

# SAN BERNARDINO VALLEY COLLEGE

## 2004-2005

A PUBLIC COMMUNITY COLLEGE IN CALIFORNIA  
A COLLEGE OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT



- PART I** THE COLLEGE
- PART II** DEGREE, CERTIFICATE, AND TRANSFER INFORMATION
- PART III** ANNOUNCEMENT OF COURSES
- PART IV** ADMINISTRATION AND FACULTY

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701 South Mount Vernon Avenue • San Bernardino, CA 92410 (909) 384-4400

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*SBVC is an affirmative action institution. All courses and programs are provided for all residents regardless of race, color, sex or handicap.*

*SBCCD y sus dos planteles, SBVC y Crafton Hills College proveen oportunidades iguales en cuanto a admisión, ayuda financiera a los estudiantes, infraestructura de apoyo estudiantil y actividades y empleo sin discriminar a causa de raza, color religión, sexo, edad, o incapacidad física o nacionalidad. Cada curso que recibe renumeración del estado es de matrícula abierta a toda persona que haya sido admitida a la universidad y que cumpla con los requisitos del curso. Para información adicional llame a Marco Cota o Laura Gomez, (909)384-4404.*

*This publication is available in alternate formats (Braille, large print, e-text) for qualified persons with disabilities. Call (909) 384-4443 for information.*



Welcome to San Bernardino Valley College and the San Bernardino Community College District. You'll notice a changing campus here, with new buildings and continuing construction. We're excited about the progress we've made and hope the construction hasn't inconvenienced you too much.

I challenge you to make the best of your time at Valley College. We offer numerous opportunities to achieve your goal of transfer to a four-year university, personal enrichment or career development. Our faculty is top notch and committed to your success.

Please also take time to become involved at Valley College. There are a variety of student clubs, athletics, student government and many other activities to enrich your experience here. I encourage you to try something different and make new friends.

As always, the faculty, staff and administration of the San Bernardino Community College District are dedicated to "enhancing your life with quality education."

Donald F. Averill, Ed.D.  
Chancellor



With each passing day, the "new" Valley College unfolds before our eyes. This summer we opened the first of five new buildings – the Library. By late fall we will be opening a new Life & Health Science building, followed by the Administration/Student Services building in early 2005.

These are exciting times at Valley College and I am pleased you have selected us as your place for learning. Our motto is "Where Dreams Come True" and we are committed to that vision. For 77 years Valley College has been a cornerstone in this community. Student success stories are abundant. Last May, over 1,400 students graduated or received certificates from Valley College, completing their goal for a 2-year transfer degree to a 4-year college or university, a 2-year technical degree, or a certificate of completion in a specific training field.

While traditional buildings erected in the 1920's and 30's must be removed, the millennium architecture of our new classrooms and offices will continue to provide instruction and service tied to your success as a student.

Welcome to Valley College. Join us as we celebrate our "new" campus.

Denise Whittaker  
President



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# CALENDAR FOR THE 2004-2005 ACADEMIC YEAR

## FALL SEMESTER 2004

August 16	First Day of Fall Semester Instruction
September 6	Labor Day – Holiday
October 1	Deadline - Last Day to apply for Fall 2004 graduation
November 11	Veteran's Day – Holiday
November 25-27	Thanksgiving Recess
December 10	Last Day of Instruction, Day and Evening
December 13-18	Final Examinations
December 24 – January 9	Winter Recess

## SPRING SEMESTER 2005

January 10	First Day of Spring Semester Instruction
January 17	Martin Luther King Day – Holiday
February 18	Lincoln's Birthday – Holiday
February 21	Washington's Birthday – Holiday
March 1	Deadline - Last Day to apply for Spring 2005 graduation
March 14-19	Spring Recess
May 11	Last Day of Instruction, Day and Evening
May 12-18	Final Examinations
May 19	Commencement

## SUMMER SESSION 2005

Start dates will be available during the spring 2005 semester.

Check the fall, spring or summer *Schedule of Classes* for specific dates in that semester, such as the period of registration and the last day to withdraw.





## PART I – THE COLLEGE

### GENERAL INFORMATION

#### The College

San Bernardino Valley College is a comprehensive community college that serves the residents of the Inland Empire. The college is one of 108 locally governed California community colleges, and as such, is regulated by the California Education Code and is subject to the decisions of the California Legislature and the California Community College Board of Governors. The college is responsible to its local constituency through an elected Board of Trustees, which is the principal policy-making body for the college.

Students of the college are drawn, for the most part, from the local community. In addition, specific programs at the college attract students from throughout the state and world. Students range in age from under 18 to over 80 years, and reflect the ethnic and cultural diversity of the region.

#### Mission Statement

The mission statement describes San Bernardino Valley College's reason for being. The district's Board of Trustees formally adopted this mission on June 13, 2002:

*San Bernardino Valley College is a comprehensive community college dedicated to making lifelong learning opportunities accessible to a diverse student population. The college serves high school graduates and those over eighteen years of age. In addition, the college provides a gateway to higher education and vocational training for non-traditional populations, including: qualified high school students; re-entry adults; immigrants; the educationally or financially challenged; and those who cannot or choose not to attend the main campus.*

*The mission of San Bernardino Valley College is: to*

*prepare students to transfer to four-year colleges and universities; to provide students with the knowledge and skills needed to succeed in business, industry and the professions; to advance the state and region's economic growth and global competitiveness through continuous workforce development; to work in partnership with the local community to improve the quality of life in the Inland Empire; and to prepare students for active participation in a multicultural society. The faculty and staff of San Bernardino Valley College are committed to student success and to teaching and service excellence.*

#### Tenets

The college tenets describe the philosophy and values of San Bernardino Valley College's faculty, staff, and administration:

*We believe:*

- *That a well-educated populace is essential to the general welfare of the community.*
- *That a quality education empowers the student to think critically, to communicate clearly, and to grow personally and professionally.*
- *That an enriched learning environment promotes creativity, self-expression, and the development of problem-solving skills.*
- *That we must provide students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.*
- *That we can measure our success by the degree to which our students become self-sufficient learners and contributing members of society.*
- *That plans and decisions must be based on an informed consideration of what will best serve students and the community.*
- *That we must model our commitment to lifelong*

