

ACADEMIC STANDARDS AND POLICIES

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Attendance

All students are expected to attend classes regularly. Each instructor will inform students at the beginning of each term exactly what is to be expected regarding attendance in class, and the instructor's decision is final. In the event an absence is unavoidable, students are responsible for notifying instructors.

A student's failure to attend class meeting(s) during the first week of a term may result in the student being dropped from the class. After the first week of classes during any term, an instructor may drop a student from any class in which the student has:

- Violated the instructor's stated attendance requirements
- Accrued more than two absences per unit, or
- Attended so irregularly that the instructor feels it is unwise for the student to continue.

Instructors may not drop students after the 11th week of instruction (for full semester classes) or after 60 percent of instruction (for short-term classes).

Class Attendance

Students who are not in attendance at the first class meeting are considered "no-shows." Instructors may choose to drop no-shows in order to give their seats to non-registered students seeking entrance to the course. In this case, students are still responsible for the student fees.

Withdrawal from Classes

If a student stops attending class, it is their responsibility to officially drop the class. A student who wishes to drop one or more classes but continue enrollment in other classes should drop the course online prior to the end of the second week (or 20% of a term, whichever is sooner). No entry will be made on the student's record for dropping a class prior to the 20% deadline. A student who withdraws or is dropped from a course before 60% of the class has been completed will not receive a letter grade. Instead, a W (Withdrawal) will be recorded on the student's transcript. This symbol carries no evaluation of the student's work, but is a clerical notation that the student was enrolled in the course and withdrew or dropped without grade or unit credit. W's are used in probation and dismissal procedures

as well as in determining satisfactory academic progress for financial aid. Students will receive a letter grade if they continue any course after 60 percent of a class has been completed. Student may receive no more than three (3) "W" grades for any one course (Title 5, section 55024). A student activated for military service may receive a military withdrawal (MW) at any time during the semester. Military withdrawals will not factor into progress probation and disqualification. Students who are members of the military (active or reserve) or National Guard should present their military orders to Admissions and Records in order to have the MW assigned.

Classification of Student Load

Students are defined as full-time when enrolled in 12 or more units in either the Fall or Spring semesters. A part-time student is one who is enrolled in fewer than 12 units in either the Fall or Spring semesters. During the summer session, a full-time student is enrolled in 6 or more units and a part-time student is enrolled in fewer than 6 units. (Please note that for financial aid purposes, 12 units is considered full-time during the summer session, as well). An overload of units requires a counselor's signature for registration. Overloads are considered to be anything over 18 units for the Fall or Spring semesters and anything over 8 units for the Summer term.

Credit Hours (Units)

One credit is awarded for each 16-18 lecture hours of instruction, or for 48-54 laboratory hours, or for appropriate combinations of lecture and laboratory hours. For each one hour of lecture, students are expected to fulfill at least two hours of work outside of class in reading, preparing assignments or other activities related to the course.

Class hours are defined as 50 minutes. Classes scheduled for more than an hour follow formulas to stay close to this definition. For example, a class schedule from 6:00 to 7:30 p.m. (90 minutes) actually meets for 80 minutes, allowing for a 10-minute passing period. Longer class meeting patterns have required breaks. San Bernardino Valley College follows these time patterns.

Alternative Sources of Credit

Credit for Prior Learning (CPL)

Credit for Prior Learning (CPL) is college credit awarded for validated college-level skills and knowledge gained outside of a traditional classroom setting. Such learning can be acquired through life, work, or other non-academic experiences, such as military training industry certifications or apprenticeships. SBVC supports CPL and the CCCC "Vision 2030" by embracing CPL to improve student access, completion, equity and achievement gaps. For more information on CPL, visit the Credit for Prior Learning at SBVC (<https://www.valleycollege.edu/cpl/>) website.

Other Alternative Sources of Credit

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Credit by Examination

(BP/AP4235 Credit for Prior Learning)

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a score of *3 or higher* on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program (CLEP).
- Evaluation of joint service transcript (JST) that considers the credit recommendations of the American Council on Education pursuant to Education Code 66025.71.
- Evaluation of industry-recognized credential documentation.
- Evaluation of student-created portfolios.
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.
- Assessment approved or conducted by proper authorities of the college.

Determination of Eligibility for Credit for Prior Learning:

- The student must be currently registered in the college and in good standing.
- The student must have previously earned credit or noncredit from the college or be currently registered in the college.
- Current students must have an education plan on file.
- The student is not currently enrolled in the course to be challenged.
- Credit by Examination: The student is registered in the college and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by discipline faculty). The determination to offer credit by examination rests solely on the discretion of the discipline faculty.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree.

- A fee may be charged for administering an examination provided that the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.
- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

Upon a student's demonstration of sufficient mastery through an examination or assessment, an award of credit should be made, if possible, to:

- California Intersegmental General Education Transfer Curriculum (IGETC),
- California State University General Education (CSUGE) Breadth,
- The college's general education requirements or requirements for a student's chosen program, or
- Electives for students who do not require additional general education or program credits to meet their goals.

Grading shall be according to the regular grading system approved by the governing board, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.

The SBCCD Board of Trustees will review the credit for prior learning policy every three years and report the findings to the California Community College Chancellor's Office that include the following:

- The number of students who received credit for prior learning,
- The number of credits awarded per student,
- Retention and persistence rates of students earning credit for prior learning,
- Completion data (for certificate, degree, and transfer) for students earning credit for prior learning, and
- Qualitative assessments by students of the policies and procedures.

