

6. PERSONNEL INFORMATION

ABSENCE REPORTING - ALL FACULTY

(818) 246-5094

Call Glendale Community College Faculty Absence Reporting Line 24 hours a day, 7 days a week.

Please leave your full name, the time of the class you are canceling, the room location and any other important information as directed by the message.

ABSENCE FROM DISTRICT

Staff members who will be out of the college district but on college business during the school day must sign an absence-from-district card obtained in the Office of Instructional Services, AD 145 or the Division Office. This must be done prior to the date of the absence. The purpose of this card is to extend insurance coverage to personnel on College business while out of District.

ACADEMIC DUE PROCESS

The search for justice requires an orderly, democratic judicial system. It also requires procedural due process of law. Academic due process is intended to assure a fair resolution of disputes and grievances within the College community.

See Grievance Procedures - Academic Employees, Board Policy 4008 and the Collective Bargaining Agreement.

ACADEMIC RANK

- A. Academic Rank The Academic Rank Policy at Glendale College is in no way attached to salary, nor is it to become a merit plan for salary increases.
1. **Instructor** The title of a faculty member shall be Instructor while he/she is serving in probationary status and in any case until she/he has completed four years of full-time Glendale College teaching/service.
 2. **Assistant Professor** Any faculty member who has gained tenure and has completed four years of full-time Glendale College teaching /service may apply to become an Assistant Professor. A teacher of a vocational subject must also be a holder of a California Designated Subjects Credential, Class A Vocational Credential, or any other appropriate vocational education credential in order to qualify as an Assistant Professor.
 3. **Associate Professor** A faculty member who has gained tenure may make application for the rank of Associate Professor upon the fulfillment of a. and one of b., c., or d. following:

- a. Seven (7) years of full-time college teaching/ service. Those years may include sabbatical leaves from college service and/or leaves for Fulbright or equivalent appointments.
 - b. An earned Master's degree or an earned doctorate from an accredited institution of higher learning.
 - c. Forty-two (42) units of college or university credit beyond a 120-unit Bachelor of Arts, Bachelor of Science, or Bachelor of Vocational Education degree.
 - d. A teacher of a vocational subject may make application for the rank of Associate Professor on the presentation of either (a) a California Designated Subjects Credential, a Class A Vocational Credential, or any other appropriate vocational education credential, or (b) 42 academic and/or trade experience units beyond a 120-unit Bachelor of Education degree, Bachelor of Vocational Education degree, Bachelor of Arts or Science degree. (A trade experience unit is equal to 40 hours of approved work in the subject area field)
4. **Professor** A faculty member who has gained tenure may make application for the rank of Professor upon the fulfillment of a. and one of b., c., d., or e. following:
- a. Twelve (12) years of full-time college teaching/service. Those years may include sabbatical leaves from college service and/or leaves for Fulbright or equivalent appointments.
 - b. An earned doctorate from an accredited institution of higher learning.
 - c. Eighty-four (84) units of college or university credit beyond a 120-unit Bachelor of Arts, Bachelor of Science, or Bachelor of Vocational Education degree.
 - d. National or international eminence, which shall be demonstrated by publications recognized by scholars in the applicant's field, by citation rates (the number of times the applicant has been quoted by his colleagues in learned journals), by sponsorship of symposia, by invited addresses, and/or by such other relevant evidence of wide acceptance by his colleagues as will satisfy the Academic Rank Committee of the Faculty Senate.
 - e. A teacher of a vocational subject may make application for the rank of Professor on the presentation of either (a) 48 academic and/or trade experience units beyond a California Designated Subjects Credential, Class A Vocational Credential, any other appropriate vocational education credential, or (b) 84 academic and/or trade experience units beyond a 120-unit Bachelor of Education degree, Bachelor of Vocational Education degree,

Bachelor of Arts or Science degree.