*learning by maintaining currency in our professions and subject disciplines.*

- *That all levels of the college organization must openly engage in sharing ideas and suggestions to develop innovative ways to improve our programs and services.*
- *That interaction between all members of the college community must be marked by professionalism, intellectual openness, and mutual respect.*
- *That we must hold ourselves and our students to the highest ethical and intellectual standards.*
- *That we must maintain a current, meaningful and challenging curriculum.*
- *That students succeed best when enrolled in classes that meet their interests and match their level of academic preparedness.*
- *That all members of our campus community are entitled to learn and work in an environment that is free from physical, verbal, sexual, and/or emotional threat or harassment.*

## **Vision Statement**

The vision statement represents the collective sense of the direction the faculty, staff and administration would like to see the college move over the next decade. The district's Board of Trustees adopted the vision statement on June 13, 2002:

*San Bernardino Valley College will become the college of choice for students in the Inland Empire, and will be regarded as the "alma mater" of successful, lifelong learners. We will build our reputation on the quality of our programs and services and on the safety, comfort, and beauty of our campus. We will hold both our students and ourselves to high standards of achievement, and will expect all members of the college community to function as informed, responsible, and active members of society.*

## **History**

San Bernardino Valley College was established in 1926, and originally served only the San Bernardino and Colton Unified School Districts. The population served has now expanded to include communities throughout the Inland Empire. Over the years, the original four-building campus has grown to one of eighteen major buildings grouped conveniently around a central quadrangle and mall, giving easy access to the numerous special purpose classrooms, lecture halls, laboratories, studios, shops and practice rooms. A faculty of 16 has grown to a teaching staff of more than 160 full-time and 400 hourly faculty, and a student body of 140 has grown to one of over 13,000. San Bernardino Valley College is proud of its long tradition of service to our community, and the faculty and staff are gratified to know they have played an important part in improving the lives of so many.

## **Length of Programs**

San Bernardino Valley College offers associate degrees and a wide variety of certificate programs.

The amount of time it will take a student to complete an associate degree will depend on whether he/she is attending full-time or part-time, on the student's level of preparation, and on the number of prerequisite courses he/she is required to take. Typically, a student attending full-time with few prerequisite requirements could complete an associate degree in two years. Students attending part-time could take as long as four or five years.

The amount of time it will take to complete a certificate program will depend on whether the student is attending full-time or part-time, the number of units required for the certificate, the rotation of courses over a one- or two-year sequence, and the number of prerequisite courses the student is required to take. A very limited number of certificate programs can be completed in one semester. The majority will take one or two years if the student attends fulltime. Consult with the vocational advisor for your program. A list of advisors is found in the *Schedule of Classes*.

## **Accreditation**

San Bernardino Valley College is fully accredited by the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission on Recognition of Post Secondary Accreditation and the U.S. Department of Education. In addition, the college is accredited by the National League for Nursing and the California State Board of Registered Nursing.



## ADMISSION REGULATIONS

Admission to San Bernardino Valley College is governed by the laws of the State of California and by supplementary regulations established by the San Bernardino Community College District Board of Trustees. Every course, whether offered on the main campus or at a satellite location, is fully open to any person who is eligible for admission to San Bernardino Valley College and who meets any prerequisites as have been established in accordance with Title V of the California Administrative Code.

### Admission Requirements

The following groups are eligible for admission to San Bernardino Valley College:

- Any individual, age 18 or above, who can reasonably profit from instruction.
- Any individual who has graduated from high school or who has been awarded a California Certificate of Proficiency or who has successfully completed the GED.

In accordance with Board Policy 6020, any pupil enrolled in grades K-12 from a public school district may apply for admission to the college upon submitting evidence that the Board of Trustees of the public school district has granted such approval. A parent or guardian of a pupil who is not enrolled in a public school district may petition the college president for such admission. The college president or designee shall review and act upon all applications.

The three categories of students listed below may be admitted to San Bernardino Valley College. All high school students must complete an admission application and take the College Assessment Test before registering for classes:

### High School Juniors and Seniors enrolling in Transfer Level Courses (courses numbered 100-200)

- Must have an overall high school GPA of 3.0 or better as verified by an official transcript. An appeals process will be available to students with GPA between 2.7 and 3.0, in which provisional admission will be granted based on a letter of recommendation from an instructor currently teaching the student in an academic course.
- Must submit an application for admission to the college.
- Must submit a **Special Student Attendance Approval** form signed by parent/guardian and high school principal or designee.
- Must register in transfer level courses.
- Must submit official high school transcript each semester while attending SBVC.
- Courses cannot duplicate courses currently available in their high school.

### High School Vocational Education Students, Grades Nine Through Twelve

- Must have an overall high school GPA of 2.0 or better as verified by an official transcript.
- Must submit an application for admission to the

college.

- Must submit a **Special Student Attendance Approval** form signed by parent/guardian and high school principal or designee.
- Must register in Vocational Education courses only.
- Must submit official high school transcript each semester while attending SBVC.
- Courses cannot duplicate courses currently available in their high school.

### Students Below Grade Eleven

- Parents must petition in writing to the Vice President of Student Services.
- The public school district of residence must grant approval in writing.
- Student must have proof of an overall high school 3.0 GPA or better as verified by an official transcript (except for students enrolling in Vocational Education courses, as described above).
- Must submit a **Special Student Attendance Approval** form.
- Must register in transfer level courses only (courses numbered 100 - 200).
- Must submit official high school transcript each semester while attending SBVC.
- Courses cannot duplicate courses currently available in their high school.

Students who have taken courses from other colleges may be admitted with advanced standing upon presentation of official transcripts.

### Residence Requirements

Residence determination must be made each semester for nonresident tuition purposes. The college application and, if necessary, other evidence furnished by the student are used in making residence determination.

Any adult who is physically present in the state while, at the same time, intending to make California his/her permanent home, may establish legal residence. The resident determination date is that day immediately preceding the opening day of instruction for each semester or term. Steps must be taken at least one year prior to the residence determination date to establish the intent to make California one's permanent home with concurrent relinquishment of the prior legal residence. Some indications of intention to establish and maintain California residence include, but are not limited to:

- Payment of California state income tax as a resident.
- Registering to vote and voting in California.
- Possessing California motor vehicle license plates.
- Possessing a valid California driver's license.
- Maintaining a permanent military address or home of record in California while in the armed services.
- Establishing and maintaining active California bank accounts.
- Being a petitioner for a divorce in California.