An application for Credit-By-Examination is available in the Admissions and Records Office (AD/SS 100). In addition to paying an enrollment fee based on the number of units in the course that is being challenged, there is an additional \$20 processing fee, which is applied to all credit-by-examination applications. (Note: all students, including those with the Board of Governor fee waivers, must pay the processing fee and enrollment fee based on units when applying for credit-by-examination.)

Once the application has been approved by the administrator and the necessary fees have been paid, the instructor may administer the examination and submit the grade earned. Grades will be consistent with the grading systems established by the college and will be submitted by the Division to the Admissions and Records Office by the end of the semester in which the examination is completed. The student's transcript will contain a notation that indicates that the credit was earned by examination. Any grades earned through credit-by-examination will not be counted in determining the twelve (12) semester units of credit in residence required for graduation from the college. Upon completion, a notification will be sent to your Valley College email. Financial aid is not available for credit by examination.

Credit for Advanced Placement (AP) Examinations

Students who have completed Advanced Placement (AP) examinations of the College Entrance Examination Board with scores of 3, 4, or 5 may receive credit at San Bernardino Valley College as indicated in the table below (in accordance with Title 5, §55052). A grade of Pass (P) will be assigned on the transcript. Credit awarded through advanced placement may be used to satisfy general education (GE)/graduation requirements toward the associate degree and Cal-GETC Certification. Transfer universities re-evaluate AP. The units earned from AP credit will not apply toward financial aid nor can they be used to satisfy the 12-unit residence requirement for graduation. Students must be enrolled at San Bernardino Valley College to receive credit for Advanced Placement Exams. To request credit for AP examinations, visit the Admissions and Records Office, AD/SS 100 (909) 384-4401.

Advanced Placement Exam with Score of 3, 4, or 5	SBVC Units Awarded	SBVC Waiver Course	SBVC General Education Graduation Credit	Cal-GETC Credit
African American Studies	3	No equivalent	None	None
Art History	3	No equivalent	Area 3A, 1 course	Area 3A or 3B
Art: Studio 2D Design	3	ART 120	Area 3A, Applied, 1 course	None
Art: Studio 3D Design	3	ART 121	Area 3A, Applied, 1 course	None
Art: Studio Drawing	3	ART 124A	Area 3A, Applied, 1 course	None
Biology	4	BIOL 100	Area 4B, 1 course	Areas 5B and 5C
Chemistry	4	CHEM 150	Area 4A, 1 course	Areas 5A and 5C
Comparative Government and Politics	3	No equivalent	Area 3B, 1 course	Area 4
Chinese Language and Culture	3	No equivalent	Area 3A, 1 course	Area 3B
Computer Science A	3	CS 110	None	None
Computer Science Principles	3	CS 190	Area 2, 1 course	None
Economics: Macroeconomics	3	ECON 200 or 200H	Area 3B, 1 course	Area 4
Economics: Microeconomics	3	ECON 201 or 201H	Area 3B, 1 course	Area 4
English: Language & Composition	3	ENGL C1000 or C1000H	Area 1A, 1 course	Area 1A
English: Literature & Composition	6	ENGL C1000 or C1000H + ENGL 151	Area 1A + Area 3A	Areas 1A or 3B
Environmental Science	4	BIOL 104	Area 4B, 1 course	Area 5A and 5C
French Language and Culture	3	Score 3, 4 or 5 = FRENCH 102	Area 3A, 1 course	Area 3B
German Language and Culture	3	No equivalent	Area 3A, 1 course	Area 3B
Government and Politics: US	3	POLS C1000 or C1000H	Area 3B, 1 course	Area 4
History: European	3	No equivalent	Area 3A or Area 3B, 1 course	Area 3B or 4
History: U.S.	3	HIST 100 or 100H or 101 or 101H	Area 3A or Area 3B, 1 course	Area 3B or 4
History: World-Modern	3	HIST 171	Area 3A or Area 3B, 1 course	Area 3B or 4
Human Geography	3	GEOG 102	Area 3B, 1 course	Area 4
Italian Language and Culture	3	No equivalent	Area 3A, 1 course	Area 3B
Japanese Language and Culture	3	No equivalent	Area 3A, 1 course	Area 3B
Latin	3	No equivalent	Area 3A, 1 course	Area 3B
Mathematics - Calculus AB	3	MATH 250	Area 2, 1 course	Area 2
Mathematics - Calculus BC	3	MATH 251	Area 2, 1 course	Area 2
Music Theory	3	MUS 101 + MUS 101L + MUS 102 + MUS 102L	Area 3A, 1 course	None

Physics 1	4	PHYSIC 151	Area 4A, 1 course	Areas 5A and 5C
Physics 2	4	PHYSIC 152	Area 4A, 1 course	Areas 5A and 5C
Physics C-Mechanics	4	PHYSIC 202	Area 4A, 1 course	Areas 5A and 5C
Physics C-Electricity and Magnetism	4	PHYSIC 203	Area 4A, 1 course	Areas 5A and 5C
Precalculus	3	No equivalent	Area 2, 1 course	None
Psychology	3	PSYC C1000 or C1000H	Area 3B, 1 course	Area 4
Spanish Language and Culture	3	Score 3=SPAN 102 or 102H Score 4=SPAN 103 or 103H Score 5=SPAN 104	Area 3A, 1 course	Area 3B
Spanish Literature and Culture	3	No equivalent	Area 3A, 1 course	Area 3B
Statistics	3	STAT C1000 or C1000H	Area 2, 1 course	Area 2

