Interim Director, Child Development Center	3401	CDC 102

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT ADMINISTRATION

114 South Del Rosa Drive

San Bernardino, CA 92408

(909) 382-4000

Bruce Baron, M.S. Ed.	Chancellor
Timothy Oliver, M.B.A.	Interim Vice-Chancellor, Fiscal Services
Vacant	Vice-Chancellor, Human Resources & Employee Relations
Ken Couch	General Manager, KVCR TV/FM
Glen Kuck, Ed.D.	Executive Director, Distributed Education & Technology Services
Matthew Isaac, Ph.D.	Executive Director, Economic Development & Corporate Training
Steve Sutorus, M.B.A.	Manager, Fiscal Services
Vacant	Director, Fiscal Services
Pierre Galvez, A.A.	Interim, Chief of Police

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Donald L. Singer, Ph.D.	President
John Longville	Vice-President
Donna Ferracone, M.A.	Clerk
Gloria Macias Harrison, M.A.	Trustee
Kathleen Henry, Ph.D.	Trustee
Nicholas Zoumbos, M.S.	Trustee
Joseph Williams, B.A.	Trustee
Yasmeen Flores	Student Trustee (CHC)
Rosalinda Sosa Sanchez	Student Trustee (SBVC)

CRAFTON HILLS COLLEGE FACULTY LEADERSHIP

Faculty Senate

Denise Allen	President	3603	LADM 219
Jessica McCambly	Vice President	3611	OE1 130
Julie McKee	Treasurer	3351	SSA 332
Meridyth McLaren	Secretary	3576	CDC 103
Robert Brown	Historian	3566	LADM 231

Faculty Chairs

Brad Franklin	Allied Health	3284	CHS 130
Denise Allen	Business, Economics & Information Technology	3603	LADM 219
Jeff Schmidt	Communication and Language	3342	SSA 323
Ryan Bartlett	English and Reading	3347	SSA 330
Mark McConnell	Fine Arts	3293	PAC 310
Janine Ledoux	Co-Chair/Health and Physical Education	3278	G 104
Ralph Rabago	Co-Chair/Health and Physical Education	3279	G 113
JoAnn Jones	Human Development	3213	CDC 114
Sherri Wilson	Co-Chair/Mathematics	3336	SSA 317
Jodi Hanley	Co-Chair/Mathematics	3339	BC 103B
Kelly Boebinger	Physical & Biological Sciences	3291	CHS 241
Terry Koeper	Public Safety & Services	3261	OE2 211
Julie McKee	Social Science	3351	SSA 332

Faculty Coordinators

Judith Giacona	Health and Wellness Center	3271	SSB 109
Jonathan Townsend	Tutoring Services	3566	LRC 144
Vacant	Library		

CHC DIRECTORY OF SERVICES

Prefix for all extensions is 389-

Service	Department/Office	Location	Phone
Add/Drop	Admissions and Records	SSA 213	3372
Admissions	Admissions and Records	SSA 213	3372
Adults Returning to School	Counseling	SSB 201	3366
Advanced Placement (AP)	Counseling	SSB 201	3366
Assessment Testing	Counseling	SSB 201	3366
ASB Card	Student Life	SCC 107	3410
Audio-Visual Services	Audio-Visual	LRC 112	3316
Basic Skills	Tutoring Center	LRC 137	3312
Blackboard	Help Desk		(877) 241-1756
Book Loans	Resource Development	LADM 300B	3245
Book Buy Back	Bookstore	BK 101	3250
Business Office	Campus Business Office	LADM 151	3221
CARE	EOPS	SSA-307	3239
CalWORKs	EOPS	SSA 307	3239
Campus Publicity	Student Life	SCC 107	3410
Career Counseling	Career Center	SSB 201	3366
Certificates	Admissions/Records	SSA 213	3372
Cheating and Plagiarism	Student Affairs	LRC 223	3354
Child Care Center	Child Development Center	CDC	3440
Child Care Referrals	Student Success	SSB 201	3450
CLEP	Counseling	SSB 201	3366
Computer Use (Students)	Library	LRC	3321
Computer Use (Staff)	Instruction	LADM 300	
Concert Tickets	Music	PAC 310	3293
Counseling	Counseling	SSB 201	3366
Credit by Examination	Admissions and Records	SSA 213	3372
Disabled Students	Disabled Student Services	SSB 110	3325
Distribution of Literature	Student Life	SCC 107	3410
Discrimination and Harassment	Presidents Office	LADM 301	3201
EOPS	EOPS	SSA 307	3239
Facilities Use	Facilities Use	LADM 167	3217
Faculty Contact Information	Instruction	LADM 300	3202
Faculty IDs	Student Life	SSC 107	3410
Federal Work Study	Financial Aid Office	CL 214	3223
Financial Aid	Financial Aid Office	CL 214	3223
Food Services	Cafeteria	SCC	3376
Free Speech Zones	Facilities Use	LADM 167	3217
Grade Appeals	See Faculty Chair		
Graduation Application	Admissions & Records	SSA 213	3372
Graduation/Commencement	Student Services	LRC 223	3354
Health Services	Health & Wellness Center	SSB 101	3272
High School Student Admissions	Admissions and Records	SSA 213	3372
Honors Program	Honors Center	SCC 200	3500

Housing Referrals	Student Success	SSB 201	3450
Incompletes	Admissions and Records	SSA 213	3372
Instructor Absences	Instruction	LADM 300	3230
International Students	Counseling	SSB 201	3366
Learning Communities	Instruction	LRC 106	3330
Library Services	Library	LRC	3321
Lost and Found	Communications	LADM 150	3276
Keys	Communications	LADM 150	3276
Parking Permits	Communications	LADM 150	3276
Parking Violations	Communications	LADM 150	3276
Petitions	Admissions and Records	SSA 213	3372
Photocopy Machines (Students)	Library	LRC	3321
Photocopy Services (Instructors)	Copy Center	LRC 127	3310
Police	District Police	LADM 150	3275
Prerequisite Challenges	Counseling	SSB 201	3366
Printing (Students)	Library	LRC	3321
Registration	Admissions and Records	SSA 213	3372
Refunds (Students)	Admissions and Records	SSA 213	3372
ROP Credit	Career Education	LADM 300D	3344
Scholarships	Student Services	LRC 223	3354
Single Parents	Counseling	SSB 201	3366
Staff E-Mail	Help Desk		(877) 241-1756
Student Affairs	Student Services	LRC 223	3354
Student Clubs	Student Life	SCC 107	3410
Student E-Mail	Help Desk		(877) 241-1756
Student Jobs(On-Campus)	Financial Aid	SSB 201	3223
Student Jobs (Off-Campus)	Career Center	SSB 201	3366
Student Fees	Admissions and Records	SSA 213	3372
Student Government	Student Life	SCC 107	3410
Student Grievances	See Faculty Chair		
Student Success Program	Counseling	SSB 203	3450
Switchboard	Communications	LADM 150	5050
Technology Services	Technology Services	LRC 115	3550
Textbook Ordering	Bookstore	BK 101	3250
Theatre Tickets	Theatre Box Office	PAC	3292
Transfer Information	Transfer Center	SCC 201	3366
Transcripts	Admissions and Records	SSA 213	3372
Transportation Information	Student Success	SSB 201	3450
Tutoring	Tutoring Center	LRC 137	3312
Veterans	Admissions and Records	SSA 213	3256
Voice Mail	Help Desk		(877) 241-1756

GENERAL INFORMATION

Absences

If you are unable to meet a class, call the Instructor Absence Line at (909) 389-3230. Do not report absences to your Faculty Chair and do not rely on a message to your Division Secretary or Division Dean. When the Office of Instruction receives the message, a notice that your class has been cancelled will be posted on the *CHC Instruction* Twitter account which feeds into the CHC main webpage, and if time permits, your classroom door will also be posted. An absence form will be either e-mailed to you or put in your mailbox. (See *Hourly Absence Form* in the back of this handbook.) Only a certificated, board-approved instructor can substitute for an instructor. Do not make arrangements on your own. Part-time faculty have limited sick leave, which you accrue after your first semester. The number of hours of sick leave accrued each semester is equal to the number of your contract hours divided by sixteen.

Accidents and Emergencies

Medical Emergencies and First Aid – For serious injuries or illness, call District Police at (909) 389-3275 (x3275). If you are not close to a phone, shout for help. For less serious injuries and illness, provide first aid and contact the Health and Wellness Center at (909) 389-3271 (x3271). Provide CPR and/or first aid until help arrives.

Emergencies after the Switchboard is Closed – Call the Campus Police at (909) 389-3275 (x3275) and you will automatically be connected to the San Bernardino County Sheriff's Dispatch.

Fire – In the event of an actual fire, pull a fire alarm if one is nearby, call District Police at (909) 389-3275 (x3275) and evacuate the area. If a fire alarm sounds, immediately evacuate the building. DO NOT use elevators and report to the nearest evacuate site. DO NOT re-enter the building until directed to do so by District Police or College administration.

Earthquake – If indoors, DO NOT evacuate the building Drop, cover and hold, keeping away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases. Check for injuries and if emergency assistance is required, contact District Police at (909) 389-3275 (x3275). Evacuate when safe to do so and DO NOT re-enter the building until directed to do so by District Police or College administration.

Disturbance Requiring Police Intervention – Contact District Police at (909) 389-3275 (x3275). Direct combatants to stop fighting but do not attempt to separate combatants during a physical altercation. Keep others away from combatants until District Police arrive.

Violent Intruder/Weapon on Campus – Report all suspicious persons and situations to District Police at (909) 389-3275 (x3275). If a violent intruder is observed, immediately contact District Police and if directed, implement lockdown procedures. Immediately close and lock doors (if possible), close

blinds if safe to do so and turn off lights. Instruct others to move away from doors and windows and get down on the floor. Remain in the secured area until further instructions are provided by District Police or College administration.

Audio-Visual Services

Most rooms at the College are equipped with instructional technology including LCD projectors. If you need equipment such as a LCD projector, TV, DVD or VCR player, overhead projector, or laptop, please make your request at least one week in advance. To do so, contact Audio-Visual Services at (909) 389-3316 (x3316) or visit the Audio-Visual Services website at [http://www.craftonhills.edu/Faculty & Staff/Tech Services/Audio Visual/index.php](http://www.craftonhills.edu/Faculty%20&%20Staff/Tech%20Services/Audio%20Visual/index.php).

Blackboard

Blackboard is the course management system supported by the San Bernardino Community College District. A course management system is an online site where students can access course content, communicate with you and other students, submit assignments and complete quizzes, tests and examinations for all courses. Blackboard is used to conduct online and hybrid courses, but also is available for all faculty to use in their face-to-face courses. To log into Blackboard, go to <http://blackboard.sbccd.cc.ca.us>. Your username as well as your initial password is your seven digit Faculty ID number, (contact the Instruction Office at 3215 if you do not know your faculty ID number). Blackboard shells are created for all courses prior to the beginning of each semester. The college offers Blackboard training throughout the academic year. In addition, the Blackboard site includes web based tutorials regarding the use of the tool. For assistance, you can contact the District's 24/7 Help Desk at (877) 241-1756.