5. **Emeritus Professor** Faculty who retire, but continue to teach part-time at Glendale College, will retain Academic Rank and be designated with that rank followed by "Emeritus."
 6. **Visiting Professor** This is a temporary rank and subject to renewal each year. This rank is to be awarded to a teacher of obvious national or international eminence (as defined in Professor (d)) who may not have the requisite number of years of college service and/or academic qualifications to receive an appropriate rank among the foregoing. The choice of subject area must follow the policy below.
 7. **Adjunct Faculty Academic Ranks**
 - a. **Instructor** The title of an adjunct faculty member shall be Instructor until eligible to apply for the rank of Assistant Professor.
 - b. **Assistant Professor** The title of Assistant Professor for Adjunct faculty is awarded on a pro-rata basis. That is, the teaching load or college service load at Glendale College is compared to four years of full-time college teaching/service. This rank is retained if a faculty member is hired into a tenure-track position.
- B. The Procedure The application for advancement in rank is to be submitted to the Academic Rank Committee of the Faculty Senate for review and evaluation. Faculty members who are otherwise eligible for advancement in rank and who will complete the duration-of-service requirements during the current academic year may apply for such advancement. Faculty Senate approval of any such applications, if granted, will be contingent on, and shall become effective on, actual completion of the duration requirement.
1. A favorable vote of the Academic Rank Committee and of the Faculty Senate will result in the submission of a recommendation to the Superintendent/President of the College. When the Superintendent/President of the College receives a recommended change in rank, he will forward a copy of this notification to the Office of Human Resources for insertion in the instructor's personnel file. The Academic Rank Chairman will give official notification of academic rank advancement to those who have earned it.
 2. An unfavorable decision of the Committee or the Senate may be appealed before an augmented committee composed of the members of the Academic Rank Committee of the Faculty Senate and three (3) additional faculty members appointed by the President of the Faculty Senate. An unfavorable decision by this augmented committee shall be considered as the final appeal. An applicant so denied advancement in rank may reapply not earlier than one year from the date of the original application.

3. Academic rank may be discontinued upon the request of a majority of the faculty.
4. The execution of the above policy shall be the responsibility of the Academic Rank Committee of the Faculty Senate.
 - a. To arrive at a recommendation, the committee will require evidence of professional responsibility in one of the following three areas:
 - (1) Materials for the up-grading of courses or college assignments (i.e., new courses, course revisions, recent research, etc.)
 - (2) Contributions to the academic life of the community (i.e., public lectures, recitals, concerts, readings, exhibits, publications, etc.).
 - (3) Offices in faculty, professional, scholarly, or social service association.
 - b. Academic rank, as herein defined, will apply to the teaching staff, librarians, counselors, administrators, and nurses. Non-teaching faculty and administrators must list their rank in the college catalog without a subject area.
 - c. All academic units shall be defined as semester units
 - d. The faculty member applying for rank should select a Single subject title (e.g., "Associate Professor of English" not "Associate Professor of English and French")--that of the subject area in which he/she commonly teaches; however, in unusual cases, dual subjects may be approved if the instructor has adequate credentials and spends half his/her time in two subject areas. An instructor of a vocational subject may choose the subject area of "Applied Technology." In the case of a teaching staff member, the subject area in which the title is granted must be one in which there is a sequence of course offerings in the day program of the college, and the subject title must be one of the subjects listed in the official college catalog. Non-teaching faculty and administrators may not list a subject area after their rank. Any change in title must be made by application to the Academic Rank Committee.
 - f. All units and degrees used in an application for academic rank must be from institutions accredited by a regional crediting agency listed by the Federation of Regional Accrediting Commissions of Higher Education by the American Council on Education. Special problems (like degrees from foreign countries) shall be evaluated by the Academic Rank Committee.

ACCREDITATION

Glendale Community College is fully accredited by the Western Association of Schools and Colleges. The current accreditation was granted in 2004 and will extend for six years. The recommendations are reviewed at regular intervals during the accrediting period. Prior to the next accreditation the college will complete a "self-study" to determine the strengths and weaknesses of the institution and to plan for mitigation of these findings through a committee process.

ACTIVITY HOUR

The campus activity hours are scheduled on Tuesday and Thursday from 12:00 to 1:00 p.m. Classes are scheduled at a minimum during these hours in order to give members of the campus community opportunities to attend special events, student club activities, or campus organization and committee meetings. No office hours may be scheduled at this time.

ADVERTISING OR SELLING IN CLASS

It is the instructor's professional responsibility not to permit advertising, solicitation, or selling of anything in the class without the written authorization of an administrator.