AP Exam Notes

- The AP chart is based on the most current information available at the time of catalog publication.
- SBVC GE: refer to the California Community Colleges Chancellor's Office (CCCCO) AP, IB, and CLEP Examination Chart (http://catalog.valleycollege.edu/academic-standards-policies/alternative-sources-credit/credit-advanced-placement-examinations/ESLEI-24-35-Annual_Updated_Examination_Charts_for_IB_CLEP_and_AP-a11y.pdf) for passing scores and credit details per Title 5 §55052.5
- Cal-GETC: AP transfer credit and the number of units awarded toward Cal-GETC and admission eligibility are determined by the CSU and UC systems. Refer to Cal-GETC Standards Version 1.3 (https://icas-ca.org/wp-content/uploads/2025/06/Cal-GETC_Standards_1v3_-Final_r-2.pdf) for more information.
- Each CSU and UC campus determines how an AP exam may apply to major requirements and which scores are acceptable. This information can be found in the university's college catalog or website.
- For the complete list of CSU AP policies and credit information, visit: Viewing CSU Systemwide Credit for External Examinations (<https://calstate.policystat.com/policy/17947386/latest/>)
- For the complete list of UC AP policies and credit information, visit: AP credits | UC Admissions (<https://admission.universityofcalifornia.edu/admission-requirements/ap-exam-credits/ap-credits/>)

Credit for Courses From Other College and Universities

Academic credit earned at other institutionally accredited institutions may be evaluated once a student has completed 12 degree-applicable units at San Bernardino Valley College (SBVC). It is important that students request official transcripts from all previously attended colleges. Official transcripts should be sent directly to the Admissions and Records Office (AD/SS 100).

Religious coursework completed at denominational colleges must be equated with SBVC courses to be considered for credit. Religious courses that do not align with SBVC curriculum will not be accepted for credit.

Students who have completed coursework at institutions outside the United States and wish to apply that coursework toward their educational goals at SBVC must have their academic credentials evaluated by a recognized independent evaluation agency. A list of recommended agencies is available in the Records Office (AD/SS 100).

Note: The 12-unit residence requirement does not apply to applicants to the SBVC Registered Nursing program.

Credit for DSST/DANTES (Defense Activity for Non-Traditional Education Support)

A student must be enrolled at San Bernardino Valley College to receive course credit for DANTES/DSST Examinations. Credit will not be granted for examinations in which equivalent or more advanced course work has been completed. Examinations listed on the table have been reviewed by SBVC faculty. Students should be aware of the following:

- University of California does not accept DANTES/DSST credit.
- DANTES/DSST Examinations are not accepted toward Cal-GETC.
- Acceptance of DANTES/DSST Examinations varies among transfer universities and other community colleges. Students should be advised that the DANTES/DSST Examinations get re-evaluated.
- DANTES/DSST Examinations may be under review; therefore, the table below may not be inclusive of all examinations.

Any questions may be directed to the Articulation Officer in the Counseling Center (AD/SS 103).

DANTES/DSST Examination	SBVC Required Score	SBVC Units	SBVC Equivalent Course (to clear prerequisite requirements)	SBVC Graduation Requirement	Cal-GETC Area
Ethics in America	46/400	3	None	Area 3A	No credit
Introduction to Business	46/400	3	BUSAD 100	No credit	No credit
Fundamentals of College Algebra	None	None	None	No credit	No credit
Introduction to World Religions	48/400	3	RELIG 101	Area 3B	No credit
Lifespan Developmental Psychology	46	3	None	Area 3B or Area 5	No credit
Principles of Statistics	None	None	None	No credit	No credit

Credit for Military Service

Currently enrolled students who have had a minimum of one year active duty military service will receive three (3) units of credit toward SBVC Associate Degree Graduation Requirements: Lifelong Learning and Self-Development. To obtain this credit, students need to provide a copy of their DD-214 (Service 2 or Member 4) or other official evidence of U.S. military service while on active duty. A Petition for Military Service Credit may be obtained from the Admissions and Records Office (AD/SS 100).

Students who completed coursework at other accredited colleges or universities while using veteran benefits, must submit official transcripts to the Admissions and Records Office, and request an official evaluation within two (2) semesters. To obtain credit for military coursework, students must provide a copy of their AARTS (Army/American Council on Education Registry Transcript System) or SMART (Sailor-Marine American Council on Education Registry Transcript System) Transcript. The American Council on Education makes recommendations for college credit directly on the AARTS or SMART Transcript. It is advisable to meet with a counselor to determine if the military coursework will apply toward the selected degree major and/or general education requirements. If a determination is made to award credit towards a major, then a Modification of Major form needs to be completed by the appropriate department chair. The Credit for Military Training or DANTES form is available from the Articulation Officer located in the Counseling Center, AD/SS 103.

Transfer of Credit

Transfer Credit Evaluations are only completed upon the student earning San Bernardino Valley College Residency. In order to achieve residency, twelve (12) degree applicable semester units must be earned at San Bernardino Valley College. Transfer Credit Evaluations may take up to fifteen (15) business days to complete and up to thirty (30) business days to complete during peak periods. It is the student's responsibility to provide course descriptions and/or course outlines if requested and this process may be delayed until the student has submitted all supporting documentation as requested by the office of Admissions and Records. The student understands that all official San Bernardino Valley College communication regarding this request will be sent to the student's SBVC College electronic mail account and it is the student's responsibility to maintain this account.