Book Orders

Textbooks are ordered well before the beginning of each semester. As soon as you receive your teaching assignment, you should decide what texts or other materials you will require of your students. Generally, book orders are due on October 15 for Spring semester, March 1 for Summer semester and April 15 for Fall semester. You will receive notice from your Faculty Chair regarding book ordering procedures. In some cases, your Faculty Chair will request textbook information be sent direct to him/her. In other departments, you will be asked to send your textbook orders directly to the bookstore using the online ordering system. If you teach a class in which all instructors use a common text, your Faculty Chair will notify you and in most cases will order texts for you and provide you with a desk copy. If you are interested in using an text in addition to that ordered for your class, contact your Faculty Chair. You may also provide instructor-developed materials to the bookstore for duplication and purchase. The Bookstore does not provide instructor desk copies. Please contact the publisher directly for desk copy requests. If you have additional questions about ordering books, contact your Faculty Chair or Carol Moreno in the Bookstore at (909) 389-3247 (x3247).

Changing Location of Class Meetings

You must conduct each of your classes in the room you have been assigned unless you receive permission from your Division Dean. In most circumstances, classes cannot be moved to accommodate more students.

Class Breaks

California Education Code allows for a 20-minute break in a 3-hour class and a 10-minute break in a 2-hour class. Classes meeting less than 2 hours do not take a break. An instructor may choose to take a break when the instructional format allows it. **Education code does not allow this break to be taken during the last hour of class. A class may not be dismissed early in lieu of a class break.** While the Education Code does not require breaks, the Statewide Academic Senate has found that “best practices” include breaks for long classes. Research shows it improves student attention and learning.

Copy Center

The Copy Center (formerly Teaching Aids) provides duplication and other services for your classes. The Copy Center is located on the first floor of the Learning Resource Center and is open Monday-Thursday from 8:00am-8:00pm and Friday from 8:00am-4:00pm. In addition to duplication services, the Copy Center can produce transparencies, laminate, collate, staple, automatic fold, bind (adhesive strips or cone), 3-hole punch (single-sided copies only). Please plan ahead. Depending on the volume, for duplication only, provide 2-3 days notice. Requests are filled on a first come, first served basis.

To Submit Duplication Requests Using Email for a Quicker Turn around Time

The Copy Center accepts Word documents for reproduction via e-mail at teachingaids@craftonhills.edu. They will acknowledge receipt of your email when they receive it. Attach the document to be reproduced and indicate the following: number of pages to be reproduced; number of copies needed; date and time needed; can it be printed back to back; as well as special instructions (e.g. collated, stapled and collated, do not collate, etc.) Also furnish a telephone number where you can be reached if there is a problem.

To Submit Requests in Person

Hard copy reproduction request forms are available in the Copy Center. (See Duplication Request in the back of this handbook.) Complete the form and paperclip it to your materials, retaining the pink copy for your records before submitting the request. Leave materials in the tray labeled “Duplication Request Inbox.”

Completed requests may be delivered to your campus mailbox or may be picked up in the Copy Center. Please make a note if you wish your order to be delivered to your mailbox. Orders without delivery instructions will be held in the Copy Center for pick up.

Course Syllabus Requirement

A current syllabus for each course you teach must be submitted, preferably electronically, to your Division Dean and your Faculty Chair at the beginning of each semester.

Eating and Drinking in the Classroom

The college prohibits eating and drinking in the classrooms and the corridors of the buildings. This regulation applies to instructors and students alike.

E-mail Accounts

All instructors are eligible to receive a district e-mail account. In order to be assigned an e-mail address, you must complete a *User Application* if you have not already done so. (See *User Application* request form in the back of this handbook). The application is available online at <http://dets.sbccd.org/forms>. User application must be typed and submitted to your Division Dean for approval. Once your e-mail address has been assigned, you will be notified by the Instruction Office, you will receive an e-mail with your user name, password and e-mail address. Log on to www.craftonhills.edu and follow the prompts on the right hand side of the page to log in. From then on, you can access your e-mail remotely through <http://mail.sbccd.cc.ca.us>. For assistance, you can contact the District's 24/7 Help Desk at (877) 241-1756.

Evening Administrator

A member of College administration is on duty Monday through Thursday evenings from 5:00pm – 10:00pm. A schedule of evening administrator coverage, including office locations and phone numbers, is distributed via e-mail at the beginning of each week.

Facilities Use Requests

Instructors may request the use of college facilities outside of their regularly assigned time and room. The Facilities Use Request form can be found online at [http://www.craftonhills.edu/Faculty & Staff/fac use form new.php](http://www.craftonhills.edu/Faculty%20&%20Staff/fac%20use%20form%20new.php).

Keys to Classrooms

Most classrooms on campus do not require keys. If you require a key, contact your Division Secretary. All key orders must be authorized by your Division Dean. When your key order is completed, you will be directed to pick up and sign for your keys in the Communications Office, LADM-150. At the end of the semester, any keys you do not expect to be using again should be returned to the Communications Office. If your keys are lost, there is a \$5.00 replacement fee for each key.

Mailboxes

Mailboxes for part-time faculty are located on the first floor of the Learning Resource Center. Please check your mailbox regularly.

Office Space

Part-time faculty are not required to hold office hours. The College, however, has created part-time faculty offices where you can work, check your e-mail, return phone messages or meet with students. Presently there are two offices, BK 104 at the east end of campus and SSA 309 on the west end. No storage of personal items or class materials is permitted in these common office areas. Additional work areas, including ones in the new Learning Resources Center will be forthcoming. In addition, some departments provide additional office space for part-time faculty members in their disciplines. Please contact your Faculty Chair should you require basic supplies for the offices or for more details.

Parking Privileges

Part-time faculty members are obligated to follow the same parking regulations as other staff and students. You may park in the staff parking areas, however; you must purchase a parking permit and display it as indicated on the permit. You may purchase a permit by the semester (\$30 for Fall or Spring semesters and \$15 for Summer) or for the entire year (\$75). Beginning Summer 2010, parking permits are only sold online. Visit www.craftonhills.edu/parking for more information. Your parking permit allows you to park at both the Crafton Hills College and San Bernardino Valley College campuses and the San Bernardino Community College District location.

Paychecks

You must sign and return your teaching agreement and time sheets by the deadline provided by your Division Office in order to be paid the first month. For full-term courses during the Fall and Spring semesters, you will be paid in five (5) equal payments throughout the semester. The first month you will be paid on the 15th, after which you will be paid once a month on the 9th. Payment dates for short-term and Summer courses vary. Please contact your Division Secretary for more information. You may have your check mailed to your home or you may fill out a form for an electronic deposit to your bank.

Professional Development Agreements

Part-time faculty who teach a one-unit class or more are eligible to earn an additional eight hours of professional development pay per class up to a maximum of two classes. Of these eight hours, four are for student contact outside of regularly scheduled class time. An additional four hours are allowed for student contact or non-student contact including professional development, committee work, etc. To be eligible for professional development pay, part-time faculty are required complete a two-part *Professional Development Agreement*. (See *Professional Development Agreement, Part One and Part Two* in the back of this handbook). Part One should be submitted at the beginning of the semester (by September 1 during Fall semester and February 1 during Spring semester) and identifies the activities in which you plan to engage. Part Two, submitted at the end of the semester indicates the activities which you have completed. Professional Development agreements require your Faculty Chair's approval and must be submitted to your Division Dean no later than December 1 for Fall semester and May 1 for Spring semester in order to be processed. Professional

Development compensation will be included in your last paycheck, assuming that you have fulfilled your agreement. Professional development pay is not offered during Summer semesters.

Qualifications

In order to teach at Crafton Hills College, instructors must meet the minimum qualifications as mandated by the State Chancellor's Office, be fingerprinted, submit current tuberculosis test results and be approved by the District Board of Trustees.

Smoking

The college prohibits smoking and other tobacco use in all buildings on campus. Smoking and tobacco use is limited to designated smoking areas on campus. This regulation applies to instructors and students alike.

Substitute Instructors

All substitute instructors must meet the minimum qualifications as mandated by the State Chancellor's Office and be approved by the District Board of Trustees. Contract instructors may also substitute if it extends beyond their load and they do not exceed the seven (7) hour per week limitation for overload. Substitutes are generally approved in the case of extended absence or other circumstances which dictate a need. Substitutes are generally not approved for single course meetings. Please contact your Division Dean for additional information. All substitutes are paid on an hourly basis and must complete an *Academic Hourly Substitute Time Sheet* which is available from your Division Secretary. Substitute time sheets must be submitted to your Division Secretary no later than the 11th of each month.

Teaching Agreement and Time Sheets

Your teaching agreement and time sheets will be distributed at the part-time faculty meeting held at the beginning of the semester and are also available prior to the meeting in the division offices. In the letter mailed to instructors regarding the date of the part-time faculty meeting, the dates will be outlined when your contract will be available to sign in the division offices. (See *Agreement for Temporary Part-Time Teaching Assignments and Time Sheet* in the back of this handbook).

Technology Services

Technology Services provides support for all of the technology on the Crafton Hills College campus. They are prepared to help with setup, maintenance and repair of computers and other technology equipment throughout the campus. For more information, contact Technology Services at (909) 389-3550 (x3550) or visit their webpage at [http://www.craftonhills.edu/Faculty & Staff/Tech Services/index.php](http://www.craftonhills.edu/Faculty_Staff/Tech_Services/index.php).

Voice Mail Box

All part-time instructors are eligible to receive a district voice mailbox. In order to be assigned voice mail, you must complete a *User Application*. (See *User Application* request form in the back of this

handbook). The application is available online at <http://dets.sbccd.org/forms>. User application must be typed and submitted to your Division Dean for approval. Once your voice mailbox has been assigned, you will receive an e-mail with your voice mailbox number. To set up/access your mailbox call (909) 389-3300 (or x3300). Press the pound (#) key, enter your four-digit voice mailbox number, pound (#), your password and pound (#). The initial password is 12345. Follow the voice prompts until you hear "You have finished enrollment." Voice mailboxes which are not set up within 30 days of creation or which are inactive for 30 days will be deactivated.

Students can leave messages for you by calling the College main number (909) 794-2161 and entering your voice mail extension at any time during the recorded message. For assistance, you can contact the District's 24/7 Help Desk at (877) 241-1756.

ACADEMIC POLICY AND PROCEDURE

Academic Freedom

The San Bernardino Community College District is committed to the principle that the free expression of ideas is essential to the education of its students and to the effective governance of its colleges. The District further subscribes to the principle that the free expression of ideas should be limited only by the responsibility to express ideas with fairness, and in a manner that respects the differing ideas of others and distinguishes between established fact and theories and one's own opinion.

No special limitations shall be placed upon study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical and biological world, and other branches of learning, subject to accepted standards of professional responsibility. Students shall have the opportunity to study controversial issues and divergent views, and to arrive at their own conclusions. Instructors have an obligation to protect the student's right to freedom of inquiry even when the student's conclusions differ from those of the instructor. While students may represent without penalty any opinion in or out of class, they may be required to demonstrate knowledge of views contrary to their own in order to fulfill course requirements. For more information, please consult SBCCD Board Policy/Administrative Regulation 4030.

Academic Integrity

SBCCD Board Policy/Administrative Procedure 5500 identifies standards of student conduct including those related to academic integrity. Consistent with the policy, the Crafton Hills College Academic Senate has adopted an Academic Integrity Policy. Instructors who suspect a student has engaged in academically dishonest behavior, including cheating and plagiarism, shall determine if evidence is sufficient to warrant a finding of infraction, determine if further investigation is necessary and apply an appropriate sanction. Instructors should publish guidelines regarding academic dishonesty and consequences in their syllabus. Sanctions can include a reduced grade for the assignment with attendant consequences. However state law prohibits an instructor from unilaterally failing a student in a course for academically dishonest behavior. Standards of academically dishonest behavior and consequences in certain career-technical programs may be greater. Please consult your Faculty Chair for more information.