ADVISORS - STUDENT CLUBS AND ORGANIZATIONS

Students will often ask faculty members to serve as advisors to student clubs and organizations. Faculty advisors play an important role in the development of student leaders by providing guidance during club meetings, supervising club activities, and overseeing club finances and expenditures. For more information about student clubs and organizations or becoming a faculty advisor, please contact the Office of Student Affairs.

CHECK-OUT SHEET (Faculty)

Routine check-out procedures at the close of each academic year are accomplished through a "check-out sheet" supplied by Admissions and Records Office.

CAMPUS VISITORS AND MINORS ON CAMPUS

Campus visitors are welcome on College premises at any time during business hours provided that they do not willfully disrupt the orderly operation of the College or violate established Board Policies or Administrative Regulations. Visitors may attend all meetings or events that are open to the general public, but may only attend a class with the permission of the appropriate instructor or attend a student organization meeting with the permission of the designated advisors. Additionally, children under the direct supervision of a responsible adult are considered to be campus visitors. Children may only accompany adults to classes or instructional activities with the express permission of the instructor or the supervisor of the activity. For more information, see Board Policy 5440 - Campus Visitors and Minors on Campus.

CLASS OVERVIEW

The Class Overview ensures that all courses, including those which serve as prerequisites or co-requisites are taught in accordance with the course outline. See Class Overview Administrative Regulation 6141.7.

CONTRACTS FOR ADJUNCT FACULTY

A contract for the semester will be issued to each adjunct faculty member. This is the official contract and is valid for only one semester. An adjunct instructor whose name appears in the official printed schedule of classes in conjunction with a particular class shall be considered as the official teacher of record for that class. Exceptions to this obligation on the part of the District shall include instances where the class enrollment does not meet minimum requirements, situations where the scheduled meeting location is lost to the District subsequent to the publication of the schedule of classes, or in the event of clerical errors committed in the development of the schedule of classes, or the District needed to assign the class to a contract faculty member in order to complete a class load for the semester, or in instances where the instructor's performance is substandard as documented by an overall unsatisfactory.

Often an adjunct faculty member will be contacted regarding their assignment during development of the class schedule - this does not constitute an official offer of employment. All oral offers or inquiries of interest in a faculty assignment must result in a written contract to be binding on the College.

CONTROVERSIAL ISSUES

When controversial issues are a part of the course content, they should not be avoided but treated in a positive manner. A fair presentation of all points of view and an attitude on the part of the instructor which encourages students to evaluate critically and choose freely, are within the best American tradition.

CREDENTIALS

On June 30, 1990, credential requirements were eliminated for faculty in the California Community Colleges. However, any faculty member who has a clear credential as of that date can use the credential in meeting the minimum qualifications for a teaching position. No more credentials will be issued by the Chancellor's Office of the California Community Colleges. Each person must now meet minimum qualifications established by the Board of Governors of the California Community Colleges. In consultation with statewide academic senate, faculty members will have either met the minimum qualifications, hold a clear credential authorizing the position or have met an equivalency as approved by an Equivalency Committee of the College. The Minimum Qualifications book is located in the Division Chair's office and on the college website:

<http://www.glendale.edu/community/employment/minimumqual/index.htm>

CREDIT UNION

A Glendale School Employees Federal Credit Union is available to every employee after the purchase of one \$50 share. For information, telephone the Credit Union, 248-7425, 1800 Broadview, Glendale, California 91208.

CUSTODIAL SERVICES

The Head Custodian receives instructions from the Director of Facilities Management, Ext 5550. All requests are processed on a service request form requiring the signature of the Division Chairperson. The required forms may be obtained from the Facilities Management Office as well as each Division Chairperson.

DEDUCTIONS ON SALARY WARRANT

Deductions are made from all salary checks for Retirement and Federal Income Tax (based on tables issued by the Federal Government according to the number of exemptions claimed). The individual instructor may elect to have additional withholdings for authorized organizations. Questions regarding warrants should be referred to the Payroll Department located in the Administration Building.

DIVISION CHAIRPERSON ELECTION PROCEDURE

Appointment: After the democratic selection of a candidate by the faculty of the division, the chairpersons are recommended for appointment by the Executive Vice President/Instructional Services and the Vice President of College Services to the President/Superintendent for approval by the Board of Trustees. If the choice of the division is not recommended by the Vice President, the candidate is informed, in person, by the Vice President and the division is asked to submit another recommendation.