Credit for the College Level Examination (CLEP) Program

A student must be enrolled at San Bernardino Valley College to receive credit for CLEP Examinations. Credit will not be granted for which equivalent or more advanced course work has been completed. Students will receive appropriate credit for CLEP examinations, as indicated in the table below (in accordance with Title 5, §55052.5). SBVC faculty have determined equivalencies to SBVC courses. Students should be aware of the following:

- CLEP cannot be used for Cal-GETC.
- University of California does not accept CLEP Examinations.
- Acceptance of CLEP varies at campuses of the CSU.
- At SBVC, credit for CLEP Examinations is on a pass/no pass basis only; no letter grades are assigned.
- Some CLEP Examinations may be under review at SBVC. CLEP scores for examinations no longer offered are evaluated on an individual basis.
- Students request credit for CLEP through the Admissions and Records Office, AD/SS 100, or by calling (909) 384-4401.

Business

CLEP Examination	SBVC Required Score	SBVC Units	SBVC Equivalent Course (to clear prerequisite requirements)	SBVC Graduation Requirement	Cal-GETC Area
Principles of Accounting	50	3	None	No credit	No credit
Introductory Business Law	50	3	BUSAD 210	No credit	No credit

Info. Systems & Computer Apps.	50	3	None	No credit	No credit
Principles of Management	50	3	None	No credit	No credit
Principles of Marketing	50	3	None	No credit	No credit
Financial Accounting	50	3	None	No credit	No credit

Composition and Literature

CLEP Examination	SBVC Required Score	SBVC Units	SBVC Equivalent Course (to clear prerequisite requirements)	SBVC Graduation Requirement	Cal-GETC Area
American Literature	50	3	None	Area 3A	No credit
Analyzing & Interpreting Literature	50	3	None	Area 3A	No credit
College Composition	No credit	No credit	None	No credit	No credit
English Literature	50	3	None	No credit	No credit
Humanities	50	3	None	Area 3A	No credit

Foreign Languages

CLEP Examination	SBVC Required Score	SBVC Units	SBVC Equivalent Course (to clear prerequisite requirements)	SBVC Graduation Requirement	Cal-GETC Area
French Language (Levels 1 and 2) - Complete both	59	3	FRENCH 102	Area 3A	No credit
German Language (Levels 1 and 2) - Complete both	60	3	None	Area 3A	No credit
Spanish Language (Levels 1 and 2) - Complete both	63	3	SPAN 102	Area 3A	No credit
Spanish with Writing Level	11	3	None	Area 3A	No credit

History and Social Sciences

CLEP Examination	SBVC Required Score	SBVC Units	SBVC Equivalent Course (to clear prerequisite requirements)	SBVC Graduation Requirement	Cal-GETC Area
American Government	50	3	None	Area 3B	No credit
Human Growth and Development	50	3	PSYC 111	Area 3B	No credit
Introduction to Educational Psychology	50	3	None	No credit	No credit
Introductory Psychology	50	3	PSYC C1000	Area 3B	No credit
Introductory Sociology	50	3	SOC 100	Area 3B	No credit
Principles of Macroeconomics	50	3	ECON 200	Area 3B	No credit
Principles of Microeconomics	50	3	ECON 201	Area 3B	No credit
History of the United States I	50	3	HIST 100	Area 3B	No credit
History of the United States II	50	3	HIST 101	Area 3B	No credit
Western Civilization I	50	3	None	Area 3A or Area 3B	No credit
Western Civilization II	50	3	None	Area 3A	No credit

Science and Mathematics

CLEP Examination	SBVC Required Score	SBVC Units	SBVC Equivalent Course (to clear prerequisite requirements)	SBVC Graduation Requirement	Cal-GETC Area
Biology	50	3	BIOL 100 (No lab credit)	Area 4B (No lab credit)	No credit
Calculus	50	3	MATH 250	Area 2	No credit

Chemistry	50	3	None	Area 4A (No lab credit)	No credit
College Algebra	50	3	MATH 102	Area 2	No credit
College Algebra – Trigonometry	50	3	None	Area 2	No credit
College Mathematics	No Credit	No Credit	None	No credit	No credit
Natural Sciences	50	3	None	Area 4A or Area 4B	No credit
Precalculus	50	3	MATH 151	Area 2	No credit

CLEP Exam Notes

- The CLEP chart is based on the most current information available at the time of catalog publication.
- Refer to the California Community Colleges Chancellor's Office (CCCCO) AP, IB, and CLEP Examination Chart (http://catalog.valleycollege.edu/academic-standards-policies/alternative-sources-credit/credit-college-level-examination-clep-program/ESLEI-24-35-Annual_Updated_Examination_Charts_for_IB_CLEP_and_AP-a11y.pdf) for passing scores and credit details per Title 5 §55052.5.

Credit for the International Baccalaureate (IB)

A student must be enrolled at San Bernardino Valley College to receive course credit for the International Baccalaureate (IB) diploma or certificates. A score below 4 for Mathematics (HL) will require that students complete the self-guided placement at SBVC. Please refer to the table below for IB credit (in accordance with Title 5, §55052.5). Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both. Any questions may be directed to the Articulation Officer in the Counseling Center, AD/SS 103.