Instructors are obliged to report all incidents of academic dishonesty to the Vice President of Student Services. The report should include the name of the student(s), the course, instructor, assignment, nature and date of the infraction and the sanction applied. The Vice President of Student Services may apply additional sanctions including reprimand, probation, suspension or expulsion. For more information, please consult SBCCD Board Policy and Administrative Regulation 5500 and the Academic Integrity Policy in the College Catalog.

Auditing

SBCCD District Board Policy 4070 prohibits student auditing of classes. All students in attendance must be officially enrolled in the class. Encourage potential students to consider enrolling in the class on a regular or credit/no credit basis.

Board Policy and Administrative Procedures

SBCCD Board Policies and Administrative Procedures are available on the District website. Please visit http://www.sbccd.org/Board_of_Trustees for more information.

Census and Attendance Record Keeping

Prior to the first day of class, you should print a temporary class roster. (See *Roster, Temporary* at the back of this handbook.) Rosters will no longer be distributed to faculty at the beginning of each semester. Rosters are accurate as of the "Run Date" located at the bottom right hand side of the roster. For your most up-to-date roster, log on to WebAdvisor, click on "Faculty" icon. As of Fall 2011, WebAdvisor has a roster function available which is a web-based list of students enrolled in your sections including e-mail addresses (similar to what is available in Blackboard) If you wish to access the downloadable MS Word roster, click on "My Classes" on the left-hand side menu and WebAdvisor will redirect you to Campus Central and you will be automatically logged in where you can access the roster by clicking on "Roster." You are encouraged to run a roster immediately before the start of your class. On the temporary roster will be the names of students who have officially enrolled in the class. If a student in the class claims that he/she officially enrolled in the class but his/her name does not appear on the roster, ask to see the student's *Student Class Program* (a printout to verify enrollment). If the student's form lists your class, compare the date of enrollment against run date on your roster. Students may register for classes up to the Sunday prior to start of classes and therefore may not appear on your roster. In other cases, students may have been administratively dropped for non-payment, lack of prerequisite, etc. For any concerns, refer the student to the Admissions and Records Office.

Adding Students

Students who have no evidence of enrollment in your class may add the class if there is sufficient room. Authorization Codes are available in the Instruction Office and will be distributed at the part-time faculty meeting or when you sign your contract. (See *Authorization Code Card* at the back of this handbook.) Note the "Use by" date on the label which is also the last day to add the class. DO NOT distribute code labels after that date as they no longer will be valid. Printing a name on your roster only does not enroll the student in the class.

The college is funded for all paid enrollments prior to the census date of each course. This date is otherwise referred to as the "last date to add" and is noted at the top of each class roster. The last date for students to add a full-term class is the second Friday of the term as noted in the Schedule of Classes. This date also appears at the top of each roster. Census dates will vary for short-term

classes. The last date to sign students into a short-term class is the "last date to add" noted at the top of the class rosters.

Please make note of how many students are enrolled in your course, how many you authorize to add and the assigned cap. **You must take attendance the first day of class.** Students who do not attend the first class meeting may be dropped from the roll and another student given that space. **You are legally obliged to drop students who are no shows prior to the census date.** If space is available in your class, you should add up the cap. It is the instructor's discretion to add students beyond the assigned cap. Please take into account instructional quality as well as safety issues when you do. DO NOT add more students than for whom there are seats for. In general, classes cannot be moved to accommodate more students.

Please check your roster immediately after the add deadline. Any student who is attending class but is not registered is auditing which is in violation of District Policy, will not be included in the funding calculation for the institution and will not earn credit for the course. Students who fail to add before the last day to add should be referred to the Admissions and Records Office. Students may file a Petition for Special Privilege to request to be added after the add deadline. You may be asked by the student to provide verification of attendance in this circumstance.

Dropping Students

You will not receive enrollment verification or permanent rosters from the Admissions and Records Office. Log on to WebAdvisor to periodically print your rosters, including before the last day to drop and last day to withdraw printed at the top of your temporary roster. Students who fail to attend class prior to the census date MUST be dropped by the instructor. Students may also be dropped for non-attendance as defined in the instructor's syllabus.

Students who drop or are dropped before the last day to drop (the end of the third week in a full-term course or 20% of a short-term class) will have no record of the course placed on their academic record. Students who withdraw or are withdrawn between end of the third week of and the end of the eleventh week for a full-term class (or 60% of a short-term class) will have a "W" assigned to their academic record. Instructor can drop students at any time through the end of the eleventh week (or 60% of a short-term class) by logging into WebAdvisor. Click on "Faculty" menu, then "My Classes." You will be redirected to the Campus Central site. Click on "Drop Students" then follow the prompts to drop the students. You may receive an e-mail confirming your drops. Students who are dropped by an instructor are not eligible for a refund of course fees. Students are not allowed to drop nor are instructors allowed to drop students after the end of the eleventh week of a full-term class (or 60% of a short-term class).

Classes with a prerequisite may have one of the following notations on the roster. Students who have the "*" notation next to their names should not be allowed to remain in the course as they have not met the prerequisite. These students should not be allowed to remain in the class. Students who have the "***" notation next to their names are awaiting final grades in the prerequisite course.

These students must provide evidence of a passing grade in the prerequisite course to the instructor. Please refer any student with concern regarding prerequisites to the Counseling Office.

Reinstatement

An instructor may reinstate a student who has been inadvertently dropped from his/her class by completing an *Instructor Drop Reinstatement* form. (See the *Instructor Drop Reinstatement* form in the back of this handbook.) The reinstatement must be completed prior to the withdrawal date indicated at the top of each roster.

Positive Attendance Roster

Classes that have irregularities in the meeting times or hours or specified as noncredit or open entry/open exit are reported as positive attendance classes. You will receive a *Positive Attendance Roster* prior the beginning of your class if your class is reported as positive attendance. (See *Roster, Positive Attendance* at the back of this handbook.) You must indicate the exact number of hours each student attended. It is critical that you complete this roster as soon as your class ends and submit it to the Admission and Records Office.

Record Keeping and Attendance

You are not obligated to keep a record of each student's attendance after the fourth week of classes, but you are encouraged to do so. Also, the college has no stipulated number of class sessions a student is permitted to miss. You may use your own absence policy but make sure that it is clearly outlined in your syllabus. Check with your Faculty Chair to determine the prevailing practice in your department.

Crisis Intervention

The College has created *Crisis Intervention Flow Chart* to help instructors determine the appropriate response to irregular or disruptive student behavior. (See *Crisis Intervention Flow Chart* form in the back of this handbook). If the student exhibits irregular, but not disruptive behavior, speak to the student privately and confidentially and refer the student to the Health and Wellness Center in SSB 101. Mental health counseling is available for students by a licensed psychotherapist. You can contact the Health & Wellness Center at 389-3272 (x3272).

If you encounter a student with inappropriate disruptive behavior(s), please consult the section entitled "Student Conduct in Class" in this handbook.

Credit by Examination

Students currently enrolled in the college who believe they possess the knowledge equivalent to a course may petition for credit by examination. To do so requires the student provide evidence of their knowledge and skill in the subject. Credit by Examination also requires the approval of a full-time faculty member at the college. If a student approaches you about Credit by Examination, please refer them to your Faculty Chair. In disciplines in which the College does not have a full-time faculty member, your Faculty Chair will confer with you regarding the examination process.

Course Outline of Record

There is an official course outline of record for the classes taught at the college. You are contractually responsible for teaching to this outline. Course outlines of record are revised every six (6) years. To obtain the most recent copies, check with your Faculty Chair or log on to the CurricUNET curriculum management system at www.curricunet.com/crafton. You can locate course outlines using the "Search Course" feature.

Course Syllabus

A syllabus must be given to the students at the first class meeting. As you prepare your syllabus, be sure to review the college calendar to check important dates such as deadlines and holidays. A current syllabus for each course you teach at the college must be submitted, preferably electronically, to your Division Dean and your Faculty Chair.

A typical syllabus should contain at least the following:

- The title, number, and brief description of the course.
- Your name and contact information including e-mail address, phone number or voice mail and office hours (if applicable)
- The course objectives (from the approved course outline of record) as well as appropriate course and/or program student learning outcomes.
- The title, author and edition of all required texts and a list of required materials.
- Grading standards, specific requirements for earning a successful grade in the course, assignments and the criteria that will be used in evaluating those assignments, including appropriate rubrics
- Policies regarding conduct and expectations of students (e.g. cell phones use, attendance and participation requirements, plagiarism policy, etc.).
- A tentative course schedule including an outline of topics and assignments, final exam date and time, and other important dates including the last day to drop with and without a "W"

Evaluation of Instruction

Evaluations of instructors are conducted with the goal of improving instruction. In compliance with the Education Code, each part-time instructor is evaluated once within the first year of employment and, thereafter, at least once every six (6) regular semesters. Early in the semester you are scheduled to be evaluated, you will receive a memo from your Division Dean, including information on scheduling an initial evaluation meeting. During this meeting, your Division Dean will orient you to the evaluation process and outline the necessary requirements including a self-evaluation, submission of course syllabi, student evaluations, a peer evaluation by a full-time faculty member, a classroom observation by the Division Dean and a final meeting at which time you will receive a *Formal Evaluation Summary*. If you have any questions regarding the evaluation process, please contact your Division Dean.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. All students attending the College, regardless of age, are afforded these rights. Instructors are not allowed to disclose or discuss a student's academic progress with anyone other than the student. You are not obliged, nor should you discuss with a parent their child's performance in your class. Students may waive their FERPA rights in writing using a form available through the Admissions and Records Office. For more information, consult the College Catalog.

Field Trips

As per SBCCD Board Policy 4300, field trips are an extension of the campus instructional program and, as such, must be conducted in a manner similar to on-campus instructional practices such as organization of instructional materials, goal setting, course objectives, student contact, adherence to college rules, regulations, policy, and provisions for classroom safety. Field trips will be approved, subject to administrative review, when campus facilities and equipment do not provide the needed learning experiences necessary to adequately teach a class. Every field trip must have an educational goal which cannot effectively be obtained from an on-campus activity.

Approval for a field trip requires the completion of the *Request for Approval of Off-Campus Class Meeting* form by the instructor and the *Field Trip Waiver of Claims Acknowledgement* form by each student. (See *Off-Campus Approval* and *Field Trip Waiver* in the back of this handbook). Check with your Division Secretary for the forms.

All requests for college-sanctioned class meetings at off-campus locations MUST be submitted on the appropriate form at least one ten days prior to the trip. It is best to have any student who thinks they might attend fill out the waiver form. Anyone who does not have a waiver on file may not attend the trip. If any students are high school students, and/or are under the age of 18, their parent/guardian must sign the waiver. Should anyone become injured or is thought to be injured while on the trip, the instructor must notify the appropriate Division Dean's office as soon as possible after the trip. The Dean will then notify the appropriate District personnel. Family members may attend as long as they provide their own transportation. They are considered to be attending voluntarily and not as a part of the class.

Final Exams

The College requires that instructors must meet their class(es) during the scheduled final exam period. Final exams for day classes are administered according to a final exam schedule. Final exams for evening classes are given on the last scheduled evening of classes. The final exam schedule is published each semester in the Schedule of Classes. Instructors who wish to administer final exams at other than scheduled times may do so only with the approval of their Division Dean.

