# TABLE OF CONTENTS

1. **ACADEMIC RESPONSIBILITIES**
   - Academic Integrity
   - Academic Probation Program
   - Articulation Agreements Process
   - Buckley Amendment
   - Cooperative Agreements

2. **ACADEMIC AFFAIRS SUPPORT**
   - FORMS on Eagle and the Quarry
   - Tuition Reimbursement Guidelines for Faculty and Staff

3. **ACADEMIC ASSESSMENT AND EVALUATION**
   - General Education Outcomes Assessment

4. **ADVISORY COMMITTEES**
   - Purpose and Procedures

5. **CREDIT TRANSFER/AWARDING**
   - Credit for Successful Completion of Advanced Placement (AP) Exams
   - Credit for Successful Completion of College Level Exam Program (CLEP) Proficiency Exam
   - Procedure (Not including CLEP)
   - Student Placement
   - Transfer Credits from Another Institution

6. **CURRICULUM DEVELOPMENT & MAINTENANCE**
   - Course Scheduling Procedure
   - Transfer Request Process
   - Withdrawal Process
   - Form for Course Approval
   - IDS 299 Independent Studies
   - Instructor Course Syllabus Guidelines
# TABLE OF CONTENTS

7. **DISTANCE LEARNING**
   - Copyright
   - Distance Learning Standards
   - Peer-to-Peer File Sharing

8. **GRADING/DEGREE REQUIREMENTS/GRADUATION**
   - Academic Forgiveness Procedure
   - Appeal Procedure for Students Withdrawn from a Class
   - Degree Requirements for ENG 101 and ENG 103
   - Developmental Math Repeat / Withdrawal Process
   - Developmental Reading Repeat / Withdrawal Process
   - Graduation Procedure & Requirements
   - Non-Western Culture Requirement
   - Repeat Policy

9. **LIBRARIES**
   - Fines for Overdue Library Materials & Services
   - Material Selection Policy for the RVC Library

10. **OPERATIONS**
    - Adjuncts – Hiring & Scheduling Procedures
    - Conducting Institutional Research
      - [Institutional Research (IRB) Guidelines and Procedure](#)
    - Contact Hours/Clock Hours
    - Determination of Full-time and Part-time Faculty Salaries
    - Extraordinary Overload Form/Procedure
    - Faculty Search Guidelines/Procedure
10. OPERATIONS (Continued)

Field Trip Policy & Procedures

Intellectual Property § 5.4 of the current Faculty Contract

International Travel Policy

Leave Slip Procedures

Paper Use Reduction Procedure

Policy & Fee Structure for Testing Services Requested by Outside Agencies

Reasonable Accommodations Appeals – Disability Support Services Flow Chart & Guide

Travel Policy, College, BR 6175

Travel Procedure for Faculty Professional Development

Tuition Waiver Process and Forms

11. WORKFORCE CERTIFICATIONS

Credit for Child Development Associate Credential

Credit for Successful Completion of Law Enforcement Academy Training and Illinois Law Enforcement Training and Standards Board Certified Training. (Policy 190)

Credit for Successful Completion of NBRC & CRTT (Respiratory Care)

Credit for Successful Completion of State Fire Marshall/IDPH Courses

Grade Requirements for Certificates at Rock Valley College

Payment for Services: RVC Aviation Maintenance Federal Aeronautics Administration (FAA) Testing Service
1. ACADEMIC RESPONSIBILITIES
   Academic Integrity

Information about procedures for addressing violations of academic misconduct, including Academic Integrity, is available in the RVC Student Handbook located at:

http://www.rockvalleycollege.edu/StudentServices/studenthandbook.cfm

Student Policy Index

The following links are meant to be quick references for both prospective and current students at Rock Valley College with regard to the college’s guidelines, procedures, and policies. In some cases you will be redirected to a department’s home page to acquire more information or you may be asked to call the department to find out more information.

http://www.rockvalleycollege.edu/About/StudentPolicyIndex.cfm
1. ACADEMIC RESPONSIBILITIES
   ACADEMIC PROBATION
   BOARD POLICY 4.20.070 Standards of Academic Progress

**Academic probation (AP)** is a warning that a student's performance falls below the institution's requirement for “good **academic** standing”. **Academic** standing is most often measured by GPA (grade point average), but may also be determined by **academic** progress, or the number of credits completed.

An RVC student is notified of their **academic probation** status as a result of earning a cumulative grade point average (GPA) of less than 2.00 in college-level credit classes only.

Personal Success Counseling manages AP program. Multiple success strategy options are offered, with mandatory action for some AP students. The process requires completion of 4-page Academic Success Plan.

The Academic Probation Task Force was created in Fall 2015 with the goal to review the program, formulate ideas for improving outcomes, and identify other support programs that could be implemented.

Personal Success Counselors run/manage outreach program.

Students fall into one of 3 categories:
- Notification with recommended resources
- Notification with mandated action
- Group 1 = AP Workshop (individual or group)
  60-minute, face-to-face session
- Group 2 = Online modules
- 4 success modules delivered in Eagle
Rock Valley College – Articulation/Baccalaureate Completion Agreements

The purpose of an articulation agreement is to allow students to complete an associate degree program and transfer to a related bachelor’s degree program with a minimum loss of credit and duplication of coursework.

Below are listed the currently active articulation agreements between a 4-year college or university and RVC with their contact information:

Articulation Agreement Development Process

The request for an articulation agreement may be initiated by the College (RVC) to four-year institutions or submitted to the College from four-year institutions. Regardless of the origin of the agreements, all formulating and executing of articulation agreements fall within the purview of the Office of the Provost and Chief Academic Officer. The Manager of Academic and Transfer Advisors and/or the Transfer Coordinator will serve as liaison between the RVC appropriate departments and four-year institutions to coordinate and communicate the request throughout execution.

Steps for developing an articulation agreement with a four-year institution are as follows:

Step 1 - Contact the Manager of Academic and Transfer Advising and/or the Transfer Coordinator in the Enrollment and Retention Division to initiate development of, or to discuss the proposed articulation agreement. The Manager of Academic and Transfer Advising will establish a file for agreement request.

- File to include name of program, name of four-year institution with which agreement will be developed, rationale to support agreement, and the date the request was made.

Step 2 - The request is discussed with appropriate academic departments at RVC to determine interest and feasibility. If interest is expressed, the Manager of Academic and Transfer Advising will proceed with the next step in developing articulation agreement.

Step 3 - The first draft articulation agreement is written (usually by the four-year institution) and reviewed by the Manager of Academic and Transfer Advising at RVC. The Manager of Academic and Transfer Advising will circulate the first draft agreement internally to the Associate Vice President of Enrollment and Retention, the Curriculum Coordinator, and appropriate Academic Dean(s) or designate appropriate faculty/staff to revise/review.

Step 4 - Comments and concerns, revisions/modifications generated during the reviewing process are documented and brought to the Manager of Academic and Transfer Advising for discussion with those who drafted the agreement. If appropriate, a meeting may be scheduled between the four-year institution and RVC staff. Subsequent drafts are reviewed until both parties reach agreement.
Step 5 - Upon approval from both the College (RVC) and the four-year institution, two original articulation agreement documents are created for signing (one original signed agreement for the receiving institution and one original for RVC). One original articulation agreement is stored in each of the following offices:

- The College Curriculum Coordinator’s files in the Office of the Provost and Chief Academic Officer;
- Office of the Manager of Academic and Transfer Advising, and
- Office of the Registrar.

A listing of all Articulation Agreements must be printed in the College Catalog.

Step 6 - If deemed appropriate, the Manager of Academic and Transfer Advising and the College Public Relations Office can arrange a signing ceremony with appropriate press releases and reception.

Articulation Agreement Dissemination Process

Following the signing of the articulation agreement, the acceptance of the new agreement should be communicated and disseminated:

One set of the original agreement documentation should be filed with the College Curriculum Coordinator in the Office of the Provost and Chief Academic Officer. Copies of the agreement and/or alignment are disseminated to:

- The Manager of Academic and Transfer Advising
- The Office of the Registrar
- College Academic Advisors

The articulation agreement should be listed on the RVC website and in the College Catalog.

The new Articulation Agreement will be promoted and marketed to students in the following ways:

- Inform Academic Advisors of new agreements at Advisors meetings.
- Include a statement regarding the new agreement in the Student Weekly News Newsletter.
- Update/add the new agreement and transfer guide on the RVC website.
- Consider other printed venues to promote agreements, i.e., posters, brochures, catalogs, newsletters, etc.
1. ACADEMIC RESPONSIBILITIES
   Buckley Amendment

   EFFECTIVE DATE: 1993; Reviewed 2011

PURPOSE:
Rock Valley College is an educational institution subject to the Family Educational Rights and Privacy Act, more commonly referred to as the Buckley Amendment. The purpose of the Act (Section 438 of the General Education Provisions Act, 20 USC 1232g) is to protect the privacy of students and their parents in regard to access and disclosures of students' records maintained by the College.

POLICY:
In compliance with the Buckley Amendment, the College will follow the specific rules and regulations. The College has designated the following personally identifiable student information as directory information:

1. Name
2. Address
3. Date and place of birth
4. Major field of study
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams
7. Dates of attendance
8. Degrees and awards received
9. The most recent previous educational institution attended
10. Other similar information (which may be added and posted by regions)

This information may be disclosed, as in a graduation program, et cetera, unless a parent or student refuses to permit the inclusion of a category, or all such information as designated directory information. This refusal must be in writing to the Registrar's office describing that information which is to be excluded and must be made within ten calendar days from the first scheduled day of the term. Rock Valley College will honor the request for one term only; therefore, the student must file the request on a term basis.

Any disclosure of student information other than directory information outside of the educational institution shall be with prior consent of the student unless health and safety considerations necessitate the dissemination of such information. Faculty shall exercise sound judgment and fairness in maintaining the confidentiality of student information, regardless of the source, including written records, reports, and computer data bases, etc.

PROCEDURES:
If students wish to gain access to their academic records, the Office of Records & Registration will assist them. All notices of refusal of student access to his or her records and questions on student records should be directed to the Registrar.

A posted statement and written procedures for disclosure are required.
1. ACADEMIC RESPONSIBILITIES

Cooperative Agreements

EFFECTIVE DATE: 2009

Community College Educational Agreement

Comprehensive Agreement Regarding the Expansion of Educational Resources

THIS AGREEMENT is entered into by and among the BOARD OF TRUSTEES from each participating community college for the expressed purpose of providing additional educational programs to the citizens of each district involved in this Agreement.

Black Hawk College
Carl Sandburg College
Danville Community College
Elgin Community College
Heartland Community College
Highland Community College
Illinois Central College
Illinois Valley Community College
John Wood Community College
Joliet Junior College Kankakee Community College
Kaskaskia College
Kishwaukee College
Lake Land College
Lewis and Clark Community College
Lincoln Land Community College
McHenry County College
Moraine Valley Community College
Morton College
Prairie State College
Rend Lake College
Richland Community College
Rock Valley College
Sauk Valley Community College
South Suburban College
Southwestern Illinois College
Spoon River College
Waubonsee Community College

WITNESSETH:

WHEREAS, it is the desire of the parties hereto to expand educational services to the greatest number of students in each district served by the parties; and

WHEREAS, the parties hereto believe this Agreement should be one of the means to establish a viable method of cooperation between the parties hereto; and
WHEREAS, by means of this agreement, the parties hereto desire to share programs of each institution and thereby maximize the utilization of the finances, facilities, equipment, and personnel of each institution, and by so doing, provide educational services which might otherwise be impracticable for any of the parties individually; and

WHEREAS, the parties hereto believe that the implementation of this Agreement holds great promise for further development of higher education in Illinois; and

WHEREAS, this Agreement supersedes and takes the place of any and all prior cooperative agreements, and that all said prior agreements are hereby terminated.

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:

1. Institutional Identification
   For the purpose of this Agreement, the college district sending the students to another college will be referred to as the "Sending College" and the college receiving students from another college district will be referred to as the "Receiving College".

2. Terms of Agreement
   The educational programs offered by the colleges as part of this Agreement shall be programs approved by the Illinois Community College Board and the Illinois Board of Higher Education. The Agreement is explicitly for programs of study leading to an Associate in Applied Science degree or certificate in Career and Technical Education.

3. Duration of Agreement
   This Agreement shall be in force upon adoption by the Board of Trustees of each of the participating colleges and will continue until terminated under the provision of item 6.

4. Amendments to Agreement
   Amendments and/or revisions to this Agreement may be made at a time by mutual consent of all parties in writing. Such amendments and/or revisions shall be prepared in the form of an addendum agreement. The procedure for approval of such addenda and/or revisions shall follow the same procedure employed in securing approval by all parties in the original Agreement.

   In the event of amendments and/or revisions to this Agreement, students who have entered an educational program shall be allowed to complete the program under the terms of this Agreement.

5. Coordination of Agreement
   This Agreement shall commence in April 2007 and shall be continuous with automatic renewal. Illinois Central College in consultation with member institutions will coordinate changes and distribution of those changes to the other colleges on an annual basis when necessary.

6. Termination of Agreement
   The participation of any college(s) in this Agreement may be terminated at the end of any spring semester to be in effect the following fall term at the request of the College President. Notice shall be given in writing on or before March 1 of the preceding academic year to each of the other College Presidents. In the event of such termination, students who have entered an educational program shall be allowed to complete the program under the terms of this Agreement.
7. **Citizens Eligibility**
   Approval for students participating within this Agreement resides with the Sending College. Upon approval from the Sending College, a citizen may take advantage of the educational opportunity provided through this Agreement to apply for acceptance at a program not available in his/her home district. Furthermore, a citizen may not enroll under the provisions of this Agreement in a program of a participating institution outside of his/her own if that citizen's educational objective can be met in the college of his/her home district.

8. **Registration**
   Upon written approval from the Sending College, students shall register at the Receiving College and shall be members of that district for the terms of their enrollments. Under the terms of this agreement, students may take approved courses at either institution. Upon successful completion, courses taken at the Sending College shall be acceptable to transfer to the Receiving College for completion of the program, or vice versa.

9. **Additional Educational Services**
   The Receiving College shall provide access to its Learning Resources Center and other instructional resources for students from the Sending College, equal to those provided for any other student at their campus. The Receiving College shall also provide counseling/guidance and other services that will facilitate the learning process.

10. **Records and Recognition of Completion**
    The Receiving College shall maintain admissions records and transcripts and issue any and all degrees or certificates to students completing the educational program. The Receiving College will provide copies of such records to the Sending College at the student's request.

11. **Scholarships and Student Activities**
    The Receiving College shall be considered the home district for athletic eligibility and/or any activity where the student officially represents an institution as well as for military and Illinois State Student Assistance Commission Scholarships. Athletic eligibility will be determined by the rules of the college's athletic conference. Students from any Sending College may be eligible at any Receiving College for any other extracurricular activities, scholarships, or other recognition of excellence in the program for which they are attending at the Receiving College.

12. **Publicity**
    The educational programs offered through this Agreement shall be noted in college catalogs and publicized by the participating districts in a manner consistent with ICCB requirements and institutional publicity policies. Marketing of programs into another college district will only be done with the permission of that district.

13. **Communication of Agreement**
    The Sending College shall communicate the terms of this Agreement to its students attending a Receiving College. Said students will be responsible for all normal operating rules and conditions of the campus he/she is on at any given time.
14. **Reimbursement**
The Receiving College shall be eligible to file all claims for State apportionment for any student from the Sending College enrolled in the Receiving College's programs covered by this Agreement.

15. **Transportation**
Students shall be responsible for their own transportation to and from Sending and Receiving Colleges.

16. **Tuition and Fees**
Students from the Sending College will pay the resident tuition and fees of the Receiving College. All students seeking state or federal financial assistance are required to make application at the Receiving College.

17. **FTE Reporting**
For purposes of capital (construction space), FTE enrollment in the classes taken are reported by the Receiving College.

18. **Student Enrollments**
The cooperating institutions in this Agreement shall be treated as one district in relation to admission policies for the programs included herein; however, residents of the respective college districts may have priority consideration where limited program space is available.

19. **Chargeback**
Colleges sending students to receiving colleges identified in this Agreement will not pay chargebacks. Procedurally, students who wish to enroll at a Receiving College herein identified will secure from their home college a letter designating them as participants in an approved program. A copy of such letter will be sent to the Receiving College, which will thus know not to charge the out-of-district rate.

20. **Special Note:**
Nothing contained in this Agreement shall operate to create a relationship of Principal and Agent between the Parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.
Community College Educational Agreement
Comprehensive Agreement Regarding the Expansion of Educational Resources

PARTICIPATING INSTITUTIONS
Black Hawk College
Carl Sandburg College
Danville Community College
Elgin Community College
Heartland Community College
Highland Community College
Illinois Central College
Illinois Valley Community College
John Wood Community College
Joliet Junior College
Kankakee Community College
Kaskaskia College
Kishwaukee Community College
Lake Land College
Lewis and Clark Community College
Lincoln Land Community College
McHenry County College
Moraine Valley Community College
Morton College
Prairie State College
Rend Lake College
Richland Community College
Rock Valley College
Sauk Valley Community College
South Suburban College
Southwestern Illinois College
Spoon River College
Waubonsee Community College

Local District Signature Page

________________________________________________________________________________________
College District Number

________________________________________________________________________________________
College Designee for Agreement Contact Information

________________________________________________________________________________________
Chair of the Board of Trustees Date

________________________________________________________________________________________
President Date
Step 1 of 3: Select RVC Faculty Group section on EAGLE.

EAGLE

Recent Activity

No Recent Messages
You don't have any messages in this stream fill up with users, etc.

Courses & Groups • Assignments •

My Courses
Distance Learning Committee
EET-105-D010: Intro to Sustainable Energy
EET-251-D011: Microcontrollers & Interfac...
EGR-101-D020: Introduction to Engineering
Faculty Development Active Learning Semi...
RVC Community Group

RVC Faculty Group
Enrolled as: Teacher
Step 2 of 3: Select **Academic Affairs** from list

Step 3 of 3: Select **Academic Affairs Forms** link to the Quarry
LIST OF FORMS AVAILABLE ON THE QUARRY ACADEMIC AFFAIRS SITE:

2015-2020 Collective Bargaining Agreement between RVC Board of Trustees and RVC Faculty Association

ACADEMIC FORGIVENESS PROCESS

APPROVER FLOW CHART FOR FORMS & PROCESSES May 2014

Academic Affairs & Student Dev Policies & Procedures Manual


Academic Dept Internal Transfer of Faculty Professional Development Funds Form

Adjunct Instructor Request for Hire 2015-2016

Application for Travel & Reimb Form Academic Affairs eff. 1-15-15

Application for Travel & Reimb Form PERKINS eff. 1-15-15

Application to Offer Dual Credit or Articulated Credit Course

CHE & STIPEND COMBINED REQUEST & REPORT FORM Jan 2016

CHE & STIPEND INTERNAL WORKSHEET FOR ACADEMIC CHAIRS & DIVISION OFFICE USE ONLY

Classroom Observation Report App. F

Course Section Transfer Request form

Course Substitution Waiver Form Sep 2013

Credit Hour Compliance Audit Form

Credit Hour Compliance Guide

DSS Reasonable Accommodations Appeal Flow Chart

DSS Reasonable Accommodations Guide

Departmental Faculty Professional Development Fund Transfer Form 2016

Evaluation In-Depth Form FT Tenured Faculty Members

Event Application Form RVC 12-4-2014

FIELD TRIP Application for Approval

FIELD TRIP Roster Form

Faculty Handbook

Faculty Load Assignment Form Word Version (2015-2020 CBA)

Faculty Professional Development Plan Form 2015-2020
Faculty Professional Development Plan for Librarian Faculty (CBA15-20 App E-1)

Faculty Search Committee Guidelines & Process 2016

First Tuesday Lecture Series Faculty Application Form

Grade Change Form

Graduate Credit Reimbursement-Faculty Form and Process

Guidelines for Full-time Faculty Search Process eff. 2014

IDS 299 Independent Study Application Form & Procedure eff Aug. 2014 (Word format)

IDS 299 Independent Study Application Form & Procedure eff. Aug. 2014 (Adobe format)

INTERNATIONAL TRAVEL WAIVER RELEASE COVENANT NOT TO SUE FORM [FOR STUDENTS]

In-District Mileage Reimbursement Form

Incomplete (Grade) Agreement Form

Independent Study Application Form & Procedure

Institutional Student Learning Outcomes (ISLO)

International Travel Policy, Procedures & Forms

LETTER OF AGREEMENT FORM (FOR OUTSIDE SERVICE PROVIDERS)

Math Placement Appeal Form

Minimum Qualifications to Teach updated March 2016

Overload & Extraordinary Overload Reporting Forms 2015-2020

PERKINS Internal Grant Application Form FY2014

PERKINS Internal Grant Application Funding Procedure & Guidelines FY14

Pay (Faculty) Verification Form Fall-Spring-Summer eff. Sep2015

RVC Curriculum-Catalog Change Form eff. 2014-05-14

RVC Form for Course-Program Approval eff. 8-1-2014

RVC Form for Course-Program Withdrawal eff. 2014-05-14

RVC Master Course Syllabus & Instructions eff. Sep. 2014

RVC New Course Assessment Template May2014

RVC Procedures for Course Dev & Management May2014

Schedule Matrix Form eff. 2014

Transfer of Faculty Professional Development Funds (within department) Form
2. ACADEMIC AFFAIRS SUPPORT
Tuition Reimbursement Guidelines for Faculty and Staff

EFFECTIVE DATE: January 2010
BOARD POLICY 3.30.060
2015-2020 CBA §8.8

TUITION REIMBURSEMENT AND WAIVER FOR FULL-TIME FACULTY, ADMINISTRATIVE, PROFESSIONAL, AND EDUCATIONAL SUPPORT PERSONNEL

Background: The existing policy allows each of the three (3) employee groups on campus access to a pool of dollars ($10,000 per group annually) for a total financial investment of $30,000. Existing policy also allows different reimbursement rates per employee group. And, current practice provides 100% tuition for RVC retirees, their spouse, and their dependent children for any RVC class.

Existing policy should be revised (1) to increase pool of dollars per group to $15,000 annually; (2) for consistent reimbursement rates per employee group; and (3) to continue tuition waivers for retired RVC employees only based on SURS eligibility parameters.

This policy places administration of the tuition reimbursement program in Human Resources, allowing consistency in application as well as an immediate tie to career counseling and organizational development functions, but retains coordination of responsibilities between supervisor and employee, thus assuring smooth workplace functions and the opportunity for supervisor mentoring. The policy allows for each participant to elect to take one (1) course per semester at RVC during scheduled work times, and allows mechanisms for making up those work hours without creating a drain of nonproductive time.

Recommendation: It is recommended that the Board of Trustees adopt this policy for administrators, faculty, non-faculty professionals, educational support employees, and RVC retirees.

Board Inventory No. 3.30.060
Former Policy Nos: BR 2865, 3360, 3349, 3474, 5199, 5617, 6655, Policy 188, 189
Section: Employee Relations
Date Effective: January 26, 2010
Responsible Administrator: Human Resources

Board Approval: Michael J. Becherer, Secretary for the Board of Trustees
Jack J. Becherer, Ed.D. President
Tuition Waivers — Non-Faculty

After the completion of one-year of successful service with RVC, continuous part-time employees will be allowed to enroll in one tuition-free credit class per academic semester at the College. This benefit is for the employee only and is based on continued successful employment with RVC. Employees may enroll in one class, credit or non-credit, per academic semester tuition-free; however, the class must be taken during the employee’s personal time. Classes offered through Leola Arnold Memorial School are not covered by this policy. (Source: RVC Employee Handbook update May, 2011)

Guidelines for Tuition Reimbursement – Faculty  (CBA 2015-2020, §8.8)

1. To apply for tuition reimbursement, faculty must submit a Graduate Credit Reimbursement Preapproval Request form and course description to their Dean. The Dean will review and approve/disapprove the request. If approved, the Dean will forward the request to CAO’s office via the appropriate academic Vice President. The CAO’s office will respond in writing to the faculty member, prior to registration for any class for which tuition reimbursement is requested. Late application shall be considered only if unforeseen events (as determined by your Dean) prevented an application from being submitted prior to registration. The preferred deadline to submit requests for reimbursement is two weeks prior to the start of the course.

2. Reimbursement shall be for actual tuition (no fees) not to exceed $150/credit hour for graduate credit classes (only). Full-time faculty members on sabbatical leave shall be eligible for a maximum reimbursement of $75/credit hour for courses taken while on sabbatical leave in accordance with existing Board and administrative policies. A course shall be considered as "taken while on sabbatical leave" if the official semester of the college in which the full-time administrator enrolls overlaps with the official semester during which the administrator is on sabbatical leave (similarly for academic year).

3. Each faculty member shall receive payment for a maximum of 15 graduate credit hours per fiscal year.

4. Reimbursement payments shall be made within 30 days after the official verification (Completed Part 3 of Graduate Credit Reimbursement Approval form with a copy of the grade reports or transcript) of successful completion of the previously approved graduate credit has been received by the CAO’s office via the Dean.

5. Any classes taken (share any time) while on leave without pay, shall be excluded from the reimbursement policy.

6. Any faculty member whose employment ceases (for any reason whatsoever) shall not receive reimbursement for classes completed within 120 days of the cessation of employment.

7. Each approved request shall be forwarded to the CAO (on a first-come, first-serve basis), who shall keep a cumulative total of the amount encumbered. Requests for reimbursement above the approved budget shall be denied, and the CAO office shall notify the Deans (who shall then notify all faculty members whose requests are being processed) that funds are no longer available for tuition reimbursement.

8. If approval has been granted and a faculty member decides not to take the class or classes approved, the faculty member will notify both the offices of the Dean and the CAO as soon as possible. (This will allow an adjustment in the amount encumbered.)

9. The maximum number of credit hours for which an employee may receive reimbursement while employed at Rock Valley College shall be 45.
10. Credit hours earned while working on a doctorate dissertation will be excluded from payment.

11. A retired RVC faculty employee will be subject to the provisions of the collective bargaining agreement.
At Rock Valley College, the Student Learning Outcomes (SLO) reflect the College’s General Education Statement of Philosophy:

The General Education Program at Rock Valley College is designed to develop the knowledge, skills, and habits reflected in the lives of educated persons and basic to all professions, so that RVC students are capable of leading rewarding and responsible lives as productive, global citizens. The General Education Program offers varied opportunities for students “to develop the breadth of knowledge and the expressive skills essential to more complex and in-depth learning throughout life” (adapted from the Illinois Articulation Initiative, 2000). With this philosophy as our focus, our general education courses are designed to help students achieve the following learning outcomes.