Term of Office: The first term of office is five years. At the end of the first two years of the term, the members of the division are invited to recommend whether or not the chair shall continue in that position. If a majority of the members of the division vote in the affirmative, the chair serves the remainder of the five-year term. If the chair is not recommended for continuation, his or her term of office ends immediately, and an election is held to name a new candidate for chair. A chair may be dismissed at any time by the Superintendent/President. This dismissal shall be in writing and contain the cause for such dismissal. It will be sent to the chair involved.

FACULTY EVALUATIONS

Evaluations shall be conducted not less than annually for probationary non-tenured contract employees in accordance with Section 6. For permanent (regular) employees, evaluations shall be conducted not less than once every three (3) years. Evaluations are retained in the Employee's personnel file. Evaluations which cannot be completed during the scheduled evaluation year due to the employee's approved leave shall be completed the following year. (See Evaluation Procedures.)

FACULTY SERVICE AREAS

In place of the former credential, each college district must establish Faculty Service

Areas which may be used in establishing qualifications for retreat rights in the event a reduction in force becomes necessary. A person will automatically have a Faculty Service Area in the discipline in which she/he is teaching and may establish other Faculty Service Areas in which they either have a clear teaching credential or meet the minimum qualifications. The Director, Human Resources will notify new faculty members of their Faculty Service Area by February 15 of each year.

As with the minimum qualifications, faculty members are entitled to seek equivalencies for additional Faculty Service Areas by appealing to a Faculty Service Area Committee.

FAMILY MEDICAL LEAVE

The District shall comply with the Family and Medical Leave Act (FMLA) of 1993 to provide up to twelve (12) weeks of unpaid, job protected leave to eligible employees for certain family and medical reasons during any fiscal year. Employees are eligible if they have worked for at least one year and for 1250 hours over the previous twelve (12) months. The following leave conditions are addressed:

1. Birth of a child, placement of a child with the employee for adoption or foster care, guardianship and dependent adults.
2. To care for the employee's spouse, domestic partner, son or daughter, or parent or dependent who has a serious health condition.
3. For a serious health condition that makes the employee unable to perform his/or job.

Exercise of these family leave provisions shall be subject to the following:

- a. Health benefits shall continue as though the employee were in paid status for the first twelve (12) weeks of such leave.
- b. Such leave for a serious health condition of the employee shall run concurrently with similar paid and unpaid leaves that are a part of this Agreement.
- c. This section does not replace existing leave provisions of this Agreement; it supplements such provisions.
- d. Vacation and illness leave may be utilized during family leave for A and B above at the option of the employee.
- e. The leave shall not constitute a break in service for longevity, seniority, or health benefits upon retirement. An employee returning from leave shall return with no less seniority than he/she had when the leave commenced.
- f. Serious health condition is an illness, injury, impairment, or mental condition that involves either inpatient care or continuing treatment as defined by the Family Medical Leave Act.
- g. This leave may be utilized in increments less than a consecutive twelve

(12) week period.

FINGERPRINTING

Fingerprinting/Background Investigation

All new academic and classified employees are required to be fingerprinted for background investigation by the District through the State Department of Justice (Bureau of Criminal Identification) and the Federal Bureau of Investigation. The fingerprinting shall be for the purpose of background investigation of new employees through the State Department of Justice (Bureau of Criminal Identification) and the Federal Bureau of Investigation. All new employees must have fingerprint clearance prior to employment. Emergency appointments for new employees may be exempted from clearance prior to employment.

Fingerprinting service for employment will be processed through the local law enforcement agency. The cost of the processing of the fingerprints shall be paid by the District. The fee is determined by the Department of Justice for the processing of fingerprint cards for State and Federal levels.

Rejected Fingerprint Cards

All rejected fingerprinting cards will include a written statement to describe the specific reason(s) the fingerprinting impression were unacceptable. The District shall direct the applicant to have fingerprints taken and resubmitted so that the criminal history response process may be completed. This applies to both the Department of Justice and the Federal Bureau of Investigation resubmissions. There is no additional fee for processing reprinted applicant fingerprint cards when the rejected cards are attached. If the resubmitted prints are rejected a second time, the District shall direct the application to have another set of fingerprints taken for submissions and shall pay the required processing fee.