Grades

You will be expected to award grades according to reasonable standards based on the requirements of the course as outlined in your syllabus and consistent with the official course outline of record. The evaluative grading system used at Crafton Hills College is standard:

- A = Excellent
- B = Good
- C = Satisfactory
- D = Passing, less than satisfactory
- F = Failing

Crafton Hills College does not award plus or minus grades. The following are other grades that you may assign to students:

Pass-No Pass (P/NP)

Some courses at the college are graded solely on a pass-no pass basis. Students may also elect to be graded on a credit/no credit basis by filing a petition anytime between registering for the class and the end of the fifth week for full term classes (or 30% of short term classes). Once approved, you will receive notice that the student has elected to take the course "pass-no pass." After the deadline, the only justification for a change from "pass/no pass" to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process.

Students electing to be graded on a "pass/no pass" basis are responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course. A Pass or "P" will be assigned for performance that is equivalent to a letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a No Pass or "NP." You should advise students that units earned as "P" in most cases cannot be applied to a student's major. Students may take up to fifteen (15) units "pass/no pass" courses to apply toward meeting graduation requirements, but are not be included in the determination of the students' grade point average. Pass-no pass was formerly known as Credit-No Credit. For more information, please consult SBCCD Administrative Procedure 4231.

Incomplete (I)

An incomplete or "I" may be assigned at your discretion when a student has completed a substantial portion of the class work but some part of the student's work remains to be completed at the end of the term. Incomplete grades should be reserved for students who experience unforeseeable circumstances that prevent them from completing the course after the withdrawal deadline. They should not be awarded to students to allow students to avoid a poor grade in a course. If you choose to issue an Incomplete, you must complete an *Incomplete Grade Report* indicating what the student must do to complete the course and what grade the student will receive if the work is not completed. (See the *Incomplete Grade Report* in the back of this handbook). Give a copy of the form to the student, submit a copy to the Admissions and Records Office and keep a copy for your

own records. The Incomplete Grade Report form may be obtained from your Division Secretary or the Admissions and Records Office.

Incompletes must be resolved within one year. When the student completes the work, return your copy of the Incomplete Grade Report to Admissions and Records indicating the grade to be assigned to the student. The majority of students who are assigned an incomplete never complete the work—something you should think about when you consider issuing an Incomplete. In the event the student does not complete the work, you should return your copy of the Incomplete Grade Report to Admissions and Records indicating the student should be assigned the grade you previously stated they would earn if the work was not completed. For more information, please consult SBCCD Administrative Procedure 4232.

Withdrawal (W)

A W grade will be assigned to students who either withdraw or whom you withdraw between the end of the third week of a full-term class (or 20% of a short-term class) and the end of the eleventh week of a full-term class (or 60% of a short-term class). You may not issue a W after the last date to withdraw. At that point, a student must receive an evaluative grade (e.g. "A," "B," "C," "D," "F," "P," "NP" or "I")

Grade Changes

Individual instructors are responsible for assigning grades. You may change a student's grade within three years by submitting a *Change of Grade Form* to the Admissions and Records office. (See *Change of Grade Form* in the back of this handbook). These forms are never accepted from students. Except in cases of "mistake, bad faith, fraud or incompetence" an instructor's grades are final. Grades cannot be changed for any reason or under any circumstances after 36 months from the end of the term in which the grade was assigned. For more information, please consult SBCCD Board Policy and Administrative Regulation

Grade Reporting and Posting

It is very important that final grades be submitted on or before their due date. Grades are due to the Admissions and Records within three (3) working days of the end of the session. Delays are costly to the college and troublesome for the affected students.

Submitting Grades

The preferred method of submitting grades is electronically through WebAdvisor which over time will replace the functions of Campus Central. To submit grades electronically through Gradebook, follow these steps:

- Log onto WebAdvisor using the login/password provided by the Instruction Office when your email was set-up.
- Click on the "Faculty" icon, then click on "Grading."
- Select the term for which you wish to enter grades, then click on "Submit."

- Click the radial button next to the course for which you wish to enter grades, then click on "Submit"
- Enter grades for all students, then click "Submit" at the bottom of the page.

Once processing is complete, you may receive an e-mail confirmation for your records. Grades submitted electronically are posted immediately to the students' academic record.

If you choose to submit your grades in person, request a Final Roster from Admissions and Records. Input your grades in the far right-hand column, sign and date the roster and submit to Admissions and Records staff. Grades submitted electronically are not posted immediately.

Whether you submit grades electronically or in person, you must submit an Incomplete Grade Report for any students for whom you assigned an "I." In addition, if you received a Positive Attendance Roster for your class, it too must be submitted to Admissions and Records when you submit final grades.

Posting Grades

The posting of student grades with easily identifiable personal indicators is in violation of the Family Rights and Privacy Act of 1974. However, there are acceptable methods by which instructors may voluntarily provide this service or benefit for groups of students without jeopardizing the student's right to privacy, including:

- Instructors may post student grades by utilizing some derivative of a student's Social Security number - perhaps only the last three or four digits.
- Instructors may post student grades by using their student ID.
- Instructors may voluntarily agree to mail grades if the student provides a self-addressed stamped envelope.
- Instructors may post grades on-line using Blackboard.

Guest Speakers

In accordance with to SBCCD Board Policy 4320, instructors (as well as faculty and student organizations) may invite Individuals from off campus to speak to their classes. Instructors must remain in the classroom during the duration of the guest speaker's presentation. Please complete a "Guest Speaker Notification Form" and submit it to your Division Dean. (See Guest Speaker Notification Form in the back of this handbook). Please contact your Division Secretary if your guest speaker requires a temporary parking permit.

Minors on Campus

Children are not to be brought into the classroom by students or instructors nor left unattended on the campus. The Student Success Program is able to provide referral information regarding childcare facilities on and off campus. For information regarding high school students enrolled in classes, please consult the section entitled "Special Admit Students" in this handbook.

Payment of Fees

It is a student's responsibility to register and pay for a class. Present policy states that before classes have begun, students must pay their entire registration balance no later than the end of the next business day following registration. After the term has started, payment of classes added is due at the time of registration. Students may be dropped by Admissions and Records for non-payment. If you suspect a student has been dropped for non-payment, please refer them to the Admissions and Records Office.

Petitions

Students who seek exceptions to academic policies outlined in the College Catalog are required to complete a *Petition for Academic Exception* (See the *Petition for Academic Exception* form in the back of this handbook). If a student fails to add a course and wishes to be added after the add deadline, they should be instructed to complete a Petition for Special Privilege. You may be asked by the student to provide verification of attendance or supply a recommendation for the petition. Petitions are evaluated by the Academic Exception Committee. If a student's petition to be added late is denied, you should not allow them to remain in the class. There are many other reasons why a student may file a Petition for Special Privilege. For more information, please contact the Admissions and Records Office.

Prerequisite Challenge

Students may challenge prerequisites for courses. If a student approaches you regarding a prerequisite challenge, refer the student to the Counseling Office. In disciplines in which the College does not have a full-time faculty member, your Faculty Chair will confer with you regarding the prerequisite challenge process.

Repeating Courses

Students are allowed to repeat courses identified with a "x2," "x3" or "x4" designation in the course ID. Courses in which a student earned a substandard grade of D, F, or NP may repeat a course twice. Only the units and the grade for the course taken most recently will be used to compute the student's GPA and to count for degree or certificate requirements. However, the student's grades from all attempts will remain on their academic record. Courses in which students earn a successful grade of A, B, C or P may be repeated only upon petition establishing circumstances that will justify such repetition. Refer to the College Catalog for more details.

Special Admit Students

The College may admit high school students who have completed the tenth grade who are capable of benefitting from college work. Applications are reviewed and approved by the Dean of Student Services and Student Development. In extraordinary circumstances, a student who has not completed tenth grade may be admitted on a course-by-course basis. The instructor of record will have the final determination of whether a student below grade 11 will be allowed to enroll in his/her class. All special admit students are bound to the requirements of the syllabus. Course content is

non-negotiable and parents of special admit students may not attend class unless they too are registered for the class.

Student Attendance

As an instructor, you are obligated, at the beginning of the semester, to announce your policy regarding attendance in their syllabus. The college has not stipulated number of class sessions a student is permitted to miss. When absences exceed the limit set forth in your syllabus, you may consider a drop for excessive absence. However, you should enforce your policy consistently. Ultimately, it is the student's responsibility to withdraw from classes he/she is not attending and to discuss anticipated extensive absences with the instructor.

Student Conduct in Class

If in your judgment, a student is inappropriately disruptive in class and you have made reasonable efforts to address the behavior either orally or in writing, you may dismiss him or her from that class meeting and the next class meeting. If you dismiss a student, you are required by SBCCD Board Policy 5500 to notify the Vice President of Student Services of the suspension as soon as possible. Complete a *Disruptive Student Behavior Incident Report* of which is available from your Division Secretary, the Vice President of Student Services or online at http://www.craftonhills.edu/Faculty_&_Staff/Student_Conduct/index.php. (See the *Disruptive Student Behavior Incident Report* in the back of this handbook.) Alternatively, you can send an e-mail to the Vice President of Student Services with the information from the form or contact the Vice President of Student Services via phone at (909) 389-3355 (x3355). When you dismiss the student, you should also direct the student to the Vice-President of Student Services. The student cannot return to class during this short suspension without agreement between the instructor and the Vice-President of Student Services. The Vice-President of Student Services will review the suspension and will likely confer with you before speaking with the student. Board Policy authorizes the Vice President of Student Services to decide on additional penalties or to return the student to class.

Your safety and the safety of your students should be your first concern. If you should incur serious disruption and/or violence in your classroom, and a student become a danger to you, other students or themselves, contact Campus Police immediately at (909) 389-3275 (x3275).

Student Grievances

Students may file a grievance for any of the following reasons: any act or threat of intimidation; harassment (sexual or other); discrimination; physical aggression or any arbitrary action or imposition of sanctions without a proper regard to academic due process as specified in college procedures. For more information review SBCC Board Policy and Administrative Procedure 5530.

INSTRUCTIONAL AND STUDENT SUPPORT SERVICES

Computer Labs

General use computer labs for students are available in the Learning Resource Center. In addition, computer labs, including the "Fishbowl" are available in the LRC for instructors who wish to reserve a lab for single day use throughout the semester. To schedule use of a computer lab, please contact the Coordinator of Library Services at (909) 389-3321 or library_assistance@craftonhills.edu. Other labs throughout campus including LADM 101, 216, 217 and SCC 202 are generally devoted to instructional use. Classes scheduled in those rooms will have priority and these labs have limited availability. To request use of an instructional computer lab, complete a Facilities Use Request form online at [http://www.craftonhills.edu/Faculty & Staff/fac use form new.php](http://www.craftonhills.edu/Faculty%20&%20Staff/fac_use_form_new.php).

Counseling

The Counseling Center provides students with the information necessary to plan personal and educational goals. Counselors are available to assist individuals in identifying goals and developing a long term educational plan to reach the goal. A Veterans' Counselor is available on an appointment basis. Information and guidance are available to assist with developing plans to meet career/vocational goals as well as transfer goals. Counselors see students on a walk-in basis during peak dates and on a walk-in or appointment basis during off-peak dates. The Counseling Center also houses Career Services and the Student Success Program. For more information, contact Counseling at (909) 389-3366 (x3366) or visit their website at <http://www.craftonhills.edu/counseling>.