For information on assessment of student learning at the course, program, and institutional level, go to: http://www.rockvalleycollege.edu/Academics/InstitutionalResearch/AssessmentofStudentLearning/index.cfm

<table>
<thead>
<tr>
<th>Analytic Reasoning</th>
<th>Global Awareness and Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will form logical inferences, judgments, or conclusions from facts or</td>
<td>Students will develop the knowledge and skills required to responsibly</td>
</tr>
<tr>
<td>premises related to topics encountered in the classroom, workplace, and daily life.</td>
<td>interact with social and natural communities, both locally and globally.</td>
</tr>
<tr>
<td>Students will identify the ideas, theories, or methods relevant to appropriate</td>
<td>Students will expand their knowledge of global values.</td>
</tr>
<tr>
<td>topics.</td>
<td>Students will distinguish between what is and what ought to be.</td>
</tr>
<tr>
<td>Students will select appropriate information, resources, and technologies necessary</td>
<td>Students will understand diverse(^1) perspectives, as well as biases and</td>
</tr>
<tr>
<td>to address appropriate topics.</td>
<td>prejudices.</td>
</tr>
<tr>
<td>Students will analyze information, resources, technologies, or data.</td>
<td>Students will analyze social and environmental issues in a variety of</td>
</tr>
<tr>
<td>Students will select an appropriate method, strategy, or plan of action to perform</td>
<td>contexts.</td>
</tr>
<tr>
<td>a task, resolve a problem, or draw a logical conclusion.</td>
<td>Students will analyze the reciprocal impact of their behavior on the</td>
</tr>
<tr>
<td>Students will apply an appropriate method, strategy, or plan of action to perform</td>
<td>local, national and global communities.</td>
</tr>
<tr>
<td>a task, resolve a problem, or draw a logical conclusion.</td>
<td>Students will identify behaviors related to civic engagement.</td>
</tr>
<tr>
<td>Students will work effectively in groups.</td>
<td>Students will work effectively in groups.</td>
</tr>
</tbody>
</table>

\(^1\) Diversity includes, but is not limited to, differences in ethnicity/culture, race, LGBTQ+, ability, age, religion, socio-economic status, and veteran status.)
<table>
<thead>
<tr>
<th>Communication</th>
<th>Personal Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will exchange ideas effectively in a variety of settings.</td>
<td>Students will accept responsibility for their personal and professional wellness and development, positioning themselves for life-long learning.</td>
</tr>
<tr>
<td>Students will create texts(^2) that are clear (e.g., coherent and concise).</td>
<td>Students will recognize personal biases.</td>
</tr>
<tr>
<td>Students will create texts that are substantially error-free.</td>
<td>Students will demonstrate ethical and professional behavior.</td>
</tr>
<tr>
<td>Students will identify the perspective (e.g., purpose or audience) of texts.</td>
<td>Students will develop priorities based on their values and needs in a way that is conducive for greater well-being (e.g., physical, emotional, intellectual).</td>
</tr>
<tr>
<td>Students will use appropriate format for developing texts.</td>
<td>Students will identify their responsibilities (e.g., following through with commitments and recognizing consequences of behavior) in various roles and contexts.</td>
</tr>
<tr>
<td>Students will comprehend a variety of texts.</td>
<td>Students will exhibit adaptability.</td>
</tr>
<tr>
<td>Students will deliver texts to a group.</td>
<td></td>
</tr>
</tbody>
</table>

\(^2\) Texts include written, oral, aural, non-verbal, visual, and graphic communication.
4. ADVISORY COMMITTEES
Purpose and Procedures

PURPOSE:
Program advisory committees assist the faculty and administration (Vice Presidents and Deans in Academic Affairs) in providing relevant and up-to-date instruction. The committees should be made up of five or more members composed of representatives from business and industry, area secondary schools, and other postsecondary institutions. Current RVC students and program graduates should be part of the committee as well. These committees provide vital communication links between the College and the community. Advisory committee members provide college educators with “eyes and ears,” tuned to rapidly changing needs for business and industry. Advisory committees help disseminate information that will be of benefit to students, to the program, the College, and to other outside agencies or individuals. They supply the guidance and critical assessment necessary to equip program graduates and employers with the skills so vital to their services. These committees act in an advisory capacity.

PROCEDURE:
Advisory committees can assist the College by providing some of the following kinds of assistance:

1. Developing and maintaining a high level of quality.
2. Providing input on program improvement.
3. Reviewing programs for relevance.
4. Participating in program planning process.
5. Assessing current and projected workforce needs.
6. Acting in liaison role with all outside agencies that are interested in the educational program.
7. Suggesting or identifying cooperative education, externship or practicum sites for those students in programs with such features.
8. Identifying the equipment necessary to create real life learning experiences and complement instruction.
9. Working with the placement office in its effort to find jobs for program graduates.
10. Marketing the program.
11. Planning and participating in development efforts associated with the program.
5. CREDIT TRANSFER/AWARDING
Credit for Successful Completion of Advanced Placement (AP) Exams

EFFECTIVE DATE: January 2006; updated 2011

Individuals who have passed College Board Advanced Placement (AP) examinations may receive credit. It is the student’s responsibility to have official AP score reports sent to the Admissions and Records Office for evaluation. Credit will be designated with a "T" (test credit) on the student’s transcript and is not included in the calculation of the GPA. No credit by examination will be recorded on a student’s transcript until the student has earned at least six (6) credit hours in college level courses at Rock Valley College with the exception of English and Math credits. All English (ENG) and Math (MTH) AP credits will be added to the student’s transcript prior to earning six (6) credit hours as long as the student is currently enrolled in classes.

AP credit awarded by other accredited institutions and transferred to Rock Valley College will be evaluated and accepted per the current Rock Valley College AP Policy. It is the student’s responsibility to have official AP score reports sent to the Rock Valley College Admissions and Records Office for evaluation. If a student has received credit for any course by having been enrolled in that course, the grade will stand and the credit by examination will not be given.

A determination of the amount of credit to be awarded for each AP examination will be determined by the faculty in the specific program of study. The Testing Center Manager will maintain a current listing of the AP examinations accepted, minimum scores for awarding credit, the courses for which credit will be awarded, and the number of RVC credit hours granted. This information will be shared with the faculty and the Admissions and Records office.
5. CREDIT TRANSFER/AWARDING

Credit for Successful Completion of College Level Examination Program (CLEP)

EFFECTIVE DATE: January 2006; updated 2011

ROCK VALLEY COLLEGE POLICY #274

ADMINISTRATIVE POLICY CATEGORY: Academic Requirements/Standards

POLICY TITLE: Credit for Successful Completion of College Level Examination Program (CLEP)

ISSUED BY: Vice President

DATE: December 5, 1994

REVISED: January 11, 2006; updated 2011

Individuals who have passed College Board College Level Examination Program (CLEP) tests may receive credit. It is the student's responsibility to have official CLEP score reports sent to the Rock Valley College Admissions and Records Office for evaluation. Credit will be designated with a "T" (test credit) on the student's transcript and is not included in the calculation of the GPA. No credit by examination will be recorded on a student's transcript until the student has earned at least six (6) credit hours in college level courses at Rock Valley College with the exception of English and Math credits. All English (ENG) and Math (MTH) CLEP credits will be added to the student's transcript prior to earning six (6) credit hours as long as the student is currently enrolled in classes. A student may earn a maximum of 47 credits through the College Level Examination Program.

CLEP credit awarded by other accredited institutions and transferred to Rock Valley College will be evaluated and accepted per the current Rock Valley College CLEP policy. It is the student's responsibility to have official CLEP score reports sent to the Rock Valley College Admissions and Records Office for evaluation. If a student has received credit for any course by having been enrolled in that course, the grade will stand and the credit by examination will not be given.

A determination of the amount of credit to be awarded for each CLEP test will be determined by the faculty in the specific program of study. The Testing Center Manager will maintain a current listing of the CLEP tests accepted, minimum scores for awarding credit, the courses for which credit is awarded, and number of RVC credit hours granted. This information will be shared with the faculty and the Admissions and Records office.
5. CREDIT TRANSFER/AWARDING
Proficiency Exam Procedure (not including CLEP)

EFFECTIVE DATE: July 1992; updated 2011

ROCK VALLEY COLLEGE

POLICY CATEGORY: Admissions/Registration/Fees

POLICY TITLE: Proficiency Examination Procedure (Not Including CLEP)

REFERENCE: BR #2127

ISSUED BY: Vice President

DATE: December 5, 1977

REVISED: December 10, 1979; July 9, 1992

POLICY STATEMENT:

Proficiency examination for credit in courses offered by Rock Valley College is given in accordance with the following rules and procedures:

1. If you intend to take a proficiency examination, such as the DANTES Subject Standardized Tests, credit-by-examination tests originated by the United States Department of Defense, or other placement competency tests, you must first report to the Records Office for a credit audit. You will be required to complete a Credit by Examination Permit. If one of more of the following conditions exist, you will be ineligible for proficiency credit:
   a. There is an entry on your permanent record for the course, excluding a withdrawal.
   b. The course substantially duplicates one or more courses accepted as a transfer credit.
   c. You have credit in one or more courses in that subject area more advanced than the given course.

2. After the credit audit, you must obtain the approval of the appropriate divisional chairperson who will verify that you meet departmental requirements. It will be necessary for the Credit by Examination Permit to have a signature of the divisional chairperson.

3. You must present the certified permit form to the Accounting Office and pay a fee equal to 50% of the current tuition per credit hour prior to taking the examination.

4. After the examination, the permit form must be completed by the examiner and forwarded to the Admissions and Records office.

5. Credit shall be recorded on your transcript after you have earned at least six semester hours in college level courses. It will appear on the next grade report as a “T.” Credit by proficiency is not included in the calculation of the GPA.

*This policy replaced Policy #101.
6. Credit earned by examination is not counted toward satisfying the minimum requirements of the last 16 semester hours earned in residence.

7. If the instructor returns the proficiency forms to the Admissions and Records Office by the deadline for returning grades, credit will be recorded for the semester in which the proficiency was completed, providing all the above conditions have been satisfied.

--------------

4.4.2

PROFICIENCY EXAMS, PAYMENT FOR

The Board of Trustees has authorized payment of 37.5 percent of the current tuition per credit hour to the faculty members administering each proficiency examination, in compliance with the “credit by examination policy” (BR #2128).

Reference: BR #2127, #2128, #4822

--------------
5. CREDIT TRANSFER/AWARDING
Student Placement

EFFECTIVE DATE: August 1986
REVIEWED: June 2011

All new students enrolling in credit classes must meet placement requirements. Placement requirements may be met by taking the placement test and/or by submitting ACT/SAT scores or previous college transcripts to the Records and Registration Office.

ACT/SAT scores may be submitted for possible test waivers if submitted within three years of the original test date. Transfer students and students holding post-secondary degrees from institutions accredited by recognized regional agencies may also submit transcripts for possible test waivers or exemption from placement testing.
5. CREDIT TRANSFER / AWARDING

Transferring Credit to Rock Valley College

EFFECTIVE DATE: 1992
REVIEWS/UPDATES: Annually (See page 13 of 2016-2017 College Catalog)

Rock Valley College

Administrative Policy Category: Academic Requirements/Standards
Policy Title: Transfer Credits from another Institution
Issued By: RECORDS AND REGISTRATION

Procedural Statement:

Rock Valley College honors credit granted by regionally accredited institutions. Students at Rock Valley College who have credits from another college and plan to earn a degree or certificate at RVC must submit an official transcript, in a sealed envelope from the issuing institution, to the Records and Registration Office, along with a transcript evaluation form. The transcript evaluation form is available in the Records and Registration Office located on the second floor of the Student Center. Evaluations may take four to six weeks after receipt of all materials.

Rock Valley College does not accept credit form non-regionally accredited institutions (exception: FAA-approved schools for Aviation Maintenance Program).

Rock Valley College does not accept developmental/remedial credits for transfer.

300-level/junior-level credits will transfer to Rock Valley College. 400-level credits require permission from the appropriate dean. 500-level courses and above are not accepted in any situation.

Rock Valley College accepts “D” grades only if the overall GPA is 2.00 (transfer credit does not impact cumulative GPA).

Whenever possible, Rock Valley College courses equivalents are determined. If that is not possible, elective credit will be granted.

Rock Valley College does not honor substitutions and/or waivers made at another institution, unless approved by the appropriate Dean.

As of January 1, 2013, all new students intending to earn an Associate of Art, Associate in Science, Associate of Arts in Teaching, Associate of Engineering Science, will be required to complete STU-100. It is recommended that this requirement be completed in the student’s first academic semester. Students intending to earn an Associate of Applied Science or Certificate are not required to complete STU 100, but are highly encouraged to do so.
The College will develop course schedules and offer courses at times and locations that serve identified student needs. Each semester schedule will be developed based on analysis of previous semesters’ enrollment patterns and Strategic Enrollment Management information and plans.

Deans will:

1. Determine how many sections of each class are needed, based on enrollment patterns from the previous years/semesters.

2. Determine, based on student enrollment patterns, how many and which courses should be online and hybrid, recognizing that most students are more successful in hybrid courses (as opposed to fully online courses).

3. Determine how many sections of each course are needed (and at what times) at main campus, SCCE, and LOC.

4. Determine what general education and elective courses are needed most for Running Start, dual credit, program/discipline majors, and then determine times and locations needed based on those student groups.

5. Ensure an adequate number of needed courses, in the needed sequence, at various times of the week and day.

6. Add other elective courses only as needed, spreading the offerings to times and locations as indicated by student need/interest. (Key “gatekeeper” courses should out-number elective courses in most areas to meet RVC students’ academic needs.)

Through this sequence of steps, Deans will work with Student Development staff, Academic Chairs, and key faculty to determine which courses must be offered for students to complete certain programs.

Once the schedule is built, the administration will send the schedule (with course titles, times, modality, and locations) to full-time faculty and, based on the department’s agreed-upon scheduling process or rotation, full-time faculty will make their selections from the available options. Deans should not develop semester or summer schedules based on individual faculty’s requests. Courses which remain unassigned after full-time faculty have made their selections will be staffed by adjunct faculty.
6. CURRICULUM DEVELOPMENT & MAINTENANCE
Course/Section Transfer Request Procedure

EFFECTIVE DATE: Approved by CAO Council July 2011

Rock Valley College
Course/Section Transfer Request

DIVISION (CHECK ONE):

- Allied Health & Technical Programs
- Business/CIS/Engineering & Technology
- Communication
- Math, HSR & FWS
- Nursing
- Sciences
- Social Science & Humanities

Print Student Name

Student Identification Number

Student Signature Date

REASON FOR TRANSFER:

From: ____________________ To: ____________________

(Class - Number - Section) (Class - Number - Section)

Instructor Signature Date

Instructor Signature Date

Dean's Signature Date

Division Office location: ____________________

After obtaining the required signatures, bring this form to the Division Office. Transfer requests will be signed when received in the Division office. Transfers may be made during the first three (3) weeks for a 16-week semester course/section for another 16-week course/section, or during the first two (2) weeks of an 8-week semester or summer course/section for another 8-week course/section.
6. CURRICULUM DEVELOPMENT & MAINTENANCE
Course Section Withdrawal Procedure
EFFECTIVE DATE: June 2011

1. Decision is made by Dean to withdraw a section at least one week prior to the start of the semester for the following reasons:
   • Low enrollment (generally, any course below 50% of course cap, except in career program areas). For electives, consider 50% enrollment, not just “double-digit” enrollment.
   • No instructor
   • Other

   IMPORTANT: Consider the timing of the withdrawal of the section, the ability for students to register for an alternative section; can other sections be suggested? Try to give students at least a week prior to the start of the semester. Withdraw class no later than five (5) business days prior to the registration stop date.

2. Administrative Assistant
   • Print class roster – note: once section is withdrawn, the roster is deleted from Datatel
   • Change the status of the section to:
     • Restrict status –
       This action stops section from being visible on Online Services as well as students will no longer be able to register.
     • Withdraw the section -
       When withdrawing, the “Rebill” warning alert box will appear, answer Yes or No as appropriate in sending refund to students.

3. Notify Curriculum Coordinator to send out internal notice to affected areas.

4. Notify Students – (provide as much information as possible for alternative sections as well as Advising and contact phone numbers):
   • By GMail – Note: new students may not yet know they have an account
   • By letter – is there time for student to consider alternatives?
   • By Telephone
Part I: Supporting Information (attach numbered responses in a separate document)

1. State evidence of interest and need for the proposed course or program changes. If the new course or program change is based on assessment results (e.g., survey or focus group data) or on an advisory committee’s recommendation, summarize the assessment results or recommendations. To what student population will this be directed?

2. Identify the impact course or program changes will have on existing departmental offerings (i.e., replace, supplement or sequence to existing course(s)). Identify any existing courses or programs where a subject overlap may exist.

3. If applicable, identify other departments/disciplines that are impacted by the new course or program changes. Describe how these other departments/disciplines have been notified about the new course or program changes.

Additional Information to Address for New Courses

4. How often will the course be offered? What is the anticipated enrollment? Identify faculty who are qualified, available, and willing to teach.

5. What is the IL Articulation Initiative (IAI) GECC or Majors number for this course? If the course does not have an IAI GECC or Majors number, list institutions that will accept the course for transfer. If the course is offered at other institutions, provide a comparative table including title, number, credit hours, prerequisites and other relevant information.

Additional Information to Address for New Programs

6. Describe how the new program will address regional economic need. Attach a labor market study providing information on program completers versus projected job openings. How does the proposal fit into the college’s overall plans?

7. Complete the required ICCB application packet needed for approval of new programs (ICCB Form 20 or 21; forms available from Curriculum Coordinator).

Part II: Master Course Syllabus

Course Mapping and Assessment Plan
(Questions about completing the Course Mapping and Assessment Plan can be directed to Institutional Research; additional information/resources can also be found on the Assessment of Student Learning page of the RVC website.)

1. Course assessment described below will begin in Calendar Year (CY): ___
2. Mark the appropriate boxes on chart on next page to demonstrate the alignment between course objectives and program/discipline outcomes. Rows can be added or removed from the table as needed.

3. Outline the assessment method and evaluation/grading criteria to be used.

<table>
<thead>
<tr>
<th>Course Objective #</th>
<th>Program/Discipline Outcomes #</th>
<th>Assessment Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Approval**

Use the Master Course Syllabus Template to develop a Master Course Syllabus. Attach Master Course Syllabus.

_I have reviewed the Master Course Syllabus._

Chair Signature: ____________________________ Date: ____________________________

**Part III. Approval Signatures**

_Items to be presented for consideration by the Curriculum Committee should be submitted to the appropriate Dean for signature at least 3 weeks before the Curriculum Committee meeting._

Submitted by (Instructor): ____________________________ Date: ____________________________

Approved for Submission by (Dean): ____________________________ Date: ____________________________

Approved for submission by:
Vice President of Liberal Arts, or,    
Vice President of Career & Technical Education: ____________________________ Date: ____________________________

After Dean, VP of LAS, or VP of CTE, approves, send paper copies of the following to Curriculum Coordinator in ERC 2440 and an electronic copies to P.Grueder@RockValleyCollege.edu.

**Checklist of Documents to be Included in Submission:**

- [ ] Completed and signed _RVC Form for New Course or Program Approval_
- [ ] Master Course Syllabus
- [ ] ICCB Form 20 or 21 (for new program only)

Approved for Submission by:
Vice President Academic Affairs/CAO: ____________________________ Date: ____________________________

Approved for Submission by:
Curriculum Committee Chair ____________________________ Date: ____________________________
6. CURRICULUM DEVELOPMENT & MAINTENANCE
IDS 299 Independent Study

EFFECTIVE DATE: September, 2007; Updated 2011
(Formerly Administrative Policy #282 dated March 4, 1996)

ADMINISTRATIVE POLICY CATEGORY: Academic Requirements / Standards
POLICY TITLE: IDS 299: Independent Study
ISSUED BY: Chief Academic Officer

IDS 299 – Independent Study
PCS: 1.1
IAI: None

Independent Study is an opportunity for students to do extended work in a given Liberal Arts discipline with minimal faculty contact. IDS 299 may not be used to provide a substitution for an approved catalog course, nor will it fulfill specific general education requirements toward the AA/AS degrees. Student and sponsoring faculty must file a detailed plan of work and receive both divisional and Dean-level approval.

Prerequisite: 2.5 minimum grade point average for 15 college-level credit hours. May be repeated for a maximum of four (4) hours for credit towards an AA/AS degree.

Credit: 1-4 semester hours  Lecture: 1-4 semester hours  Lab: 0

Course Objectives
Individually determined between student and sponsoring faculty. All objectives will be stated in performance terms.

Course Topic Outline
Various but may not involve regular instructor-led classroom lecturing. Individually agreed upon by student and sponsoring faculty. Recognizing that true independent study can sometimes lead a student into unanticipated areas and topics of investigation, the initial topical outline may be revised at the conclusion of the course to reflect the actual topics covered.

Method(s) of Student Assessment
Individually agreed upon by student and sponsoring faculty, but will routinely involve multiple measures such as papers, tests, projects, portfolio development, participation in non-classroom activities, etc. Final grade is subject to all guidelines and timetables required of normal instructor-led courses. No pass-fail or audit options are permitted.

Required Readings and Supplies
Individually agreed upon by student and sponsoring faculty.

Note: All IDS 299 study requires that all normal course outline information above be placed on file in the office of the Vice President in Academic Affairs. Special forms are available for that purpose. Students may elect to repeat the course IDS-299 for a maximum of four hours for credit toward the A.A./A.S. degrees. Sponsoring faculty must have the same credentials for an independent study as required within each division for delivery of normal instructor-led instruction in that area. After approvals, copies of the Application for Independent Study document will be retained by the student, sponsoring faculty, dean and vice president of academic affairs. Official registration for the course cannot occur until all signatures are procured.
6. CURRICULUM DEVELOPMENT & MAINTENANCE
Instructor Course Syllabus Guidelines
EFFECTIVE DATE: 2013

INSTRUCTOR COURSE SYLLABUS

The Instructor Course Syllabus

• The Instructor Course Syllabus is the syllabus that an instructor gives students on the first day of class.

• Represents an instructor’s plan for the delivery of a course.

• Defines a course – its intended outcomes, content, student evaluation processes, required and recommended resources, course plan, and key policies that impact student success in the course.

• Provides guidelines for students to understand the plan for a course, what is required for course completion, and the basis for receiving a grade in a course.

• Represents a document that is developed, reviewed, and updated by the course instructor every semester.

SAMPLE FORMAT

This format is intended as a guideline; it shows content areas that need to be in the syllabus and what is included in those content areas. The overall appearance of these content areas may reflect the individual ideas and purpose of the instructor. Instructors may also provide more information than is presented here. This sample represents the minimum information required on an Instructor Course Syllabus.

(The format begins on the following page.)
INSTRUCTOR INFORMATION — name of instructor, office location, telephone number, email address and office hours; may also include FSO (Faculty Support Office) information.

ABC 123 – OFFICIAL COURSE TITLE
IAI:

PCS* Code – 1.1
1.2 or 1.4

*ICCB’s “Program Classification System” Code

COURSE DESCRIPTION — Identical to the Master Course Syllabus and Catalog description, including prerequisite/corequisite information. Instructor might choose to follow this description with additional information that expands student understanding of the course.

PREREQUISITE:

CREDITS: Lecture: Lab:

Method(s) of Delivery (mark all that apply): Face to Face Online Hybrid

STUDENT LEARNING OUTCOMES — This section should reflect the outcome(s) and level(s) identified in the Master Course Syllabus.

This course addresses the following student learning outcome(s). The student will be able to:

- Communicate effectively.
- Integrate technology into all fields of knowledge and expression.
- Demonstrate competency in critical thinking.
- Respect and work effectively with persons of diverse backgrounds and abilities.
- Demonstrate the behaviors of ethical and socially responsible citizens.
- Demonstrate personal wellness.

NOTE: At the October 28, 2013 CAO Council meeting with Academic Chairs, revision of SLOs was discussed which will result in revision of the Master Course Syllabus and Instructor Course Syllabus after the Spring 2014 Faculty Development Day work session on the Master Course Syllabus, with the expectation that updates to instructor syllabi will incorporate new outcomes by Summer 2014.

COURSE OBJECTIVES — Same objectives as those identified in the Master Course Syllabus. Additional objectives might be included; however, these added objectives should not replace course objectives in the Master Course Syllabus.

COURSE TOPIC OUTLINE — The order and sessions for different course topics, dates for exams, and due dates for major course assignments during the semester. This should include all course topics listed in the Master Course Syllabus. The schedule might include additional topics; however, these should not replace course topics in the Master Course Syllabus.

TEACHING/LEARNING ACTIVITIES — A list of course activities – i.e. assigned reading, lecture, discussion, writing assignments, viewing audio and/or visual materials; might also describe the role each activity plays in the teaching/learning process for the course and how the student can plan and make use of these activities to effectively learn from the course.

SCHEDULE OF COURSE ACTIVITIES — The order and sessions for different course topics, dates for exams, and due dates for major course assignments during the semester. The last day to withdraw from the course with a grade of “W” should be stated.
COURSE GRADING -- A description of the factors that affect student grades in the course, such as:

- The relative weights that different exams, quizzes, assignments, and/or projects will have in determining the course grade.
- The effect that in-class participation may have on the course grade.
- The effect that attendance may have on the course grade.
- The percent or point grading scale for assignment of letter grades.

REQUIRED READING AND SUPPLIES -- Needs to reflect requirements in the Master Course Syllabus; additional required reading/supplies might be included, but these should not replace Master Course Syllabus requirements. Include the textbook ISBN.

RECOMMENDED READING (AND SUPPLIES) -- Needs to reflect requirements in the Master Course Syllabus; additional recommended reading/supplies might be included, but these should not replace those in the Master Course Syllabus.

The following information must be included in all instructor course syllabi:

1. COLLEGE POLICY ON ACADEMIC HONESTY STANDARDS AND PROCEDURES
   Academic Honesty Statement:
   The faculty and administration expect that RVC students are enrolled in courses as serious and honorable scholars. Furthermore, students are expected to do their own, original work, except when collaboration on projects is directed by faculty as part of the course or specific assignment. Students are expected to observe the commonly accepted standards of academic honesty at all times.