In general, an unmarried minor (a person under 18 years of age) derives legal residence from the parent or parents with whom he/she lives. The student who is within the state only for educational purposes does not gain the

status of resident regardless of the length of his/her stay in California. Exceptions to the residence requirements are as follows:

1. Persons below the age of 19 whose parents were residents of California but who left the state while the student who remained was still a minor. When the minor reaches 18, the exception continues for one year to enable the student to qualify as a resident student.
2. Persons below the age of 19 who have been present in California for more than a year before the residence determination date and who have been entirely self-supporting for that period of time.
3. Persons below the age of 19 who have lived with and have been under the continuous direct care and control of an adult, not a parent, for the two years immediately preceding the residence determination date. Said adult must have been a California resident for the most recent year.
4. A student who is a member of the armed forces of the United States stationed in this state on active military duty shall be entitled to resident classification for one year from the time the member reports for duty in California.
5. A student who is a natural or adopted child, stepchild or spouse and who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification for one year from the time the member reports for duty in California. This military exception does not require any intent on the part of the military member or dependent to become a resident of California. If, however, after the one year has elapsed the member or dependent has not satisfied California residence requirements, he/she will not be entitled to resident classification until the intent requirements have been fulfilled for the one-year period.
6. A student who is a full-time employee of a public institution of higher learning, or whose parent or spouse is a full-time employee, will be entitled to resident classification until he/ she has resided in the state the minimum time necessary to become a resident.

Any student may make a written appeal to the Dean, Campus Gateway Division within 30 calendar days of notification of a final decision by the college regarding classification.

### **Out-of-State Students**

Out-of-state applicants are admitted to the college on the same basis as California residents except that they are required to pay non-resident tuition fees in addition to other fees required by the college. After a student has been present in California for one year and has manifested clear intent to become a California resident, he/she may apply for reclassification as a California resident.

### **International Students**

San Bernardino Valley College is approved by the Bureau of Citizenship and Immigration Services (BCIS) to admit non-immigrant international students who are taking lower division work for transfer to four-year institutions or who

are taking coursework to complete a two-year occupational major. San Bernardino Valley College requires the full completion of each of the following items:

- An application for admission accompanied by a nonrefundable processing fee of \$25.
- A minimum score of 450 on the paper-based Test of English as a Foreign Language (TOEFL) or 133 on the computer-based TOEFL.
- Official transcripts of high school and college records, accompanied by a notarized translation if the original is not in English.
- A bank statement and a notarized verification of funds and affidavit of support, sufficient to cover all expenses while in this country.
- Two recent passport sized photographs.
- F1 students must purchase International Health Insurance by the first week of classes.

When all requirements have been met, the student will be mailed a letter of acceptance, along with an I-20 (certificate of eligibility) form. Transfer students must submit a copy of the I-20 form from the previous school attended, along with an Intent to Transfer form obtained in Administration, Room 111.

In order to be considered for admission, all application items must be submitted (by May 1 for the fall semester and November 1 for the spring semester) to the Admissions & Records Office (Administration Building). Prior to registering for classes, the international student must also be prepared to present to the International Student Counselor the results of a chest x-ray or a negative tuberculosis skin test taken in the United States (The skin test may be taken in the campus Health Center for a nominal fee). F-1 students must be enrolled in 12 units per semester, per BCIS regulations.

### **Veterans**

San Bernardino Valley College offers courses approved for Veterans Administration benefits under Title 38, Chapters 30, 31, 32, 35, and 106 of the U.S. Code. An enrollment certification will be returned to the Veterans Administration when a veteran or his/her eligible dependent has completed the following:

- Filed a D.D. 214 form and other required documents with the Veterans Affairs Office.
- Filed an official transcript of all previous work taken at other colleges or universities with the Records Office (These records have to be evaluated and appropriate credit granted before the student can be certified for benefits. The applicant's initial certification to the Veterans Administration will reflect the total credit granted).
- Had his/her program approved by a counselor during or prior to registration. The program must be listed in the College Catalog.
- Enrolled in classes for the semester to be certified.

Grades of W (withdrawal) and NC (no-credit) are interpreted as unsatisfactory progress by the Veterans Administration. Additionally, a complete withdrawal during a term is considered unsatisfactory progress except in extenuating circumstances. Veterans and their eligible dependents are responsible for notifying the Veterans Administration of any changes in their academic program, in their marital or dependent status, or in their address.



# REGISTRATION

## Registration Procedures

### 1. *Filing an Application for Admission to the College*

All new students who have never attended San Bernardino Valley College and **all returning students who did not attend San Bernardino Valley College last semester** must complete an application for admission before registering for classes. New student applications may be submitted in person at the Admissions & Records Office (Administration Building) or online at the San Bernardino Valley College website [www.valleycollege.edu](http://www.valleycollege.edu). The signature page and statement of residency may be submitted in person or by U.S. Mail. Both the signature page and the statement of residency must be submitted before a student can be admitted. Note: Returning students **must** submit their applications at the Admissions & Records Office.

### 2. *Transcripts of Prior Work*

Students must have official transcripts of all high school and college work (all work not done at San Bernardino Valley College) sent to the Admissions & Records Office (Administration Building).

### 3. *Assessment / Orientation / Advisement*

When you submit an application for admission in person, you will be able to choose a date and time for Assessment. New students are **required** to participate in assessment unless specifically exempted from this process.

If you mail your application, or submit it online, you must come to the Admissions & Records Office (Administration Building) to receive an appointment card, which is your admission ticket to assessment. To get an appointment for the Ability-to-Benefit (ATB), please go to Financial Aid.

Report at least fifteen minutes early on the assessment date you have chosen. Bring your appointment card with you as well as a picture ID (driver's license or school ID).

#### **You may be exempt from Assessment if:**

- You have an associate degree or higher from an accredited college or university; **or**,
- You have earned a score of 3 or higher in Advanced Placement Tests in **both** math and English; **or**,
- You have proof of taking an assessment test at another California community college within the last three years; **or**,
- You are taking courses for career advancement, to improve job skills, or to maintain certificate or license requirements **and** the courses you are taking do not require either math or English prerequisites; **or**,
- You are taking courses only for personal enrichment **and** are enrolled in 6 or fewer units in courses that do not have a math or English prerequisite **and** you have not completed more than 12 units total at the college.