Employees failing to secure fingerprints shall not be considered as legally employed.

Subsequent Arrest Notification

For no additional charge, the District will contract with the Bureau of Criminal Identification and Information for subsequent arrest notification should an applicant or employee be arrested subsequent to the initial fingerprint processing.

FLEX ACTIVITIES - ADJUNCT FACULTY

Reporting of flex activities for adjunct faculty is required only during the spring semester. Each adjunct faculty member is expected to complete one hour of flex obligation for each hour that is taught during one week. If you teach 3 hours per week in the fall semester and three hours per week in the spring, then you owe 3 hours of flex, but if you teach three hours per week, in the spring semester only, you owe 1.5 hours of flex. Failure to attend the prescribed number for flex hours will result in reduced pay on an hour-for-hour or pro rata per diem basis, as per the Guild contract. Reporting of flex activities must be done on the forms provided you by Staff Development and submitted by the due dates listed on the forms.

Recommended activities are listed in the Flex Activities Manual.

FLEX ACTIVITIES - FULL TIME FACULTY

Each faculty member is responsible each year for preparing an Individual Flex Plan (IFP) to account for the number of compensated (paid) student contract hours worked during one week. (The flex requirement for full-time faculty equals thirty (30) work hours.) Counselors and other non-instructional full-time faculty will have the same basic obligation as instructional faculty. Twelve Month Specialists, Professional Experts, the Professional Development Staff, and overload assignments are exempt from flex obligations. Each faculty member's IFP may include optional flex activities, institutionally planned activities or a combination of the two.

Recommended activities are listed in the Flex Activities Manual.

INTERNATIONAL EDUCATION

Glendale Community College offers programs that afford students the opportunity for international study. These types of programs allow students an experiential learning environment that reinforces and broadens the academic concepts they are studying.

The College Study Abroad Committee, which is a subcommittee of the Academic Affairs Committee, accepts applications from faculty who wish to propose summer/winter and semester abroad programs. Faculty teaching in overseas programs must conform to the same course requirements as expected when teaching on-campus. Recent programs have been offered in Prague, Ireland, Paris and Florence. Upcoming programs are planned for Bali, Prague, Greece and Australia. The College also supports a learning center in Bahia de Los Angeles in Baja, Mexico.

Faculty interested in Study Abroad should contact the Dean of Instructional Services at extension 5143 for further information. Faculty interested in the Baja Field Studies Center should call extension 5515.

JURY DUTY AND WITNESS LEAVE

Employees shall be granted Jury Duty and Witness Leave within the following provisions:

- A. Leave of absence for jury service shall be granted for the period of the jury service. The employee shall receive full pay while on leave provided that the jury service fee for such leave is assigned to the District and the subpoena or court certification is filed with the District. Request for jury service leave should be made by presenting the official court summons to jury service to the employee's immediate supervisor.
- B. Leave of absence to serve as a witness in a court case shall be granted an employee when she/he has been served a subpoena to appear as a witness, not as the litigant in the case. The length of the leave granted shall be for the number of days in attendance in court as certified by the clerk or other authorized officer of the court. The employee shall receive full pay during the leave period,

provided that the witness' fee for such leave is assigned to and the subpoena or court certification is filed with the District. Request for leave of absence to serve as a witness should be made by presenting the official court summons to the employee's immediate supervisor.

KEYS

Keys necessary to faculty may be secured in the Administrative Services Office. Each instructor should have a key to her/his office which should be kept locked except when occupied by authorized personnel. The lending of school keys to students for any purpose endangers the security of offices and cannot be justified. Keys must be returned to the Administrative Services Office when the need for them no longer exists.

LEAVE OF ABSENCE REQUESTS

Any instructor who takes a leave should apply for that leave on the appropriate form and it should be approved by the appropriate vice president. An instructor who returns from a fall leave to the spring semester should notify the District in writing of his/her intent to return by August 15 preceding the return. If returning from the spring leave to the fall semester, the District must be notified in writing by February 1 preceding the return.

(Reasons for leaves of absence are detailed in the Guild contract, Article VII.)