   Students who commit any of the forms of academic dishonesty as outlined in the RVC Student Handbook are subject to the penalties and sanctions agreed upon by the Faculty and Administration of Rock Valley College. Detailed procedures regarding academic dishonesty are given in the RVC Student Handbook. In addition to the penalty assigned by a faculty member, a report of the alleged violation and assigned penalty will be made to the Office of Student Judicial Affairs.

2. NOTIFICATION OF SERVICES FOR STUDENTS WITH DISABILITIES
   If you have a documented disability and would like to request accommodation and/or academic adjustments, please contact the Disability Support Services Section 504 Coordinator. You should contact the coordinator as soon as a need for accommodation is known so that implementation can occur as soon as possible. The Disability Support Services Office is on the second floor of the Student Center. The telephone number for this office is 815-921-2356 v/tty.

3. ELECTRONIC DEVICES POLICY
   During class there should be:
   - NO cell phones (Turn OFF or put on vibrate)
   - NO text messaging
   - NO iPods or other such devices
   - NO other electronic devices unless agreed to by the instructor

   Students must request permission from the instructor to use a recording device or laptop computer.

   Cell phones and electronic devices must be turned OFF (or put on vibrate for cell phone) and placed out of sight (in pocket, backpack, purse).

4. DISCLAIMER
   A notice to students that certain circumstances may require some changes to this syllabus.
6. CURRICULUM DEVELOPMENT & MAINTENANCE
Master Course Syllabus Format
EFFECTIVE DATE: 2005, Current 2013

Note:
An electronic copy of the Master Course Syllabus Template is available on the Curriculum Development and Management and Academic Affairs Forms/Files pages of the Quarry or can be obtained from the Curriculum.

Rock Valley College
CURRICULUM DEVELOPMENT AND MANAGEMENT
MASTER COURSE SYLLABUS TEMPLATE INSTRUCTIONS

Master Course Syllabus
ROCK VALLEY COLLEGE
Division Name
Academic Program or Department Name

Course Prefix/Number – Official Course Title

IAI – Approved IAI Course Code OR None

PCS Code – 1.1, 1.2, or 1.4

Courses that have been approved for IAI recognition should have the IAI numbers entered here. For courses that have not been approved for IAI recognition, the notation None should be placed here.

COURSE DESCRIPTION

This is the official course description that all other college documents (e.g., College Catalog and teacher/student syllabi) must duplicate as a description for the course.

Prerequisite:

Credits: Lecture: Lab:

Method(s) of Delivery (mark all that apply): Face to Face____ Online____ Hybrid____

STUDENT LEARNING OUTCOMES
This course addresses the following student learning outcome(s). The student will be able to:

- Communicate effectively.
- Integrate technology into all fields of knowledge and expression.
- Demonstrate competency in critical thinking.
- Respect and work effectively with persons of diverse backgrounds and abilities.
- Demonstrate the behaviors of ethical and socially responsible citizens.
- Demonstrate personal wellness.

Mark the SLOs that are applicable.
COURSE OBJECTIVES
Upon successful completion of this course, the student will be able to:

The course objectives represent the intended student learning outcomes for the course. This includes establishing both the nature and the difficulty level of the learning that is to take place. These learning outcomes are intended regardless of the instructor teaching the course and/or method of course delivery.

Course Objectives must:

• State intended learning outcomes for the course (not teaching/learning processes)
• Be stated as observable and measureable outcomes for learning
• Use an action verb to properly identify both the nature and difficulty level of learning that is to take place in the course.

COURSE TOPIC OUTLINE
Topics to be covered may include some or all of the following:

The course topic outline provides the major topic areas to be covered in the course, regardless of the instructor teaching the course and/or method of course delivery. The topics should be listed in the order that may typically be followed by faculty.

METHOD(S) OF STUDENT ASSESSMENT
Student assessment methods may include some or all of the following:

The methods of student learning assessment stated in the Master Syllabus represent the minimum criteria for assessing student performance, regardless of the instructor teaching the course and/or method of course delivery. The various methods of assessment should be listed. The Assessment Handbook, which can be found on the Assessment of Student Learning page of the College website offers suggestions about methods of assessment.

REQUIRED READINGS AND SUPPLIES

NOTE: Use MLA or other conventional style.

This section represents the minimum required readings and/or supplies needed for the course, regardless of the instructor teaching the course and/or method of course delivery. This may be accomplished by following one of the options provided below:

• a list of required readings (and supplies) that all faculty who teach the course must use
• a list of required reading (and supply) options. Guidelines should be included as to the minimum number of these options that should/can be chosen by faculty

In some disciplines it may be appropriate to provide a description of the required text’s content and the level of academic rigor intended with the provision that faculty can choose a text provided it meets the Master Course Syllabus criteria.
RECOMMENDED READINGS AND SUPPLIES

NOTE: Use MLA or other conventional style.

This section represents the minimum recommended reading and/or supplies needed for the course, regardless of the instructor teaching the course and/or method of course delivery. This may be accomplished by following one of the options provided below:

- a list of recommended readings (and supplies) that all faculty who teach the course must use
- a list of recommended reading (and supply) options. Guidelines should be included as to the minimum number of these options that should/can be chosen by faculty

In some disciplines it may be appropriate to provide a description of the recommended text’s content and the level of academic rigor intended with the provision that faculty can choose a text provided it meets the Master Course Syllabus criteria.

DATE SUBMITTED

This is the date the Master Course Syllabus and supporting materials were submitted to the Associate Vice President of Academic Affairs Office.

REVIEW DATES

This is the record of dates on which the syllabus underwent academic review by the division or discipline and received on-going approval without change to the syllabus.
The Master Course Syllabus:

- Represents discipline or program consensus on content and, in some cases, delivery of a course.
- Defines a course's intended learning outcomes, content, student evaluation processes, and required and recommended resources. It sets the minimum standards for individual course instructors to follow.
- Provides guidelines for Instructor Course Syllabi for individual course sections.
- Outlines the expectations for the course and instructor and is the document on which quality assurance for the course is based.
- Is developed, reviewed and updated by the discipline or program.
- It is the document of record used by the College in working with external agencies such as the ICCB, IBHE, IAI, and transfer institutions.

(NOTE: At the October 28, 2013 CAO Council meeting with Academic Chairs, revision of SLOs was discussed which will result in revision of the Master Course Syllabus and Instructor Course Syllabus after the Spring 2014 Faculty Development Day work session on the Master Course Syllabus, with the expectation that updates to instructor syllabi will incorporate new outcomes by Summer 2014.)
6. CURRICULUM DEVELOPMENT & MAINTENANCE
Program Review Process

EFFECTIVE DATE: 2006
UPDATES: 2012

The Illinois Community College Board (ICCB) coordinates a statewide system for the review of instructional programs to examine the need, quality, and cost of each program and to review similar programs at the same time with a coordinated multi-year schedule. Colleges are encouraged to incorporate the Program Review process with broader campus planning, quality improvement processes and improved accountability.

The ICCB Program Review Process Manual provides detailed information about what is needed for an in-depth review including criteria, guiding principles, roles and responsibilities, an outline to follow, and a detailed timeline with key dates.

This manual is available at: http://www.iccb.state.il.us/pdf/manuals/ProgramReviewManual2012-2016.pdf
Study Abroad Opportunities and Credit Hour Equivalencies

The following is an information item offered to the Board of Trustees:

The Joint Education Agreement/Memorandum of Understanding and Reauthorization form between ICISP and Rock Valley College was executed August 1, 2008 for the period 2008-2013.

Rock Valley College participates in study abroad programs through a state-wide consortium, the Illinois Consortium of International Study Programs (*I.C.I.S.P.*). I.C.I.S.P. sponsored programs are organized by I.C.I.S.P., and RVC offers appropriate equivalent courses and collects tuition and fees from RVC students only. RVC does not actually teach the course(s) offered through I.C.I.S.P. sponsored programs, but RVC awards equivalency credit to the RVC students participating in this program.

I.C.I.S.P. approved programs are those organized by another institution. RVC students can enroll in and pay for courses at the offering institution. Often RVC students transfer course equivalencies back to RVC from the I.C.I.S.P. approved program for equivalency credit.

1) RVC will honor all credit hour assignments for the courses offered through I.C.I.S.P. approved and I.C.I.S.P. sponsored programs.

2) RVC will offer equivalency credit for courses offered in the program for students earning a minimum grade of C. Where appropriate, exact equivalencies will be used.

3) RVC will award no equivalency credit for any audited courses taken through either the I.C.I.S.P. sponsored or I.C.I.S.P. approved program offerings. If a student elects to audit a course, it will appear on their RVC transcript as an audit.

4) As additional programs and courses are offered through I.C.I.S.P., RVC will continue to award elective credit or exact equivalency credit in the area best represented by the course description. Transfer credit will be awarded upon review of an official transcript submitted from the offering institution.

5) Participants must comply with the Board approved Rock Valley College International Travel Policy.

6) Participants may not travel to any country or area not covered by RVC's international travel insurance.

7) Study Abroad opportunities outside of the I.C.I.S.P. Program will require prior approval by the Provost.
Background: Rock Valley College respects copyrights and will comply with copyright law. The purpose of the board policy is to establish the appropriate use of Rock Valley College’s information technology resources, computers, and networking systems.

Rock Valley College shall make every effort to comply with United States copyright law as set forth in the Copyright Act of 1976 and its amendments and any new acts or amendments enacted in the future, as well as international copyright laws. All Rock Valley College employees (faculty and staff), anyone officially performing duties on behalf of Rock Valley College, and Rock Valley College students (enrolled in credit or non-credit courses) are expected to comply with all applicable copyright laws.

Rock Valley College will make available to its community (faculty, staff, and students) information about copyright law in order to promote compliance.

Rock Valley College expects all members of the College community to adhere to the provisions of the United States Copyright Law. Copyright protection applies to a variety of works including, but not limited to printed materials, sound recordings, video recordings, and visual artworks.

Information about copyright law is available at the links below:

- Fair Use doctrine: [http://www.copyright.gov/fls/fl102.html](http://www.copyright.gov/fls/fl102.html)
- Waxer, B. & Baum, M. (2007). *Copyright on the Internet*
All new online instructors and deans who will be evaluating online classes will take The Illinois Online Network (ION) course entitled Online Learning: An Overview prior to teaching online or evaluating online instruction. A graduate-level course in distance learning will serve as a substitute for the ION course. A "grandfather clause" will waive this requirement for faculty who have already been teaching online, although all online instructors are encouraged to take the course.

An evaluation form for online courses will assist faculty and Deans in adhering to institution- wide standards, both to provide consistent quality and to provide a coherent framework for students who may enroll in both electronically offered and traditional on-campus courses. The importance of appropriate interaction (synchronous or asynchronous) between instructor and students and among students is reflected in the design of the evaluation.
The Higher Education Opportunity Act (HEOA) prohibits unauthorized distribution of copyrighted material and peer-to-peer file sharing.

1. PURPOSE
   The Higher Education Opportunity Act (HEOA) requires that colleges deal with unauthorized file sharing on campus networks, and it includes provisions designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer file sharing. These provisions include the following requirements imposed on all U.S. colleges and universities.

2. HEOA PEER-TO-PEER FILE SHARING REQUIREMENTS
   • A required annual disclosure to students describing copyright law and that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties.

   • A plan to effectively combat the unauthorized distribution of copyrighted materials by users of its network, including the use of one or more technology-based deterrents.

   • Include a plan to offer alternatives to illegal downloading.

   • All colleges and universities are required to make a good-faith effort at compliance.

Institutions must show campus policies related to violating copyright law including disciplinary procedures. Institutions certify to the Secretary of Education that they have developed plans to effectively combat the unauthorized distribution of copyrighted material. Lastly, institutions must identify procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials. [Who does this and when?]

3. COPYRIGHT POLICY
   Rock Valley College expects all members of the College community to adhere to the provisions of the United States Copyright Law. Copyright protection applies to a variety of works including, but not limited to; printed materials, sound recordings, video recordings, and visual artworks.
4. PLAN

4.1 Annual Disclosure
Consistent with our educational mission of teaching & learning, we view education as the most important element in combating illegal sharing of copyrighted materials at RVC. We use a wide variety of methods to inform our community about the regulatory requirements and RVC’s response to copyright infringement claims.

• In order to use College computing resources, all members of the Rock Valley College agree to the provisions of the Acceptable Use Policy that includes adherence with all federal, state laws.
• Posters are mounted in student computer labs and notices are posted in the EAGLE Learning Management System to discourage illegal file sharing.
• Each semester RVC notifies all active students via their e-mail accounts that illegal distribution of copyrighted materials is prohibited.
• Computing support staff and student workers are trained on the college’s position with respect to copyright issues.

RVC’s policies and procedures concerning the peer-to-peer file sharing policy and Digital Millennium Copyright Act are published on our web site.

4.2 Effectively combat unauthorized distribution of materials
The College utilizes the following deterrents to combat unauthorized activity.

• Technology
  Web filtering technology is deployed and routinely monitored and updated which prohibits peer-to-peer communication protocols on the College’s infrastructure.

• Administrative
  The following policies and procedures and acceptable use policy define prohibited user behavior.

  RVC Board Administrative policies:
  4:30.010 Acceptable Use Policy for Information Technology Systems
  4:30.020 Information Technology Compliancy
  4:30.030 Computer Equipment

  o Student Handbook
  o Employee Handbook
  o Copyright and Fair Use Guidelines as contained in the Faculty Handbook.

4.3 Legal Alternatives
The following resource is provided and maintained by EDUCAUSE to provide colleges legal alternatives to unauthorized downloading.
http://www.educause.edu/legalcontent
4.4 Enforcement

**Resources:** This policy shall apply to all computer workstations, laptops, servers, networked appliances, and any other device owned or provided by RVC, as well as any device utilizing College network resources, even if that device is privately owned by an individual or third party.

**Scope:** This policy applies to all students, employees and contractors, regardless of affiliation or status with the College, at such time they are using any resource described above.

Examples of permitted activity:
- The downloading of music files from a musician's website, where the artist has explicitly given permission to download those files.
- Use of a BitTorrent client, on a personal laptop, to download a freely available operating system.

4.4.1 DMCA notices

Notice of alleged copyright violation that complies with the Digital Millennium Copyright Act, will be referred to as a "DMCA notice". DMCA notices received by RVC will be researched and if possible matched with the individual responsible for the violation. DMCA cease and desist letters typically informs the violator they must:
- Cease and desist all file sharing activity;
- Remove the allegedly infringing material;
- Contact the DMCA agent within 24 hours.

4.4.2 Deterrence

**Use of Deterrents.** The Managing Director-Information Technology (CIO) will utilize technology-based deterrents to combat the unauthorized distribution, downloading, uploading, streaming, scanning, storage or sharing of copyrighted material by Users of the College's Network, and will periodically confer with the President's Leadership Team to ensure that all such technology-based deterrents then employed by the College do not unduly interfere with legitimate educational and research uses of the College's Network.

**Types of deterrents.** At least one technology-based deterrent must be in use at all times with respect to the College's Network. As determined appropriate from time to time by the CIO, technology-based deterrents may include, but not be limited to, one or more of the following:

1. Bandwidth shaping by broad categories of use, protocols used or types of traffic encountered by peer to peer traffic;

2. Network traffic monitoring via the College’s network and firewall technology which alarms network staff of suspicious behavior consistent with peer to peer file sharing.

3. Use of a firewall to block known ports used by some peer to peer software.

4. Responding to DMCA notices.

5. By using commercial products to reduce or block illegal file sharing.
**Directive Authority.** For the purpose of implementing this Policy, the CIO shall have directive authority over all vendors to the College, including those vendors who supply internet services to students and to direct that such vendors use appropriate deterrents to reduce or prevent illegal file sharing and other violations of this Policy. When exercising such directive authority, the CIO shall consult with the appropriate contract administration officer of the College and ensure that all corrective actions are taken in accord with relevant contractual documents.

4.4.2 Students Effective – July 1, 2010 Disciplinary proceedings will be handled by the Director of Enrollment and Judicial Affairs for Student Services in accordance with the published student judicial process.

4.4.3 Faculty/Staff Disciplinary proceeding will be handled by Human Resources in accordance with the published HR administrative disciplinary policy.

5.0 Review
The College evaluate the effectiveness of this plan annually to ensure that best practices are being followed and advancements in technology are considered.

**REFERENCES:**

- U.S. Copyright Office Web site: [http://www.loc.gov/copyright/](http://www.loc.gov/copyright/)
- Section on fair use from the Copyright Act: [http://www.copyright.gov/title17/92chap1.html#107](http://www.copyright.gov/title17/92chap1.html#107)
- [http://www.educause.edu/legalcontent](http://www.educause.edu/legalcontent)
- [http://www.educause.edu/blog/SLWorona/ProposedHEOAREgulationsIssuedf/178175](http://www.educause.edu/blog/SLWorona/ProposedHEOAREgulationsIssuedf/178175)
8. GRADING/DEGREE REQUIREMENTS/GRADUATION

ACADEMIC FORGIVENESS PROCEDURE

EFFECTIVE DATE: 1978
Updated: January 2013

Academic forgiveness is the one-time elimination of up to a maximum of 15 semester hours of “D” or “F” grades in courses numbered 100 or above received at Rock Valley College. Academic forgiveness applies to the calculation of a grade point (GPA) at RVC and does not result in the deletion of those grades from the transcript.

To be eligible for academic forgiveness:

1. Students may petition for academic forgiveness for a maximum of 15 semester hours of a “D” or “F” grades which have been earned in any 365-day period.

2. A period of twelve months must have elapsed between the date of the request for forgiveness and the end of the last semester in which the undesirable grades were earned.

3. Petitions shall include:
   a. A list of those courses to be considered for academic forgiveness.
   b. A statement which contains pertinent information regarding the receipt of the undesirable grades and an indication of serious intent to continue academic studies.

4. To be considered for academic forgiveness, a student must have completed a minimum of 12 credits of subsequent course work at a 2.0 GPA at RVC or another regionally accredited institution.

5. Academic forgiveness does not apply to courses which have been repeated and completed with grades of A, B, C, D, or F.

6. Special circumstances will be reviewed by the Vice President of Academic Affairs.

Petitions may be obtained from the Records and Registration Office. Eligible students may apply for consideration for academic forgiveness to the Vice President of Academic Affairs.

Petitions may be obtained from the Records and Registration Office or the Counseling Center. All petitions will be evaluated on an individual basis by the Vice President of Academic Affairs.
APPEAL PROCEDURE FOR STUDENTS WITHDRAWN FROM A CLASS

Background: The policy approved in BR #3476, Appeal Procedure for Students who have been withdrawn from a class, inadvertently contained the following:

“Class Attendance. Until the appeal is resolved, the student may attend the class in question on an audit basis but may not take tests or quizzes or write papers or complete any other work that will determine the semester grade.”

The above statement was in the draft of this policy which was presented to the faculty for approval. At the May faculty meeting, the policy was approved with one revision. The section on class attendance was revised as follows:

“Class Attendance: Until the appeal is resolved, the student may attend the class but, at the discretion of the instructor, may or may not take tests or quizzes or write papers or complete any other school work that will determine the semester grade.”

Recommendation: It is recommended that the Board of Trustees rescind BR #3476, Appeal Procedure for students who have been withdrawn from a class, and that the Board of Trustees approve the following policy:

REVISED APPEAL PROCEDURE FOR STUDENTS WHO HAVE BEEN WITHDRAWN FROM A CLASS

Procedure: Any student who wishes to appeal a withdrawal for not “actively pursuing” successful completion of a course may appeal the grade “W” according to the following procedure:

A. The student first must attempt to resolve the problem with the instructor following written notice of appeal addressed to the instructor must notify the registrar if the student is reinstated.

B. If the problem cannot be resolved a Step A, the student must give written notice of appeal to the chairperson at the division of which the instructor is a member. The student must then meet with the chairperson at an appointed time to attempt to resolve the problem. The chairperson must notify the Registrar if the student is to be reinstated.
The Illinois Articulation Initiative (IAI) General Education Core Curriculum requires competency in writing courses. Effective with all students entering as freshmen in Summer 1999, satisfactory completion of ENG-101, Composition I, and ENG-103 (if degree requires the course) will require a grade of “C” or higher to meet the requirements for a degree at Rock Valley College.
After three non-passing grades (D, F, or W) in a developmental math course within a 5-year period, a student must meet with the Dean to get permission to enroll in a developmental math course again.

- Apportionment and Financial Aid apply only to the first two attempts.
8. GRADING / DEGREE REQUIREMENTS / GRADUATION
Developmental Reading Repeat / Withdrawal Process

EFFECTIVE DATE: Academic Year 2015-16

ACADEMIC STANDARD
ROCK VALLEY COLLEGE
ADMINISTRATIVE POLICY CATEGORY
ISSUED BY:
DATE:

ACADEMIC STANDARD STATEMENT:

After two non-passing grades (D, F, or W) in a developmental reading course within a five-year period, that student is not permitted to re-enroll for the reading course at Rock Valley College without permission of the Dean of Transitional Opportunities and Education.
8. **GRADING/DEGREE REQUIREMENTS/GRADUATION**

Graduation Procedure & Requirements

**EFFECTIVE DATE:** July 1973; Reviewed 2011; 2015

<table>
<thead>
<tr>
<th>Rock Valley College</th>
<th>Policy #106</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Policy Category:</td>
<td>Academic Requirements/ Standards Policy</td>
</tr>
<tr>
<td>Title:</td>
<td>Graduation Procedure/Requirements Issued</td>
</tr>
<tr>
<td>By:</td>
<td>Vice President</td>
</tr>
<tr>
<td>Date:</td>
<td>December 20, 1973</td>
</tr>
<tr>
<td>Revised:</td>
<td>July 24, 1973</td>
</tr>
</tbody>
</table>

**Policy Statement:**

1. If by two weeks prior to the beginning of final examinations (the present cut-off time for withdrawals from class), a student remains enrolled in sufficient hours and types of courses that fulfill their graduation requirements and file for the desired degree, etc., then that student will participate in the graduation ceremony. The actual diploma or certificate will be made available in the Registrar’s Office after the final grades are compiled, and following a reasonable waiting period, the remaining degrees should be mailed by first class mail to the students address.

2. Honors, high honors, and other accolades can be based on the student’s GPA after the last semester prior to graduation.

3. Graduation eligibility requirements and other pertinent details are available on Page 15-16 of the 2015-2016 RVC College Catalog online at:

   [http://www.rockvalleycollege.edu/Admission/Registration/Graduation.cfm](http://www.rockvalleycollege.edu/Admission/Registration/Graduation.cfm)
ACADEMIC STANDARD STATEMENT:

As an institution, we value diversity in all its manifestations. It is one of our core values. We believe that “responsible interaction with social and natural communities, both local and global” is a required outcome of student learning and a necessary skill for success in the 21st Century. Therefore, we have committed our efforts and resources to its achievement for our students.

All transfer degrees at Rock Valley College must include a minimum of one course requirement in Non-Western culture, as identified by the Illinois Articulation Initiative.
8. GRADING / DEGREE REQUIREMENTS / GRADUATION
Repeat Policy

EFFECTIVE DATE: October, 1977
UPDATED: May 29, 2008; Reviewed 2011

ROCK VALLEY COLLEGE
POLICY #230

ADMINISTRATIVE POLICY CATEGORY: Academic Requirements / Students

POLICY TITLE: Repeating Developmental Courses

REFERENCE: BR #3293, #3701, #3982

ISSUED BY: Vice President of Academic Affairs

DATE: January 11, 1988

REVISED: May 29, 2008

POLICY STATEMENT:
Students who enroll in any course at Rock Valley College are allowed to repeat that course two more times. If after the student has attempted the course three times and has not received a satisfactory grade (A, B, C or S), the student will be placed on hold and not be allowed to sign up for that specific course in future semesters. Grades of D, F, and W represent unsatisfactory grades. Exceptions to this policy may be made by the appropriate director, dean or the vice president. This policy may vary with special admitted programs, i.e., Nursing with Nursing prefix courses not being eligible for repeat.
PROCEDURE FOR ASSESSING AND COLLECTING
FINES FOR LIBRARY SERVICES AND OVERDUE LIBRARY MATERIALS

Background: The Library staff proposes changes to current procedures in order to update the fine schedule for overdue materials on loan from the Educational Resources Center (ERC) and to effectively address the costs incurred with replacement of lost or damaged materials and general use of the library's resources. This policy will replace Board Policy #6471 dated October 23, 2007.

The recommended fines are basically the same as fines charged by other colleges and public libraries in the Rockford area. The additions and corrections are as follows:

1. Fines for overdue materials have been updated and further delineated. A "Fines and Fees" notice, which provides information regarding the replacement cost and a processing fee, is published 25 days after the due date. In addition to the replacement cost, a $10.00 processing fee is charged to help defray the College's expense for staff time spent tracking and recouping overdue materials. BR #6722 extends responsibility for return or payment for lost or damaged materials to include faculty and staff.

2. In Board Policy #6471, community patrons had been identified as being eligible to check out reserve materials. As only registered students or faculty may access reserve materials, that information was corrected in this revision.

3. In Board Policy #6471, the pricing structure reflected a flat rate of $.50 for color copies. The correct pricing is $.25 per page/per side, or $.50 for a two-sided color copy, which is now corrected.

4. The revision details a new service offered by the library. New copy equipment now makes it possible for students, staff and community patrons to create transparencies. Consequently, a charge of $.10 per transparency is added, which meets the present guidelines for one-sided copies.

5. A new DVD Telecourse category was added to the fee structure. Telecourse materials are reserve items. The term and fees structure as established by faculty is a one semester loan and $5.00 /per video/per day late fees.
Rock Valley College Library Schedule of Fines and Fees

**Late Fees (Overdues)**

- **Books**: $0.10 per day
- **Interlibrary Loan items**: $1.00 /day Plus owning lib. fees - LIMIT OF 5 AT ANY ONE TIME
- **Audio (CDs)-limit of 5**: $0.10 per day LIMIT OF 5 AT ANY ONE TIME
- **Audio (Audio cassettes, phonorecords)**: $0.10 per day
- **Videos**: $1.25 per day LIMIT OF 3 AT ANY ONE TIME
- **DVDs**: $1.25 per day LIMIT OF 3 AT ANY ONE TIME
- **Software (CD-Roms, discs)**: $1.25 per day
- **Reserves**: $1.25 per day, $0.25 per hour LIMIT OF 2 PER CLASS
- **Telecourse Videos**: $5.00 per day /per video LIMIT OF 1 SET AT A TIME
- ***Telecourse DVDs**: $5.00 per day/per DVD – LIMIT OF 1 SET AT A TIME

Late fees shall not exceed the replacement cost of the item plus processing fees.