#### **You may be exempt from the English Assessment if:**

- You received a grade of "C" or better in a prerequisite English course at the college level.

#### **You may be exempt from the math Assessment if:**

- You received a grade of "C" or better in a prerequisite math course at the college level.

Here are questions students most often ask about Assessment:

#### ***Why is the Assessment required?***

Assessment will place you in proper English, reading, and math courses. During the Orientation/Advisement session following assessment, you will be introduced to the college's services. After your assessment is processed, the counselor will help you select appropriate courses for the semester.

#### ***If I don't do well on the Assessment, will I still be able to attend San Bernardino Valley College?***

Yes. This is not a pass/fail exam. It is a tool to help you and the counselor make appropriate educational plans.

#### ***How long will the Assessment take?***

Approximately 3 hours.

#### ***What if I need accommodations to complete the test?***

If you have a learning or physical disability that requires reasonable accommodation to complete the assessment test, please contact Disabled Student Programs and Services, located in the back of the old Library Building.

#### ***Do other colleges require Assessment?***

Yes. Every community college in California is required to assess all new students. Most four-year colleges and universities also require an assessment of basic skills.

#### ***Does a counselor discuss my Assessment results?***

Yes. Counselors are your best resource to tell you how to interpret placement skills.

#### ***If my class has a prerequisite, what do I need to do?***

Take the prerequisite course, or refer to page 12 for other options.

### 4. *Enrollment in Classes*

The *Schedule of Classes* provides detailed instructions on the procedures involved in registering for classes. Students may register either by telephone, online, or in person, in accordance with the dates identified in the *Schedule of Classes*. **Attending courses without formally enrolling (i.e., auditing) is not permitted.**

Students who have an outstanding financial obligation will not be allowed to register for classes until the obligation is cleared. Examples of obligations falling under this policy include but are not limited to: returned checks, unpaid loans, equipment breakage, unpaid library fines, and registration fees.

The college reserves the right to cancel any class that does not meet the minimum size requirements established by the district. In some cases, cancellation may take place before the first class meeting. Students will automatically be mailed a refund of the enrollment fees for any class cancelled by the college.

## 5. Payment of Fees

Current fees are listed each semester on the payment coupon in the *Schedule of Classes*. All fees are due and payable at the time of registration. In addition to enrollment fees, students can be assessed the following: health fee, accident insurance, Student Representation fee, and Student Center fee. Optional fees include those for a parking permit and for the Associated Students (AS) discount card.

Students who are not residents of California are required to pay non-resident tuition. Non-resident tuition is payable at the time of registration.

## 6. 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 admission.

## 7. Late Registration

Applicants who do not enroll during the registration period may enroll in classes during the first two weeks of the full-term fall and spring semesters, using the "Change of Program" process described below. Keep in mind that an instructor may refuse to admit a late registrant when the work missed cannot reasonably be made up, when the class is full, or when normal progress in the course would be impossible or unsafe. Students who are added to classes must bring the web authorization code or add slip to the Admissions & Records Office **immediately**. Students will **not** be enrolled into a class if the deadline date for admissions has passed; a petition for academic exception must be completed.

## 8. Change of Program

Registered students may change their programs during a designated period at the beginning of each semester. Once the telephone/web registration period has passed (or the first day of classes lasting less than 17 weeks), a *Request for Change of Program (Add/Drop)* form is needed to change a schedule. These forms are available through the Admissions & Records Office (Administration Building). Students should request a computer printout whenever they make a schedule change. If a schedule is revised in such a way as to change the total number of units taken, the amount of enrollment fees will also change. All fees are due at time of service.

## 9. Refunds

The amount of a refund for enrollment and service fees will vary in accordance with the following conditions:

- If a class is cancelled, a student will automatically be mailed a refund of enrollment, health, Student Representation, and Student Center fees. No processing fee will be charged for overpayments or cancelled classes.
- If a student drops a class before the first day of classes, he/ she will automatically be mailed a refund of enrollment, health, SBVC Student Representation,

and Student Center fees. There will be a \$10 refund processing fee. Refunds of amounts less than \$15 will not be processed.

- If a student drops a class after the first day of classes but on or before the end of the second week of classes (or 10 percent of the term for classes less than 17 weeks in length), he/she will automatically be mailed a refund of enrollment fees. All other fees are non-refundable as of the first day of class.
- If a student drops a class after the second week of classes (or after the first 10 percent of the term for classes less than 17 weeks in length), he/she is not eligible for a refund.
- If a student is dropped by an instructor, he/she is not eligible for a refund.

It takes approximately six to eight weeks to process a refund check. If a student wishes to apply the refund credit toward registration in another class, he/she must submit the drop and add at the same time.

## Matriculation

Matriculation is a process which is designed to assist students in accomplishing their educational goals. The process brings the college and the student into an agreement for the purpose of realizing the student's educational goal. The primary purpose of matriculation is student success.

The college agrees to provide:

- An admissions application process
- An orientation to the college's programs and services
- An assessment of the student's study skills, English language proficiency, computational skills, goals, career aspirations, academic performance, and need for special services
- Counseling and advisement to develop a student education plan (SEP) Follow-up evaluation of each student's progress in achieving an educational goal.

The student agrees to:

- Express at least a broad educational intent upon admission
- Declare an educational goal by the time the student has completed 15 units
- Attend class
- Work diligently to complete course assignments
- Demonstrate an effort to attain an educational goal
- Meet with a counselor to develop a student educational plan (SEP) that will meet his/her unique needs.

Matriculation goals are partially fulfilled through the ACAD 100 class. Students who intend to graduate from San Bernardino Valley College are required to complete ACAD 100 during the first two semesters in which they are enrolled in 9 or more units.

# ACADEMIC STANDARDS & POLICIES

## 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 his/her 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 14th week of instruction (for full semester classes) or after 75 percent of instruction (for short-term classes).

## 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.

## 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.

An overload of units requires a counselor's signature for registration. An overload is considered to be anything over 18 units for the fall or spring semesters and anything over 8 units for the summer.