LIBRARY

Faculty recommendations for acquisition of library materials should be made to the Dean, Library & Learning Resources. Flex time may be earned by assisting in evaluating and weeding the collection. The days and hours of Library operation are noted in the appendix. The days and hours of library skills workshops are posted in the library and on the library's web site.

MASTER CALENDAR PROCEDURES

The Master Calendar is maintained in the Instructional Services Office at Ext. 5143. When campus events are being planned which will use any specific room such as the main auditorium, campus center lounge, bookstore patio, or other classrooms when not in use for regularly scheduled classes, these events should be scheduled through this office. Classroom use must also be coordinated with the Instructional Services Office, Ext. 5904, for activities after 4:00 p.m. The Master Calendar is published and distributed on a weekly basis.

PARKING

Parking for faculty members is assigned by seniority through the Campus Police Office. Faculty members who qualify for state disabled place cards will be assigned to a preferential parking location in the lower areas of the campus. Requests for guest parking must be submitted in writing at least 72 hours prior to the arrival of the guest. Depending on parking lot availability, some guests may have to park in the student parking lots rather than in the Campus Center area. Parking requests for a large number of guests must be coordinated with the Campus Police Office at least two weeks in advance of the planned seminar, meeting or other event which will require parking

arrangements for more than 10 invited guests or visitors. In some cases, due to a lack of parking availability, the guests may have to park in the student lots or in the city parking lots across from the college. Contact Campus Police at Ext. 5925 if you have any questions.

PAYROLL

Payroll periods are four weeks in length. Warrants for full-time Glendale College instructors, who also teach on an hourly basis, will be distributed in the same fashion as their regular warrants. Warrants are distributed by the Payroll Department located in the Administration Building approximately ten days after the end of a payroll period.

PROFESSIONAL CONFERENCES, INSTRUCTOR ATTENDANCE

When professional conferences of significant importance are held in this area or in this state between September 1 and June 30, an instructor representing the subject area may request attendance upon the recommendation of the Division Chairperson. The recommendation should be made to the appropriate Dean and should indicate that provision has been made to continue the instructor's classes in session during this absence. The recommendation, if approved by the Superintendent/President and the Board, will authorize attendance without loss of pay, with reimbursement for some or all of those expenses provided by the Board of Trustees action. All applications must be initiated 31 days prior to the date of the respective conferences.

SICK LEAVE

Sick Leave pay can be granted in cases of Personal Necessity including any of the following:

1. Death of a member of immediate family, when the number of days of absence exceed the limit provided for bereavement.
2. An accident involving the employee's person, not otherwise chargeable to an illness or injury leave. Such accident must (a) be serious in nature, (b) involve circumstances the employee cannot reasonably be expected to disregard, and require the attention of the employee during his/her assigned hours of service.
3. An accident involving the employee's property or the person or property of a member of the employee's immediate family. Such accident (a) must be serious in nature, (b) involve circumstances the employee cannot reasonably be expected to disregard, and require the attention of the employee during her/his assigned hours of service.
4. Appearance of the employee in court as a litigant. The employee must return to work in cases where it is not necessary for the employee to be absent the entire day.
5. An appearance of the employee as a witness under an official governmental order for which salary is not allowed, as specified in Board Policy 4161 "h", provided that: (a) each date of necessary attendance

under such order, other than the date specified in a subpoena, shall be certified by the Clerk or other authorized officer of a court or other governmental jurisdictions; and (b) in any case in which a witness' fee is payable, such fee shall be collected by the employee and remitted to the school district business office; and the employee must return to work in cases where it is not necessary for the employee to be absent the entire day.

*"h" - Absence caused by appearance in court involving school matters. The employee will receive his full salary. In case a witness fee is payable, such fee, not including reimbursement for personal expenses, shall be collected by the employee and remitted to the college Business Services Office.

6. An illness of a member of the employee's immediate family serious in nature which under the circumstances the employee cannot reasonably be expected to disregard and which requires the attention of the employee during assigned hours of service.
7. The birth of a child, making it necessary for an employee who is the father of the child to be absent from his position during his assigned hours of service.
8. Immediate danger to the home of an employee, occasioned by a factor such as flood or fire, serious in nature, which under the circumstances the employee cannot reasonably be expected to disregard and which requires the attention of the employee during assigned hours of service.
9. Any other significant event of personal necessity to the employee, which does not disrupt the normal operation of the college and which, in the employee's judgment, cannot reasonably be disregarded. This personal necessity provision may not be used during a labor dispute.