**Photocopies**

- $0.10 per page/side

**Computer printouts**

- $0.10 per page/side

**Computer printouts in color**

- $0.25 per page/side

**Microfilm copies**

- $0.10 per page/side

**Fax**: Send Fax

- $2.00 first 3 pages (cover page no charge)
- $1.00 each additional page

**International Fax – sent outside U.S.**

- $3.00 first page; $1.00 each additional page.

**Receive Fax**

- $0.10 per page

**Lost item replacement charge**: Current replacement costs as listed on vendor lists *plus $10.00 processing fee.

<table>
<thead>
<tr>
<th>Items that are more than 30 days past due reach “lost” status in Voyager</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing fees: $10.00 per item</td>
<td></td>
</tr>
<tr>
<td>Replace lost or damaged jewel case</td>
<td>$2.00</td>
</tr>
<tr>
<td>Replace lost or damaged browser</td>
<td>$3.00</td>
</tr>
<tr>
<td>Replace stickers on jewel case or browser</td>
<td>$1.00</td>
</tr>
<tr>
<td>Lost or damaged Telecourse Video</td>
<td>$19.00 and $10.00 processing fee per video</td>
</tr>
<tr>
<td>*Lost or damaged Telecourse DVD</td>
<td>$100.00 and $10.00 process fee each DVD case</td>
</tr>
</tbody>
</table>

**Lost or damaged Interlibrary Loan item:**

Replacement cost charged by owning library (minimum charge $100.00 per item) and a $10.00 processing fee.

Any late fees assigned by the owning library, in addition to $1.00/day late fee assigned by RVC.

**Reimbursement for Interlibrary Loan/Document Delivery fees charged by lending library:**

All patrons will reimburse the College for any charges assessed by lending library for ILLs.

All patrons will be asked to pay by check to the lending library for any items requiring advance payment.
## Circulation Policies Matrix Effective August 1, 2010

<table>
<thead>
<tr>
<th>Loan Period</th>
<th>Faculty</th>
<th>Staff</th>
<th>Students</th>
<th>Community</th>
<th>Renewal period</th>
<th>ILL Lending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>Semester</td>
<td>Semester</td>
<td>28 days</td>
<td>28 days</td>
<td>1 same as loan period</td>
<td>30 days</td>
</tr>
<tr>
<td>Audio (CDs) LIMIT OF 5</td>
<td>Semester</td>
<td>Semester</td>
<td>7 days</td>
<td>7 days</td>
<td>1</td>
<td>30 days</td>
</tr>
<tr>
<td>Audio (Cassettes, phonorecords)</td>
<td>Semester</td>
<td>Semester</td>
<td>28 days</td>
<td>28 days</td>
<td>1 same as loan period</td>
<td>30 days</td>
</tr>
<tr>
<td>Video LIMIT OF 3</td>
<td>7 days</td>
<td>7 days</td>
<td>7 days</td>
<td>7 days</td>
<td>1</td>
<td>30 days</td>
</tr>
<tr>
<td>DVD LIMIT OF 3</td>
<td>7 days</td>
<td>7 days</td>
<td>7 days</td>
<td>7 days</td>
<td>1</td>
<td>30 days</td>
</tr>
<tr>
<td>Software</td>
<td>Semester</td>
<td>Semester</td>
<td>28 days</td>
<td>28 days</td>
<td>1</td>
<td>None</td>
</tr>
<tr>
<td>Serials</td>
<td>2 days</td>
<td>2 days</td>
<td>in lib use</td>
<td>in lib use</td>
<td>1</td>
<td>None</td>
</tr>
<tr>
<td>Newspapers</td>
<td>in lib use</td>
<td>in lib use</td>
<td>in lib use</td>
<td>in lib use</td>
<td>0</td>
<td>None</td>
</tr>
<tr>
<td>Reference</td>
<td>in lib use</td>
<td>in lib use</td>
<td>in lib use</td>
<td>in lib use</td>
<td>0</td>
<td>None</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>As determined by owning library plus $1/day RVC fee</td>
<td>1-14 days</td>
<td>As determined</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Reserves

<table>
<thead>
<tr>
<th>Loan Period</th>
<th>Faculty</th>
<th>Staff</th>
<th>Students</th>
<th>Community</th>
<th>Renewal period</th>
<th>ILL Lending</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 week</td>
<td>2 week</td>
<td>2 week</td>
<td>2 week</td>
<td>*None</td>
<td>0</td>
<td>None</td>
</tr>
<tr>
<td>1 week</td>
<td>1 week</td>
<td>1 week</td>
<td>1 week</td>
<td>*None</td>
<td>0</td>
<td>None</td>
</tr>
<tr>
<td>1 day</td>
<td>1 day</td>
<td>1 day</td>
<td>1 day</td>
<td>*None</td>
<td>0</td>
<td>None</td>
</tr>
<tr>
<td>2 hour</td>
<td>Up to 7 days</td>
<td>Up to 7 days</td>
<td>2 hour in lib.</td>
<td>*None</td>
<td>0</td>
<td>None</td>
</tr>
</tbody>
</table>

### Telecourse Videos

<table>
<thead>
<tr>
<th>Loan Period</th>
<th>Faculty</th>
<th>Staff as Student</th>
<th>Students</th>
<th>Community</th>
<th>Renewal period</th>
<th>ILL Lending</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 week</td>
<td>None</td>
<td>None</td>
<td>$1.25/ day</td>
<td>$1.25 per day</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>1 week</td>
<td>None</td>
<td>None</td>
<td>$1.25/ day</td>
<td>$1.25 per day</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>1 day</td>
<td>None</td>
<td>None</td>
<td>$1.25/ day</td>
<td>$1.25 per day</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>2 hours</td>
<td>None</td>
<td>2 hours</td>
<td>$0.25/ hour</td>
<td>$0.25 per hour</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Telecourse Videos</td>
<td>NA</td>
<td>Semester</td>
<td>$5/video/ per day</td>
<td>NA</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

### Late Fees

<table>
<thead>
<tr>
<th>Loan Period</th>
<th>Faculty</th>
<th>Staff as Student</th>
<th>Students</th>
<th>Community</th>
<th>Renewal period</th>
<th>ILL Lending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>None</td>
<td>None</td>
<td>$0.10 per day</td>
<td>$0.10 per day</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Audio</td>
<td>None</td>
<td>None</td>
<td>$0.10 per day</td>
<td>$0.10 per day</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Video</td>
<td>None</td>
<td>None</td>
<td>$1.25 per day</td>
<td>$1.25 per day</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>DVD</td>
<td>None</td>
<td>None</td>
<td>$1.25 per day</td>
<td>$1.25 per day</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Software</td>
<td>None</td>
<td>None</td>
<td>$1.25 per day</td>
<td>$1.25 per day</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Serials</td>
<td>None</td>
<td>None</td>
<td>NA</td>
<td>NA</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Newspapers</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Reference</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>$1.00 per day</td>
<td>$1.00 per day</td>
<td>$1.00 per day</td>
<td>$1.00 per day</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

### Loan Period

<table>
<thead>
<tr>
<th>Loan Period</th>
<th>Faculty</th>
<th>Staff as Student</th>
<th>Students</th>
<th>Community</th>
<th>Renewal period</th>
<th>ILL Lending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserves</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>2 week</td>
<td>None</td>
<td>2 week</td>
<td>$1.25/ day</td>
<td>$1.25 per day</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>1 week</td>
<td>None</td>
<td>1 week</td>
<td>$1.25/ day</td>
<td>$1.25 per day</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>1 day</td>
<td>None</td>
<td>1 day</td>
<td>$1.25/ day</td>
<td>$1.25 per day</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>2 hours</td>
<td>None</td>
<td>2 hours</td>
<td>$0.25/ hour</td>
<td>$0.25 per hour</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Telecourse Videos</td>
<td>NA</td>
<td>Semester</td>
<td>$5/video/ per day</td>
<td>NA</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Telecourse DVDs</td>
<td>NA</td>
<td>Semester</td>
<td>$5/video/ per day</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>
Per copy charges and use fees:

<table>
<thead>
<tr>
<th></th>
<th>Faculty</th>
<th>Staff</th>
<th>Students</th>
<th>Community</th>
<th>Class Assignments charged to dept, instructor provides written instructions &amp; DEPT CODE #.</th>
<th>Library Citations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Photocopies</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per page</td>
<td>None</td>
<td>None</td>
<td>$0.10</td>
<td>$0.10</td>
<td>$0.10</td>
<td></td>
</tr>
<tr>
<td>Per page (Color)</td>
<td>None</td>
<td>None</td>
<td>$0.25</td>
<td>$0.25</td>
<td>$0.25</td>
<td></td>
</tr>
<tr>
<td><strong>Computer Printouts</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per page B&amp;W</td>
<td>None</td>
<td>None</td>
<td>$0.10</td>
<td>$0.10</td>
<td>$0.10</td>
<td>No charge</td>
</tr>
<tr>
<td>Per page Color</td>
<td>None</td>
<td>None</td>
<td>$0.25</td>
<td>$0.25</td>
<td>$0.25</td>
<td></td>
</tr>
<tr>
<td><strong>Receive Fax</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per page</td>
<td>None</td>
<td>None</td>
<td>$0.10</td>
<td>$0.10</td>
<td>$0.10</td>
<td>NA</td>
</tr>
<tr>
<td><strong>Send Fax</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st 3 pgs</td>
<td>None</td>
<td>None</td>
<td>$2.00</td>
<td>$2.00</td>
<td>$2.00</td>
<td>NA</td>
</tr>
<tr>
<td>Addl. pages</td>
<td>None</td>
<td>None</td>
<td>$1.00/page</td>
<td>$1.00/page</td>
<td>$1.00/page</td>
<td></td>
</tr>
<tr>
<td>International per page</td>
<td>None</td>
<td>None</td>
<td>For everyone, $3.00 first page, $1.00/page for each page thereafter.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Microfilm/fiche</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per page B&amp;W</td>
<td>None</td>
<td>None</td>
<td>$0.10</td>
<td>$0.10</td>
<td>$0.10</td>
<td>NA</td>
</tr>
<tr>
<td>Per page Color</td>
<td>None</td>
<td>None</td>
<td>$0.25</td>
<td>$0.25</td>
<td>$0.25</td>
<td>NA</td>
</tr>
<tr>
<td><strong>Transparencies:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per page B&amp;W</td>
<td>*$0.10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fees for all photocopies, computer printouts, faxes, and microform printouts will be collected from the user at time of use. Charges will not be applied to patron accounts without prior approval of the Library Director. **Faculty and staff may be charged for personal use of fax** with the above posted rates for students.

Materials checked out by RVC employees, students, and patrons must be returned by the due date.

All users of the library will be charged late fees for inter-library loan items. All users of the library will also be charged replacement and processing fees for Inter-library loan and/or Rock Valley College materials.
### Material Selection Policy of the RVC Library

**Effective Date:** May 29, 2008

<table>
<thead>
<tr>
<th>ROCK VALLEY COLLEGE</th>
<th>POLICY #169</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE POLICY CATEGORY</td>
<td>General Administration</td>
</tr>
<tr>
<td>POLICY TITLE</td>
<td>Material Selection Policy RVC Library</td>
</tr>
<tr>
<td>REFERENCE</td>
<td>BR #763, 3021</td>
</tr>
<tr>
<td>ISSUED BY:</td>
<td>Vice President</td>
</tr>
<tr>
<td>DATE:</td>
<td>December 11, 1978</td>
</tr>
<tr>
<td>REVISED:</td>
<td>May 29, 2008;</td>
</tr>
</tbody>
</table>

**Policy Statement:**

It is the responsibility and aim of the RVC Library to provide circulating material, electronic resources, and reference service to meet and/or supplement the needs of the College community and its educational program. For this purpose, representative materials are selected and maintained for general information, for supplementing the curriculum, for professional reading, and for general leisure.

**Principles:**

To meet this end, material in whatever form deemed necessary will be selected by the faculty, students, and professional library personnel with the final decision for purchase resting with the Director of the Library. The following principles as incorporated in the School Library Bill of Rights of the American Library Association will direct the selection of material for the library:

To provide materials that will enrich and support the curriculum, taking into considering the varied interests, abilities, and maturity levels of the students served.

To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

To provide a background of information which will enable students to make intelligent judgments in their daily life.

To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.

To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.
SPECIFIC POLICIES:

1. Careful attention in selection is given to the building of a well-balanced collection so that all areas of interests and needs of the college are adequately met.

2. Maintaining qualitative standards for the selection of materials is essential. Standard tools and reliable guides are consulted, and whenever possible materials are carefully examined and evaluated before purchase.

3. Since their professional preparation and experience provide them with a wealth of knowledge in their respective fields and of the types of materials appropriate for the needs and abilities of their students, faculty members are requested to make recommendations for materials to be added to the library. All requests for library acquisitions from faculty members are to be routed to the librarian in charge of acquisitions or the faculty member’s liaison librarian.

4. Students are encouraged to make suggestions for materials to be acquired for the library.

5. Appropriate materials are obtained to update materials that have lost much of their usefulness because of age or wear.

6. Numerous materials are selected to meet the needs of changing teaching methods, current interests, and individualized instruction.

7. Materials are selected throughout the school year as needed, rather than annually or semiannually.

8. Each divisional chairperson is responsible for seeing that the book and audiovisual collection representing his/her particular area is of sufficient quantity and quality to meet all instructional needs of his/her divisional members as well as students enrolled in programs of study in his/her particular division.

9. The professional librarians, especially the librarian in charge of acquisitions in concert with the Director of the Library, make the ultimate decision as to the suitability of faculty requests, gifts, and material selections in general. Any disagreement by faculty members with the decisions of the acquisitions librarian should be made in writing through the appropriate divisional chairperson who, in turn, informs the Director of the Library. Other individuals should direct their concerns in writing directly to the Director of the Library.

Gifts of books and other resources are always of interest to the library. Questions about donating materials should be directed to: Brent Eckert, Technical Services Librarian.

More information on Library Collections is available at: http://library.rvc.cc.il.us/collections.htm
Section 6.15.1 of the 2015-2020 Collective Bargaining Agreement provides guidelines for the responsibilities and duties of Academic Chairs. However, there is no clear articulation of the role of Academic Chairs in the hiring of adjunct instructors. In terms of the adjunct hiring process, the two most relevant of the responsibilities and duties of Academic Chairs are:

1. Serve as a resource person for faculty and their Dean; and
2. Serve as a member of the interviewing/hiring committee for adjunct faculty.

Furthermore, the Adjunct Instructor Request for Hire form outlines the responsibilities of the Dean, but does not refer to the role of the Academic Chair.

The Academic Chair and/or full-time faculty members within a discipline possess the expertise necessary to evaluate the qualifications and abilities of applicants for adjunct teaching positions. As a result, it is generally desirable for Academic Chairs and full-time faculty members to participate in the process of hiring adjunct instructors. Below is an outline of the recommended adjunct hiring process:

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertise adjunct faculty position(s)</td>
<td>Academic Chair, Dean, Human Resources</td>
</tr>
<tr>
<td>Collect, review, and distribute application materials; access to Applitrack</td>
<td>Dean, Academic Chair</td>
</tr>
<tr>
<td>Review of application materials</td>
<td>Dean, Academic Chair, Discipline Faculty</td>
</tr>
<tr>
<td>Review, select, and interview candidate(s)</td>
<td>Dean, Academic Chair, Discipline Faculty</td>
</tr>
<tr>
<td>Recommendation of candidate(s)</td>
<td>Academic Chair, Discipline Faculty</td>
</tr>
<tr>
<td>Determination of Pay Lane</td>
<td>Dean, Human Resources</td>
</tr>
<tr>
<td>Complete Request for Hire Form</td>
<td>Dean</td>
</tr>
<tr>
<td>Completion of Hiring Packet</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Scheduling of Classes</td>
<td>Academic Chair, Dean</td>
</tr>
</tbody>
</table>
This process allows for input from the Academic Chairs and full-time faculty, while at the same time facilitating the oversight and signature authorities of the Dean and senior administrator.

Once adjunct faculty are hired, Academic Chairs and Deans should ensure a consistent and fair course assignment process. In addition, the College should utilize the most qualified and experienced instructors for higher-level or specialized courses. The process detailed below should be followed, except in extraordinary circumstances:

1. After the Academic Chair and Dean have established the schedule of classes and scheduled full-time faculty, Deans will add/change course offerings, based on student needs.

2. The Division Administrative Assistant will send out and collect forms that list classes remaining uncovered with a request for adjuncts to indicate any classes they would be interested in teaching or if they are no longer interested in teaching at RVC.
   a. A list of adjuncts who have previously taught in the department and remain interested in teaching is maintained, including new adjuncts who have been interviewed and are ready to start at Rock Valley College. The information is sent to all adjuncts on the list, regardless of whether or not they are currently teaching that semester.
   b. For adjuncts currently teaching, the request forms are placed in their RVC mailboxes. Others are mailed to home addresses.

3. Once all request forms have been received or their due date has passed, the Division Dean begins filling requests starting with the highest-level courses and working down to the lowest level courses. When scheduling an instructor for a particular course that multiple adjuncts have requested, those with seniority (years of experience teaching at RVC or the most qualified for the course) should be given first priority. If an adjunct requests to teach a course that they have not previously taught, the Dean should have the approval of the Academic Chair before assigning the course.

4. The schedule goes to the Academic Chair for review and revisions.

5. The Division Administrative Assistant notifies adjuncts of their schedules.

6. The Dean handles any schedule change requests by adjuncts as well as finding additional adjuncts to cover any classes still uncovered.

7. Deans should keep a list of classes with instructors assigned to teach the classes and update the list as teaching assignments (and any changes) are made. Deans will keep track of who has been assigned to teach which sections and which sections still need instructors. This tracking document should be shared with Chairs as assignments and changes are made, so that chairs and associate deans can work together to ensure all sections are staffed in a timely manner.

8. Academic Chairs have access to Applitrack to allow for continuous review.
Adjunct Instructor Request for Hire

Reason for New Hire Request (select one):

<table>
<thead>
<tr>
<th>EMPLOYEE INFORMATION</th>
<th>DIVISION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date:</td>
<td>Budget Number(s):</td>
</tr>
<tr>
<td>☐ January 10, ______(year)</td>
<td>- -</td>
</tr>
<tr>
<td>☐ August 15, ____________ (year)</td>
<td>- -</td>
</tr>
<tr>
<td>☐ Other _____________ (year)</td>
<td><em><strong><strong>-_____<strong>-</strong></strong></strong></em>_____</td>
</tr>
<tr>
<td>Current SERS Annuitant:</td>
<td>Yes No</td>
</tr>
<tr>
<td></td>
<td>- -</td>
</tr>
<tr>
<td>Previously employed by:</td>
<td>Division:</td>
</tr>
<tr>
<td>☐ RVC</td>
<td>Primary Location:</td>
</tr>
<tr>
<td>☐ Other Illinois College/University</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>Timecard position hourly rate: $__________</td>
</tr>
<tr>
<td>Last 4 digits of your Social Security # or current RVC employee #:</td>
<td>Supervisor:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Email Address:</td>
</tr>
</tbody>
</table>

Pay rate will be Tier 1 Lane 1 until official transcripts have been received and verified in Human Resources.

1. After transcript verification, pay rate adjustment will take effect in the semester in which official transcripts have been submitted and verified.
2. Human Resources will notify the adjunct of the adjusted pay rate with a Letter of Agreement that will be mailed to the adjunct. All Letters of Agreement are issued by Human Resources.
3. Absences must be reported to your Dean and a Leave of Absence form must be completed for planned and unplanned absences. Adjunct will receive a reduction in pay of $20 per contact hour for each class missed.
4. Adjuncts substituting will receive $30 for each 50-minute class hour.
5. Rock Valley College provides Direct Deposit for your convenience.

Adjunct Signature Date

Dean’s Signature Date

Dean’s Responsibilities:

- Interview the new adjunct after he or she has met with Department Chair.
- Instruct the new Adjunct to contact Human Resources to schedule a time to complete new hire paperwork.
- Remind the new adjunct to have his or her official transcripts sent to Human Resources prior to start date. If the adjunct does not hold a Master’s degree, you must verify previous employment. (please contact Human Resources for the employment verification form).
- Inform the new adjunct that he or she will be paid at Tier 1 Lane 1 until official transcripts are received and verified in Human Resources.
- Sign, date, and submit Request for Hire to Human Resources.
- Make a copy of this form and give to the Division Administrative Assistant.

Human Resources Responsibilities:

- Contact new adjunct to schedule a time to complete hiring packet.
Research Involving the Use of Human Subjects

Updated: August 2013

BACKGROUND

Rock Valley College has legal and ethical responsibility to protect the rights and welfare of human subjects used in research efforts conducted at the College or by College faculty, staff or students. Consistent with regulations established by the Department of Health and Human Services (DHHS) through the Protection of Human Research Subjects (45 CRF 46)1, the College has established an Institutional Review Board to develop appropriate procedures for review of research involving the use of human subjects.

All efforts meeting federal definitions of research involving human subjects conducted by RVC faculty, staff, and students must be reviewed and approved by the College’s Institutional Review Board prior to initiating data collection.

The procedures guiding the efforts of the College’s Institutional Review Board are framed by the ethical principles established in a report, Ethical Principles and Guidelines for the Protection of Human Subjects of Research (the Belmont Report) of the National Commission for Protection of Human Subjects of Biomedical and Behavioral Research. These ethical principles include the following:

1. Respect for persons
   a. Human subjects should be treated as “autonomous agents.”2
   b. Human subjects with “diminished autonomy” should be treated with respect.
   c. Human subjects must enter research “voluntarily and with adequate information.”

2. Beneficence
   a. Beneficent actions do not harm.
   b. Beneficent actions “maximize possible benefits and minimize possible harms.”

3. Justice
   a. Risk and benefits of research should be distributed fairly.
   b. Selection of subjects should be equitable.

1 Unless otherwise stated, federal regulations and guidelines in this document refer to 45 CFR 46.
2 Per the Belmont Report, autonomy exists when an individual has the ability to deliberate and act on personal goals. Individuals often considered having diminished autonomy include, but are not limited to, minors, persons with illness or mental disability, and prisoners.

Institutional Review Board (IRB)

Board Policy (#105)

The College will develop procedures which ensure that research conducted at, for, or through Rock Valley College properly protect the rights of research participants and safeguard the College.

DEFINITIONS

Research

Per federal regulations, research is defined as, “a systematic investigation designed to develop or contribute to generalizable knowledge.”
Research Involving Human Subjects
This type of research effort involves collecting data from or about living human subjects. It includes scholarly research of faculty and staff, as well as student research (e.g., student dissertation or thesis and other student-initiated research for class or club activity).

The following proposed efforts would not meet the federal definition of research involving human subjects in the collection or study of data:

• involves existing data and artifacts that are publicly available and human subjects that are not identifiable
• are from the records of deceased individuals
• benefit only human subjects involved and results are shared only within the human subject group of study (e.g., members of an organization, stakeholders, or funding agent)
• is intended only for internal evaluation of programs (i.e., for quality improvement)
• involves anonymous evaluation or assessment component of a training session or workshop for adult participants

RVC INSTITUTIONAL REVIEW BOARD (IRB)
IRB Membership
Consistent with guidelines provided in federal regulations, efforts are made to maintain an IRB with members of varied background and sufficient expertise to address research issues. Therefore, at RVC, the IRB is made up of the following members:

• Executive Director of Institutional Research, Chair and Primary Reviewer
• Associate Vice President of Student Development
• Faculty (3-year, renewable term)
  o At least 1 faculty member whose primary academic background is within a scientific area
  o At least 1 faculty member whose primary academic background is within a nonscientific area
• Community member (not affiliated with RVC)

IRB Review Process
The IRB is responsible for reviewing all proposed research involving human subjects at Rock Valley College. In doing so, the IRB is charged with protecting the rights and welfare of human subjects. Each proposed research project will require completed research request documentation and all associated forms, as directed. No research request will be reviewed until all required documentation is completed and submitted to the

NOTE
Research request documentation can be found on the Institutional Research Page of the RVC website.

NOTE:
Evaluation or assessment activity at the College does not meet this definition of research; therefore, such activities do not require IRB review or approval.

Page 3 of 6 Office of Institutional Research
Executive Director of Institutional Research. Figure 1 outlines the process of review at RVC for proposed research involving human subjects.

Conflict of Interest
A conflict of interest involves situations in which an IRB member has personal, financial or non-financial interest in the research that could potentially bias the review process. Any IRB member with a conflict of interest must disclose it to the Chair and recuse him or herself from discussion and decision making.
Confidentiality
IRB members must maintain confidentiality of all aspects of research proposals reviewed, including, but not limited to, applicant names, project topics, human subject data and information collected.

Figure 1: Review Process

CATEGORIES OF REVIEW
Federal regulations distinguish among types of research and define three categories of review—exemption, expedited review, and full review. While most research will need to go through full review, certain minimal risk projects may be exempt from review requirements or eligible for expedited review. The Chair of the IRB will use decision charts provided by the federal government to assist in category identification of proposed research involving human subjects.

Research request documentation can be found on the Institutional Research page of the RVC website.

A primary reviewer of the IRB within the Office of Institutional Research will review research request documentation for thoroughness and accuracy of completion before sending it on to the chair of the IRB for review.

The chair of the IRB, the Executive Director of Institutional Research, will further review the proposal to determine if the research falls into the exempt category. If not, the full IRB will review research request documentation submitted and make one of the following recommendations:

• Approved
• Rejected

Exemption
Federal regulations identify six categories for research involving human subjects that can be classified as exempt. The IRB may not alter these categories. At RVC, determination of exempt classification is done by the IRB through the primary reviewer. As such, even if the researcher believes that the proposed research involving human subjects meets exempt classification, research request documentation must be completed and submitted for primary review. Upon primary review, the proposed research will be categorized as exempt, recommended for revision, or submitted to expedited or full review.