IB Examination	Minimum Score	Units	SBVC Equivalent	SBVC Graduation	Cal-GETC
Biology (HL)	5	3	BIOL 205	Area 4B (lab)	Area 5B (no lab)
Chemistry (HL)	5	3	CHEM 101	Area 4B (lab)	Area 5A (no lab)
Economics (HL)	5	3	ECON 200 or ECON 200H	Area 3B	Area 4
Geography (HL)	5	3	No equivalent	Area 3B	Area 4
History (any region) (HL)	5	3	No equivalent	Area 3A or 3B	Area 3B or 4
Mathematics (HL): Analysis and Approaches	4	3	TBD	Area 2	Area 2
Mathematics (HL): Applications and Interpretation	4	3	TBD	Area 2	Area 2
Physics (HL)	5	3	PHYSIC 101	Area 4A (lab)	Area 5A
Psychology (HL)	5	3	No equivalent	Area 3B	Area 4
Theatre (HL)	4	3	No equivalent	Area 3A	Area 3A

IB Examination	Minimum Score	Units	SBVC Equivalent	SBVC Graduation	Cal-GETC
Language A: Literature HL	4	3	No equivalent	Area 3A	Area 3B
Language A: Language and Literature HL	4	3	No equivalent	Area 3A	Area 3B
Language B (any language) HL	4	0	No equivalent	No credit	No credit
Language B (any language) HL	5	3	No equivalent	No credit	No credit

IB Exam Notes

- The IB chart is based on the most current information available at the time of catalog publication.
- Refer to the California Community Colleges Chancellor's Office (CCCCO) AP, IB, and CLEP Examination Chart (http://catalog.valleycollege.edu/academic-standards-policies/alternative-sources-credit/credit-international-baccalaureate/ESLEI-24-35-Annual_Updated_Examination_Charts_for_IB_CLEP_and_AP-a11y.pdf) for passing scores and credit details per Title 5 §55052.5.
- IB transfer credit (including possible differences in units to be awarded beyond those used for Cal-GETC certification) awarded for these and other IB exams at admission are determined by the CSU and UC.
- For the complete list of CSU IB policies and credit information, visit: Viewing CSU Systemwide Credit for External Examinations (<https://calstate.policystat.com/policy/17947386/latest/>)

- For the complete UC Policy for IB credit, visit: IB credits | UC Admissions (<https://admission.universityofcalifornia.edu/admission-requirements/ap-exam-credits/ib-credits.html>)

Final Exams and Grades

Final Examinations

Final examinations are given at the close of each semester. Students are required to take scheduled final examinations in order to receive credit. Any student who is purposely absent from an examination at any time during a semester forfeits the right to make up work by re-examination.

Final Grades and Transcripts

Final grades are accessible via the Internet as soon as they are submitted by the instructor. To access visit San Bernardino Valley College's Self-Service (<https://colss-prod.ec.sbccd.edu/Student/Account/Login/>) website.

Note: Transcripts will not be released if a student has holds, an outstanding financial obligation, or other academic or probationary issues. Requests for transcripts online by logging onto: www.valleycollege.edu/transcripts (<http://www.valleycollege.edu/transcripts/>). Requests will be filled within the legally prescribed timeframe, assuming there are no outstanding obligations to the college, or other holds on the students' record. The first two transcripts are provided at no charge. After two, there is a charge for each additional request.

Incomplete Grades

An incomplete or "I" symbol will be awarded to the student who, in the judgment of the instructor, is unable to complete a course due to a verified emergency. An *Incomplete* form will be completed by the instructor for each student and submitted to the Admissions and Records Office. This form will cover the conditions for the removal of the "I" and the grade that will be recorded if the work is not completed within one year from the end of the semester in which the "I" was assigned. The student cannot register for the same course until the "I" has been removed.

Grades and Grade Points

The system of grades and grade points at San Bernardino Valley College is as follows:

Grade	Description	Grade Numeric Value
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, Less Than Satisfactory	1
F	Failing	0
P ¹	Pass	0
NP ²	No Pass	0
I ³	Incomplete	–
W ³	Withdrawal	–
EW	Excused Withdrawal	–
FW	Failure to Withdraw	–
MW	Military Withdrawal	–
IP ³	In Progress	–
RD	Report Delay	–

- ¹ Pass (P) grade units are not counted in GPA however, credit is earned.
- ² No Pass (NP) units are not counted in GPA; NP units are used in calculating units attempted for progress, probation and dismissal.
- ³ Non-evaluative symbols; no units or credit earned.

Only instructors may assign grades, and the grades given are final except in cases of mistake, fraud, bad faith, or incompetence. No grade will be changed for any reason or any circumstances after three years from the end of the term in which the grade was assigned.

Excused Withdrawal (EW)

An "Excused Withdrawal" occurs when a student is permitted to withdraw from a course(s) due to accidents, illness, or extenuating circumstance beyond the control of the student affecting their ability to complete a course(s) (C.C.R. § 55024). Acceptable reasons for excused withdrawal may include:

- Job transfer outside the geographical region;
- Illness in the family where the student is the primary caregiver;
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term; In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer;
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents;
- Natural disasters directly affecting the student; or
- Other extenuating circumstances as described in C.C.R. § 55024(b) (2). The extenuating circumstances must show reason(s) that the student's completion of a course is impractical. The California Community College Chancellor's Office defines impractical as "impossible due to reasons beyond the student's control."

