

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant supplements the Pell Grant for students with exceptional need, with priority given to Pell Grant recipients. Unlike Pell Grants, there is no guarantee that every eligible student will receive a FSEOG award since funds are limited. These grants do not need to be paid back and recipients are determined by the criteria set by the Financial Aid Office.

Federal Work-Study (FWS)

Provides part-time employment on or off campus for students with financial need. Students must be enrolled in at least 6 units per semester and must be meeting SAP. The average annual award is \$5,000.

Student Success Completion Grant (SSCG)

Awarded to students receiving Cal Grant B or C who are enrolled full-time (12+ units). The SSCG supports timely program completion.

- 12–14.99 units: Up to \$1,298/semester (\$2,596/year)
- 15+ units: Up to \$4,000/semester (\$8,000/year)
- Current/former foster youth: Up to \$5,250/semester (\$10,500/year)

Students must maintain SAP and follow their comprehensive Student Education Plan to remain eligible.

Satisfactory Academic Progress (SAP)

To receive financial aid, students must meet SBVC's Satisfactory Academic Progress Policy, which is evaluated at the end of each semester. SAP includes:

- Minimum GPA requirement of at least 2.0
- Completion of at least 67% of attempted units
- Completion within the 150% maximum timeframe

Failure to meet SAP may result in loss of eligibility. The full SAP policy is available on the Financial Aid website.

Return of Title IV Funds (R2T4) Policy

Students who withdraw from all classes before completing more than 60% of the term may be required to repay unearned financial aid.

The Financial Aid Office calculates earned aid using a federally mandated formula based on the last date of attendance, which may be determined by:

- Student's official withdrawal date
- Midpoint of the semester (if no withdrawal was submitted)
- Last date of an academically related activity

Students who do not attend any of their courses will be required to repay all financial aid received.

Need More Help?

More information about all financial aid programs, policies, and application procedures is available on the Financial Aid website (<https://www.valleycollege.edu/admissions-financial-aid/financial-aid/>). If you have questions, please visit the Financial Aid Office in AD/SS 106 or call (909) 384-4403.

Student Rights and Responsibilities

Academic Records

Student academic records are treated in a confidential and responsible manner as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Students have:

- The right to inspect and review their education records within 45 days of the day the College receives a request for access.**

A student should submit to the Director of Admissions and Records, a written request that identifies the record(s) they wish to inspect. The Director will arrange for access and will notify the student of the time and place where the record(s) may be inspected. If the records are not maintained by the Admissions and Records Office, the Associate Dean will advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the portions of their education records that they believe are inaccurate or misleading.**

Students should write to the Director clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and will advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception that permits release of student records without written consent is disclosure to school officials with legitimate educational interests. A "school official" is defined as a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a member of the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill professional responsibility.

- Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by San Bernardino Valley College to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Academic Dishonesty

It is the belief at San Bernardino Valley College that students share a responsibility with their instructors for assuring that their education is honestly attained. In keeping with this belief, every instructor has the responsibility and authority to deal with any instances of plagiarism, cheating and/or fabrication that occur in the classroom. This policy on Academic Dishonesty applies to all students, including students taking online and hybrid classes. Examples of academic dishonesty include (but are not limited to) the following:

Plagiarism

Plagiarism is the act of presenting someone else's work as one's own.

Examples include:

- Copying and pasting text from websites or other electronic sources and presenting it in an assignment as your own original work;
- Copying and pasting text from printed sources (including books, magazines, encyclopedias or newspapers) and presenting it in an assignment as your own original work;
- Using another student's work and claiming it as your own original work (even if you have the permission of the other student).

Cheating

Cheating is the act of pretending (or helping others to pretend) to have mastered course material through misrepresentation.

Examples include:

- Copying from another student's test or assignment.
- Allowing another student to copy from your test or assignment;
- Using the textbook, course handouts, or notes during a test without instructor permission;
- Stealing, buying or otherwise obtaining all or part of a test before it is administered;
- Selling or giving away all or part of a test before it is administered;
- Having someone else attend a course or take a test in your place;
- Attending a course or taking a test for someone else;
- Failing to follow test-taking procedures, including talking during the test, ignoring starting and stopping times, or other disruptive activity.

Fabrication

Fabrication is the intentional use of invented information. Examples include:

- Signing a roll sheet for another student;
- Giving false information to college personnel;
- Answering verbal or written questions in an untruthful manner;
- Inventing data or sources of information for research papers or other assignments.

As members of the San Bernardino Valley College learning community, students are not to engage in any form of academic dishonesty. Any act of academic dishonesty will be considered a very serious offense that is subject to disciplinary action. The consequences of academic dishonesty may include receiving a grade of "F" for a class or possible expulsion from the college.

Substance Abuse

The San Bernardino Community College District strives to maintain a workplace free from the illegal use, possession or distribution of controlled substances as defined in the Controlled Substances Act. Students, employees and visitors are subject to applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol. Disciplinary action will be imposed on a student for misconduct for the following infractions while attending college classes or college-sponsored events:

- The use, sale or possession of illegal drugs;
- The presence on campus of anyone under the influence of drugs or alcohol;
- The use or possession of alcoholic beverages on college property or at any college-sponsored event.

Animals on Campus

The college does not permit staff or students to bring animals on campus, with the exception of "seeing eye" and "hearing ear" and "seizure" dogs and animals used for instructional purposes. At no time should dogs be left in vehicles.

Children on Campus and in the Classroom

All children (with the exception of high school students who have been admitted to the Middle College program) must be accompanied by an adult while on campus. Children are not allowed in the classroom under any conditions and are not to be left unattended in any campus facility. Should this occur, the District Police will be notified immediately.

Computer Use Policy

The San Bernardino Community College District has a Computer Use Policy (AP 3720) that all students and employees are expected to follow. These documents set the foundation for the following items: Ownership Rights, Privacy Interests, District Rights, System Abuse, Misrepresentation, Liability, Harassment, Commercial Use, Fair Use, Software Licensing, Exceptions, Network Access, Media, Social Networking, PDA, and Smartphone. These documents can be found on the District website at: www.sbccd.org (<http://www.sbccd.org>) under Board Policies and Administrative Procedures.

Financial Obligations

Students who have an outstanding financial obligation will not be allowed to register for classes, receive grades, transcripts, diplomas or certificates, obtain enrollment verification or receive any other services normally afforded students in good standing. Examples of obligations falling under this policy include (but are not limited to) returned checks, unpaid loans, equipment breakage, and unpaid library fines. An item or service withheld shall be released when the student satisfactorily meets the financial obligation.

Speech: Time, Place, and Manner

Designated Public Forum (DPF) Areas have been identified throughout the campus. Individuals or organizations wishing to use a DPF must notify the Campus Business Office or the Office of Student Life at least one hour prior to use and fill out a *Free Speech Application*.

In accordance with Education Code Section 76120, the use of Free Speech Areas is subject to the following:

- Persons using the DPF area(s) and/or distributing material in the DPF area(s) shall not impede the progress of passersby, nor shall they force passersby to take material;
- No person using the DPF area(s) shall touch, strike or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby;
- Persons using a DPF area shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at that time;