Expedited Review
Some research may be reviewed by one or more designated members of the IRB through the expedited review process. To be eligible for expedited review, the research involving human subjects must meet both of the following criteria:

• Present no more than minimal risk
• Involve procedures within expedited categories per federal regulations

In addition, minor changes to already approved research can be reviewed through expedited review if the changes do not affect the risk-benefit ratio or substantively change the previously approved study design.

The outcome of expedited review can include approval, request for revision or additional information, or request for full review. Consistent with federal regulations, the primary reviewer will communicate with the full IRB about those research requests approved through expedited review.

Full Review
Research not meeting criteria for exemption or expedited review must be submitted to the IRB for full review as described above and outlined in Figure 1.

REVIEW CRITERIA
As stated previously, the ethical principles of autonomy, beneficence, and justice as outlined in the Belmont Report will guide the review of all proposed research involving human subjects. In addition, criteria set forth in federal regulations define conditions which must be met. These criteria are articulated in the Research Proposal Review Checklist found on the Institutional Research page of the RVC website. Per regulation, all of these conditions must be met for proposed research involving human subjects to be approved.

All documents approved by IRB (e.g., research request documentation, consent forms, and data collection tools) will be stamped as such, along with the date of the approval.

Federal regulations indicate that approvals may be granted for no longer than a one-year period. Research extending beyond a one-year period will need to go through new review.

3 Detailed information on these six categories can be found on the Institutional Research page of the RVC website.

4 Per federal regulation, minimal risk is defined as the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves from those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

**INFORMED CONSENT**

Researchers must obtain legally-effective, informed consent of the subject or the subject’s legal guardian/authorized representative prior to the start of data collection. The researcher(s) must also obtain informed assent of any minor subject who is capable of reading and understanding the consent form. In order for informed consent to be legally effective, it must be in language understandable to the signee and obtained in circumstances that allow signee ample opportunity to consider participation. Furthermore, legally-effective, informed consent should not include language that would have the signee waive or appear to waive legal rights or release the researcher from liability for negligence.

Informed consent forms given to human subjects of research must be submitted to and approved by the IRB during the request to conduct research process. Additional information about informed consent and sample consent forms are available on the Institutional Research page of the RVC website.

If the researcher modifies consent forms that have previously been approved by the IRB during the initial request to conduct research, the researcher must notify the Executive Director of Institutional Research as Chair of the IRB and submit revised documents for IRB approval. Documents that need to be submitted include the following:

- The original, IRB approved version of the consent form.
- The original, IRB approved version of the consent form with revisions highlighted.
- The revised copy of the consent form as it would appear to the research subjects.

As mentioned previously, RVC IRB approval will be stamped, along with the approval date, on all consent forms.

**ADDITIONAL PROTECTIONS FOR CHILDREN AND OTHER SPECIAL POPULATIONS**

In compliance with Subpart B of 45 CRF 46, as amended, the IRB gives special consideration to proposed research involving potentially vulnerable groups including, but not limited to, children, people with physical or mental handicaps, pregnant women, and prisoners.

Of particular concern is research involving children or minors as subjects. In addition to IRB approval, parental permission must be obtained prior to beginning any research involving children, including classroom-based research. Parental permission may be waived when the child is legally identified as an emancipated minor or in cases where the IRB determines parental permission is not a reasonable requirement to protect the subjects. In addition, minors must also agree to participate in the research (verbally or in writing) unless the IRB determines that their capacity to do so is too limited.
NOTE
Research that involves video or audio taping of subjects requires separate consent to participate in such recording activities. Information on this type of consent form can be found on the Institutional Research page of the RVC website.

NOTE
Sample consent forms, including those to be used in research involving minors, can be found on the Institutional Research Page of the RVC website.

COMPLIANCE WITH IRB DECISIONS
Researchers must comply with all IRB requirements and decisions. Appeals should be made in writing to the IRB through the Office of Institutional Research.

If the IRB becomes aware of research involving human subjects being conducted without an IRB review and decision, a full review will be conducted to determine the level of risk and harm of subjects. Based on this review, the IRB will make recommendations to the Provost/Chief Academic Officer as to the following:

- whether or not the researcher(s) should be allowed to make use of the data
- whether or not to notify the funding agency, publication outlet, and/or thesis/dissertation chair that data were collected without IRB approval
- whether or not any additional action needs to be taken to document or respond to the incident
<table>
<thead>
<tr>
<th>RESEARCH PROPOSAL REVIEW CHECKLIST</th>
<th>Meets Criteria</th>
<th>Needs Improvement</th>
<th>Does Not Meet Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Review Criteria</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Risks to human subjects are minimized.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Procedures are consistent with sound research design.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>o Procedures based on those used in prior IRB approved research are used when appropriate.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>o Procedures do not expose human subjects to unnecessary risks.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>o Risks to human subjects are reasonable in relation to expected benefit.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>o Procedures to debrief subjects are provided when appropriate.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>o Procedures to assess well-being of subjects after participation are in place when appropriate.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>o Information on relevant resources made available to subjects when appropriate.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td><strong>Selection of human subjects is equitable based on the purpose and setting of the research.</strong></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td><strong>Informed consent is articulated.</strong></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>o Process for seeking consent is outlined and appropriate.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>o Information about the study is thorough, clear, and audience appropriate.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>o Risk and related provisions of support and safeguards are clearly articulated and audience appropriate.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>o Confidentiality is clearly articulated and audience appropriate.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
### 10. OPERATIONS

**Contact Hours / Clock Hours**

Authorities: Illinois Community College Board Administrative Rules

---

**POLICY:**

All for-credit courses must use the following ratios of contact and credit hours:

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Total Excluding Breaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Hours</td>
<td>Minutes Excluding Finals &amp; Breaks</td>
</tr>
<tr>
<td>1</td>
<td>750</td>
</tr>
<tr>
<td>2</td>
<td>1,500</td>
</tr>
<tr>
<td>3</td>
<td>2,250</td>
</tr>
<tr>
<td>4</td>
<td>3,000</td>
</tr>
<tr>
<td>5</td>
<td>3,750</td>
</tr>
<tr>
<td>6</td>
<td>4,500</td>
</tr>
</tbody>
</table>

**BREAKS**

Meeting Length from: Add approximately:

- >1 hour 15 min. and <2 hours 30 min. 5 min. / class
- >2 hours 30 min. and < 3 hours 45 min. 10 min. class
- >3 hours 45 min. 15 min. / class

Under no circumstances should any class meet less than required. In those cases where the schedule states that “additional time will be scheduled,” forward a written report which states exactly how the additional time will be handled.
Section 1501.309 Course Classification and Applicability

a) **Course Classification.**
   Information on courses for which credit is to be awarded shall be submitted to ICCB on forms provided by ICCB in order for the courses to be classified into appropriate instructional and funding categories and added to the college's Management Information System (MIS) Course Master File.

b) **Course Credit Hour Determination.**

1) Credit hours for courses for which ICCB credit hour grants are to be claimed shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester hour or 30 hours of such time for each quarter credit hour.

2) Courses with students participating in lecture/discussion-oriented instruction will be assigned one semester credit hour or equivalent for each 15 classroom contact hours of instruction per semester or equivalent. It is assumed that two hours of outside study will be invested for each classroom contact hour.

3) Courses in which students participate in laboratory/clinical-laboratory-oriented instruction will be assigned one semester credit hour or equivalent for each 30-45 classroom contact hours of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.

4) Students who participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one semester credit hour or equivalent for each 75-149 contact hours per semester or equivalent and students who participate in clinical practicums shall receive one semester credit hour or equivalent for each 30-60 contact hours per semester or equivalent. It is assumed that one hour of outside study time will be invested from each two clinical practicum contact hours.
10. OPERATIONS
Evaluation Process for Probationary Faculty

EFFECTIVE DATE: September 22, 2015
REVIEWED: 2015-2020 CBA, § 5.9 and Appendices D and E

Probationary Faculty Evaluation Directions

Formation of the Peer Review Committee

A specific Peer-Review Committee will be formed for each probationary faculty member. The committee will be formed by having:

- Two committee members elected by tenured faculty in the division.
- The third committee member will be chosen by the probationary faculty member who is undergoing review. This tenured faculty should be from the same discipline as the probationary faculty, if possible.
- The chair of the committee will be the member who is elected with the most votes.

Responsibilities of the Peer Review Committee

The Peer Review Committee is responsible for conducting an in-depth review of the probationary faculty member on an annual basis for the term of the probationary appointment. The review includes the following:

1. **Annual meeting with the Dean** (It is recommended that this meeting take place after the start of the academic year and before the end of the second week of the first term)
   - To clarify and confirm the committee members’, the probationary faculty members, and the associate dean’s roles and responsibilities as well as the evaluation schedule, according to the CBA.

2. **Annual meeting with the Probationary Faculty Member**
   (It is recommended that this meeting take place after the start of the academic year and before the end of the second week of the first term).
   - Material may also be requested in writing from the probationary faculty being evaluated as it is needed for the process of performing review.
   - Required reports and due dates to include professional development report, curriculum portfolio, and student evaluations.
   - Classroom visits and scheduled visits to include consultation.
   - Committee meeting dates with the probationary faculty member including the final summative report and review to be completed by January 15.

3. **Advisory role to the Division’s Dean**
   The Peer Review Committee is responsible for determining the effectiveness of the probationary faculty member in teaching and instruction, college service, professional development, and community service. The Peer Review Committee conducts an in-depth review of the probationary faculty member’s activities that includes:
• Reviewing all course syllabi and instructional materials.
• Conducting at least two classroom visits each academic year (Over the three-year course of the peer-review process a minimum of six teaching environment visits will be made by each Peer-Review Committee member.)
• Meeting with the faculty member after each classroom observation to provide constructive feedback and to share written copies of the classroom observation report (Appendix F, CBA, p. 63).
• Reviewing the probationary faculty’s Faculty Professional Development Report
• Curriculum portfolio of selected representative course materials
• Student Evaluations
• Consulting with the probationary faculty member for the purpose of facilitating faculty in the teaching role and goal achievement.
• Consulting with the probationary faculty member to provide constructive feedback.
• Writing an appraisal and sharing this with the probationary faculty member, identifying strengths and suggestions for improvement.
• Provide, each year, a Peer-Review Committee Report that has identification of strengths and suggestions for improvement.

4. **Classroom Visits by Peer Review Committee**
Classroom visitations are initiated following the first meeting of the Peer Review Committee and Dean with the probationary faculty member at the start of the year of review. Classroom visits will be conducted as outlined in the Collective Bargaining Agreement as follows:

- The Peer Review Committee shall schedule dates for classroom visits and give the probationary faculty member notice before classroom visitations.
- Classroom visits should follow the schedule provided at the end of this document.
- Classroom visits will be documented and included in the summative report following the format outlined in Appendix F.
- Each member of the Peer Review Committee will meet with the faculty member after each visitation to informally discuss progress of the probationary faculty member.
- Each member of the Peer Review Committee will prepare a formative/summative evaluation report for the Peer Review Committee following the schedule for the peer review.
- The probationary/tenure faculty member may request additional classroom visits.
- Classroom visits and evaluation may occur in the spring semester with mutual agreement of the Peer Review Committee, Dean, and faculty member.

5. **Final Report of the Peer Review Committee**
The Peer Review Committee is responsible for submitting a final annual report to the division’s Dean no later than **January 15**. The final report of the Peer Review Committee includes:

- Documentation of classroom visits.
- Documentation of formative/summative evaluation process including effectiveness in teaching and instruction, college service, professional development, and community service. For each of these areas both the strengths and areas that will benefit from improvement must be included in the report.
• The Peer Review Committee summative evaluation report and recommendation regarding retention/tenure is submitted to the Dean and reviewed with the probationary/tenured faculty member no later than January 15.
• This report will be submitted to the Dean. The third year, the report will provide a specific recommendation on tenure for the probationary faculty.

Responsibilities of the Peer Review Committee Chair

The committee chairperson will:
• Call all committee meetings.
• Create/maintain a collegial environment for committee function.
• Inform the probationary faculty member immediately of all material that must be supplied to the committee.
• Keep the probationary faculty member, committee members, and Dean informed of the committee’s work-in-progress.
• Oversee the function of the committee members through to successful completion of their responsibilities.
• Prepare a draft-version of the Peer-Review Committee Annual Report and distribute it to the committee members for their input.
• Complete a final-version Peer-Review Committee Annual Report and submit it to the Dean along with all supporting documents and materials.

Responsibilities of the Probationary Faculty Being Reviewed

The probationary faculty being peer-reviewed will:

• Provide information to the committee as needed in the areas of instructional role, college service, development of area of expertise, and community service.

• Work effectively with the Peer-Review Committee in helping them to complete the review process.

• Read and sign each annual evaluation report written by the Dean. (Note that the signature indicates the faculty member received and read the report, but does not necessarily agree with all of the contents.)

• If necessary, may submit a written response to the Dean’s report.
SCHEDULE FOR THE PEER-REVIEW PROCESS

YEAR ONE:

The Peer-Review Committee will be elected and will meet with the probationary faculty being evaluated to discuss the process for review.

Specific dates for teaching observations will be identified.

All active Peer-Review Committees will have met with the Dean.

Between the start of the fall semester and the end of the fall semester:

Teaching observations ONE and TWO (and follow-up meetings with probationary faculty member) must be made by each Peer-Review Committee member.

By January 15 (of the probationary faculty member’s first full-time academic year):

The Peer-Review Committee Report must be submitted to the Dean and shared with the probationary faculty member.

YEARS TWO AND THREE:

Visit Three may be made during the spring semester of year one or the fall semester of year two.

Visit Four must be made during the fall semester of year two.

Visit Five may be made during the spring semester of year two or the fall semester of year three.

Visit Six must be made during the fall semester of year three.

NOTE: Any request for revision in this observation schedule must be communicated to the Dean and will be discussed by the Peer-Review Committee. Additional visits may be scheduled at the request of the probationary faculty member, subject to the approval of the Dean.
The 2015-2020 Collective Bargaining Agreement, Appendices E and E-1 provide the new format for the evaluation forms.

1. Cover memo on letterhead, addressed as follows:
   TO: Chief Academic Officer
   VIA: Academic Vice President
   FROM: Dean
   DATE: (Insert date)
   RE: (Name of Faculty member, Dept/Division – 1st, 2nd or 3rd Year)

   BODY OF MEMO:
   • Introduction
   • Instructor’s Role
   • College Service / Professional Development
   • Community Service
   • Faculty Goals
   • Recommendation for retention/tenure

   SIGNATURES:
   • Faculty Member
   • Dean
   • Vice President in Academic Affairs
   • Chief Academic Officer

2. Peer Review Committee Report – a summary of individual reports:
   • Should be signed by all three peer reviewers.

3. Peer Review Individual Reports – if possible;

4. Two (2) Classroom Observations from the Dean;

5. Faculty member’s Self-Evaluation;

6. Student Evaluations from all classes – should be at least 75% participation;

7. At least one sample syllabi from the faculty member;

8. At least one sample Test/Assignment/Website printout.
Rock Valley College
TEMPLATE - MEMORANDUM OF FACULTY ANNUAL RETENTION/TENURE REVIEW

*The 2015-2020 Collective Bargaining Agreement, Appendices E and E-1 provide the new format for the evaluation forms.

DATE:

TO: Chief Academic Officer

FROM: Dean _______________________

VIA: Vice President

Faculty member: ____________________________

Year of Appointment: ________________

Assigned Mentor(s): ____________________________

SUMMARY STATEMENTS OF PERFORMANCE

ATTACHMENTS:

1. Classroom Observation Report of the Dean from the previous academic year or semester.

2. Committee report summarizing the evaluation signed by Peer Review Committee.

3. Student Evaluation of Faculty Summary Reports for each of the courses taught (whether online, hybrid, or face-to-face) with at least 75% of students in each class submitted evaluations.

Signatures:

__________________________________________  ________________________________
Faculty Member Evaluated Date

__________________________________________  ________________________________
Dean Date

__________________________________________  ________________________________
Academic Vice President Date

__________________________________________  ________________________________
Chief Academic Officer Date
Section 6.4 of the 2015-2020 Collective Bargaining Agreement between the Rock Valley College Board of Trustees and the Rock Valley College Faculty Association, Local 6211, IFT-AFT, states:

“Overload means that portion of a faculty member’s “Standard Semester Instructional Workload” (Fall and Spring) which is greater than 15 CH/CHE; the faculty member’s “Standard Semester Instructional Workload” (Summer) which is greater than 9 CH/CHEs; and/or the faculty member’s “Academic Year Instructional Workload” which is greater than 30 CH/CHEs; and/or the faculty member’s “Academic Year Instructional Workload” which is greater than 38 CH/CHEs. Academic year instructional workload in excess of 38 CH/CHE and semester instructional workload in excess of 19 CH/CHE must be approved by the faculty member involved, by the faculty member’s Academic Administrator, and by the appropriate Vice President”.

This document is to be completed when:

1. A full time faculty member’s semester instructional workload is in excess of 19 CH/CHE (Overload)

   -or-

2. A full time faculty member’s semester instructional workload is in excess of 21 CH/CHE (Extraordinary Overload).
Section 6.4 of the 2015-2020 Collective Bargaining Agreement between the Rock Valley College Board of Trustees and the Rock Valley College Faculty Association, Local 6211, IFT-AFT, states:

“Semester instructional workload in excess of 21.0 CH/CHE is considered extraordinary overload. The College must provide a list of courses available for extraordinary overload to the department and make that list available to all faculty members of that department. The department must use their teaching assignment language to assign faculty who want the extraordinary overload. The College must notify the President of the Faculty Association of which members have received extraordinary overload each semester. If a faculty member receives a multiplier for teaching an online course, this will not be used in determining standard instructional load, overload, or extraordinary overload. The multiplier will be used to calculate the faculty member’s pay. See CBA §6.16.2 for the multiplier for online CHE conversion. If a faculty member’s load is less than 21 CH/CHE in one semester, the member is allowed to add one additional (1-4 CH) overload class, even if the total exceeds 21 CH/CHE.

1. A full time faculty member is requesting over 21.0 CH/CHE – Extraordinary Overload. (Note: The multiplier for online classes cannot cause a faculty member to attain extraordinary overload).

EXTRAORDINARY OVERLOAD assignment(s) is/are listed as follows:

__________________________________
Course Section Day/Date/Time
__________________________________
Course Section Day/Date/Time

2. The DEAN certifies that (check all that apply):

☐ Qualified full time faculty do not want additional load (must be at minimum load of 14-15 hours).

☐ Adjuncts will not teach the class(es) causing the overload OR an adjunct could not be located.

☐ The class causing the overload is for registered students and is necessary for a degree or certificate.

☐ The Dean supports the extraordinary overload.

☐ The divisional/departmental process for posting extraordinary overload opportunities was followed in accordance with the Faculty contract.

The FACULTY MEMBER agrees to accept this assignment:
Once a full time faculty position is approved for posting, the appointment of a search committee and review of applicants will follow procedures consistent with College policies, the Faculty Contract Agreement, and EEOC guidelines. These guidelines are provided in order to support academic disciplines and divisions to more effectively implement the process of selection and appointment of faculty. The following is an outline of the process.

### 10. OPERATIONS

**Faculty Search Guidelines & Procedures**

**EFFECTIVE DATE:** 2016

<table>
<thead>
<tr>
<th>STEP</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Review Job Description</td>
</tr>
<tr>
<td>2.</td>
<td>Approval of Position – FIN Plan/Budget Process</td>
</tr>
<tr>
<td>3.</td>
<td>Request to approve position</td>
</tr>
<tr>
<td>4.</td>
<td>Post and advertise the position</td>
</tr>
<tr>
<td>Step</td>
<td>Task Description</td>
</tr>
<tr>
<td>------</td>
<td>------------------</td>
</tr>
<tr>
<td>5.</td>
<td>Appoint Search Committee</td>
</tr>
<tr>
<td>6.</td>
<td>Conduct Search Committee orientation/training</td>
</tr>
<tr>
<td>7.</td>
<td>Approval of interview questions and candidate lists</td>
</tr>
<tr>
<td>8.</td>
<td>Review, select, and interview candidates</td>
</tr>
<tr>
<td>9.</td>
<td>Conduct phone interviews to narrow the pool of campus interviews.</td>
</tr>
<tr>
<td>10.</td>
<td>Recommend minimum of 2 candidates to Dean</td>
</tr>
<tr>
<td>11.</td>
<td>Final candidates meet with the Dean.</td>
</tr>
<tr>
<td>12.</td>
<td>Complete reference checks</td>
</tr>
<tr>
<td>13.</td>
<td>Prepare recommendation of appointment; includes determining initial salary offer, lane, and step</td>
</tr>
<tr>
<td>14.</td>
<td>Recommendation to the Chief Academic Officer</td>
</tr>
<tr>
<td>15.</td>
<td>Administrative Decision and appointment</td>
</tr>
<tr>
<td>16.</td>
<td>Position and salary offer to candidate</td>
</tr>
<tr>
<td>17.</td>
<td>Notification of decision to all final candidates, when position is accepted by candidate</td>
</tr>
</tbody>
</table>
18. **Board Report and Appointment**

Dean initiates report

---

**POSITION APPROVAL AND POSTING**

Request to Post Position

Once a position is approved through the financial planning process, the Dean will initiate the request for approval of the position. This requires that the Dean complete and submit documentation via the Vice President of LAS or CTE and Chief Academic Officer to Human Resources as follows:

1. Review and update the Position Job Description, in consultation with the faculty chair.
2. Prepare the Faculty Opening Announcement to include the following:
   - Conditions of Employment;
   - Required Qualifications;
   - Desired Qualifications;
   - Application Process – application letter, resume, transcripts, references;
   - Established deadline for priority application review (This must include a reasonable time for advertisement and submission, a minimum of one month should be allowed).
   - Identify selected publications for advertisement of the position, if appropriate.
3. Complete the Human Resources Position Requisition Form.
4. Forward the completed Position Requisition Form with the job description and Faculty Opening Announcement to the VP of LAS or CTE and Chief Academic Officer for approval and signature.
5. The Chief Academic Officer’s office forwards the approved Position Requisition documents to Human Resources for final action and posting.

**Human Resource Responsibilities**

Once the position requisition is reviewed and approved, Human Resources will initiate appropriate
action for posting and advertising. The Human Resource Office is the initial contact for receipt and review of all applications. Human Resources will complete this process as follows:

1. Review and approve the request for position posting as submitted by the Vice President of LAS or CTE and Chief Academic Officer.
2. Initiate and complete the posting for the position.
3. Initiate the advertising process in consultation with the Dean and/or Search Committee as indicated.
4. Receive and log in database all applications received by the College (either via mail or online).
5. Review the application and resume of each candidate for appropriate information and minimum qualifications.
6. If candidate meets minimum qualifications, applications will be forwarded via interoffice mail or posted to a position folder established in AppliTrack to which the hiring supervisor will be given access. Forward acceptable candidate applications to the Dean.
7. Notify all applicants not interviewed by the Search Committee of the closing of the Search Process.
8. The compensation, as determined by the VP of LAS or CTE, as appropriate, is provided to the candidate by Human Resources and is determined by a review of qualifications and follows terms of the Faculty Association Contract Agreement.

9. **Per Board Policy #3:20.040 approved April 8, 2014:** Applicants who reside outside of the RVC district are eligible for up to $750 reimbursed expenses (travel, hotel and reasonable meals). Receipts must be submitted. Alcohol expenses will not be reimbursed. **For RVC Search Committee members:** When necessary, the Search Committee chair and one other member of the Search Committee may take the applicant to lunch and/or dinner and receive reimbursement for reasonable expenses. Meal expenses for Search Committee members will be applied to the interviewing departmental budget. Exceptions to this policy must be approved in writing in advance, by the Human Resources.

Documents required for reimbursement: Restaurant receipts.
DEAN RESPONSIBILITIES

The Dean will provide leadership for the search process at the Division level. Guidelines for this process are as follows:

1. Complete and submit the Position Requisition Form and all related materials to Human Resources via the Vice President of Academic Affairs and Chief Academic Officer.

2. In consultation with the Search Committee Chair, coordinate the selection and appointment of Search Committee membership.

3. Review search committee membership with the Vice President of LAS or CTE. Forward notice of search committee membership to the Faculty Association President, Vice President of LAS or CTE, Chief Academic Officer, and Vice President of Human Resources. See Page 4 of these guidelines for the procedures to follow in appointing committee members.

4. Provide support for the Search Committee as needed.

5. Advise the Search Committee, in conjunction with the Vice President of Human Resources, of appropriate procedure and requirements of the search process including the importance of maintaining confidentiality.

6. Review applications of qualified candidates submitted to Human Resources and forward to the Search Committee Chair.

7. Observe Search Committee interviews and/or teaching demonstrations of candidates in final pool. The Dean must ensure that all candidates’ interview processes are the same so the Dean’s involvement in the interview process must be consistent for each search.

8. Meet with the Search Committee to review final recommendations.
9. With approval of the candidates, contact candidate references and prepare report of recommendations.

10. Meet with the Vice President of LAS or CTE to review final candidates and prepare final recommendation of candidate(s). The initial salary offer, lane, and step are determined at this meeting. This is based on a review of the candidate’s qualifications and criteria in the Faculty Contract.

11. With the approval of the Dean, HR contacts the candidate recommended for employment to offer the position. The compensation is provided to the candidate by Human Resources and is determined by a review of qualifications and follows terms of the Faculty Association Contract Agreement.

12. Notify all candidates interviewed by the Search Committee of the final status of the search. (Responsibility determined in consultation between Dean and Search Committee Chair).

13. Complete all final documentation for hiring of the final candidate and submit all Search Committee materials (i.e. interview notes) to Human Resources. The Job Applicant Summary must be completed and returned to Human Resources.

14. Prepare Board Report and submit via the Vice President of LAS or CTE.

**APPOINTMENT OF SEARCH COMMITTEE MEMBERS**

The Faculty Search Committee is formed by the Dean in consultation with their VP of LAS or CTE, Human Resources, and the Search Committee Chair.

**Faculty Membership**

Faculty membership will be determined in compliance with Article VI of the Collective Bargaining Agreement between Illinois Community College District #511 Rock Valley College –and- the Rock Valley College Faculty Association, Local 6211 IFT-AFT. The Search Committee must include a minimum of three (3) tenured faculty members from the discipline in which the position exists. If there are insufficient volunteers from the discipline, faculty members may be solicited from an associated discipline. If faculty from the discipline and the division are not able to serve, faculty from other divisions may be asked to serve. The Faculty Association President should be consulted in appointing faculty committee members. Names of faculty appointed to the Search Committee must be submitted to the Faculty Association President.