Disabled Student Services

Disabled Student Services facilitates equal opportunities for an education commensurate with the individual's abilities, interests, goals and needs. DSPS provides support services, specialized equipment and educational accommodation to students with physical and learning disabilities so they can participate fully and benefit equitably from the college experience. To qualify for support services, students must be enrolled at Crafton Hills College, have a verifiable disability that results in an educational limitation that inhibits the student's ability to participate in the general offerings of the college without additional specialized services and must have the ability to benefit from instruction. Disabled Student Services staff is not permitted to discuss the nature of a student's disability with instructors.

Students may request academic accommodations in their classes, including note taking services and test accommodations and proctoring. To be eligible for such accommodations, the student must present paperwork to you as the instructor from the DSPS office in a timely manner. If a student approaches you regarding an accommodation and does not present eligibility paperwork or fails to present it in a timely manner, refer that student to the DSPS office. Paperwork for eligible students who have been approved for program services will identify the accommodations the student is

eligible for. Complete a copy of the form, attach it to the assignment or assessment and return it to Disabled Student Services. You can elect to pick up the assignment or assessment yourself or have it returned in interoffice mail.

If you suspect a student may have an undiagnosed disability or is disabled and is not accessing services, you should attempt to refer them to DSPS. For more information, contact Disabled Student Services at (909) 389-3325 (x3325) or visit their website at http://www.craftonhills.edu/Student_Resources/Disabled_Student_Services/index.php.

EOPS

Extended Opportunities Programs and Services (EOPS) is a state funded program that provides services to full-time community college students from various backgrounds to continue their education. Eligible students are provided with the necessary academic and personal support services to enable them to succeed at the College. EOPS students are required to submit progress reports a mid-semester. If an EOPS student approaches you, please provide information on the progress report including attendance and academic progress. EOPS also provides service to students eligible for CARE and CalWORKs. For more information, contact EOPS at (909) 389-3239 (x3239) or visit their website at [http://www.craftonhills.edu/Student_Resources/EOP&S, CARE & CalWORKs/index.php](http://www.craftonhills.edu/Student_Resources/EOP&S,_CARE_&_CalWORKs/index.php).

Financial Aid

The Financial Aid Office helps students secure financial assistance to defray some of the costs of attending college. Financial aid may include grants, loans and Federal Work Study. To be eligible for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). The application process and eligibility requirements for financial aid can be complex. Withdrawals and unsuccessful course completion can have an impact on financial aid eligibility, but should not dictate your decision regarding assigning grades or dropping students. Refer students to the Financial Aid Office for more information. For more information, contact Financial Aid at (909) 389-3240 (x3240) or visit their website at http://www.craftonhills.edu/Student_Resources/Financial_Aid/index.php.

Health and Wellness Center

Through the Health and Wellness Center, nurse and nurse practitioner services are available to provide first aid and primary care services for illness or injury. Other services include: health evaluation and counseling, health advocacy and promotion, physical exams, medications, laboratory testing, blood pressure screening, immunizations, TB skin testing, pregnancy testing, birth control, emergency contraception, cervical and breast cancer screening, STD testing and treatment, HIV/AIDS testing, body fat testing, nutrition and weight management, stress evaluation and counseling, crisis counseling, personal counseling by a licensed Marriage Family Therapist, alcohol and drug abuse evaluation and counseling, vision and hearing tests, referrals to low-cost community health services and more. The Health and Wellness Center is open Monday through Thursday 8:00 am - 6:00 pm and Fridays from 8:00 am - 1:00 pm. For more information, contact the Health and

Wellness Center at (909) 389-3272 (x3272) or visit their website at http://www.craftonhills.edu/Student_Resources/Health_Center/index.php.

Honors Program

The College Honors Institute (CHI) strives to provide highly motivated students who have demonstrated outstanding academic achievement the opportunity to pursue their individual scholarly interests, participate in an intellectual community of students and interact with professors interested in enriching students' academic performance. As a result of the college's membership in the Honors Transfer Council of California (HTCC), students participating in the College Honors Institute have opportunities for priority admission and scholarship considerations at universities throughout California. Admission to the College Honors Institute is open to new students with a high school GPA of 3.0 (or requisite ACT/SATscore) and current students who have completed 12 transfer-applicable units with a 3.0 or higher. Eligibility for ENGL 101 and transfer-level mathematics is also required. To learn more about the College Honors Institute, including learning about teaching honors course, contact the Honors Program Office at (909) 389-3500 (x3500).

Library

The Library is located in the Learning Resource Center and is open Monday-Thursday 8:00 am – 9:00 pm and Fridays from 8:00 am – 4:00 pm. The Library has computers for student and community use, a collection of over 60,000 volumes, periodicals, video and DVDs, as well as a periodical system with full-text capacity available on-line at home and at the college for students. Reference librarians are available to assist faculty and staff in locating information. Library orientations for your classes are also available. Please contact a member of the Library staff to schedule an orientation. The Library does not buy textbooks. If you would like to have copies of the texts you are using available for student use, you should take a copy of the text to the Library and have it placed on reserve. Departments who use common texts in their courses often have copies placed on reserve. Please check with your Faculty Chair. For more information, contact the Library at (909) 389-3322 (x3322) or visit their website at http://www.craftonhills.edu/Student_Resources/Library/index.php.

Student Life

The Office of Student Life houses the Associated Students of Crafton Hills College (e.g. Student Senate), oversees student clubs and organizations and sponsors student programs and activities. Student identification cards and AS stickers are available through the Office of Student Life. Identification cards are required of some instructional programs, to access many college services, and qualify students for purchase of discount amusement park or movie theater tickets. For more information, contact the Office of Student Life at (909) 389-3410 (x3410) or visit their website at http://www.craftonhills.edu/Student_Resources/Student_Life/index.php.

Transfer Center

The Transfer Center assists students with the process of transferring to four-year colleges and universities to ensure a smooth transition. In the transfer center students have access to current catalogs from California public universities (both in print and on the web), current articulation agreements between Crafton Hills College and many public and private institutions, and CSU and UC admissions information and applications. The Center also provides access to web-based transfer research sites. Representatives from local four-year public and private institutions are available by appointment on a regular basis to provide more in-depth information on programs and transfer requirements to their specific institutions. Workshops on preparing applications and other topics are sponsored by the Transfer Center on an ongoing basis. For more information, please contact the Transfer Center at (909) 389-3393 or visit their website at <http://www.craftonhills.edu/transferservices>.

Tutoring Services

The Tutoring Center is located in the Learning Resource Center is open Monday-Thursday 8:00 am – 8:00 pm and Fridays from 8:00 am – 4:00 pm.. The Tutoring Center provides free tutoring for a variety of courses including math, writing, foreign languages, and the sciences. Tutoring is available by appointment with limited walk-in availability. Tutoring is not available in all disciplines. Please contact a member of the Tutoring Center staff for tutor availability.

The Tutoring Center also offers study rooms for students to use individually or in small groups and workshops on a variety of topics such as test-taking tips, note-taking strategies, and time management. The Tutoring Center also offers proctoring of make-up exams on a limited basis. For information regarding the availability of this and other services, please contact a member of the Tutoring Center staff at (909) 389-3312 or visit their website at http://www.craftonhills.edu/Student_Resources/Learning_Center/index.php.

HRLY
2013FA

Crafton Hills College
San Bernardino Community College District
Agreement for Temporary, Part-Time Teaching Assignment(s)

Page: 1

This contract for temporary (adjunct) employment will be implemented by the College only on the conditions that the course(s) you have been assigned attract(s) sufficient enrollment to retain the class(es) and that the course(s) do(es) not need to be assigned a regular employee to insure a full teaching load for the regular employee.

This contract, if implemented, is for the Fall 2013 semester ONLY and does not infer an offer of continuing employment since temporary (adjunct) employees do not have the right of continuing employment. The institution, therefore, is not obliged to provide reasons for not inviting adjunct employees to teach in subsequent semesters.

TEACHING ASSIGNMENT FOR

SSN:

Ref Num	Sec Num	Course	Units	Wks	IM Type	Paid Pct	Begin Date	End Date	Begin Time	End Time	Room	Days
0348	40	ENGL-976	4.00	18	LEC	100%	08/19/13	12/20/13	15:00	16:50	CL-218	M-W
0360	60	ENGL-976	4.00	18	LEC	100%	08/19/13	12/20/13	19:00	20:50	CL-107	M-W

Acct No: 01-00-02-0100-0000-1300.00-1501

Total: \$7,545.28 5 equal payments of \$1,509.06 each

Contract Total: \$7,545.28

Approved: _____ (Responsibility Center Manager) Date: _____

FOR OFFICE USE ONLY

Pay-for-course rates = Lec \$55.48 Lab \$46.85 Clinic \$46.85 Field
Pay-for-course hours = Lec 136.00 Lab \$0.00 Clinic \$0.00 Field \$0.00
Total: \$7,545.28 5 equal payments of \$1,509.06 each

(1) ___/___/___ (2) ___/___/___ (3) ___/___/___ (4) ___/___/___ (5) ___/___/___

This contract supersedes any previous contract for the same class(es).

CRAFTON HILLS COLLEGE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AGREEMENT FOR TEMPORARY, PART-TIME TEACHING ASSIGNMENT(S)

ACCEPTANCE OF EMPLOYMENT

I have thoroughly read and understand all of the terms and conditions of this Agreement and the Addendum thereto. I also understand that any failure on my part to comply with any of those terms or conditions or any failure to provide accurate information to the District will automatically void this Agreement immediately. I accept the teaching assignment based upon all terms and conditions as cited in this Agreement.

1. I have the minimum qualifications that meet the basic criteria for the position(s) and agree to teach to the official course outline.
2. I agree to comply with and observe all of the provisions of the rules and regulations prescribed by the Governing Board of the District and applicable laws of the State of California.
3. I will attend all meetings required of part-time instructors, submit all records and reports by the deadline dates, and make all appropriate arrangements with the Division Dean/Department Chair to which I am assigned well in advance of the commencement of the semester.
4. Please indicate if you have other part-time or hourly assignments at SBVC ___ or at CHC ___ during this semester that are not covered by this Agreement. (Indicate by a check mark on the appropriate line(s).)

Your signature below and your signature on the attached Addendum constitute your acceptance of this offer, subject to all terms and conditions. You must also complete this Agreement and return all copies to the Division/Instruction Office immediately if you accept this offer. See the attached Addendum for information concerning Professional Development. Professional Development applies to Fall and Spring only.