An "EW" symbol may be requested by the student any time after the course's drop date and no later than the date when district policy allows a grade change. To request an excused withdrawal, the student must submit an academic exception petition to the Admissions & Records Office. The request will be reviewed by the Scholastic Policies and Standards Committee. Upon approval, an excused withdrawal symbol may be assigned. The grade assigned for excused withdrawal shall be "EW." Excused withdrawals shall not be counted in progress probation and dismissal, in the permitted number of withdrawals, or counted as an enrollment attempt. Excused withdrawals are not eligible for a refund of enrollment fees. The financial aid of a student may be affected depending on individual circumstances. A student should consult with the Financial Aid Office regarding any impact.

Failure to Withdraw (FW)

Failure to withdraw "FW" grade symbol indicates that a student has both ceased participating in a course sometime after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw

from the course under extenuating circumstances. The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal. If "FW" is used, its grade point value shall be zero (0). FW grades are assigned by faculty. Students cannot request an FW grade.

How to Calculate your GPA

A GPA or Grade Point Average is the average of student grades. One can calculate their GPA for one semester or for their cumulative, overall GPA. The GPA is unweighted.

Example:

Course	Units Attempted	X	Grade (Numerical Value)	=	Grade Points
ENGL 101	4	X	B (3)	=	12
MATH 102	4	X	A (4)	=	16
SOC 100	3	X	B (3)	=	9
POLIT 100	3	X	C (2)	=	6
HIST 101	3	X	D (1)	=	3
KINF 105A	(1)	X	W (0)	=	0
KINF 108A	1	X	F (0)	=	0
Totals:	18				46

- a. Grades are assigned a numerical value:

A = 4.0
B = 3.0
C = 2.0
D = 1.0
F = 0.0

Note: Units attempted that result in P/NP, CR/NC, W, IP, RD or I grade are not used to calculate the GPA.

- b. Multiply the units attempted by the numerical value of the grade to get the grade points:**Example:** 4 (units attempted) X B(3) (grade) = 12 (grade points)
- c. Total the units attempted and the grade points.
- d. The GPA is determined by dividing the total grade points by the number of attempted units:
Example: 46 (grade points) ÷ 18 (units attempted) = 2.56 (grade point average)

Grade Scale

4.0 = A average
3.0 = B average
2.0 = C average
1.0 = D average
0.0 = F average

Converting Quarter Unit to Semester Units

Quarter units are converted to semester units by multiplying the quarter units by 0.667:

Example: 4 (quarter units) X 0.667 = 2.67 (semester units)

Converting Semester Units to Quarter Units

Semester units are converted to quarter units by multiplying the semester units by 1.5:

Example: 4 (semester units) X 1.5 = 6 (quarter units)

Pass/No Pass

Students who wish to be graded in any class on a Pass/No Pass basis must complete the appropriate form, which is available in the Admissions and Records Office (AD/SS 100) or on the college website. The paperwork must be submitted no later than the end of the first 30 percent of the course. Credit will be granted only when the work is of a quality equivalent to a grade of "C" or better. A maximum of fifteen (15) units of credit (P) courses may apply toward graduation requirements. Pass/No Pass grading is not permitted in a course within a student's major area of study. This rule may be waived for students who complete courses for credit and who later declare a major in that field of study. Once Pass/No Pass has been selected as a grading option, a letter grade (A-F) cannot be issued.

Probation and Dismissal

Academic Disqualification

Students on academic and/or progress probation shall be dismissed for one semester when one or more of the following conditions exist:

- The student has earned a cumulative grade point average of less than 2.00 in all units attempted in each of the three consecutive semesters. (For purposes of this section, semesters shall be considered consecutive based on the student's enrollment.)
- The student has received course completion symbols of F, NP, I and/or W in fifty (50) percent or more of the units for which he/she was enrolled in each of three consecutive semesters.
- The student has received a combination of the two patterns listed above in each of three consecutive semesters.

As with probation, a student will be informed of dismissal by email and/or letter. In addition, students may appeal their probation status by making an appointment with a program counselor and completing the required paperwork.

Academic Probation

Students will be placed on academic probation when their cumulative grade point average in 12 or more units fall below 2.00 in all units attempted which were assigned based on the college grading scale. Students will be informed that they are on academic probation by email and/or letter. The letter will list common causes of unsatisfactory progress and will recommend services for improving academic achievement. A student on academic probation will not be allowed to register for additional courses until meeting with a counselor. A student will be released from academic probation when their cumulative grade point average reaches 2.00 or higher. In addition, students may appeal their probation status by making an appointment with a program counselor and completing the required paperwork.

Progress Probation

Students will be placed on progress probation when they have attempted at least 12 units and have received course completion symbols of F, W, I

and/or NP in 50 percent or more of these units. Students will be informed they are on progress probation by email and/or letter. The letter will list common causes of unsatisfactory progress and will recommend services for improving academic achievement. If the student on progress probation also has a grade point average of less than 2.00, they will not be allowed to register for additional courses until meeting with a counselor. Students will be released from progress probation status whenever more than fifty percent of all the units taken at the college have been completed with an assigned letter or P grade. In addition, students may appeal their probation status by making an appointment with a program counselor and completing the required paperwork.