**Other Membership**
The Dean will assign additional members to the Search Committee. It is desirable to appoint membership on the committee from within faculty ranks in a related discipline area. It may be appropriate to appoint support staff to the committee if there is a close working relationship with the discipline such as a lab technician for the program. In the Career & Technical Education Divisions, members from the program advisory committee may be considered for participation on the search committee.

**Search Committee Chair**

The Dean will appoint the Search Committee Chair. It is almost always desirable for the Academic Chair of the discipline to serve as chair of the Search Committee. As such, the Academic Chair should be offered the opportunity to serve as Chair first or the right to decline the appointment. Previous experience in serving on a search committee is desirable, but it is not required to serve in this role.

**Dean Role**

The Dean serves as an ex officio member of the search committee. In this role the Dean is both an observer as well as an expert college/division representative who can clarify information pertaining to the position. The Dean attends the interviews and/or teaching demonstrations as well as the post interview committee discussion. The Dean does not vote or govern the committee process. However, the Dean will serve in a primary role to provide input into the final hiring decision.

**Search Committee Members’ Role**

1. Participate in and complete online training required to serve as a member of a search committee.
2. Identify time in schedule to attend meetings of the search committee. All members must have a common time available in their schedule to conduct interviews with the final pool of candidates.
3. Availability to serve over the required term of the search process is essential for the integrity and defensibility of the process. Search committee service may include several months during the academic year and some days during the summer session. Every effort should be made to complete the search process in a reasonable period of time, three to four months. However, there are circumstances that may require extending the search beyond the period of time planned for the search process. If faculty agree to serve on a search committee, they should be willing to extend service into the summer session when necessary.
4. Provide a final recommendation of candidates, minimum of two. Search committee members are required to participate in interviews with all candidates considered in the final candidate pool if participating in the final decision making and recommendation.

**SEARCH COMMITTEE RESPONSIBILITIES**

Members of the Faculty Search Committee must be aware of the Search Committee guidelines for the search process. It is also important that members are mindful of the obligation to address
affirmative action guidelines as well as the need for confidentiality in the search process. The Search Committee will complete activities as follows:

1. Meet with the Dean to review guidelines for the search process and responsibilities of members.

2. Identify support staff needs for the Search Committee in consultation with the Dean.

3. Review and approve position posting, Faculty Opening Announcement, in consultation with the Dean. The posting must address the timeline for receiving applications. The timeline recommended for use is “open until filled” or “preference will be given to applications received by the priority date of ________.”

4. Conduct online Search Committee training (Quarry>Human Resources>Employee Development>Professional Development for RVC Employees>Online Learning Resources>Search Committee Online Training), including Affirmative Action, provided by Human Resources with the Dean.

5. Draft questions for the candidates and submit to the Dean and Human Resources for review and approval.

6. Review candidate credentials and select a list of candidates to interview. Applications of qualified candidates will be forwarded to the committee from the Dean as received from Human Resources.

7. In consultation with the Dean, the Search Committee Chair will submit a list of candidates for interview to Human Resources to be certified for EEO purposes, and a list of applicants not selected for interview.

8. Schedule interviews in consultation with Dean. The Dean should, if possible, observe interviews and/or teaching demonstrations.

9. Conduct interviews of candidates. This may be a one step or two step process. Phone interviews are not a requirement but may be used to reduce numbers, in the case of a large pool, or to facilitate interviews with out of state candidates.

10. Review candidates and prepare a written recommendation for at least two candidates, unranked, to submit to the Dean. Documentation should be submitted for each candidate that includes strengths and weaknesses as part of the recommendation.

11. Meet with the Dean as a committee and review recommendations of the Search Committee.
10. OPERATIONS
    Field Trip Procedures and Guidelines

    EFFECTIVE DATE: April 8, 2014

ROCK VALLEY COLLEGE

FIELD TRIP PROCEDURES AND GUIDELINES

Background: Rock Valley College will have consistent procedures for Field Trip approvals. Board Policy 4.10.250, revised April 8, 2014, replaces Board Policies #2157, #2760, #3665, #6462 and #6696.

Category: Academic Affairs

Board Policy: 4.10.250, Student Individual and Group Travel

Date Effective: April 8, 2014

Replaces: BR #2157 (10/30/72), #2760 (9/1/81) & #3665 (10/17/83), #6462 (9/25/2007), #6696 (3/10/2010), #6876 (4/24/2012)

Date of Next Review: April 2019

Responsible Administrator(s): Dean, Vice President of Administrative Services

Field trips shall be approved in writing by the appropriate Dean, with copies of the approval forwarded to the offices of the Provost/Chief Academic Officer and the Vice President of Administrative Services.

Definitions: A Field Trip is a group/class trip, usually off “campus,” which is deemed appropriate and advantageous to instruction in scheduled classes. On-campus field trips are also possible; these consist of activities on-campus which take students out of their normal classrooms and/or remove such students from attending their other scheduled classes or other required activities associated with employment, etc.

Impact on Students: Instructors are encouraged to schedule field trips at times that do not interfere with other classes. Students must secure permission from the instructor of any conflicting class. If a student is unable to be excused
from a conflicting class, the instructor should not require the student to attend the field trip.

**Official Notification:**

The lead instructor for a planned Field Trip must:

1. Receive approval via the Field Trip application form prior to the event.
2. The request for trip approval must include the Field Trip Approval Form and the Field Trip Roster Form.

The Dean’s office will send a copy of the Field Trip form to the offices of the VP of Academic Affairs, the Chief Academic Officer and the Vice President of Administrative Services.

**Student Notification:**

A Field Trip which is required of all students must be included in the class syllabus given to students on the opening day. Any extra fees or costs for the Field Trip must also be detailed on the syllabus or covered by lab fees.

**RVC advisors/faculty must submit the following for a class, club, or organization to travel:**

1. A completed travel form with estimated costs. This includes student meals. If a travel advance is needed, this should be indicated on the form. If flying to a destination, provide the preferred flights.

2. A list of travelers’ names as they appear on their government issued ID and their birth dates are required for flights. Tickets cannot be purchased by Business Services without this information.

3. A completed field trip approval form.

4. A complete list of travelers with emergency contact information. This should be left with the appropriate associate dean, and campus police. If vehicles are left on campus the campus police should be notified.

5. A travel waiver form. (Functions as a permission slip for minors.)

6. An “excuse” letter for students to provide professors in the event they will miss class.

7. A complete travel itinerary. This can be left with campus police, and the associate dean. Additionally participants should provide copies to family members.
Travel Waiver Form

Destination: ____________________________________________

Travel Dates: __________________________________________

I, _____________________________________________________, understand that Rock Valley College and (print name)

________________________________________________________ express all responsibility or liability of (agent) of any nature whatsoever occurring during the above referenced tour or tours. All tickets, coupons, and orders are issued subject to the foregoing and to any and all terms and conditions under which the means of transportation and/or other services provided thereby are offered and/or supplied by the owners, contractors or public carriers for whom ______________________________ acts solely as an agent. Rock Valley College (agent) reserves the right, at their discretion, to change any part of the itinerary or the air carrier utilized without notice and for any reason.

In consideration of the services provided by Rock Valley College in organizing said tour or tours, I hereby personally assume all risks in connection with said tour or tours and I further release the college, their agents and/or operators, for any injury or damage which may befall me while participation in said tour or tours, including all risks connected therewith, whether foreseen or unforeseen; and further, to save and hold harmless the colleges and their agents from any claim, by me or my family, executors and administrators, heirs, or assigns, arising out of my participation in the above-named tour or tours. Rock Valley College does not waive any immunities to which it might be entitled in the event of loss, accident or death.

I, the undersigned, will not hold Rock Valley College and/or their agents responsible for any expenses incurred by me, resulting from cancellation of my trip, accident, illness, stolen or damaged baggage.

**I have fully informed myself of the contents of this Waiver by reading it before I signed it. IN WITNESS WHEREOF, I have executed this WAIVER on ___________________________.

(date)

Signature of Traveler: __________________________________________

**In the event of this form being used in regards to a minor, their parent or legal guardian must read the above and sign the following:

The undersigned is the natural parent or legal guardian of ______________________________,

(print name of traveler)

a minor. I have a full understanding of the nature and content of this document and I have fully legal authority to execute this instrument.

Signature of Parent/Legal Guardian: __________________________________________
10. OPERATIONS

Intellectual Property and Copyright Act Compliance

Authorities:  Board Policy 4.20.010
and 2015-2020 Collective Bargaining Agreement, §5.4

INTELLECTUAL PROPERTY AND COPYRIGHT ACT COMPLIANCE, Board Policy 4.20.010, states:

The College encourages students to engage in the development of intellectual property and to facilitate ownership protection with regard to such development. The College further expects students to adhere to the federal Copyright Act of 1976, international copyright laws, and College copyright procedures and guidelines.

College administration will implement and maintain copyright procedures and guidelines necessary to ensure compliance with copyright laws and to facilitate ownership protection with respect to the development of intellectual property.

Procedural Guidelines:

It is expected that all employees of Rock Valley College who engage in creative and scholarly activities will do so in accordance with Federal and State copyright laws. In the case of works made for hire, the employer and not the employee is considered to be the author.

The purpose of this document is to encourage all employees to engage in creative and scholarly activity. The following shall be considered a written agreement between Rock Valley College and its assigns and all employees creating work for copyright.

Federal Copyright law states that copyright protection subsists from the time the work is created in fixed form. The copyright in the work of authorship immediately becomes the property of the author who created the work. Only the author or those deriving their rights through the author can rightfully claim copyright.

All materials that pertain to classroom instruction such as class syllabi, tests, handout materials, web design and lectures created by faculty, shall be the sole ownership of the faculty who created them. A faculty member may sell, lease, assign, or transfer any rights to his/her instructional materials.

If an employee creates an original work such as a textbook, composition, play, video or any other publication and does so on his/her own time using his/her own resources, the employee shall be considered the author and not the employer. Although the general rule is that a person who creates work is the author of the work, there is an exception for “works made for hire”.

1. A work prepared by an employee within the scope of his or her employment; or

2. A work specially ordered or commissioned for use:
   - as a contribution to a collective work
   - as a part of a motion picture or other audiovisual work
   - as a translation
   - as a supplementary work
   - as a compilation
   - as an instructional text
   - as a test
   - as answer material for a test
   - as an atlas
The College and its employees will comply with all applicable copyright laws including the TEACH Act and Fair Use Doctrine. Information about the TEACH Act and Fair Use will be provided to full-time and adjunct faculty through the Faculty Handbook and through new faculty orientation.

Videotaping or Recording of Classes:
Video and audio taping or recording of classes and use of the tapes or any recording, including modifying or disposing of the recording, shall be only with the agreement of both the faculty member teaching the course and the College.

Sources:

- Fair Use doctrine:  [http://www.copyright.gov/fls/fl102.html](http://www.copyright.gov/fls/fl102.html)
10. OPERATIONS
International Travel Policy

EFFECTIVE DATE: January 2010

In compliance with the Rock Valley College (“RVC”) travel policy, the following procedures are applicable to assist members of the college community traveling abroad on sanctioned activities and to minimize potential complications related to the international experience.

Travel Warnings

Individuals must not travel to countries or areas where a U.S. State Department warning is in effect.

The following websites should be consulted by all travelers:

- Travel warnings for individual countries and announcements for particular regions are available at [http://travel.state.gov/travel/warnings.html](http://travel.state.gov/travel/warnings.html)
- Health information from the U.S. Centers for Disease Control on specific destinations is available at [http://wwwn.cdc.gov/travel](http://wwwn.cdc.gov/travel)
- Responsible practices for Health and Safety travel abroad are available at [http://www.globaled.us/safeti/](http://www.globaled.us/safeti/)

Faculty/Staff Responsibilities

Approvals Required: Faculty or staff members who take individuals abroad or who travel in connection with or participate in a trip promoted by RVC for business or professional development must have the prior written approval of the Dean or Vice President of Academic Affairs, Chief Academic Officer and President.

Required Timeline: The Request for International Travel with Students form (pg.9) must be submitted for approval during the early planning stages and prior to the promotion of the proposed trip (at least three months prior to travel). No promotion can begin before official RVC approval is received. A detailed itinerary (pg.10) must be sent to Business Services along with the official approval at least three months in advance so that travel plans and costs can be finalized. Minimum number of participants is determined by the College. See below for deadline information on required forms and paperwork.

Required Paperwork: The International Travel with Students Roster form (pg.11), which includes students’ names as they appear on their driver’s licenses, is due at least three business weeks before departure for course / field trip abroad. This form must be submitted with the itinerary to the Dean and Vice President of Academic Affairs along with a copy of the previously approved Request for International Travel with Students form. These updated forms shall also be forwarded to the Business Office.

Faculty or staff members who take students abroad under RVC auspices shall ensure that each student provides the RVC-approved waiver forms, RVC-approved insurance verification and other documentation listed. All students must be registered with RVC for a course. Business Services will make arrangements to collect all fees. Payment schedules and due dates are determined by Business Services, the Travel Agency and sponsoring faculty.
Faculty/staff members are advised to use public or mass transit abroad. However, if a passenger vehicle is rented, the faculty/staff member must rent it in the name of RVC in order to be covered by RVC insurance. Business Services will facilitate all vehicle rentals.

**Student Responsibilities**

Failure to supply the information, waivers or agreements required shall disqualify a student from eligibility.

Students under the age of 18 are not eligible to participate. Students who will be 18 by the beginning date of the trip are eligible with parent/guardian permission, which must be submitted in writing with the parent/guardian’s signature.

Students are not permitted to drive a passenger vehicle overseas.

Students will notify their faculty sponsor/resident advisor of any outside travel plans during the stay abroad. Release forms will be needed for this outside travel.

All students traveling abroad with RVC shall agree to complete and provide to the Division, at least three business weeks before departure, the following waiver forms, documents, and agreements:

1. Proof of insurance coverage. All students traveling abroad must be covered by an RVC-approved international health insurance policy for the duration of their proposed overseas stay. The policy shall include coverage of illnesses, accidents and repatriation of remains.

2. Copy of valid passport and visas when necessary.

3. Signed and notarized Waiver, Release, Covenant not to sue, and Assumption of Risk form.

4. Signed Agreement to Terms and Conditions of RVC Study Abroad Programs.

5. Signed and completed Health, Insurance and Emergency Information form.

6. Academic course credit application.
The Emergency Action Plan ("EAP") is established in order to prepare for an emergency situation abroad. There are four main types of emergencies to consider:

1. Natural disasters, such as tsunamis, hurricanes, earthquakes and tornados.
2. Medical emergencies, such as SARS (Severe Acute Respiratory Syndrome) and the Avian Flu.
3. Man-made disasters, such as wars, civil unrest and acts of terrorism.
4. Personal emergencies, such as illness or accidents requiring medical attention.

The RVC host division and the instructors of each program are jointly responsible for implementing the EAP. The EAP will be kept both in the host division office and on-site with the instructor.

<table>
<thead>
<tr>
<th>Entity Responsible</th>
<th>Task</th>
</tr>
</thead>
</table>
| **Division Office** | 1. Check that student has registered his/her passport and semester abroad with U.S. State Department  
2. Provide to Instructor:  
  • Health and safety information and EAP training  
  • Student insurance information  
  • Specific medical needs identified  
  • Student passport numbers and emergency contact information  
  • Student addresses abroad  
  • International cell phone  
3. Make sure RVC P-card is unblocked for emergency expenses  
4. Help to coordinate pre-departure orientation to ensure all required information is addressed |
<table>
<thead>
<tr>
<th>Entity Responsible</th>
<th>Task</th>
</tr>
</thead>
</table>
| Faculty/Staff      | 1. Assess risk in areas with State Department website.  
|                    | 2. Submit required approval forms on time and procure approval signatures.  
|                    | 3. Send International Travel Student Roster to Associate Dean three business weeks prior to departure date. Attach copy of the approved International Travel with Students form.  
|                    | 4. **Collect and file in the Division Office:**  
|                    | • Health & Insurance information (students must have RVC-approved insurance that includes repatriation of remains)  
|                    | • Emergency contact information (parents, guardians, spouses)  
|                    | • Passport/visa information (copy of passport main page)  
|                    | • Signed and notarized waiver forms  
|                    | • Health information for students  
|                    | • Housing and itinerary information  
|                    | 5. **Host pre-departure orientation which will serve to:**  
|                    | • Disseminate safety and emergency information and policies  
|                    | • Secure signed waivers  
|                    | • Discuss behavior policies  
|                    | • Provide local destination information  
|                    | • Distribute emergency cards (with emergency contact information and vital websites)  
|                    | • Distribute itinerary  
|                    | • Allow participants to meet one-another  
|                    | 6. Retain emergency contact information for students (including individual health issues and passport numbers) in a secure location  
|                    | 7. Maintain student roster  
|                    | 8. Maintain updated housing information  
|                    | 9. Know local emergency numbers/contacts  
|                    | 10. Contact RVC P-card Administrator to increase limits and remove blocks before travel  
|                    | 11. Procure cell phone which will be usable in country to be visited  
|                    | 12. **Assess risks:**  
|                    | • Be vigilant of travel notices/warnings on the U.S. State Department website and the Centers for Disease Control website.  
|                    | • Collect and update student whereabouts.  
|                    | • Determine assembly points, sharing these with host division office and participants.  
|                    | • Disseminate specific information on health and safety to students (during orientation and on-site during the semester).  
|                    | 13. **Conduct on-site orientation that includes the following:**  
|                    | • Review of specific emergency plan.  
|                    | • Identification of assembly points.  
|                    | • Discussion of protocol for students when off-program (i.e. students should share any extra travel plans with Instructor).  
|                    | • Remind students that they should call their Instructor Advisor/Instructor in case of emergency (cell phone number).  
|                    | 14. Collect cell phone numbers for Dean, Vice President, and President.  
|                    | 15. Inform Dean of changes in itinerary and excursions. |
**Emergency Action Plan - Preparation**

<table>
<thead>
<tr>
<th>Entity Responsible</th>
<th>Task</th>
</tr>
</thead>
</table>
| **Student(s)**     | 1. Purchase travel, medical insurance and emergency evacuation/repatriation insurance.  
                      2. Provide emergency contact information.  
                      3. Provide passport/visa information (copy of passport).  
                      4. Sign waiver forms and agreements.  
                      5. Register with U.S. State Department.  
                      6. Attend both pre-departure and on-site orientations.  
                      7. Understand emergency plan and assembly points.  
                      9. Carry emergency contact card for your destination country at all times.  
                     10. Inform Instructor of any travel beyond or deviation from the scope of the regular itinerary/program. |

**Emergency Action Plan – Actual Emergency**

<table>
<thead>
<tr>
<th>Entity Responsible</th>
<th>Task</th>
</tr>
</thead>
</table>
| **Division Office**| 1. Determine course of action in accord with Instructors and appropriate RVC officials.  
                      2. Maintain support and contact with Instructors.  
                      3. Inform and update President’s office.  
                      4. **Keep a log of actions taken.** |
| **Instructor(s)**  | 1. Determine course of action in accord with local contact recommendations and the U.S. State Department (i.e. evacuation, quarantine).  
                      2. Inform, update and confirm EAP recommended with RVC President’s Office 815-921-4001 and Division Office (may be necessary to use cell phone numbers).  
                      3. Inform and update “emergency contact” provided by student (under advisement of the President’s Office).  
                      4. **Keep a log of actions taken.** |
| **Student(s)**     | 1. Gather at assembly point.  
                      2. Contact Instructors/ Division Office if unable to get to assembly point.  
                      3. Inform and update “emergency contact”. |
LOCATION OF INFORMATION AND MATERIALS FOR EMERGENCY ACTION PLAN:

Division Office:
- Rosters with ID #s
- Emergency contact information for students and Instructors
- List of passport numbers with a copy of passport main page
- Names of individuals with special medical needs
- Contacts where each student is housed
- Contact number for immersion school or other responsible travel vendor used by program
- Itineraries for all programs
- Emergency telephone numbers and websites for U.S. State Department and Centers for Disease Control contacts

On-site with Instructor:
- Cell phone usable in the foreign country
- RVC credit/debit card for emergency expenses (P-card blocks removed)
- Complete information on assembly points
- Roster with student ID #s and insurance #s
- Emergency contact information for all students
- List of passport numbers
- Details regarding students with special medical needs
- Student lodging contact information including cell phone (or other phone)
- Contact number for immersion school or other responsible travel vendor used by program
- Program itinerary
- Emergency telephone numbers and websites for U.S. State Department and Centers for Disease Control contacts
- Local public emergency telephone numbers
- Emergency number for President’s Office and Division Office

(For complete International Travel Policy packet, see “International Travel Policy, Procedure & Forms” under “Academic Affairs Forms & Files” on the Quarry.)
PAYROLL REVIEW:

The Payroll department offers the following reminders regarding FT and PT instructors:

- If substitutes are needed, only FT faculty members, active adjunct (teaching in the current semester), or retirees with an active position should be utilized. Please do not use substitutes that are not actively teaching during the semester.
  o (Payroll issues arise with taxing, SURS deductions and SURS service credit for this type of payment).

- Per the Collective Bargaining Agreement - Sick and personal leave should be assessed in a minimum of one-hour blocks. If sick or personal leave extends more than one week, full days will be deducted regardless of assigned classes.

- Per the Collective Bargaining Agreement – A faculty member will be paid thirty ($30) for each 50-minute class hour when substituting for a colleague’s absence due to an approved leave. The rate shall be prorated for classes meeting longer or shorter intervals than 50 minutes.

- The number of CH paid to Substitutes should be commensurate with the number of CH for reductions in pay for adjuncts.

- Leave Request Cards should be forwarded to the payroll department immediately following any time away from the college (whether for college business or approved absences). This will allow substitutes to be paid in a timely manner, leave time to be deducted properly, and if necessary, reductions in pay for adjunct to occur before the end of the semester.

- In order to pay substitutes from the correct account, Budget numbers (Fund & Function code) are required on Leave Request Cards.
10. OPERATIONS
Paper Use Reduction Procedure

EFFECTIVE DATE: 2011

PROCEDURE FOR THE REDUCTION OF PAPER USE

All information should only be sent electronically unless the information is:

- Confidential;
- Time sensitive (and there is no expectation that the recipients would be checking email);
- Requires original signatures;
- Legal document.

If any information-only documents are printed to be sent to groups (e.g., faculty), they should be printed only one time and sent to one location. Documents should not be printed twice to be sent to faculty members’ homes and placed in campus mailboxes.
Background: As a part of the original services offered through the Rock Valley College Counseling Center, a testing program was initiated. The program grew steadily through the years to include testing in such areas as ability, interest, personality, and aptitude. So academic testing was available on a limited basis, including, but not limited to CLEP and the Illinois/US Constitution Test. Traditionally, all of these services had been offered to Rock Valley College students on a no cost basis and had been a regularly budgeted item. The Counseling Center had designated a room in the Student Center as an Assessment Center, a place where students and others could seek and receive testing services. In March of 2000, the Assessment Center opened with the charge to offer academic testing services to the college and community. In January 2005, the Testing Center opened in the Student Center and continues to provide expanded academic testing services to the college and community.

Non-academic testing (for personal and career purposes) continues to be offered in the Personal and Success Office, Academic and Transfer Advising Office, and the Career Services Advising & Placement Office.

It is important to note that as of March 2000, two distinct divisions of testing services were available on the campus: (a) Personal/Career testing; and (b) Academic testing.

In order to provide both types of testing services to individuals and groups (community members), from a basis of both fiscal and personnel utilization, the following guidelines shall apply.

**Personal/Career Testing (Counseling and Advising Areas/Career Services & Placement Office)**

1. Requests for existing testing services should be made through the Advising & Counseling Areas or Career Services, Advising & Placement Office.
2. Existing personal/career testing services may be provided on the Mulford Road (main) campus and at Stenstrom Center for Career Education only.
3. Care will be taken by the advising staff to schedule test interpretation appointments during times not in conflict with the academic calendar, service to students, or scheduled campus events.
4. Fees charged for testing will be deposited directly into the operating budget of the Advising & Counseling areas or Career Services, Advising & Placement Office (whichever is most appropriate) from which testing materials and equipment will be provided.
1. Requests for existing testing services should be made through the Testing Manager.
2. To initiate new academic testing services a formal testing proposal must be submitted to the Testing Manager.
3. Existing academic testing services may be provided on campus or at high schools within the college district.
4. Care will be taken by the Testing Manager to schedule outside testing services during times not in conflict with the academic calendar, service to students, or scheduled campus events.
5. Testing fees are deposited into the General Fund as Other Revenue.

The cost of testing materials for placement testing is an institutionally budgeted expense. Honorariums for any other academic testing, other than placement testing, will be paid to test supervisors and proctors only for services rendered outside normal working hours.

BOARD POLICY 4:10.060, “Testing for Academic and Career Placement”, states:

The College is committed to the academic and career success of its students. To promote such success, new students enrolling in credit classes are required to complete placement testing prior to registration. Students may also be required to take career-related placement tests to determine eligibility for selective enrollment College programs or courses.

New students may be able to obtain a waiver of one or more placement tests by submitting proof of competency in a discipline as determined by the College. Information on placement testing and waiver of testing will be communicated to students through various means including the College’s website.

As a member of the National College Testing Association, the College provides professional, accessible testing services in a secure and appropriate environment in order to advance the educational and career status of current students and district residents.
Reasonable Accommodation Appeal Process

1. **Student Seeks Reasonable Accommodation**
   - Student meets with Disability Services Staff to determine reasonable accommodation based on student’s documented disability

2. **(DSS) staff approves the accommodations student is eligible for**

3. **Student requests accommodations, and discusses accommodation requests with Faculty**

4. **Faculty denies reasonable accommodation request**
   - Faculty meets with DSS Director to explain how accommodation fundamentally alters the nature of the course, using the reasonable accommodation guide (see faculty handbook)

5. **DSS Director communicates Faculty decision to the student**
   - Student accepts decision
   - Student appeals Faculty decision to ADA Compliance Officer

6. **ADA Compliance Officer investigates**
   - ADA Compliance Officer communicates final decision in writing to student

7. **Resolved**
OBLIGATION TO PROVIDE

A faculty member is legally required under federal law (Americans with Disabilities Act (ADA) and Section 504), to provide a reasonable accommodation. As long as the reasonable accommodation does not lower or substantially modify the course/program’s fundamental standards. A faculty member may deny a reasonable accommodation request, but only after first providing evidence to the DSS Director how the requested accommodation will fundamentally alter the nature of the course. Faculty should contact Disability Support Services to initiate the review process.