Instructor's Name (Please print) _____

Instructor's Signature _____

Date _____

This offer of employment may be withdrawn if not accepted and returned within ten working days of the "printed" date at the bottom of page 1.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
ADDENDUM TO AGREEMENT
FOR
TEMPORARY, PART-TIME TEACHING ASSIGNMENT**

I understand that the following conditions apply and are a part of the attached Agreement for Temporary, Part-time Teaching Assignment(s):

- a. The teaching assignment is temporary and this Agreement, though it may be renewed at some future, does not extend beyond the term indicated;
- b. The instructor assumes the obligation of validating with the Human Resources Office of the District, 114 S. Del Rosa Drive, San Bernardino, CA 92408, (909) 382-4000, possession of appropriate teaching credential and/or meets the Statement of Qualifications guidelines provided by the "Academic Senate for California Community Colleges" before entering the classroom to commence teaching;
- c. The class(es) assigned to the instructor may be canceled for insufficient enrollment, and the instructor may be compensated in accordance with the *Agreement* between the District and the District Teachers Association CCA/CTA/NEA;
- d. It may be necessary to assign a full-time faculty member to replace a part-time, temporary instructor in the teaching of a class when low enrollment would cause a member of the regular faculty to have less than a full teaching assignment;
- e. This Agreement is subject to final approval by the Board of Trustees of the District;
- f. This Agreement is void if the teaching assignment described herein, when combined with any other part-time teaching assignment of the District, exceeds the allowed maximum for temporary, part-time instructors in this District;
- g. I agree to meet the class(es) on the dates and at the times designated, and if unable to do so, to notify my Responsibility Center Manager in ample time to arrange for a substitute instructor. Such absences will result in a salary reduction unless sufficient sick leave has been earned;
- h. I certify that I am not being paid for services from any source for any hours compensated by the District;
- i. Part-time faculty members will be paid an additional four (4) hours of professional time (workshops, discipline-specific conferences, department meetings, student contact, orientation, committee work, etc.) per course for courses of at least one (1) unit credit. The maximum professional time that may be compensated is eight (8) hours. Along with this professional time, there will be an additional four (4) hours specifically designated for student contact per course for courses of at least one (1) unit credit. The maximum supplemental student contact time that may be compensated is eight (8) hours.
- j. If you are paid to verification of enrollment, and your class(es) are canceled, you are required to reimburse the District within 15 days of receipt of notice of the error from the District.

I HAVE READ THE CONDITIONS LISTED AND UNDERSTAND THAT ANY FAILURE ON MY PART TO COMPLY WITH OR PROVIDE INFORMATION REGARDING ANY ITEM NULLIFIES THE AGREEMENT.

Signature _____

Date _____

Print or Type Name _____

Revised January 2006

Crafton Hills College
San Bernardino Community College District
Agreement for Temporary, Part-Time Teaching Assignment(s)
TIMESHEET

This contract for temporary (adjunct) employment will be implemented by the College only on the conditions that the course(s) you have been assigned attract(s) sufficient enrollment to retain the class(es) and that the course(s) do(es) not need to be assigned a regular employee to insure a full teaching load for the regular employee.

This contract, if implemented, is for the Fall 2013 semester ONLY and does not infer an offer of continuing employment since temporary (adjunct) employees do not have the right of continuing employment. The institution, therefore, is not obliged to provide reasons for not inviting adjunct employees to teach in subsequent semesters.

TEACHING ASSIGNMENT FOR

SSN: _____

Ref Num	Sec Num	Course	Units	Wks	IM Type	Paid Pct	Begin Date	End Date	Begin Time	End Time	Room	Days
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Acct No: 01-00-02-8100-0000-1300.00-1501

Total: \$7,545.28 5 equal payments of \$1,509.06 each

THE FOLLOWING IS AN ACCURATE ACCOUNTING OF MY ABSENCES

Pay Period	Hours Absent*	Date(s) Absent	Absent Code	Signature
Aug 11 - Sep 10			X	
Sep 11 - Oct 10				
Oct 11 - Nov 10				
Nov 11 - Dec 10				
Dec 11 - Jan 10				

* If absent for any reason, a separate ABSENCE REPORT must also be completed.

ABSENT CODES: S=Sick Leave, P=Personal Necessity, A=Absence, O=Other
I=Industrial Accident/Injury, B=Bereavement Leave, J=Jury Duty

Approved: _____ (Responsibility Center Manager) Date: _____

This contract supersedes any previous contract for the same class(es).

Keep this card
for your records

CRAFTON HILLS COLLEGE
WEB AUTHORIZATION (Late Add) CODE CARD
Turn card over for important information

Student Name _____ I.D. or SSN# _____
Last First

Use the AUTHORIZATION CODE to add a closed class via the web. *If you do NOT have access to the internet, take the Web Authorization Code to the Admissions & Records Office for processing.*

- Attend the first class meeting of the course you wish to add
 - If space is available, ask the instructor for an "Add Authorization Code"
- Access our website at www.craftonhills.edu
 - Click on "Apply / Register" from the top menu.
 - Click on "Register/Add/Drop Classes" from the Registration column.
 - Click on "Add Courses – Online"
 - log in -*First time users, login with your SSN (111111111). Your PIN is your date of birth (MMDDYY)*
 - Click on the appropriate term
 - Click on "ADD New Section"
 - Enter the 4 digit reference # in the box provided (only one class can be added at a time) and press Enter.
 - When prompted, enter the "Add Authorization Code" the instructor has given you.
 - Follow the prompts and instructions on the screen
 - Pay **ALL** registration fees immediately to avoid being administratively dropped from all your classes. Pay online using Visa or MasterCard, or in person in the Admissions & Registration Office (SSA-213).

If you have forgotten your password call 909.384.HELP (4357) or e-mail by clicking on the "Help" link at the login prompt. The Authorization Code should be used **IMMEDIATELY** to guarantee official enrollment.

AFFIX STICKER
Code not valid before the first day of class

AFFIX STICKER
Code not valid before the first day of class

AFFIX STICKER
Code not valid before the first day of class

Turn card over for important information

Keep this card
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CRAFTON HILLS COLLEGE
WEB AUTHORIZATION (Late Add) CODE CARD
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- Access our website at www.craftonhills.edu
 - Click on "Apply / Register" from the top menu.
 - Click on "Register/Add/Drop Classes" from the Registration column.
 - Click on "Add Courses – Online"
 - log in -*First time users, login with your SSN (111111111). Your PIN is your date of birth (MMDDYY)*
 - Click on the appropriate term
 - Click on "ADD New Section"
 - Enter the 4 digit reference # in the box provided (only one class can be added at a time) and press Enter.
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Code not valid before the first day of class

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Code not valid before the first day of class

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Code not valid before the first day of class



Admissions & Records Office
11711 Sand Canyon Road
Yucaipa, CA. 92399-1799
P: (909) 389-3372 F: (909) 389-9141
Web: www.craftonhills.edu

Crafton Hills College

Grade Change

(Faculty Use Only)

All Sections Must Be Completed

Instructors have final authority to assign each student's grade. Grades represent the instructor's final decision as to the student's achievement.

Student Name: _____
(Last) (First) (MI) Student I.D. #

TERM: ☐ Spring ☐ Summer ☒ Fall 20____
(Please Check One) (year)

COURSE NAME _____ Ref. # _____ Section # _____

OLD GRADE: _____ NEW GRADE: _____

Reason for Change (required): _____

(Instructor Name, Please Print)

(Instructor Signature)

(Date)

OFFICE USE ONLY

Processed by _____

Date Completed _____

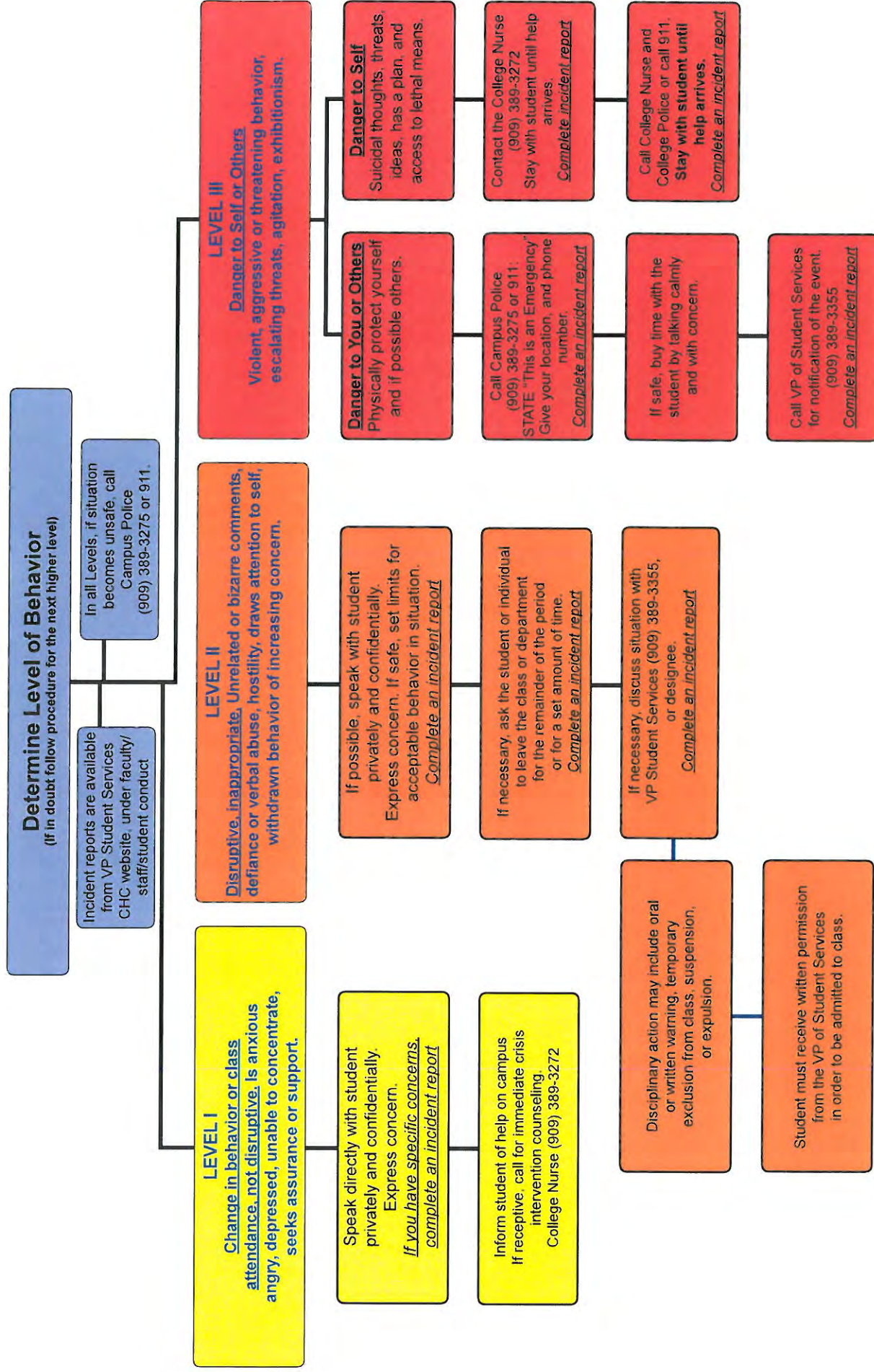
Rev. 10/08 A/R

For further information regarding change of grade see Board Policy # 4234

White: Admissions Office Yellow: Instructor Pink: Student

Received By: _____
Date Stamp Below

Crafton Hills College, Crisis Intervention Flow Chart



Disruptive Student Behavior Incident Report Form

Helpful Hints

IMPORTANT PHONE NUMBERS:

(909) 389-3275	College Police (Emergency)
(909) 389-3271	Student Health Services (Emotional Crisis Intervention)
(909) 389-3368	Joe Cabrales, Dean, Student Services & Student Development

CLASSROOM INCIDENTS:

1. Disruptive behavior in the classroom should not be tolerated. The instructor is responsible for maintaining a safe and comfortable learning environment for all students. If a student is disruptive, the instructor should immediately address the behavior by:
 - a. Providing the student with an oral and/or written statement that s/he has violated college policy, disrupted the educational process, or violated classroom norms.
 - b. Indicating to the student verbally or in writing that continued disruptive behavior will result in further documentation including possible dismissal from class.
2. An instructor may temporarily remove a student from class for **up to 2 class sessions** (the current and next regular class) for the following reasons: disruptive behavior, willful disobedience; habitual profanity/vulgarity; open and persisted defiance of authority; persistent abuse of college personnel, threat of force of violence. The instructor should:
 - a. Direct the student to see the Dean of Student Services and Student Development before returning, and notify the Dean of Student Services and Student Development by phone within two hours after the end of the class, and by email/writing within 24 hours of the temporary removal of the student from class.
 - b. Provide the Dean of Student Services and Student Development with documentation regarding the student's behavior, including written and verbal warnings, policies violated and any previous actions taken.
3. In cases that involve threat or violence, College Police should be notified immediately. At the earliest opportunity, an incident report should be submitted to the Dean of Student Services and Student Development.