Readmission After Disqualification

Students may be reinstated one semester after the date of dismissal. Students enrolled following dismissal shall be on probationary status for one semester. If, after this semester, the scholastic achievement of the readmitted student continues at a probationary level, the student may be dismissed for one year. Students must see a counselor and complete readmissions documents. Counseling can be reached in AD/SS 103 or at (909) 384-4404.

Academic Renewal

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance, which is not reflective of their demonstrated ability under the following conditions:

- Students may petition to have eliminated from the computation of the total grade point average any units and credits taken during not more than two consecutive terms of attendance, excluding Summer Session, at any college within the San Bernardino Community College District.
- Students must have achieved a minimum grade point average of 2.0 in all coursework completed subsequent to the semester(s) requested in the petition.
- Students must complete a minimum of twenty-four semester units subsequent to the semester(s) requested in the petition, at any accredited college.
- At least two-semesters must have elapsed from the time the course work to be removed was completed.
- A student may not petition for academic renewal under this procedure more than one time per college.
- Up to thirty units of course work may be eliminated from consideration in the cumulative grade point average per college.

Academic renewal actions are irreversible. Institutional action taken under this procedure will not remove the courses, units, grades, or any other information from the student's permanent record. When academic renewal procedures permit previously recorded substandard course work to be disregarded in the computation of grade point averages, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Academic renewal procedures will not prevent the student from retaking the course in a subsequent semester, if necessary, in accordance with course repeat policies or alter records of previous attempts of the same course.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Students must file the Petition for Academic Renewal in the Admissions & Records Office at the respective college where the units were completed after meeting with a counselor. The determination of eligibility will be decided by the Director of Admissions & Records, or their designee.

In accordance with Title IV, all units approved or denied for Academic Renewal shall be included in the Satisfactory Academic Progress (SAP) calculation and shall be considered when determining financial aid eligibility.

Non-Discrimination Policy

San Bernardino Community College District and its two colleges, San Bernardino Valley College and Crafton Hills College, are committed to non-discrimination. Our goal is to provide equal opportunities for all community members in all areas of the college including admission, student financing, student support facilities and activities, and employment. Federal laws and District policies strictly prohibit all types of discrimination, including sexual harassment and inequities based on race, color, religion, sex, age, marital status, physical disabilities, mental impairments, or sexual orientation. The District's non-discrimination policies are supported by the requirements of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the education amendments of 1972; the Age Discrimination in Employment Act of 1975; and sections 503 and 504 of the Rehabilitation Act of 1972, as amended, and the Americans with Disabilities Act. San Bernardino Valley College is further committed to overcoming sex discrimination and sex stereotyping in vocational education programs. In addition, the lack of English language skills will not be a barrier to admission and participation in vocational education programs. Students, job applicants, and employees may complain of any action, which they believe discriminates against them on the above-cited grounds. For information regarding the college's non-discrimination policy or to file a complaint, contact:

Vice Chancellor of Human Resources
District Building, SBCCD
550 E. Hospitality Lane, Suite 200
San Bernardino, CA 92408.

You may also call (909) 382-4040. For information regarding the requirements of Section 503 and 504 of the Rehabilitation Act of 1973 or to file a complaint, contact the Vice President of Student Services, San Bernardino Valley College, in AD/SS 200, or call (909) 384-4473.

Open Enrollment Policy

The policy of San Bernardino Community College District is that, unless specifically exempted by statute or regulation, every course, or class offered by the college is open to enrollment and participation by a person who has been admitted to the college and who meets the prerequisites approved for a given course.

Sexual Harassment Policy

Sexual harassment of students or employees in the academic and work environments violates both federal and state law and district policy, and it will not be tolerated. It also violates law and policy to retaliate against any individuals for filing a complaint of sexual harassment, or for participation in the investigation or resolution of a formal or informal, written or oral complaint of sexual harassment. Unlawful harassment based on sex includes, but is not limited to, classroom conditions, grades, academic standing, scholarships, recommendations, employment opportunities, disciplinary action, or any other aspect of college life within the control of the District. Complaints of sexual harassment may be

registered by calling the Vice President of Student Services at (909) 384-4473.

Academic Freedom

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

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

Course Information

Course Descriptions

Each course entry in this catalog includes the course number, title, prerequisite, a brief description, the number of semester units, and the number of hours the course meets based on a 16- week semester. The course entries also include information about how the course credit applies to associate degrees and transfer to The California State University and University of California systems.

- Courses numbered from 600 through 699 are noncredit and do not receive any type of college credit.
- Courses numbered from 001 through 099 are generally applicable to certificate and associate degree programs.
- Courses numbered from 100 through 299 are generally applicable for associate degrees and baccalaureate degrees conferred by universities.
 - Courses that are designated CSU transfer to CSU campuses system wide.
 - Courses designated UC are approved by the UC Office of the President as comparable to courses offered at UC. Courses with *UC notation indicate that some credit limitation applies. UC limits credit on courses that are similar in nature or taken after a higher-level course(s). To access information on SBVC courses that transfer to UC, go to www.assist.org.
 - Although courses may be indicated in the catalog as transferable to UC and/or CSU, they may or may not meet general education or major preparation. Students who plan to transfer to UC or CSU should consult with a counselor for further information.
- Courses numbered from 900-999 are not applicable to associate degrees and do not transfer to four-year institutions.
- Certain course entries include a symbol X and a number following the symbol, such as MUS 141X2. This symbol (X) indicates that this is a skill-based course and may be taken for credit more than once; the

number following the symbol (X) indicates the number of times the course may be taken for credit.