## Grades & Grade Points

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

		Grade Points Per Unit
	A Excellent	4
	B Good	3
	C Satisfactory	2
	D Passing, less than satisfactory	1
	F Failing	0
*	CR Credit	0
**	NC No Credit	0
***	I Incomplete	—
***	W Withdrawal	—
***	MW Military Withdrawal	—
***	IP In Progress	—
***	RD Report Delayed	—

- \* At least satisfactory; units are not counted in GPA; credit is earned.
- \*\* Less than satisfactory; units not counted in GPA; NC units used in calculating units attempted for progress, probation and dismissal.
- \*\*\* 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.

## Credit / No Credit Grading

Students who wish to be graded in any class on a Credit/No Credit basis must pick up the appropriate form in the Admissions & Records Office (Administration Building). The paperwork must be filed 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 15 units of credit (CR) courses may apply toward graduation requirements. Credit/No Credit 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 Credit/No Credit has been selected as a grading option, a letter grade (A-F) cannot be issued.

## Incompletes

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 filled out by the instructor for each student. 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 into the same course until the "I" has been removed.

## Withdrawals

If a student stops attending class, it is the student's responsibility to officially drop the class. A student who wishes to withdraw from all college classes should obtain an Application for Withdrawal form in the Admissions & Records Office (Administration Building). A student who wishes to drop one or more classes but continue enrollment in other classes should complete an add/drop form. In either instance, the completed form should be returned to the Admissions & Records Office immediately. Prior to the end of the third week (or 30 percent of a term, whichever is sooner), no entry will be made on the student's record for dropping a class. A student who withdraws or is dropped from a course before the end of the 14th week of a semester (or before 75 percent of a short-term class has been completed) will not receive a letter grade. Instead, the letter 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. However, W's are used in probation and dismissal procedures. Students will receive a letter grade if they continue any course after the 14th week of the semester (or after 75 percent of a short-term class has been completed).

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 the Records Office in order to have the MW assigned.

### Repeated Courses

Generally, students may take a course only once. There are three exceptions to this general statement:

1. Certain activity-based courses may be repeated when the faculty have determined that students are best able to achieve the objectives of the course through repetition. If a course number includes the notation x2, x3, or x4, then the course may be taken 2, 3, or 4 times. In accordance with Title 5, Section 55763 (b), students may also repeat courses that are necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
2. Courses in which a D, F, or NC were received may be repeated **one** time. The units for which credit is given will count only once toward a degree or certificate. This will apply whether the course was repeated at SBVC or at another accredited college or university.
3. Students who have received a grade of A, B, C or CR and who wish to repeat a course may file a petition to establish that exceptional circumstances exist that would justify such a repetition. If the *Petition for Academic Exception* is approved by the Scholastic Standards Committee, the course may be repeated **one** time. The grades issued for repeating a course under this petition process will not be counted in the computation of the college grade point average, and the units for which credit is given will count only once toward a degree or certificate.

### 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 or through the telephone registration system approximately four weeks after the completion of the semester. To access Valley's *Campus Central* on the Internet, go to:

<http://www.valleycollege.edu>

To access grades through the campus telephone system, dial (909) 888-1996. Note: Final grades will not be released if there is a hold or fine on file in the College Business Office.

Requests for transcripts must be made in writing or by filling out the appropriate form in the Records Office (Administration, Room 109). Requests will be filled, providing the student owes no outstanding obligation to the college. The first two transcripts requested are provided at no charge; after two, there is a nominal charge for each request.

### Prerequisites, Corequisites, and Departmental Advisories

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

1. 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.
2. A *corequisite* is a course that must be taken during the same semester as another course in which the student would like to enroll.
3. A *departmental advisory* is a suggested course that would be helpful for a student to have completed prior to enrolling. A departmental advisory is a suggestion, not a requirement.

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

- The student can demonstrate he/she has the knowledge or ability to succeed in the course or program despite not having satisfied the prerequisite or corequisite
- The student will be subject to undue delay in attaining his/her educational goal as outlined in his/her Student Education Plan (SEP) because the prerequisite or corequisite course has not been made reasonably available.
- The prerequisite or corequisite is discriminatory or is being applied in a discriminatory manner.
- 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 V.

**It is the student's responsibility to provide information to support the challenge.** The challenge must be filed in the Division Office within the first week of class. The college will process the challenge within five working days. For information on challenging a prerequisite, contact the Matriculation Coordinator.

## 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 precollegiate 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 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. Contact a counselor for more information about the waiver process.

## Credit-by-Examination

Students who feel that their knowledge of a subject is equivalent to the content of a course offered by the college may apply for credit-by-examination. To do so, the following conditions must exist:

- The student must submit evidence of extensive background and/or experience in the subject to the instructor of the course.
- The student must have completed twelve (12) or more units at San Bernardino Valley College or be a permanent employee of the San Bernardino Community College District.
- The student must be enrolled in the college during the semester in which he/she takes the examination.
- In accordance with Board Policy 5080, credit by examination for Modern Language courses may be granted only to students who take the next higher language course while attending San Bernardino Valley College, and only with the approval of the Modern Languages Department Head.

An application for credit-by-examination is available from the Records Office (Administration, Room 109). 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 that is applied to all credit-by-examination applications. (Note: All students, including those with Board of Governor fee waivers, must pay the processing fee and enrollment fee based on units when applying for credit by exam.) Once the application has been approved by the administration and the necessary fees have been paid, notice will be sent to the instructor that he/she 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 to the 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 be counted when determining athletic, financial aid and Dean's List eligibility. The units earned will not be counted in determining the twelve (12) semester hours of credit in residence required for graduation from the college (see Associate of Arts Degree graduation requirements on page 30 of this catalog). Financial Aid is not available for credit by examination.

## Credit for Military Service

Currently enrolled students who have had a minimum of one year of military service may petition to receive up to two semester units of credit for the Physical and Health Education requirement for graduation. Petition forms may be obtained in the Records Office (Administration, Room 109).

## Credit for Advanced Placement

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 on page 17. A grade of Credit (CR) will be assigned on the transcript. Credit awarded through advanced placement may be used to satisfy graduation requirements toward the associate degree, IGETC and CSU General Education-Breadth requirements. 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 request credit for AP through the Records Office (Administration Building, Room 109). (See Associate Degree Graduation Requirements on page 30 of this catalog).