INCIDENTS OUTSIDE THE CLASSROOM:

1. Direct the student to stop the behavior.
2. If the situation appears dangerous, immediately contact College Police at (909) 389-3275.
3. Complete the Incident Report Form, providing the student's name (if you know it) or a physical description and send it to the Dean of Student Services and Student Development.
4. If a pattern of disruptive behavior by the student is documented by various departments, the Dean of Student Services and Student Development will follow up with the student and disciplinary action may be taken.



Reset

Submit by Email

DISRUPTIVE STUDENT BEHAVIOR INCIDENT FORM

Incident Date/Time/Location: _____

(Please include course name, if applicable. Ex.: 12/01/09, 1:30 p.m., CH 115, ENGL 015)

Disruptive Student Name(s): _____

(Please include Last, First and Student ID#)

Witness Name: _____

(Please include Last, First and Student ID#, if applicable)

Campus Personnel Notified: _____

Your Name/Title: _____

Your Contact Information: _____

Please describe, in as much detail as possible, the specific behaviors observed. To the best of your ability, report the exact words, phrases and interactions you observed. If applicable, describe any injury or damage to person(s) or property. Include name(s) of campus personnel you contacted and actions taken, if any.

SAMPLE

ROUTING:

Original: Joe Cabrales, Dean, Student Services and Student Development

Copies: Dr. Cheryl Marshall, Interim President
Rebecca Warren-Marlatt, Interim Executive Vice President, Student Services and Instruction
Division Dean of Instructor, if applicable
Pierre Galvez, Interim Chief SBCCD Police

Signature _____

APPENDIX N: GUEST SPEAKER NOTIFICATION FORM

- Please submit this form to the appropriate Dean prior to the appearance of the guest speaker.
- If your guest will require a parking permit, please contact the Division Secretary to obtain a permit.

Name of Guest Speaker: _____	
Presentation Topic: _____	
Course Number and Name: _____	Room Number: _____
Date and Time of Presentation: _____	

I understand it is my responsibility to remain in the classroom while a guest speaker is present.

Submitted by: _____ Date: _____

Received in Division Office: _____ Received by: _____
(date) (name)

Faculty members are welcome to utilize off-campus speakers as part of their classroom instruction. Board Policy 5130 requires that faculty members notify the Instruction Office in writing of all classroom guest speakers. The Instruction Office has directed that Division Deans should assume responsibility for receiving these notifications. ***This form serves as the required written notification and should be filed with the Division Dean each time an outside speaker is invited to make a classroom presentation.***

INSTRUCTIONAL DIVISION DEANS

Career Education and Human Development

- Dean: June Yamamoto; ext. 3214
- Administrative Secretary:

Arts and Sciences

- Dean: Rick Hogrefe; ext. 3205
- Administrative Secretary: Sharen Chavira; ext. 3215

Math, English Reading and Instructional Support

- Dean: Raju Hegde; ext. 3362
- Administrative Secretary: Sharen Chavira; ext. 3215

**San Bernardino Community College District
Crafton Hills College
Academic Hourly Absence Report**

Date	Course Number	Day	Time	Substitute

Please Circle Appropriate Code:

- S Sick Leave Personal illness, doctor or dental visits
- P Personal Necessity E.C. 87781 & 87784: Attach copy of prior approval from Chancellor (Form P-016).
- A Absence Leave without pay - personal business.
- I Industrial Accident or injury Medical documentation forward to Human Resources.
- B Bereavement Leave E.C. 87788
Name of deceased _____

Relationship to employee or spouse _____

Location traveled to by employee as result of death: _____

City

State

- J Jury Duty Attach copy of jury duty certification.

- O Other Explanation _____

I certify that the above information is correct.

Signature

Print Name

Approved
by: _____

Responsibility Center Manager



Admissions & Records Office
11711 Sand Canyon Road
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P: (909) 389-3372 F: (909) 389-9141
Web: www.craftonhills.edu

Crafton Hills College Incomplete Grade Submission

Faculty Use Only

All Sections Must Be Completed

Student Name: _____
(Last) (First) (MI) (Student I.D. #)

TERM: ☐ Spring ☐ Summer ☒ Fall 20____
(Check Only One) (Year)

Due to justifiable reasons the above named student has earned an Incomplete ("I") in the following:

Course Name _____ Ref. # _____ Section # _____

This Incomplete ("I") may be resolved no later than one year following the end of the term in which it was assigned. The conditions for the removal of the Incomplete ("I") and the grade to be assigned in lieu of its removal are stated below:

If this work is not made up, the Incomplete ("I") converts to an: A B C D F P NP
(Circle Only One)

(Please Print Name Clearly)

(Instructor's Signature)

(Date)

NOTE: Student, for further clarification of assignment please contact your instructor.

This student completed the work for the Incomplete ("I") and the grade is: A B C D F P NP
(Circle Only One)

(Instructor Signature)

(Date)

Received By: _____

Date Stamp Below

Posted by: _____

(Date)



Admissions & Records Office
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Yucaipa, CA. 92399-1799
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Web: www.craftonhills.edu

Crafton Hills College Instructor Drop Reinstatement

All Sections Must Be Completed

TERM:

☐ Spring

☐ Summer
(Please Check One)

☐ Fall

20____
(year)

Student Name: _____
(Last) (First) (MI) (Student I.D. #)

Course: _____
Sec. # Syn. #

To reinstate a student into a class, the instructor must initiate the process. Reinstatements will only be processed if the instructor dropped the student from the class in error. Requests to be reinstated in classes dropped by the student or in cases where the student is administratively dropped must be initiated by the student.

This form must be submitted to the Admissions & Records Office no later than the **Withdrawal Date (Wd Dt)** listed on top of the instructor roster.

I have read the above information and acknowledge that I am the instructor of record and this student was dropped in error and should be reinstated into the above-mentioned class.

(Please Print Name Clearly)

(Instructor's Signature)

(Date)

OFFICE USE ONLY

Processed By _____
Date _____

Received By: _____
Date Stamp Below

REQUEST FOR APPROVAL OF OFF-CAMPUS CLASS MEETING

TO: VICE PRESIDENT, INSTRUCTION

1. Course: _____
Section Number _____ Course Number _____ Regular Meeting Time _____
2. Location of off-campus class meeting: _____
3. Date and time of this meeting: _____
4. Purpose of this meeting: _____
5. CHECK EITHER A or B
A. _____ Students are responsible for their own transportation.
B. _____ This is a budgeted field trip with transportation provided by the college.

Note: Attach to this form a list of those students attending this event.

I hereby request approval to conduct this class activity at the location and time indicated above. The class will be under my supervision and direction while it is meeting at the off-campus site.

*Instructor Requesting: _____
(signature)

(date)

*Please submit this form to your Division Dean at least ten working days prior to the field trip.

**Recommended: _____
Division Dean (date)

****Please submit this form to the Instruction Office for both day and evening field trips.**

Approved: _____
Vice President, Instruction (date)

NOTE: All requests for college-sanctioned class meetings at off-campus locations must be submitted to the Vice President's Office on this form at least one week prior to the off-campus meeting.

6/03

White: Instruction Office, Yellow: Division, Pink: Instructor

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

FIELD TRIP WAIVER OF CLAIMS ACKNOWLEDGMENT

Name of Student Participant: _____

Trip Locations (Name & City, State): _____

Date(s) of Field Trip: _____

Purpose of Field Trip: _____

Emergency Contact Name and Phone Number: _____

I, the undersigned, am of the age of majority (18 years or older), or I am the parent or legal guardian of the student participant.

Pursuant to Education Code 35330 (d) and CCR Title V, Section 55220, I understand that I am, by law, deemed to have waived all claims against the San Bernardino Community College District or the State of California for injury, accident, illness, or death occurring during or by reason of this college activity.

I have read, understand, and agree to the above and have signed of my own free will.

STUDENT'S SIGNATURE: _____ DATE: _____

COMPLETE IF STUDENT IS A MINOR (UNDER 18 YEARS OF AGE):

PARENT'S OR

GUARDIAN'S SIGNATURE: _____ DATE: _____

PARENT'S OR

GUARDIAN'S PRINTED NAME: _____

DISTRIBUTION AND USE
(On Reverse Side)



Admissions & Records Office
11711 Sand Canyon Road
Yucaipa, CA. 92399-1799
P: (909) 389-3372 F: (909) 389-9141
Web: www.craftonhills.edu

Crafton Hills College Petition for Academic Exception

All Sections Must Be Completed

Name: _____
(Last) (First) (MI) (Student I.D. #)
Address _____
(Number) (Street) (City) (State) (Zip)
Home Phone (_____) _____ Work Phone (_____) _____ Mobile Phone (_____) _____

All decisions will be sent to your college assigned student e-mail address. It is YOUR responsibility to check this account or to forward it to another personal account.

Term: ☐ Spring ☐ Summer ☐ Fall 20____ ☐ Check here if you have previously petitioned.

I request that _____

In clear, concise language state your **reasons**; including any necessary **documentation** that may justify the granting of this petition (attach additional pages if needed)

(Student Signature)

(Date)

Petitions received before 12:00pm on Wednesday will be reviewed on Thursday of the same week.*

Petitions received after 12:00pm on Wednesday will be reviewed on Thursday of the following week.*

*Committee meeting dates and times are subject to change.

FOR OFFICE USE ONLY

Petition is: ☐ Approved ☐ Denied ☐ Pending Deadline: _____

Comments: _____

Received By: _____

Date Stamp Below

By: _____
Dean, Student Services, Student Development or Designee

Date: _____

Rev 03/10 A&R

NOTIFIED VIA: ☐ E-Mail ☐ Mail ☐ Phone ☐ In Person Initial _____ ☐ CRI

APPEAL: ☐ Approved ☐ Denied Initial _____

**CRAFTON HILLS COLLEGE
PROFESSIONAL DEVELOPMENT AGREEMENT
FOR PART-TIME FACULTY**

PART ONE – Your Tentative Plan

- Part-time faculty members will be paid an additional 4 hours of professional time per course for courses of at least one unit credit for student contact, orientation, committee work, mentoring sessions, etc. up to a maximum of 8 hours per semester.
- There will also be an additional 4 hours per course for courses of at least one unit credit specifically designated for student contact up to a maximum of 8 hours per semester.

Complete the following agreement, working with your Faculty Chair. **Part One** asks you to identify the professional development activities you hope/plan/expect to engage in during the semester. **Part Two**, which should be completed after you have engaged in these and/or other qualified activities, asks you to identify what you actually did. Please note that Part One is designed to be flexible and that you are not obligated to do everything you listed there.

To receive compensation, you must complete your professional development activities and submit Part Two by the deadline date indicated on Part Two.