Common Course Numbering (CCN)

In response to AB 1111, California Community Colleges are currently in Phase 1 of implementing a Common Course Numbering (CCN) system for general education and transfer pathway courses. The CCN system is designed to align course numbers for equivalent courses across all community colleges, making it easier for students to transfer and minimizing excess credit accumulation.

The chart below outlines the courses that will be updated under the CCN system beginning Fall 2025 at San Bernardino Valley College, showing the new course subjects and numbers. If you have any questions, reach out to the Counseling Department - (909) 384-4404.

Code	Title	Units
COMM C1000	Introduction to Public Speaking (formerly COMMST 100)	3
COMM C1000H	Introduction to Public Speaking - Honors (formerly COMMST 100H)	3
ENGL C1000	Academic Reading and Writing (formerly ENGL 101)	4
ENGL C1000H	Academic Reading and Writing - Honors (formerly ENGL 101H)	4
ENGL C1001	Critical Thinking and Writing (formerly ENGL 102)	4
ENGL C1001H	Critical Thinking and Writing - Honors (formerly ENGL 102H)	4
POLS C1000	American Government and Politics (formerly POLIT 100)	3
POLS C1000H	American Government and Politics - Honors (formerly POLIT 100H)	3
PSYC C1000	Introduction to Psychology (formerly PSYCH 100)	3
PSYC C1000H	Introduction to Psychology - Honors (formerly PSYCH 100H)	3
STAT C1000	Introduction to Statistics (formerly MATH 108)	4
STAT C1000H	Introduction to Statistics - Honors (formerly MATH 108H)	4

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM-110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM-110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org (<http://www.assist.org/>) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Course requirements may change, and courses may be modified and qualified for or deleted from the

C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Prerequisites, Corequisites, and Departmental Recommendations

When registering for classes, students are required to adhere to enrollment policies that relate to prerequisites, corequisites, and departmental recommendations.

- a. A **prerequisite** is a course or skill that must be met before a course is taken. Students registered in a class without having completed the prerequisite(s) may be dropped from the class. Prerequisite courses must be completed with a grade of C or higher. Prerequisite courses completed with a grade of D or F indicate unsatisfactory performance in the course and do not satisfy the prerequisite;
- b. A **corequisite** is a course that must be taken during the same semester as another course in which the student would like to enroll;
- c. A **departmental recommendation** is a suggested course that would be helpful for a student to have completed prior to enrolling. A departmental recommendation is a suggestion, not a requirement.

Students may challenge a prerequisite or corequisite on one or more of the following grounds:

- a. The student can demonstrate they have the knowledge or ability to succeed in the course or program despite not having satisfied the prerequisite or corequisite;
- b. The student will be subject to undue delay in attaining their educational goal as outlined in their Student Education Plan (SEP) because the prerequisite or corequisite course has not been made reasonably available;
- c. The prerequisite or corequisite is discriminatory or is being applied in a discriminatory manner;
- d. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites or was established in violation of Title 5.

It is the student's responsibility to provide information to support the challenge. Challenges must be filed in the Academic Division Office (<https://www.valleycollege.edu/academics/divisional-offices/>) of the course with the prerequisite being challenged within the first week of class. Once received, the college will process the challenge within five (5) working days. For information on challenging a prerequisite, contact the appropriate Academic Division Office.

Course Repetition in a Non-Repeatable Course

Course repetition allows students to repeat classes under the following circumstances: (Title 5, Section 58161)

- a. The student is repeating the course to alleviate substandard work, which has been recorded on the student's record (D, F, or NP). Courses in which a substandard evaluative symbol has been assigned may be repeated two times for a total of three enrollments. Students may attempt a course more than three times only upon approval through the college's petition process (Title 5, section 55024).
- b. The course outline of record has been officially changed and demonstrates significant curricular changes. A *Petition for Academic Exception* is required.
- c. Repetition of courses where substandard work has not been recorded is permitted when such repetition is necessary for a student to meet a

legally mandated training requirement as a condition of continued paid or volunteer employment.

- d. Significant lapse of time exception if the following conditions are met:
 - At least 36 months, or more if required by district policy, has elapsed since the student previously was assigned or awarded a grade in the course;
 - The student's prior grade was a satisfactory grade (55000(w)); and either
 1. The course is required by the district as a properly established recency prerequisite (5503); or
 2. Another institution or higher education to which the student is seeking to transfer requires the student to have taken the course more recently than the student's last enrollment.

Non-Degree Applicable Courses

Courses numbered in the 900s do not apply toward a degree, and are designed to provide the fundamental skills necessary for successful completion of other college courses. These include pre-collegiate courses in reading, writing, computation, learning skills, study skills, and English as a second-language. Non-degree applicable courses, including basic skills courses, are indicated in this catalog by numbers from 900 to 999.

In accordance with Title 5, Section 55758.5 (b), grades earned in non-degree applicable courses are not included when calculating a student's degree applicable grade point average. Students will not receive credit for more than thirty (30) units of basic skills course work taken in the San Bernardino Community College District. Basic skills coursework earned in another community college district will not be counted toward the 30-unit limit. Students enrolled in English as a second-language courses and students identified by the District for learning disabled programs are exempt from this 30-unit limit. Other students may apply for a waiver of the 30-unit limit. Please contact the Counseling Department for more information - (909)384-4404.