## Credit Through the College Level Examination (CLEP) Program

A student must be enrolled at San Bernardino Valley College to receive course credit for CLEP Examinations. Credit will not be granted for courses in which equivalent or more advanced course work has been completed. Students will receive appropriate credit for CLEP Examinations, for which faculty have determined equivalent to SBVC courses. Students should be aware of the following:

- University of California does not accept CLEP Examinations.
- The California State University is only obligated to accept the following CLEP Examinations:
  - College Algebra/Trigonometry (score 49) applicable toward CSU GE-Breadth Area B4.
  - Calculus with Elementary Functions (score 51) applicable toward CSU GE-Breadth Area B4.
  - General Chemistry (score 48) applicable toward CSU-GE Breadth Area B1.
- Students should be aware that acceptance of CLEP at the various campuses of the CSU varies. CLEP Examinations get re-evaluated at transfer universities.
- Departmental approval is required for degree ad/or certificate requirements.
- CLEP is evaluated on a credit basis only; no letter grades are assigned.
- At the time of publication of this catalog, CLEP is under review at SBVC. CLEP scores other than those listed below will be evaluated on an individual basis. Please contact the Counseling Center for more information.

## Credit for Courses Taken at Other Colleges

Academic credits earned at other regionally accredited institutions are evaluated at the time of a student's initial enrollment at SBVC. It is therefore important that the student request official transcripts from all colleges previously attended. These transcripts should be sent to the Records Office (Administration, Room 109). All religious courses taken at a denominational college need to be equated with courses at San Bernardino Valley College; otherwise, the religious courses are not allowed.

A student who has taken coursework at institutions of higher learning outside of the United States and who wishes to have that coursework considered toward his/her educational goal at San Bernardino Valley College must have the academic credentials evaluated by a bonafide independent evaluating agency. A list of recommended agencies is available in the Records Office (Administration, Room 109).

## Probation & Disqualification

### **Academic Probation:**

A student will be placed on academic probation when his/her cumulative grade point average in 12 or more units falls below 2.00 in all units attempted which were assigned on the basis of the college grading scale. A student will be informed that he/she is on academic probation by 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 he/she meets with a counselor. A student will be released from academic probation when his/her accumulated grade point average reaches 2.00 or higher. In addition, a student may appeal his/her probation status.

CLEP EXAMINATION	SBVC REQUIRED SCORE	SBVC UNITS	SBVC EQUIVALENT COURSE (to clear Prerequisite Requirements)	CSU GE-BREADTH
Algebra, College	50	3	MATH 102	No Credit
Algebra – Trigonometry, College	50	3	MATH 151	B4
Calculus	50	3	MATH 250	B4
Chemistry	48	3		B1
Mathematics, College	N/A	N/A	N/A	No Credit
Spanish Language	N/A	N/A	N/A	No Credit
Trigonometry	50	3	MATH 103	No Credit

**Progress Probation:**

A student will be placed on progress probation when he/she has completed at least 12 units and has received course completion symbols of W, I and/or NC in 50 percent or more of these units. A student will be informed that he/she is on progress probation by 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, he/she will not be allowed to register for additional courses until he/she meets with a counselor. A student will be released from progress probation status whenever more than 50 percent of all the units he/she has taken at the college have been completed with an assigned letter or CR grade. In addition, a student may appeal his/her probation status.

**Academic Disqualification:**

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

- 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 on the basis of the student's enrollment.)
- The student has received course completion symbols of NC, I and/or W in 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 letter. A student may appeal his/her disqualification status.

**Readmission After Disqualification:**

A student 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 disqualified for one year.

**Academic Renewal**

Students who feel that past substandard grades earned from San Bernardino Valley College or any other accredited college no longer reflects their current level of academic performance may petition to have the grades from any two consecutive semesters eliminated from the computation of their total grade point average. The following conditions will apply:

- The substandard grades must have been earned during no more than two consecutive semesters of attendance at any accredited college.
- The number of units under consideration for these two consecutive semesters may not exceed 30 semester units.
- During the time since the substandard grades were achieved, the student must have attended San Bernardino Valley College or any other accredited college and completed at least two semesters and at

least 24 consecutive semester units with a cumulative grade point average of 2.50 or higher.

- Of the units obtained since the substandard grades were achieved, only the last 24 units completed will be used to determine eligibility.
- The student may not petition under these procedures more than one time.

If the conditions above are met and if the petition is approved, the student's grade point average will be recalculated. Nonetheless, any institutional action taken under Academic Renewal will not remove the original courses, units, or grades from the student's permanent record. In accordance with Title V, all work attempted, once entered on the record, must remain legible and reflect the student's complete academic record. The petition may be obtained and reviewed by a counselor to determine if the criteria has been satisfied and submitted to Records (Administration Building, 109).

**Open Enrollment 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 or 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.

**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 on the basis of 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 with Charles Whiteside, Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. He can also be reached by calling (909) 382-4041.

**Academic Freedom**

San Bernardino Valley College is committed to the principle that the free expression of ideas is essential to the effective education of its students and 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 the 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 academic and professional responsibility. Students shall have the opportunity to study controversial issues and divergent views and to arrive at their own conclusions. 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.

*(Excerpted from Board Policy 5150; for the full text of Board Policy 5150, ask at the Library Reference Desk to see the Board Policy Manual.)*