SCHOLARSHIPS

Glendale College offers an extensive scholarship program for both continuing and transferring students. Students who have completed a minimum of twelve units of credit at GCC with a grade point average of 2.0 or better are eligible for scholarships and grants.

The College gives more than 400 scholarships and grants to GCC students each year. Each award is based on different eligibility requirements such as academic achievement, major field of study, financial need, campus activities, or community service. Typically, the number of applicants exceeds the number of available awards. The Scholarship Office and Scholarship Committee make every effort to match qualified applicants with awards based on the criteria established by the sponsors.

SMOKING, FOOD, DRINKS

Smoking is prohibited in all buildings on campus. Also, food and drinks should not be allowed in the classrooms.

STUDENT ACTIVITIES AND ORGANIZATIONS

The Office of Student Affairs coordinates a wide variety of activities, programs, and services to help students broaden their educational experiences at Glendale College. The goal of the student activities program is to provide students with opportunities to develop their leadership skills through participation in student government, cultural programs, campus activities, and student clubs and organizations.

The Associated Students of Glendale Community College (ASGCC) is the official student government organization. Elected each semester, the ASGCC Legislature meets weekly to determine budgetary expenditures, establish and review policies, and coordinate programs and services that benefit students. Legislature meetings are held every Tuesday morning in the ASGCC conference room located in the Campus Center.

Students are encouraged to participate and play an active role in campus life by joining a student club or organization. Supervised by the Office of Student Affairs, more than thirty clubs and organizations give students an opportunity to explore interests and serve the campus community. These groups are usually organized according to four main themes including academic achievement cultural awareness, religious awareness, and special interests.

STUDENT ATTENDANCE

There are no official excused absences from College classes. In case of excessive absence, action should be taken as follows:

EXCESSIVE ABSENCE: Students may be dropped from class for failure to attend all class meetings during the first week of instruction if they have not made prior arrangements with the faculty member. Students also may be dropped for continuous or cumulative absences for the number of hours a sixteen-week class is scheduled to meet in a two-week period.

Although absence may be unavoidable, such as subpoena requirements, illness of the students or serious illness or death of a member of the family, all work missed must be satisfactorily made up and responsibility for making up this work rests with the student.

Glendale Community College recognizes and respects students' religious practices. Instructors will excuse student absences for religious holidays to the same extent any other student absences would be considered excused. Students may be required to make up missed work.

A student is officially enrolled in all classes for which registered unless the student withdraws from class officially or is dropped by the instructor. Failure to attend and failure to withdraw may result in a less than satisfactory grade.

The instructor's attendance policy should be clearly stated in the Class Overview.

REQUIREMENT FOR TUBERCULOSIS EXAMINATION (CHEST X-RAY/INTRADERMAL TEST)

All District employees at Glendale College are reminded that state law (E.C. 49406, E.C. 76406) requires that all persons employed in a school district must submit evidence of freedom from tuberculosis upon initial employment in California and at least once each four years thereafter. Compliance with this state law is the responsibility of the individual employee. State law (E.C. 45055, E.C. 87826) and Board Policy (GCCD 4117) provide that if any employee fails to submit evidence of freedom from tuberculosis by the anniversary date of his/her prior examination:

- (1) he/she shall immediately be relieved of her/his duties, shall be placed on a personal leave with full loss of pay, and shall be reinstated only after an examination has been completed and satisfactory evidence has been presented to the Office of Human Resources.
- (2) his/her pay warrant will be withheld until satisfactory evidence has been submitted directly to the Office of Human Resources.

The regular four-year tuberculin examination will be paid for by the school district if the employee makes use of the service provided by the District Health Center. Printed schedules for tuberculin skin testing are available in the Health Center. In addition, the schedule is available on the web at: www.glendale.edu/health . If the employee makes an appointment with his/her personal physician for the tuberculin skin test, the cost of the examination shall be paid by the employee. Any employee who fails to return on the specified day, for the tuberculin read, shall be responsible for the cost of repeating the test.

Employees who do not take advantage of the college service will have to submit an x-ray report or tuberculin test from a private physician, x-ray laboratory or hospital at their own expense, prior to the due date.