COLLABORATION

The provision of reasonable accommodations is a collaborative process in which the student, Disability Service staff, and faculty all play a role. Disability Service staff determine which accommodations a student is entitled to. However, it is the student’s responsibility to request accommodations, and to engage in dialogue with his/her instructors regarding their need for accommodation. Likewise, faculty have an obligation to provide reasonable accommodations and to ensure that the student has equal access to the course/program.

STUDENTS RIGHTS

Students at Rock Valley College have the right to:
✓ Equal access to all educational opportunities offered at RVC. This includes services, programs, courses, activities, jobs and facilities.
✓ Equal opportunity to learn and receive reasonable accommodations and services.
✓ Confidential treatment of their educational records, in accord with FERPA regulations.
✓ Information about services, programs and/or resources available in accessible formats (digital, large print, audio, Braille or electronic).

INSTRUCTOR RIGHTS

Instructors at Rock Valley College have the right to:
✓ Maintain Rock Valley College’s academic standards;
✓ Request that the student completes the accommodation process before providing the accommodation;
✓ Ask the student to meet with you to discuss the student’s need for reasonable accommodations, academic adjustments, and/or auxiliary aids;
✓ Consult with the student, Disability Service Staff, or the Dean of Students about the selection of equally effective and appropriate accommodations, adjustments, and/or auxiliary aids;
✓ Deny a student’s request for an accommodation if the student has not been approved for such accommodation by the Disability Services Office (approved accommodations are communicated to instructors electronically via Faculty Notification form);
✓ Discuss with the Disability Services office if you have concerns that an accommodation compromises the academic integrity or creates a fundamental alteration of the course and/or program.

Refusal can be made only after consulting the Disability Support Services Director. Consultation should begin with Disability Service Staff.
DETERMINING FUNDAMENTAL ALTERATION OF A COURSE/PROGRAM

There may be times that the student and/or Disability Support Services staff request an accommodation that you believe may potentially compromise the academic integrity or create a fundamental alteration of the course and/or program. To determine whether an accommodation fundamentally alters the nature of a course, faculty should:

1. Identify the essential academic standards of the course (i.e. course/program requirements that go to the very nature of the subject matter, or that are of the utmost importance in achieving the course/program objective);

2. Articulate specific requirements that individual instructors believe are fundamental to teaching the course/program (takes academic freedom into consideration);

3. Identify the unique qualities of the course/program in relation to its overall objectives and any program in which the course is required;

4. Engage in "reasoned deliberation" as to whether modification of the course/program would change the fundamental academic standards;

5. Determine whether there are any alternative options to the fundamental requirements of the course. (See questions to consider.)

Determining Fundamental Alteration -- Questions to Consider

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Why is the standard that the instructor believes will be lowered important to the course/program?</td>
<td></td>
</tr>
<tr>
<td>2. Is the standard the better way (or only way) to achieve the desired academic objective?</td>
<td></td>
</tr>
<tr>
<td>3. Will the requested accommodation lower academic standards of the course/program? If so, how?</td>
<td></td>
</tr>
<tr>
<td>4. Can a different method/requirement that will not be altered by the accommodation achieve the desired academic/pedagogical result?</td>
<td></td>
</tr>
<tr>
<td>5. If not, why not?</td>
<td></td>
</tr>
</tbody>
</table>

The decision to deny an accommodation should not, however, be taken lightly. By answering the above questions and documenting the process, instructors can establish that they have thoroughly evaluated both the awarded accommodation and the course/program objectives. It’s important to realize that failure to provide a reasonable accommodation to a student with a disability is a violation of law, putting in jeopardy, among other things, an institution’s receipt of federal financial assistance. However, disability laws also require that students with disabilities meet the “essential” “academic” and “technical” standards of the college.

If you have any questions, or would like further clarification on any of the information provided here, please feel free to contact the Disability Services Director and/or the Dean of Students:

Lynn Shattuck
Disability Support Services Director
Student Center, Ground Floor
(815) 921-2356
L.Shattuck@rockvalleycollege.edu

Rick Daniels
Dean of Students
Student Center, 2nd Floor
(815) 921-4187
R.Daniels@rockvalleycollege.edu

Updated 3/30/16
10. OPERATIONS
College Travel – Board Policy #6876

EFFECTIVE DATE: April 24, 2012

TRAVEL REIMBURSEMENT

Background: Rock Valley College will have consistent procedures College-related travel.

Rock Valley College Board of Trustees will authorize the college president to issue administrative procedures for the implementation of a travel policy and other matters related to travel, including, but not limited to, what constitutes approved College business, authorization for travel, and procedures for travel. All travel regulations apply to travel charged to all college funds including state, institutional, contract, grant agency, student commission, organizations and clubs, and gift funds. All procedures must comply with state regulations, all relevant laws of the state of Illinois, and with Internal Revenue Service regulations.

Recommendation: It is recommended that the Board of Trustees approve the attached updated and revised travel policy.

Board Index Number: 3:30.010
Section: 3-Finance and Operations

Former Policy Number: 350

Replaces: Board Report #6175, June 22, 2004

Date Effective: April 24, 2012

Responsible Administrator: Vice President of Administrative Services

Travel Reimbursement

Rock Valley College shall reimburse members of the Board of Trustees, the president, employees and representatives of the college for necessary travel-related expenses incurred on behalf of the college and provided for in the college’s approved budget.

Jack J. Becherer, Ed.D.
President

Board Approval:
/s/  Secretary, Board of Trustees
Rock Valley College shall reimburse members of the Board of Trustees, the President, employees and representatives of the college for necessary travel and travel-related expenses incurred on behalf of the college and provided for in the College’s approved budget.

College travel should always be arranged to serve the best interest of the college and be within the authorized budget. The best interest of the college is served by a combination of purposeful learning, expense, time and convenience, which proves to be the most economical overall and least disruptive to college business.

The travel regulations apply to travel charged to all College funds including state, institutional, contract, grant agency, student commission, organizations and clubs, and gift funds. They do not apply to interviewees or individuals who are official guests of the College. In all cases, reimbursement for travel expenses is limited to actual expenses which are judged to be reasonable and necessary and with appropriate receipts. See Appendix A for the definition of appropriate receipt.

The President is authorized by the Board of Trustees to issue administrative procedures for the implementation of the travel policy and other matters related to travel, including what constitutes approved College business, authorization for travel, the procedures for in-district, out-of-district, out-of-state, and out-of-country travel, and common allowable mileage distances, and other procedures, as needed. All procedures must comply with state regulations, all relevant laws of the State of Illinois, and with Internal Revenue Service regulations.

Reimbursement allocations for mileage and per-diem rates for meals and incidental expenses will be at the current College rate.

Smoking is not allowed in any College-owned vehicle by anyone in the vehicle.

Travel reimbursement for the teaching of courses, as applicable in the travel procedures, will not be taken from any professional development or travel funding provided to individual faculty members as part of a collective bargaining agreement.

Changes to the authorization for travel procedure will be the responsibility of the Chief Financial Officer.

I. Pre-Authorization to Travel

1. Authorization to travel will be requested and approved in not more than 6 months and not less than 4 weeks in advance and follow supervisory and expense signature authorities.

2. Approval of requests to travel requires submission of the Application for Travel form with signatures of the appropriate supervisor(s). The level of approval necessary is determined by the total of all relevant expenses associated with travel.

3. Authorization of travel is essential for the release of funds and for proper insurability.

4. All expenses associated with travel must be approved on one Application for Travel form. If only one member will be submitting for reimbursement for the entire group, one form should be submitted. If individual members of the group will be submitting for reimbursement, separate forms should be submitted together for approval.
5. Costs associated with travel are often time-sensitive. Please notify Business Services of any plans to travel. Allow for up to three (3) months notification if costs are expected to exceed $10,000.00, as Board approval is required.

6. Rock Valley College is not responsible for reimbursing authorized persons for clothing or other costs associated with lost luggage. The person traveling should file a claim with the applicable airline carrier and should not submit such charges on the expense report(s).

7. Leave for conferences and in-service training programs should be approved in not more than 6 months and not less than 4 weeks in advance in writing and submitted to the immediate supervisor for pre-approval.

II. Travel Arrangements through Business Services

1. Business Services will assist with making arrangements for all faculty, staff and student travel. A department should contact Business Services.

2. A signed copy of an Approved Application for Travel form must be submitted to Business Services before any non-refundable accommodations are booked.

3. Business Services will help obtain quotes for travel. When requesting quotes, please specify what accommodations will be needed, relevant dates and times of travel, destination and the number of people traveling.

4. Car rentals should be arranged through Business Services as RVC has corporate accounts with certain vendors. RVC employees are not allowed to rent and/or drive 15-passenger vans.

5. Bus charters should be arranged through Business Services as RVC has insurance requirements that are only met by certain vendors.

III. Air Travel

1. The purchase of airline tickets should be far enough in advance to take advantage of discounts and lowest coach fare. When booking any airfare Business Services needs a copy of the authorized person’s Driver’s License, birth date and gender. If a group is traveling together, a list of all names, birth dates, and gender is needed.

2. If the authorized person traveling chooses to upgrade/change the ticket, it is done at the person’s expense.

IV. Ground Transportation

1. Airport shuttle services are to be used when most cost effective. When traveling via O’Hare Airport shuttle tickets can be purchased with airfare. If other services are used and Airport shuttle is available, reimbursement will be given up to the amount of the Airport shuttle.

2. Taxi use associated with College business will be reimbursed when taking the taxi to/from business destinations.

3. RVC employees are not allowed to rent and/or drive 15-passenger vans.
V. Use of College Fleet Vehicles

1. The College will furnish vehicles for College-related business as long as it is economically feasible to do so. The driver of any college vehicle must be registered using the Request for Vehicles on-line form found on the Quarry, have a valid driver’s license and be an authorized representative of Rock Valley College. A request for a vehicle is done via the Quarry.

2. The use of all College-owned vehicles will be charged to the appropriate department’s budget and will be at the current effective College reimbursement rate.

3. The vehicle shall not be driven by a person under the influence of alcohol or drugs.

4. No student shall drive a College-owned vehicle unless specifically approved by the Vice President of Administrative Services. The student approval shall be forwarded to Facilities, Plant Operations and Maintenance (FPOM) for confirmation. Please refer to Board Index Number 3:30.030 for further rules and procedures on student use of personal vehicles for College sanctioned travel.

5. The vehicle should be reserved/issued to the driver of the vehicle. The driver shall be responsible for compliance with all applicable traffic laws and ordinances. The driver shall be responsible for the cost of any traffic tickets received and securing the vehicle when not in use.

6. Smoking is prohibited in all college fleet vehicles.

7. No College vehicle shall be checked out for more than a one-week period.

8. All trash should be removed from the vehicle before it is returned.

9. The driver shall not pick up hitchhikers.

10. All persons in the College fleet vehicle must wear seatbelts.

11. Vehicles shall be issued on a basis which will provide the best savings to the college in terms of miles driven within a period of time. The gross anticipated mileage and availability of alternative transportation will be among the factors considered in assignment of vehicles. In the event a college vehicle is not available, FPOM will send a Zero Slip.

12. The person using the vehicle shall indicate, prior to departure from the college, the approximate time of return of the vehicle. If the driver will be more than one hour late, the driver shall inform the FPOM Office. After business hours, call Rock Valley College Police Department.

13. Vehicles shall be returned to the Support Services Building designated parking area upon completion of the trip. The vehicle keys, Transportation Trip Sheet, and gas card (with gas receipts) will be returned, on completion of the trip, to the Facilities, Plant Operations and Maintenance Office or put in the after-hours drop box. A College gas card shall only be used for qualified charges related to the College vehicle (refer to the gas card procedure).

14. In case of an accident or breakdown, contact the RVC Police Department at 815-921-4350. An insurance card is located in the glove box of all College fleet vehicles. It contains any information that may be needed in case of an accident.
15. All persons riding in College vehicles shall have legitimate reasons to do so. For trips leaving the campus, a list of passengers shall be submitted to FPOM by the supervisor or employee requesting the vehicle. A completed copy of the Request for Transportation form will be given to RVC Police Department along with the list of passengers prior to departure from RVC. **The responsibility falls with the travelers. If the RVC Police Department is aware, the department will be conscious of vehicles in the college parking lot and would be available to contact families in case of emergency.**

16. The vehicle may be checked out the evening prior to the trip but must be returned the day one returns from the trip.

17. Report all vehicle malfunctions on the Request for Transportation form when returning the vehicle.

18. Privileges may be revoked from future use of college vehicles if these rules are not followed.

**VI. Reimbursement of Travel Expenses**

1. Travel Reimbursement Reports must be approved and submitted within 30 days of the last date of the travel expense to the Accounts Payable Department.

2. The Accounts Payable Department will be responsible for processing travel reimbursement forms.

3. Travel Reimbursement Reports that are missing the required documentation and/or have unexplained expenses, may delay payment or result in no payment.

4. Copies of all submissions should be kept until final payment has been received.

5. Parking fees: Be sure to obtain a receipt to be reimbursed.
   
   Toll receipts are not required. However, a reasonableness test will be performed by the Accounts Payable Department to determine the appropriate reimbursement amount.

**VII. Lodging Receipts**

1. Lodging receipts, regardless of the amount, are required. Receipts should include: name and location of hotel; dates of lodging; method of payment; show zero balance on the receipt; and have separate line amounts for lodging, meals, phone calls, taxes and other charges.

2. Lodging items not reimbursed include room cancellation fees due to employee not taking reasonable actions to avoid such charges; additional room upgrades; poolside rooms; rooms on special floors; in-room movies; video games, etc.; non-business related telephone charges, health clubs and spa fees; in-room honor bars and extra costs of double-room over single-room rates when a spouse/guest is not an authorized RVC representative for travel.

3. Laundry services for travelers with uniforms and/or staying longer than 5 days will be reimbursed at an amount pre-approved by immediate supervisor.

3. In the event a College P-Card is used, a copy of the lodging receipt should be submitted with the P-Card monthly cost allocation detail submitted to Business Services.
5. In the event lodging expenses are advanced, any monies that are unused must be refunded back to the college.

6. Receipts are required for any tipping.

**VIII. Reimbursement for Meals**

1. Meals for travel requiring overnight stays will be reimbursed at a $35.00 per diem - receipts are not required for reimbursement. If the venue in which you are attending is providing meals, you will not qualify for the $35.00 per diem.

If you do not qualify for the $35.00 per diem, a per-meal reimbursement of up to the following amounts will be reimbursed only with valid receipts:

- Breakfast $8.00
- Lunch $10.00
- Dinner $17.00

2. Employee meals should be directly related to a business activity, and the business purpose must be clearly documented. Actual expenses, above the allotted amount, will be reimbursed if the charge is reasonable, as determined by the immediate supervisor. Actual receipts are required for amounts exceeding the pre-authorized $35 per diem meal allotment.

3. In cases where receipts are either handwritten or from an adding machine tape, the receipt needs to be validated. Validation occurs when the cashier from the vendor signs the receipt and provides a contact phone number including the area code.

4. Tips should not exceed 15 percent. Be aware that some restaurants add a gratuity to the bill automatically for large parties which the College will pay. If by chance the automatic gratuity was overlooked and an additional tip is given, the College will not reimburse the additional tip.

5. Reimbursement for alcoholic beverages will not be allowed.

6. Unnecessary or excessive charges, as determined by the immediate supervisor, will be denied for reimbursement.

**IX. Advancement of Funds**

1. Advances may be requested using an Application for Travel form and turned in to Financial Services with appropriate approvals. The person requesting the cash advance is responsible for submitting all receipts and all returned monies.

2. The VP of Administrative Services may authorize the advancement of funds to pay travel expenses for students and staff that represent the college at conferences and other official functions.

3. The advances are given under an Accountable Plan. According to IRS regulations, reimbursements for this Accountable Plan must be substantiated. To be substantiated, the advance will not be provided more than 30 days before the expense is incurred. The recipient will need to provide proper receipts within 60 days of being paid or incurred. Any excess amount is to be returned to the College within 120 days of being paid or incurred.
4. If you have a cash advance due to Rock Valley College longer than 30 days, future cash advances will not be made available to the employee.

5. If the cash advance is not substantiated within a reasonable period of time, or amounts exceeding the substantiated amount are not returned within a reasonable period of time, such amounts must be included in the employee’s wages in the first payroll period following the end of the reasonable period.

6. In the case of a student cash advance that is not substantiated within a reasonable amount of time as referenced in Item #3 of Section IV, a hold will be placed on the student’s Rock Valley College account and could be turned over to a collection agency.

X. Use of Personal Vehicle

1. Use of personal vehicles for College activities is permitted. Employees will be reimbursed at the current IRS mileage rate.

2. If requesting mileage reimbursement, a Zero Slip must be requested and received from the FPOM and included with the Travel Reimbursement form.

3. Expenses for automobile repairs, traffic tickets, car washes, theft, or damage in an accident will not be reimbursable. Your personal insurance company will be responsible for any accident, damages or injuries incurred.

4. Authorized persons using a personal vehicle while on College business are required to carry at least the minimum automobile liability insurance coverage required by the state in which they are driving.

XI. In-District /Out of District Mileage Reimbursement

1. In-district/Out of District mileage reimbursement is provided to employees driving personal vehicles while conducting College business. Mileage reimbursement is to be used in lieu of using a College P-Card to purchase gas for a personal vehicle. RVC does not reimburse for gas purchases.

2. For any employee who receives a car allowance, Out of District Mileage will be reimbursed at 25% of the current mileage reimbursement rate. In District Mileage will not be reimbursed.

3. The appropriate form should be used to record In-District/Out of District Mileage:

   • In-district mileage should be submitted using the Mileage Reimbursement Form.
   
   • Out of district mileage should be submitted using the Application for Travel form.

4. The appropriate form must be turned in by the 5th business (see Section VI. 1.) day following the month of travel.
5. The request for reimbursement requires approval by the supervisor/director and dean.

6. The distance of an employee’s normal commute (home to work or work to home) would not be reimbursable even if the initial reporting place for the day is not the usual office. The distance that qualifies as reimbursable would be the portion that exceeds the normal daily commute.

7. Travel between various work locations during the work day will be reimbursed at the IRS standard mileage rate. Travel on campus, from one building to the next, will not be reimbursed.

8. Allowable mileages for common destinations can be found in the attached Tables.
Appendix A – Valid Receipt

Definitions

1. Vendor name and address.
   a. If not printed on the receipt, ask the vendor to stamp or print the business name & address on the receipt.

2. Date of purchase.
   a. The purchase date should not exceed 30 days prior to submitting for payment or reimbursement.

3. Detailed description of the purchase.
   a. Itemized description for each item purchased, including quantity. A summary receipt will not suffice.

4. Total amount paid.
   a. Sales tax should not be included.

5. Method of payment.
   a. If payment method is cash the receipt should show cash.
   b. If payment method is via personal credit card, the receipt should reflect the employee’s name along with the last 4 digits of the credit card.
   c. If payment method is via the P Card the receipt should be attached to the monthly cost allocation detail sheet. The P Card procedures define need for the detailed receipts.

Some things to keep in mind:

- A tip up to 15% on an approved meal reimbursement may be included, if approved by the next level of authority. The tip can be handwritten on the detailed restaurant receipt.

- Paper clips increase the chance for a lost receipt. To ensure a receipt is not separated from the payment document, staple it to the document.

- If the receipt is small, tape it to an 8 ½ x 11 piece of paper prior to stapling it to the document.

- Credit card slips are not a valid receipt unless all five items listed above are included.

- E-mail receipts must identify all five items listed above and have the business name in the e-mail address.

- All receipts must clearly be from a third party source with detailed descriptions of the relevant purchases.
Appendix B – Mileage Tables

Table 1A. One Way Mileage from Main Campus

<table>
<thead>
<tr>
<th>From Main Campus to:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell School Road Center</td>
<td>2 miles</td>
</tr>
<tr>
<td>Stenstrom Center for Career Education</td>
<td>9 miles</td>
</tr>
<tr>
<td>Falcon Road Center</td>
<td>13 miles</td>
</tr>
<tr>
<td>Learning and Opportunity Center</td>
<td>7 miles</td>
</tr>
<tr>
<td>N. Main Street Center</td>
<td>7 miles</td>
</tr>
<tr>
<td>EIGER Lab</td>
<td>6 miles</td>
</tr>
<tr>
<td>Truck Driver Training Center</td>
<td>6 miles</td>
</tr>
<tr>
<td>Auburn High School</td>
<td>8 miles</td>
</tr>
<tr>
<td>East High School</td>
<td>7 miles</td>
</tr>
<tr>
<td>Guilford High School</td>
<td>1 mile</td>
</tr>
<tr>
<td>Jefferson High School</td>
<td>8 miles</td>
</tr>
<tr>
<td>Harlem High School</td>
<td>5 miles</td>
</tr>
<tr>
<td>Belvidere High School</td>
<td>17 miles</td>
</tr>
<tr>
<td>Boylan High School</td>
<td>6 miles</td>
</tr>
<tr>
<td>Hononegah High School</td>
<td>15 miles</td>
</tr>
<tr>
<td>South Beloit High School</td>
<td>16 miles</td>
</tr>
<tr>
<td>Lutheran High School</td>
<td>3 miles</td>
</tr>
<tr>
<td>Christian Life High School</td>
<td>1 mile</td>
</tr>
</tbody>
</table>

Table 1B. One Way Mileage from Bell School Road Center

<table>
<thead>
<tr>
<th>From Bell School Road Center to:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus</td>
<td>2 miles</td>
</tr>
<tr>
<td>Stenstrom Center for Career Education</td>
<td>11 miles</td>
</tr>
<tr>
<td>Falcon Road Center</td>
<td>16 miles</td>
</tr>
<tr>
<td>Learning and Opportunity Center</td>
<td>9 miles</td>
</tr>
<tr>
<td>N. Main Street Center</td>
<td>9 miles</td>
</tr>
<tr>
<td>EIGER Lab</td>
<td>7 miles</td>
</tr>
<tr>
<td>Truck Driver Training Center</td>
<td>8 miles</td>
</tr>
</tbody>
</table>
Table 1C. One Way Mileage from Stenstrom Center for Career Education

<table>
<thead>
<tr>
<th>Location</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus</td>
<td>9 miles</td>
</tr>
<tr>
<td>Bell School Road Center</td>
<td>11 miles</td>
</tr>
<tr>
<td>Falcon Road Center</td>
<td>4 miles</td>
</tr>
<tr>
<td>Learning and Opportunity Center</td>
<td>9 miles</td>
</tr>
<tr>
<td>N. Main Street Center</td>
<td>8 miles</td>
</tr>
<tr>
<td>EIGER Lab</td>
<td>9 miles</td>
</tr>
<tr>
<td>Truck Driver Training Center</td>
<td>9 miles</td>
</tr>
</tbody>
</table>

Table 1D. One Way Mileage from Falcon Road Center

<table>
<thead>
<tr>
<th>Location</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus</td>
<td>13 miles</td>
</tr>
<tr>
<td>Bell School Road Center</td>
<td>16 miles</td>
</tr>
<tr>
<td>Stenstrom Center for Career Education</td>
<td>4 miles</td>
</tr>
<tr>
<td>Learning and Opportunity Center</td>
<td>7 miles</td>
</tr>
<tr>
<td>N. Main Street Center</td>
<td>7 miles</td>
</tr>
<tr>
<td>EIGER Lab</td>
<td>9 miles</td>
</tr>
<tr>
<td>Truck Driver Training Center</td>
<td>9 miles</td>
</tr>
</tbody>
</table>

Table 1E. One Way Mileage from Learning and Opportunity Center

<table>
<thead>
<tr>
<th>Location</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell School Road Center</td>
<td>9 miles</td>
</tr>
<tr>
<td>Stenstrom Center for Career Education</td>
<td>9 miles</td>
</tr>
<tr>
<td>Falcon Road Center</td>
<td>7 miles</td>
</tr>
<tr>
<td>Main Campus</td>
<td>7 miles</td>
</tr>
<tr>
<td>N. Main Street Center</td>
<td>1 mile</td>
</tr>
<tr>
<td>EIGER Lab</td>
<td>3 miles</td>
</tr>
<tr>
<td>Truck Driver Training Center</td>
<td>3 miles</td>
</tr>
</tbody>
</table>

Table 1F. One Way Mileage from N. Main St Center

<table>
<thead>
<tr>
<th>Location</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell School Road Center</td>
<td>9 miles</td>
</tr>
<tr>
<td>Stenstrom Center for Career Education</td>
<td>8 miles</td>
</tr>
<tr>
<td>Falcon Road Center</td>
<td>7 miles</td>
</tr>
<tr>
<td>Learning and Opportunity Center</td>
<td>1 mile</td>
</tr>
<tr>
<td>Main Campus</td>
<td>7 miles</td>
</tr>
<tr>
<td>EIGER Lab</td>
<td>3 miles</td>
</tr>
<tr>
<td>Truck Driver Training Center</td>
<td>3 miles</td>
</tr>
</tbody>
</table>
Table 1G. One Way Mileage from EIGERlab

<table>
<thead>
<tr>
<th>Location</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell School Road Center</td>
<td>7 miles</td>
</tr>
<tr>
<td>Stenstrom Center for Career Education</td>
<td>9 miles</td>
</tr>
<tr>
<td>Falcon Road Center</td>
<td>9 miles</td>
</tr>
<tr>
<td>Learning and Opportunity Center</td>
<td>3 miles</td>
</tr>
<tr>
<td>N. Main Street Center</td>
<td>3 miles</td>
</tr>
<tr>
<td>Main Campus</td>
<td>6 miles</td>
</tr>
<tr>
<td>Truck Driver Training Center</td>
<td>1 mile</td>
</tr>
</tbody>
</table>

Table 1H. One Way Mileage from Truck Driving Training Center

<table>
<thead>
<tr>
<th>Location</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell School Road Center</td>
<td>8 miles</td>
</tr>
<tr>
<td>Stenstrom Center for Career Education</td>
<td>9 miles</td>
</tr>
<tr>
<td>Falcon Road Center</td>
<td>9 miles</td>
</tr>
<tr>
<td>Learning and Opportunity Center</td>
<td>3 miles</td>
</tr>
<tr>
<td>N. Main Street Center</td>
<td>3 miles</td>
</tr>
<tr>
<td>EIGER Lab</td>
<td>3 miles</td>
</tr>
<tr>
<td>Main Campus</td>
<td>6 miles</td>
</tr>
</tbody>
</table>
10. OPERATIONS
Faculty Professional Development Committee

EFFECTIVE DATE: CBA 2015-2020, §8.2

The general purpose of supplemental faculty professional development (FPD) funds are to benefit the College by strengthening the faculty in its various professional capacities. The funds support a wide variety of faculty activities, including travel to professional conferences and workshops; pedagogical and course development training; and faculty presentations at local, state, and national conferences. The FPD funds may also be used by faculty who wish to develop new skills and expertise consistent with the College’s academic mission and the faculty member’s area of assignment.