### ADVANCED PLACEMENT EXAMINATION SCORES

Advanced Placement Exam with Score of 3, 4, or 5	SBVC Units Awarded	SBVC Prerequisite Course	SBVC General Education Graduation Credit	CSU General Education Credit	IGETC Credit
Art: History of Art	3	ART 100 or 102	Category III, 1 course	Area C1	Area 3A
Art: Studio	3	ART 120	Category III, 1 course	None	None
Biology	4	BIOL 100	Category I, 1 course	(no lab) Area B2	Area 5B
Chemistry	5	CHEM 150 or CHEM 150H	Category I, 1 course	Areas B1and B3	Area 5A
Computer Science A	3	(CS 110 + CS 120) or CS 190	None	None	None
Computer Science AB	3	CS 190 + CS 265	None	None	None
Economics: Macroeconomics	3	ECON 200	Category II, 1 course	Area D2	Area 4
Economics: Microeconomics	3	ECON 201	Category II, 1 course	Area D2	Area 4
English: Language & Composition	4	ENGL 101 or ENGL 101H	Competency in English	Area A2	Area 1A
English: Literature & Composition	4	(ENGL 101 or ENGL 101H) + ENGL 151	Competency in English	Areas A2, C2	Area 1A
Environmental Science	3	BIOL 104	Category I, 1 course	Area B2	Area 5B (no lab)
French Language	6	Score 3=FRENCH 102 Score 4=FRENCH 103 Score 5=FRENCH 104	Category III, 1 course	Area C2	Language Other than English
French Literature	6	No equivalent	Category III, 1 course	Area C2	Area 3B
German Language	6	No equivalent	Category III, 1 course	Area C2	Language Other than English
Government and Politics: Comparative	3	No equivalent	Category II, 1 course	Area D8	Area 4
Government and Politics: US	3	No equivalent	Category II, 1 course	Area D8	Area 4
History: European	3	HIST 161	Category II, 1 course	Area D6	Area 3B
History: US	3	No equivalent	Category II, 1 course	Area D6	Area 3B
History: World	3	No equivalent	Category II, 1 course	Area D6	Area 3B
Human Geography	3	No equivalent	Category II, 1 course	Area D5	Area 4
Latin: Vergil	3	No equivalent	Category III, 1 course	Area C2	Area 3B
Latin: Latin Literature	3	No equivalent	Category III, 1 course	Area C2	Area 3B
Mathematics - Calculus AB	4	MATH 250	Competency in Math	Area B4	Area 2
Mathematics - Calculus BC	4	MATH 251	Competency in Math	Area B4	Area 2
Music Theory	3	MUSIC 101	Category III, 1 course	Area C1	Area 3A
Physics B	6	PHYSIC 150A + 150B	Category I, 1 course	Areas B1and B3	Area 5A
Physics C (Electricity/Mechanics Magnetism)	5	PHYSIC 200 + 201	Category I, 1 course	Areas B1and B3	Area 5A
Psychology	3	PSYCH 100	Category II, 1 course	Area D9	Area 4
Spanish Language	6	Score 3=SPAN 102 Score 4=SPAN 103 Score 5=SPAN 104	Category III, 1 course	Area C2	Language Other than English
Spanish Literature	6	No equivalent	Category III, 1 course	Area C2	Area 3B
Statistics	4	MATH 108	Competency in Math	Area B4	Area 2

## STUDENT AWARDS AND HONORS

### Academic Recognition Programs

Recognition for outstanding academic achievement is given in the following ways:

#### **Dean's List:**

Outstanding scholastic achievement by San Bernardino Valley College students is recognized through the *Dean's Honors List*. The *Dean's List* is generated twice in each academic year, once during the fall semester and once during the spring semester. This scholastic recognition is based on GPA earned during the prior semester as opposed to a cumulative GPA. To qualify for the *Dean's List*, students must complete 12 units of college-level courses during the prior semester. (Units earned through credit-by examination will be counted when determining eligibility.) Courses taken on a "Credit/No Credit" basis and/or courses numbered in the 900s that do not apply toward a degree are not included when evaluating whether a student has met the 12-unit requirement. Qualifying students will be included on the *Dean's List* in the following categories:

- *Highest honors* for students earning GPAs between 3.90 and 4.00.
- *Honors* for students earning GPAs between 3.70 and 3.89.
- *Distinction* for students earning GPAs between 3.50 and 3.69.

#### **Graduating with Honors:**

Students who complete 60 units and who graduate with cumulative GPAs in the above three categories will be honored at graduation with special mention in the graduation program. No more than 15 units of course work graded on a Credit/No Credit basis will be included in this 60-unit requirement.

Students completing their associate degrees with an overall GPA of 3.0 are eligible to wear a sash at graduation. Students completing their vocational certificates with an overall GPA of 3.0 or above are eligible to wear a cord at graduation.

#### **Alpha Gamma Sigma:**

Students who have a cumulative grade point average of 3.00 or higher may join Alpha Gamma Sigma, the California Community College Honor Scholarship Society. Applications for admission to Alpha Gamma Sigma are available in the Alpha Gamma Sigma office in Liberal Arts 113.

### Honors Program

The mission of the Honors Program is to provide students with a rigorous learning experience that encourages independent and creative thought, to enhance students' critical reading, writing and thinking abilities as tools for achieving further academic success, and to prepare students for transfer to four-year institutions and to remain in the academic honors track.

Students involved in the Honors Program have the opportunity to develop unique links with UCLA, UC Irvine,

UC Riverside, Cal Poly Pomona, Pepperdine University, UC Santa Cruz, and Chapman University including:

- Priority admission consideration
- Priority scholarship consideration
- Privileges such as use of the libraries
- Opportunities to attend academic, cultural, and athletic events, campus tours, and the Honors Transfer Day

For admission to the Honors Program, a student must be eligible for ENGL 101. In addition, the student must meet one of the following standards:

1. A GPA of 3.0 or higher in at least 12 units of transfer-level college coursework (courses numbered 100 or above); or,
2. A high school GPA of 3.50 or higher.

Students who complete the Honors Program will receive a special seal on their transcripts and diplomas, a gold tassel for graduation, and an Honors Program medallion. To complete the program, a student admitted to the Honors program must:

1. Complete a minimum of 15 units of honors classes.
2. Complete 4 points (64 hours) of community service.
3. Maintain a GPA of 3.3 in Honors classes.
4. Maintain an overall GPA of 3.0 in all college coursework.

The honors courses range from one to three units. Most courses are accepted by the University of California and California State University systems, and most can be used to satisfy general education requirements. Students who qualify for the Honors Program may register for any of the following honors courses:

- ACCT 285
- ART 285
- CHEM 150H, 151H, 212H, 213H
- ECON 285
- ENGL 101H, ENGL 102H
- GEOG 285
- MATH 285, 286
- MUS 285
- NURS 285
- PHIL 285
- POLIT 110H
- SOC 285
- SPAN 103H
- SPEECH 100H

For a complete course description of any of these, refer to the specific department listing in this catalog.

Students who would like to take a single honors course without fully participating in the Honors Program may enroll after satisfactorily demonstrating skill or aptitude in the discipline covered by that honors course. The prerequisite(s) for each course must be met by the individual student. Call (909) 384-8972 for additional information.