NAME _____ DISCIPLINE _____
SEMESTER Spring Fall

Check as many of the following as apply, elaborating where appropriate and/or possible. Feel free to add anything that is not listed below:

- ☐ Part-Time Faculty Meeting
- ☐ Workshops (on-campus or off-campus): _____
- ☐ Discipline-specific conferences: _____
- ☐ Department meetings
- ☐ Academic Senate meetings
- ☐ Computer/high technology training
- ☐ Modification of a course to address the needs of diverse students
- ☐ Course name: _____
- ☐ Student contact outside of scheduled class meetings
- ☐ Other _____

I understand that I will be paid at the non-instructional rate as compensation for professional development as part of my contract with the college.

Signature

Print name

Signature of Faculty Chair

Date

**CRAFTON HILLS COLLEGE
PROFESSIONAL DEVELOPMENT AGREEMENT
FOR PART-TIME FACULTY**

PART TWO – Completed Professional Development Activities

FALL Deadline: December 1

SPRING Deadline: May 1

Describe the activities in which you engaged, distinguishing between non-student-contact activities and student-contact activities:

Non-Student Contact Activities	Date	Location	Actual Number of Hours

TOTAL HOURS: _____

Student Contact Activities	Date	Location	Actual Number of Hours

TOTAL HOURS: _____

I certify that I engaged in the above activities during the semester in question.

Signature

Print name

As Faculty Chair I have conferred with the above faculty member and verified the completion of this faculty member's professional development activities.

Faculty Chair Signature

Date

Responsibility Center Manager Signature

Date

<u>Coll:</u>	<u>Div:</u>	<u>Dept:</u>	<u>Course:</u>	<u>Sec:</u>	<u>Title:</u>	<u>Syn:</u>	<u>Term:</u>	<u>Pos:</u>	<u>Cred:</u>	<u>Instructor:</u>
CHC	CENRG	CENGL	ENGL 976	12	Fundamentals of Writing	0347	2013FA	No	4.00	Staff

[illegible][illegible]

Positive Attendance Hours Roster

Coll: CHC **Div:** CFIN **Dept:** CTHA **Course:** THART 140X **Sec:** 95 **Title:** Intrmdt Performance Wkshp **Syn:** 1110 **Term:** 2013FA **Pos:** 119.90 **Cred:** 3.00 **Instructor:**

Bldg: PAC **Room:** 101 **Meeting Pattern:** -M----- 07:00PM 09:50PM **Beg Dt:** 08/26/13 **Add Dt:** 09/09/13 **Drop Dt:** 09/09/13 **Wd Dt:** 09/09/13 **End Dt:** 12/20/13 **Instructor's Signature** **Date**

This legal attendance report is required to collect state funding. Sign and return this form to the Records Office within 3 days after the class ends.

D = Drop
W = Withdraw
I = Instructor

ID	Name	Drop Code	Drop Date	Hours Attended	Check Here If Never Missed	Check Here If Never Attended	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
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DUPLICATION REQUEST

Instructor: _____ Job # _____
Department: _____
Home Phone or Extension: _____

Title or Description of Copy		If more than one page, may I run on both sides? ☐ YES ☐ NO		
# of pages	# of copies	Today's Date	Date Needed	Time Needed
SPECIAL INSTRUCTIONS				
Collate Only	☐	Retype	☐	
Staple & Collate	☐	See Instructions	☐	
Do not Collate	☐			

Date Provided: _____ By: _____

Distribution: White & Yellow-CHC Printshop • Pink-Your Records

USER APPLICATION

Submit all applications to DCS (District Computing Services)
This application must be TYPED or it will not be accepted.
Expect 3 to 10 business days for processing.

District Computing Services
441 West 8th Street
San Bernardino, CA 92401
Website: <http://dets.sbccd.org/forms>

By Employee	Application Type:	Site:	Employee Information:	
	☐ New User	☐ Crafton	Last Name : _____	First Name : _____
	☐ Returning User	☐ Valley	Middle Initial : _____	
	☐ Transfer from Dept/Site: _____ / _____	☐ District	Date of Birth : _____	
	☐ Update Information		SSN : - - OR Datatel ID :	

Note: Datatel ID is also known as your Staff ID, Faculty ID or Student ID.

Position Information:

Title / Position : _____ Dept : _____
Building / Room # : _____ Start Date : _____ End Date : _____

Position Type: (Check most applicable box)

- | | | | |
|---|--|---|--|
| ☐ CF - Classified Confidential | ☐ NF - Non-Teaching Faculty | ☐ PT - Part-time Hourly | ☐ ST - Student Employee |
| ☐ AM - Academic Manager | ☐ CH - Classified Hourly | ☐ CC - Classified Contract | ☐ OT - Other |
| ☐ CM - Classified Manager | ☐ AF - Adjunct Faculty | ☐ FC - Contract Faculty | ☐ _____ |

Standard Accounts:

☐ Network : E-Mail / Internet | ☐ Phone w/ Voicemail for Full-Time. Required Phone #: _____ OR ☐ Voicemail Only for Adjunct / Part-Time

Authorized Accounts:

☐ Datatel / Colleague**

Which employee's security rights should be matched? _____

Do they need: ☐ Cash Drawer ☐ Registration Entry ☐ WebAdvisor (Counselor)

Notes :

☐ ImageNow** ☐ SARSGrid ☐ SARSTrak ☐ LeavTrak

*** For position types - CH, PT, ST, OT - a "Live Scan" (fingerprinting) must be attached. Contact Human Resources for more information.*

Misc Information:

Who previously held this position: _____ | Are they still an employee of SBCCD? ☐ Yes ☐ No | If Yes, what dept? _____

By signing below, I am certifying that I have read and agree to the board policies and guidelines governing the above requested accounts and services.

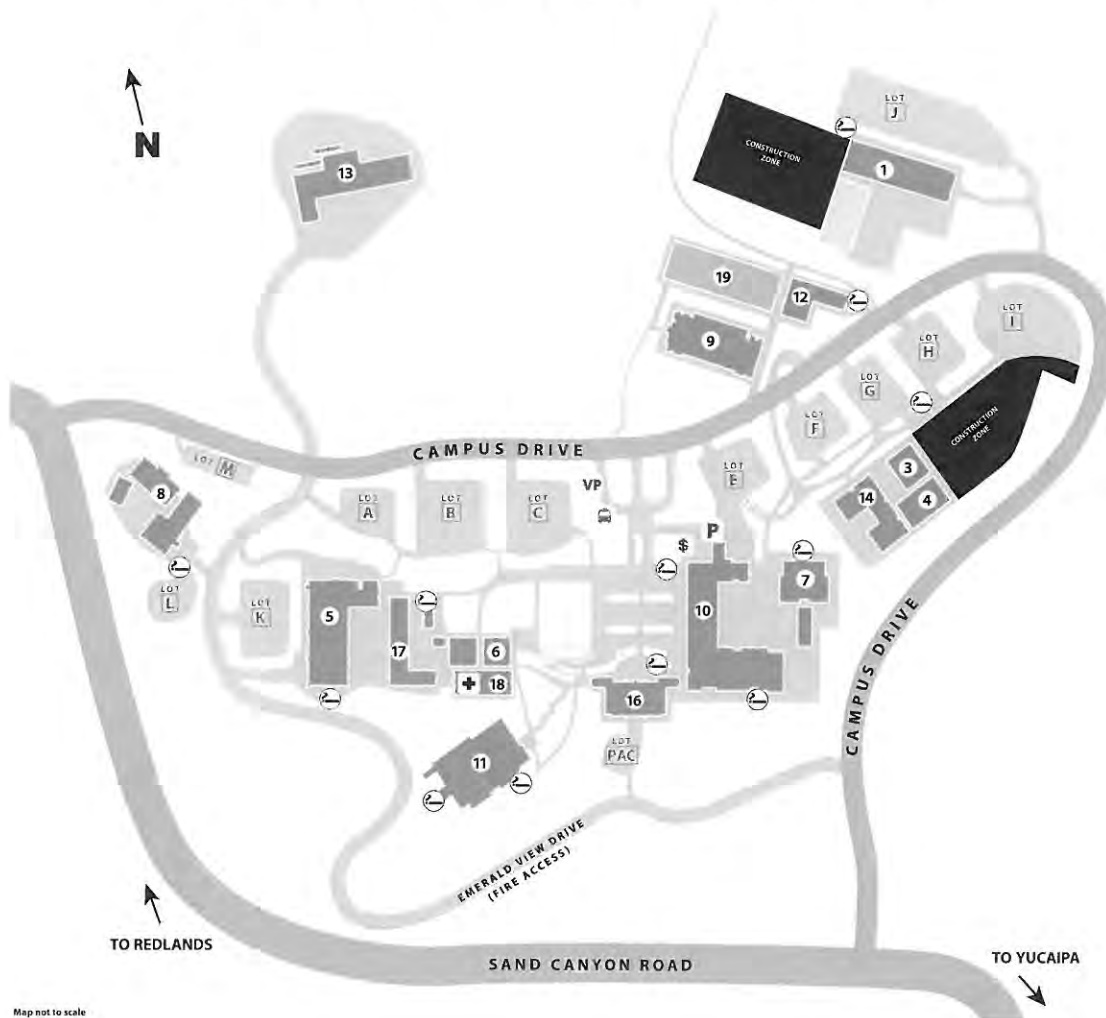
Employee's Signature : _____ Date : _____

Supervisor's Name (Print) : _____ Signature : _____ Date : _____

For District Computing Services Use Only

Network Information	Phone/Voicemail	Account	Account
HDO Ticket # : _____	HDO # : _____	HDO # : _____	HDO # : _____
Username : _____	Number : _____	Login : _____	Login : _____
Password : _____	Password : _____	Password : _____	Password : _____
E-Mail Address : _____			

CAMPUS DIRECTORY



Map not to scale
Updated: June 19, 2013

-  **ATM**
-  **Bus Stop**
-  **Nurse's Station**
-  **Police/Security**
-  **Visitor Parking**

-  **Parking Permits (Daily)**
Parking permits/decals are required to park in all parking lots and on all college streets.
Daily parking permits available in all lots.
Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decal.

-  **Smoking Areas**
This is a smoke-free campus smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

District Police (909) 389-3275

1	AQUATIC CENTER	AC
2	ATHLETIC FIELD	AF
3	BC CLASSROOM BUILDING	BC
4	BOOKSTORE	BK
5	STUDENT CENTER/CAFETERIA	SCC
	Student Senate	
6	CL CLASSROOM BUILDING	CL
	Financial Aid	
7	CHEMISTRY/HEALTH SCIENCES	CHS
8	CHILD DEVELOPMENT CENTER	CDC
9	GYMNASIUM	G
10	LABORATORY/ADMINISTRATION	LADM
	Campus Business Office	
	Parking Permits (Semester/Annual)	
	POLICE (LADM 153)	

11	LEARNING RESOURCE CENTER	LRC
	Copy Center	
	Multi-purpose Room	
	Gallery	
	Teaching Center	
	Lecture Hall	
	Library	
12	MATH & SCIENCE ANNEX	MSA
13	MAINTENANCE & OPERATIONS/ SHIPPING & RECEIVING	
14	OCCUPATION EDUCATION 1	OE1
15	OCCUPATION EDUCATION 2	OE2
16	PERFORMING ARTS CENTER	PAC
17	STUDENT SERVICES A	SSA
	Admissions & Records	EOPS
18	STUDENT SERVICES B	SSB
	Counseling	Health & Wellness Center
	Disabled Student Services	
19	TENNIS COURTS	TC-CRTS