Departmental funds are monitored and administered by the Dean from departmental budgets, with approvals from the academic Vice President and the CAO. Faculty should plan their travel activities in advance in order to meet deadlines and avoid last minute and more costly travel. Supplemental professional development funding administered by the Faculty Professional Development (FPD) Committee in accordance with the 2015-2020 Collective Bargaining Agreement.

In order to determine applicability for use of the FPD funds, faculty shall complete a Professional Development Proposal for Supplemental Funding (PDTP) form and submit it with their Application for Travel request to their Dean. When available, program descriptions for workshops, conferences, or other activities should be appended to the form. A description of the manner in which the activity strengthens the faculty member in their role or contributes to the development of new skills and expertise and the relationship to the College’s academic mission shall be included on the PDTP form. Faculty may be requested to participate in a campus dissemination activity following their participation in the professional development to further broaden the positive impact of these activities on the capacity of the faculty.

Recognizing that going to conferences is an important aspect of one’s professional activity, but also recognizing that funds are limited and need to be used for an increasing number of professional development opportunities, proposals for travel that include presentations at major conferences or professional meetings, will be given every possible consideration for funding. The College will seek to provide equitable access to FPD for as many faculty as possible and may, out of necessity, not be able to grant a single faculty member’s requests for multiple presentation trips. Adherence to this procedure is required to assure equity in funding of professional development and travel requests.

Faculty Professional Development Committee Supplemental Funding Procedure

(NOTE: This is a summary only and is not all inclusive of the complete Travel Policy. See full College Travel Policy on the Quarry.)

1. At the same time that a faculty member submits their presentation proposal to conference organizers, a copy should be provided to your Dean. The Dean should review, approve for travel reimbursement, and forward the approval to the Vice President in Academic Affairs to ensure that faculty professional development funds are reserved for the reimbursement (Article VIII § 8.2 of the 2015-2020 Collective Bargaining Agreement).

2. Submit an APPLICATION FOR TRAVEL FORM and a PROFESSIONAL DEVELOPMENT TRAVEL PROPOSAL (PDTP) FORM with supporting documentation to the office of the Provost for submission to the Faculty Professional Development Committee on or before May 15 of each calendar year for the following academic year.
3. **If approved**, the Dean will forward the complete travel request packet via the appropriate academic Vice President to the CAO approval once it is determined that sufficient funds remain available in the Faculty Professional Development Travel budget.

4. The Vice President will return the travel request packet to the Faculty Applicant, denoting approval/denial.

5. All college-related travel is subject to Rock Valley College Board Travel Policy, Board Report #6876, dated April 24, 2012.

6. Once approved travel is completed, Faculty should submit APPLICATION FOR TRAVEL REIMBURSEMENT FORM and PROFESSIONAL DEVELOPMENT OUTCOMES SUMMARY FORM through their Dean and Vice President in Academic Affairs to the CAO for approval of expense reimbursement.

**Budget information and Dean’s responsibilities for oversight of travel reimbursement and approval:**

- Within the discipline budgets, funds are set aside to cover the $500 professional development allocation per FT faculty member. (CTE faculty’s professional development is supported primarily through Perkins funding.)

- Deans are expected to review faculty members’ requests for travel reimbursement to ensure the activity constitutes true professional development related to the faculty member’s discipline or an academic affairs initiative. *(Use the Faculty Professional Development Travel Request Procedure document for guidance, as necessary)*

- The Dean should require that faculty members provide supporting documentation for their travel reimbursement/faculty development request, in order to make judgments about whether the request should be approved or denied.

- Each Dean is responsible for tracking when/whether FT faculty use their $500 professional development dollars or use their colleagues’ allocated funds. The sharing of professional development funding within disciplines should be tracked in the division offices and should include documentation with both faculty members’ signatures. All discipline professional development budget lines should be depleted before seeking additional funding from the Instructional Reserve budget. *(Note that as long as the current contract language remains, this is not an item that falls into the category of “use it or lose it.”)*

- Deans must provide approval for any faculty member seeking additional funding for presenting at a conference *(2015-2020 CBA, §8.2)*. The Provost’s office will verify that funding is available in the Instructional Reserve budget prior to notifying the faculty member that full reimbursement will be provided *(Item #1 above)* for giving a presentation. No travel arrangements should be made until approval for Instructional Reserve funding is reviewed and approved by the Faculty Professional Development subcommittee of the Contract Review Committee.
In an effort to improve tracking and state reporting requirements, Rock Valley College is currently updating our procedures for application of the RVC tuition waiver for eligible employees, dependents and retirees.

First time applicants will need to first complete the enrollment process as described on the attached sheet.

Each semester, eligible applicants will be required to complete the RVC Tuition Waiver Form (attached) if they wish to participate in the program for that semester. This includes both employees and dependents. Eligibility lists will be updated each semester from these forms and any employees, dependents or retirees that do not have a completed RVC Tuition Waiver Form on file for that semester will be deleted. Forms are available on the Quarry, in the Employee Benefits Center site.

Human Resources are completing our first clean-up. Therefore, we are requesting anyone who knows they will be requesting the waiver for spring classes, to complete the attached RVC Tuition Waiver Form, if they have not already done so, and return to us by January 13, 2012. Again, anyone without a completed form on file with Human Resources will be deleted from our current list. A new form will need to be submitted each semester, or whenever participation is requested for the waiver program.
Tuition Waiver Information for
Community & Continuing Professional Education Registration

Step 1:

• **1st time students** must complete Community & Continuing Professional Education Registration Form. The form is located in the back of the CE/CPE schedule booklet, or at the Records & Registration Office (Top Floor of the Student Center Main Campus or www.rockvallevcollege.edu/Community/CE/how-to-register.cfm

• **Returning students** may proceed to **Step 3** if registration information has previously been submitted.

Step 2:

• **1st time students** are required to log into the Employee Benefits page on the Quarry to obtain and complete the RVC Tuition Waiver Form and contact the Human Resources Office at 815-921-4753 to check eligibility and receive proper coding upon approval.

• **Returning students** may proceed to **Step 3** if proper coding has been approved.

Step 3:

• **1st time students** contact the Records & Registration Office at 815-921-4259 to process the registration.

• **Returning students** may proceed with registration via mail, fax to 815-921-4269, or walk-in registration in the Records & Registration Office on the Main Campus. If you are unsure that coding has been completed, check with HR to make sure that requirements for the tuition waiver have been met.
Tuition Waiver Information

Credit Registration

Step 1:

- **1st time students** must complete the college credit Enrollment Information Form located on the Rock Valley College website located at www.rockvalleycollege.edu/admissions or in person at the Information Desk located on the first floor of the Student Center, Main Campus.
- **Returning students** may proceed to step 2 if the college credit Enrollment Information Form has previously been submitted.

Step 2:

- **1st time students** are required to log into the Employee Benefits page on the Quarry to obtain and complete the RVC Tuition Waiver Form and contact the Human Resources Office at 815-921-4753 to check eligibility and receive proper coding upon approval.
- **Returning students** may proceed to step 3 if proper coding has been approved. If you are unsure that coding has been completed, check with MR to make sure that requirements for the tuition waiver have been met.

Step 3: Complete the following getting started steps

- **1st time & returning students** may apply for Financial Aid, if applicable at www.rockvalleycollege.edu/financialaid (for work study, books, and material eligibility).
- **1st time students** must complete testing requirements. Contact 815-921-2380 for an appointment or questions.
- If you previously earned a degree of Associates or higher, please contact the Record & Registration Office at 815-921-4259 for information on how to be waived from this step.
- **1st time students** are required to attend Educational Planning Session (EPS) www.rockvalleycollege.edu/educationplanningsession
- **1st time & returning students** may register for classes via Online Services at www.rockvalleycollege.edu/onlineservices once all getting started steps have been completed.
Tuition Waiver Form

A Rock Valley College Tuition Waiver must be completed for each semester.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Check one:</th>
<th>FT</th>
<th>PT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Address

<table>
<thead>
<tr>
<th>Applicant’s Name</th>
<th>Student ID</th>
<th>Full-time Student?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Age</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant’s Name</th>
<th>Student ID</th>
<th>Full-time Student?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Age</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant’s Name</th>
<th>Student ID</th>
<th>Full-time Student?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Age</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant’s Name</th>
<th>Student ID</th>
<th>Full-time Student?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Age</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rock Valley College employees in positions defined as full-time or part-time may be approved for a tuition waiver for college credit and non-credit classes. Eligibility for a "Rock Valley College Tuition waiver" is as follows:

- Full time employees and their qualified dependents may take courses at RVC tuition free. Qualified dependents include spouse, qualified domestic or civil union partner, qualified children age 19 and under, or children that are full time students and under the age of 23.
- Retirees that meet the SURs definition of "retiree" qualify for free tuition.
- Continuous Part Time employees after completion of one year of successful service with RVC will be allowed to enroll in one tuition-free credit class per academic semester at the college. This benefit is for the employee only and is based on continued successful employment with RVC. The class must be taken during the employee's personal time.

I understand that approval of this application for tuition waiver is dependent upon meeting the eligibility requirements established by the RVC Board of Trustees.

<table>
<thead>
<tr>
<th>Applicant’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approval Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Forward to Human Resources Office for Data Entry

For HR office purposes only: Datatel entered  

Date:
11. WORKFORCE CERTIFICATIONS
Credit for Child Development Associate Credential

EFFECTIVE DATE: November 24, 2002

DATE: November 24, 2002

ROCK VALLEY COLLEGE POLICY #167

ADMINISTRATIVE POLICY CATEGORY: Academic Requirements / Standards POLICY

TITLE: Credit for Child Development Associate ISSUED

BY: Vice President

DATE: October 10, 1978

REVISED: November 24, 2002

POLICY STATEMENT:

1. Individuals who have earned the Child Development Associate Credential (CDA) may receive a maximum of three (3) hours of credit for the courses stated below.

2. Successful completion of the CDA Credential must be verified by the student presenting his/her certificate to the Registrar. It is the responsibility of the student to request this verification.

3. Credit will be awarded for the following courses: CHD-100 The Child Care Worker.

4. No credit by examination will be recorded on a student’s transcript until the student has earned at least six (6) semester hours in regular classes at Rock Valley College.

5. If a Child Development Associate has previously received credit for CHD-100 by having been enrolled in the course, the grade will stand and credit by examination will not be given.
11. WORKFORCE CERTIFICATIONS
Credit for Successful Completion of Law Enforcement Academy Training and Illinois Law Enforcement Training and Standards (Board Certified Training)

EFFECTIVE DATE: 9/21/1981
UPDATED: 7/20/2011

POLICY STATEMENT:

1. Individuals who have successfully completed state-approved Illinois Law Enforcement Training and Standards Board (or out of state equivalent*) certified training may receive hours of credit in the RVC Criminal Justice Program. In order to receive credit, students must have already completed 12 semester hours of RVC credit course work.

2. A maximum of 12 semester hours of RVC credit may be awarded for Law Enforcement Academy Training with the submission of documents required as stated on the “Available Credit for Criminal Justice Courses” list (attached to this policy) for the following courses:
   a. CRM 101: Introduction to Criminal Justice (3 credit hours)*.
   b. CRM 125: Criminal Procedure and Civil Rights (3 credit hours).
   c. CRM 210: Criminal Law (3 credit hours).
   d. CRM 291: Internship (3 credit hours)*.

3. If a student has previously received credit for any of these courses or any other Criminal Justice course as a result of having completed the course at RVC or having transferred a matching course from another college, then the existing grade/credit for the course will stand and no additional credit will be granted by RVC.

4. Additional RVC course credit may be available for individuals who can verify documents and certifications required from the list of Available Credit for Criminal Justice Courses attached to this policy.

5. All course credit being applied for must be approved by the Department Chair assigned to the Criminal Justice Program or by the Dean assigned to the Criminal Justice Program.

*This policy may apply to law enforcement training for military personnel upon submission of form DDS 214 issued to students applying for credit.

AVAILABLE CREDIT FOR CRIMINAL JUSTICE COURSES

CRM 101  Introduction to Criminal Justice (3 Credit Hours)
1. Certification from the Illinois Law Enforcement Training and Standards Board (or out of state equivalent) as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).
2. Minimum of one year full-time experience as a Law Enforcement Officer.
3. Must have completed successful probationary status at current law enforcement agency.
CRM 103 Introduction to Corrections (3 Credit Hours)
1. Certification from the Illinois Law Enforcement Training and Standards Board (or out of state equivalent) as a Corrections Officer. (240 hour Basic Corrections Officer Training Program).
2. Minimum of one year experience as a full-time Corrections Officer.
3. Must have completed probationary status at current agency.

CRM 105 Police Report Writing (3 Credit Hours)
1. Certification from the Illinois Law Enforcement Training and Standards Board (or out of state equivalent) as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).
2. Minimum of five years’ experience as a Law Enforcement Officer.
3. Certified Field Training Officer (40 hour NMERT/NITAB or LETSB F.T.O. course).

CRM 120 Criminal Investigation (3 Credit Hours)
1. Certification from the Illinois Law Enforcement Training and Standards Board (or out of state equivalent) as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).
2. Minimum of one year full-time experience as a detective or crime scene technician.
3. Documentation of advanced training in criminal investigations and/or certification for evidence technician. (40 hour NMERT/NITAB or LETSB certified investigations course).

CRM 125 Criminal Procedure and Civil Rights (3 Credit Hours)
1. Certification from the Illinois Law Enforcement Training and Standards Board (or out of state equivalent) as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).
2. Minimum of one year full-time experience as a Law Enforcement Officer.
3. Must have completed probationary status as current law enforcement agency.

CRM 210 Criminal Law (3 Credit Hours)
1. Certification from the Illinois Law Enforcement Training and Standards Board (or out of state equivalent) as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).
2. Minimum of one year full-time experience as a Law Enforcement Officer.
3. Must have completed probationary status as current law enforcement agency.

CRM 225 Juvenile Justice (3 Credit Hours)
1. Certification from the Illinois Law Enforcement Training and Standards Board (or out of state equivalent) as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).
2. Minimum of one year full time experience as a Juvenile Officer.
3. Documentation of Certification in Training as a Certified State Juvenile Officer.

CRM 260 Police Organization and Administration (3 Credit Hours)
1. Certification from the Illinois Law Enforcement Training and Standards Board (or out of state equivalent) as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).
2. Minimum of one year full time experience with the rank of Sergeant or above.
3. Documentation of advanced training in police patrol procedures and/or administration.
CRM 271  **Patrol Procedures** (3 Credit Hours)
1. Certification from the Illinois Law Enforcement Training and Standards Board (or out of state equivalent) as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).
2. Certified Field Training Officer (40 hour NMERT/NITAB or LETSB F.T.O. course).
3. Minimum of five years’ experience as a Law Enforcement Officer.

CRM 282  **Interviews and Interrogations** (3 Credit Hours)
1. Certification from the Illinois Law Enforcement Training and Standards Board (or out of state equivalent) as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).
2. Certification in advanced interviewing and interrogation course ILETSB approved (i.e. Reid).
3. Minimum of three years’ experience as an investigator.

CRM 291  **Internship** (3 Credit Hours)
1. Certification from the Illinois Law Enforcement Training and Standards Board (or out of state equivalent) as a Law Enforcement Officer (400 or 480 hour Basic Law Enforcement Training Program).
2. Minimum of one year full-time experience as a Law Enforcement Officer.
3. Must have completed successful probationary status at current law enforcement agency.
11. WORKFORCE CERTIFICATIONS
Credit for Successful Completion of NBRC & CRTT (Respiratory Care)

EFFECTIVE DATE: 7/8/2011


ADMINISTRATIVE POLICY CATEGORY: ACADEMIC REQUIREMENTS / STANDARDS POLICY

TITLE: CREDIT FOR SUCCESSFUL COMPLETION OF THE NATIONAL BOARD FOR RESPIRATORY CARE (NBRC) CERTIFIED RESPIRATORY THERAPY TECHNICIAN (CRTT) EXAMINATION

REFERENCE: ADVANCED STANDING POLICIES FOR RESPIRATORY CARE PROGRAMS

ISSUED BY: VICE PRESIDENT

POLICY STATEMENT:

GRADE POLICY TO GRADUATE FROM THE RESPIRATORY CARE PROGRAM as stated in the 2013-2014 Rock Valley College Course Catalog:

At least a minimum grade of “C” is required in BIO-185, Foundations of Anatomy and Physiology before students can take Respiratory Care program courses.

Successful completion of the Respiratory Care program requires students to obtain at least a minimum grade of “C” in all Respiratory Care courses. Failure to do so will prevent a student from taking related later courses in the program or graduating.

<table>
<thead>
<tr>
<th>RESPIRATORY CARE COURSE REQUIREMENTS</th>
<th>(51 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* RSP 111</td>
<td>Applied Sciences</td>
</tr>
<tr>
<td>* RSP 112</td>
<td>Patient Assessment</td>
</tr>
<tr>
<td>* RSP 113</td>
<td>Cardiopulmonary Anatomy and Physiology</td>
</tr>
<tr>
<td>* RSP 114</td>
<td>Clinical Medicine</td>
</tr>
<tr>
<td>* RSP 121</td>
<td>Respiratory Care Practices and Procedures I</td>
</tr>
<tr>
<td>* RSP 122</td>
<td>Respiratory Care Practices and Procedures II</td>
</tr>
<tr>
<td>* RSP 123</td>
<td>Respiratory Pharmacology</td>
</tr>
<tr>
<td>* RSP 131</td>
<td>Clinical Practice I</td>
</tr>
<tr>
<td>* RSP 132</td>
<td>Clinical Practice II</td>
</tr>
<tr>
<td>* RSP 221</td>
<td>Respiratory Care Practices and Procedures III</td>
</tr>
<tr>
<td>* RSP 222</td>
<td>Cardiopulmonary Testing and Rehabilitation</td>
</tr>
<tr>
<td>* RSP 223</td>
<td>Respiratory Care Practices and Procedures IV</td>
</tr>
<tr>
<td>* RSP 224</td>
<td>Neonatal and Pediatric Respiratory Care</td>
</tr>
<tr>
<td>* RSP 225</td>
<td>Respiratory Care Seminar</td>
</tr>
<tr>
<td>* RSP 231</td>
<td>Clinical Practice III</td>
</tr>
<tr>
<td>* RSP 232</td>
<td>Clinical Practice IV</td>
</tr>
</tbody>
</table>
GENERAL EDUCATION COURSE REQUIREMENTS (20 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLT 110</td>
<td>Medical Terminology I</td>
<td>(2)</td>
</tr>
<tr>
<td>* ENG 101</td>
<td>Composition I</td>
<td>(3)</td>
</tr>
<tr>
<td>* BIO 185</td>
<td>Foundations of Anatomy and Physiology</td>
<td>(5)</td>
</tr>
<tr>
<td>* BIO 274</td>
<td>Microbiology</td>
<td>(4)</td>
</tr>
<tr>
<td>Select one for the speech requirement:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPH 201</td>
<td>Interpersonal Communication (recommended), or</td>
<td>(3)</td>
</tr>
<tr>
<td>* SPH 131</td>
<td>Fundamentals of Communication</td>
<td>(3)</td>
</tr>
<tr>
<td>Select one for the elective requirement:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLT 105</td>
<td>Phlebotomy</td>
<td>(3)</td>
</tr>
<tr>
<td>FWS 237</td>
<td>Nutrition for Optimum Living</td>
<td>(3)</td>
</tr>
<tr>
<td>PHL 153</td>
<td>Medical Ethics</td>
<td>(3)</td>
</tr>
<tr>
<td>BIO 171</td>
<td>Biology of Human Disease</td>
<td>(3)</td>
</tr>
<tr>
<td>* MGT 270</td>
<td>Principles of Management</td>
<td>(3)</td>
</tr>
<tr>
<td>PSY 170</td>
<td>General Psychology</td>
<td>(3)</td>
</tr>
<tr>
<td>PHL 256</td>
<td>Contemporary Moral Issues</td>
<td>(3)</td>
</tr>
</tbody>
</table>

* Course has a prerequisite – refer to course description section of the 2013-2014 RVC Course Catalog.

Cooperative community colleges are Blackhawk Technical College, Kishwaukee College, Highland Community College, McHenry County College and Sauk Valley Community College.
11. WORKFORCE CERTIFICATIONS
Credit for Successful Completion of State Fire Marshall / IDPH Courses

EFFECTIVE DATE: 7/8/2011

ROCK VALLEY COLLEGE  POLICY #209
ADMINISTRATIVE POLICY CATEGORY  Academic Requirements/Standards
POLICY TITLE  Credit for successful completion of State Fire Marshal, National Fire Academy, Illinois Department of Public Health Courses

ISSUED BY: Vice President
DATE: April 23, 1997
REVISED: August 3, 2006; July 2011; November 20, 2009; December, 2012

POLICY STATEMENT:

1. Students who have successfully completed the Office of the State Fire Marshal (OSFM) Illinois or Wisconsin, Illinois Fire Chiefs Association (IFCA), Illinois Fire Service Institute (IFSI), National Fire Academy (NFA), Illinois Department of Public Health (IDPH), Emergency Medical Technician (National Registry) and Department of Defense courses may receive credit for courses listed below.


3. Certificates issued five or more years prior to its submittal will require the college course final examination be successfully challenged with a minimum grade of C.

4. Students must complete a minimum of 21 credit hours towards the Fire Science curriculum in residency at Rock Valley College.

5. Credits will be awarded for the following courses:

<table>
<thead>
<tr>
<th>OSFM, IFCA, IFSI, NFA Courses</th>
<th>RVC Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Firefighter II or III</td>
<td>FRE 101 Introduction to Fire Protection (3)</td>
</tr>
<tr>
<td>Certified Fire Apparatus Engineer</td>
<td>FRE 102 Fire Apparatus Engineer (3)</td>
</tr>
<tr>
<td>Certified Fire Prevention Officer</td>
<td>FRE 208 Fire Prevention Principles (3)</td>
</tr>
<tr>
<td></td>
<td>FRE 210 Fire Investigation (3)</td>
</tr>
<tr>
<td>Certified Instructor I</td>
<td>FRE 218 Instructor I (3)</td>
</tr>
<tr>
<td>Certified Instructor II</td>
<td>FRE 219 Instructor II (3)</td>
</tr>
<tr>
<td>Certified Fire Officer I</td>
<td>FRE 206 Management I (3)</td>
</tr>
<tr>
<td></td>
<td>FRE 208 Fire Prevention Principles (3)</td>
</tr>
<tr>
<td></td>
<td>FRE 216 Tactics and Strategy I (3)</td>
</tr>
<tr>
<td>Certified Fire Officer II</td>
<td>FRE 217 Tactics and Strategy II (3)</td>
</tr>
<tr>
<td></td>
<td>FRE 219 Instructor II (3)</td>
</tr>
<tr>
<td></td>
<td>FRE 220 Management III (3)</td>
</tr>
</tbody>
</table>
7. No credit will be recorded on a student’s transcript until the student has earned a minimum of six (6) semester hours of “C” work in the Fire Science Curriculum courses at Rock Valley College.
Occupational certificate programs are developed and offered in areas where job-entry training and educational requirements usually can be met in less than two years. These short-term programs are excellent options for the student who is interested in quickly gaining skills for employment.

A number of certificates are offered either as part of career education degree programs or stand-alone certificates. Requirements for a certificate include the following:

1. For certificates with less than 30 credit hours, a minimum grade of “C” is required in each course required in the certificate.

2. For certificates of 30 or greater credit hours, a minimum cumulative grade point average of 2.0 (“C” on a 4.0 scale) is required.

3. Substitution of appropriate, approved courses may be made in certificates to a maximum of one-fourth of the credit hours in the respective certificate.

Upon successful completion of the requirements for a specific certificate, an application for the certificate must be completed in the Records & Registration Office.
The Aviation Maintenance Technology Program (AVM) will develop and maintain the Federal Aviation Administration (FAA) Aviation Maintenance Technician General, Airframe and Powerplant Practical Test Standards (PTS) as required by the FAA and prescribed in the FAA Order 8900.2 Change 1. This FAA Order contains procedures for authorized general aviation airman designees (Designated Mechanic Examiner – DME) to conduct certificate holder oral and practical tests and issue temporary airman certificates. Rock Valley College (RVC) will provide and maintain equipment, facilities, and FAA approved DMEs in order to conduct testing services. In coordination with the RVC Aviation Program Chair, FAA approved DMEs will develop, schedule, administer, and complete all required FAA documentation for each individualized FAA Oral and/or Practical exam as required within the General, Airframe, and/or Powerplant PTS. As required by the FAA, each individualized test must be coordinated and approved by the FAA Flight Standards District Office (FSDO), prior to administration. The RVC/AVM Testing facility and DMEs will be available for required scheduled and/or unscheduled FAA inspection.

Rates and fees for these services shall be specifically outlined in the “Terms and Conditions” as set forth by Rock Valley College policy.

Requests for services by the Aviation Maintenance Technology program will be evaluated as to the scope, appropriate FAA documentation, and testing to be performed. Each applicant must present an FAA Form 8610-2 for evaluation. Upon completion of the individual evaluation, RVC Aviation Program Chair or FAA approved DME will prepare a quotation outlining all testing requirements, services, and rate/fee information.

RVC/AVM FAA Testing services will be performed at the Rock Valley College Aviation Maintenance Technology facility, unless prior approval has been granted by the FAA FSDO.

The rate/fee for FAA Testing Services provided by RVC/AVM shall be as follows:

- General Section Oral and Practical Exam $250.00
- Airframe Section Oral and Practical Exam $250.00
- Powerplant Section Oral and Practical Exam $250.00
- Test Preparation/Review $35.00/hour

**Retesting of fail sections within 30-60 days will be at the discretion of the DME.**