## SERVICES FOR STUDENTS

### Academic Advancement Lab & Tutorial Center

The Academic Advancement Lab and Tutorial Center (AALTC) houses self-paced, open entry basic skills classes and the Tutoring Center. It is located in the Liberal Arts Building (Room 206). The AALTC also serves as overflow open computer lab when the computers in the new campus Library are all in use. During the fall semester, the AALTC is open Monday-Thursday, 8:00 a.m. – 9:45 p.m., and Friday-Saturday, 8:00 a.m. - 4:45 p.m.

### Art Gallery

The campus Art Gallery showcases the work of national, regional, local and student artists in 10 - 16 exhibits each year. The hosted receptions that open each show enable the public to meet the artists and instructors. During some shows, the artists will show slides and discuss their work. During the fall and spring semesters, the Art Gallery is open Monday-Friday, 10 a.m. – 2 p.m. Call (909) 384-8939 for additional information.

### Associated Students

The Associated Students (AS) is the official Student Government Organization of San Bernardino Valley College. The AS represents all SBVC students. The primary responsibility of AS members is to represent student interests on college, district and statewide committees. In addition they plan and manage various AS accounts, including the Student Center Fee Account, the Student Representation Fee Account and the General Account. Funds from these accounts are used to support various activities. Students can become active in AS either by running for office during the spring semester or by requesting an appointment during the fall semester. Appointments are at the discretion of the AS President. All students interested in participating in student government should visit the AS Office (Campus Center) or should call (909) 384-8590.

### Athletics

San Bernardino Valley College is proud of the success of its athletic teams. Men's sports include football, basketball, baseball, track, cross-country, swimming, soccer and tennis. Women's sports include basketball, volleyball, soccer, swimming, softball, tennis, track, and cross-country.

Students interested in competing on an inter-collegiate team should contact the Athletic Directors at (909) 384-8510 (Men's) or (909) 384-8654 (Women's).

Also under the direction of the Athletic Department is the Pep Squad of cheerleaders and yell leaders. Tryouts are held annually in the spring and interested persons should contact the Athletic Directors.

### Bookstore

The Bookstore, located on the lower level of the Campus Center, sells textbooks, a wide variety of supplies, sportswear, accessories, snacks and novelty items. Bookstore hours vary throughout the semester. Call (909) 384-4435 for additional information.

### Campus Child Development Center

The SBVC Child Development Center (CDC) is a licensed facility designed to meet the developmental needs of children from age one through pre-Kindergarten. The Center is open from 7:30 a.m. to 4:00 p.m., Monday-Friday. Parents with one child are required to spend 54 hours per semester (or three hours per week) participating in the Child Development Center. Parents with more than one child are required to spend 72 hours per semester (or four hours per week) participating in the Child Development Center. In addition, parents must enroll in a parent education class (CD 101). Preference is given to full-time students (12 units) who are on campus daily. Fees are assessed on a sliding scale, and can range from \$0 to \$48 per day, depending on the income of the parent(s). For further eligibility and enrollment information, call (909) 384-4440.

### Career Center

The Career Center is located on the upper level of the Campus Center, Room 215. The Center houses several important services: off-campus placement (which includes referrals and on-campus interviewing), Federal Work Study, and the Choices CT program (to assist students with career exploration). Students may also do a job search via the Internet using CalJOBS or other websites. A large number of resources to assist students are available on careers, interviewing techniques, resume writing and job market projection. These include computer programs, videos, books, journals and other written materials. Helpful staff will get students started on their career exploration or job search. For additional information, call (909) 384-4407.

### Clubs/Organizations

Students are invited to join one of the various campus clubs – or to start one of their own! For more information on campus clubs, please visit the Student Activities Office (Campus Center) or call (909) 384-8692.

### Counseling Center

The Counseling Center staff and counselors (Administration Building, Room 111) are available to assist students in making informed decisions about their academic, career and life goals. Counselors help students select the courses they need to meet requirements for associate degrees, certificates, and transfer. The Counseling Center is open Monday through Thursday from 8:00 a.m. to 7:00 p.m., and on Friday from 8:00 a.m. to 4:00 p.m. Students may be seen on a drop-in basis (first-come, first-served), but are encouraged to make an appointment in advance to spend more time with a

counselor. A variety of services are available through the Counseling Center:

- **Educational and career planning**, including development of a student education plan.
- **Personal counseling** to meet the short-term needs of students with personal concerns.
- **International student counseling** to meet the specialized enrollment and counseling needs of F-1 Visa students.

To make an appointment or for additional information, please call (909) 384-4404.

## Disabled Student Programs and Services

The department of Disabled Student Programs and Services (DSP&S) is designed to meet the individual needs of regularly enrolled, permanently and temporarily disabled students. Upon providing professional verification of a physical, learning, or mental disability, students may obtain a variety of services, including: disability management counseling; test taking accommodations; course materials in Braille, on tape, or in large print formats; the services of sign language interpreters and/or note-takers; tutoring services; and a variety of adapted equipment.

To obtain an accommodation for a disability, a student:

1. Must have a professionally verified disability. Professionals who are qualified to provide verification of a disability include—but are not limited to—physicians, psychologists, learning disabilities specialists, optometrists, and rehabilitation counselors.
2. May consult with a DSP&S faculty or staff member regarding the accommodation request.
3. May inform the instructor of the need for an academic adjustment or auxiliary aid. The student must allow the instructor a reasonable length of time to implement his/her accommodation request and make the necessary adjustments. Either the student or the instructor may choose to consult with a DSP&S faculty/staff member regarding verification or arrangements.

Students who need services related to a disability or who desire further information may either contact DSP&S at (909) 384-4443, or else visit the department in the Administrative Annex to make an appointment for intake and advisement.

## Distributed Education

The office of Distributed Education coordinates the televised and computer-delivered courses available to students of San Bernardino Valley College and Crafton Hills College. Televised courses are broadcast on KVCR-TV, channel 24, and generally have five meetings on campus. KVCR is also available on cable systems and DirectTV, possibly on a different channel as selected by the independent provider. Online courses require access to a computer system connected to the Internet, and may have up to three meetings on campus. Fees and academic credits are the same as equivalent on-campus courses. Contact the Office of Distributed Education (909) 384-4325. The Internet site is:

<http://learnonline.sbccd.cc.ca.us.us/disted>

## Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE)

San Bernardino Community College District recognizes that, as a result of financial need, language differences, and academic difficulties, some students will need special assistance for college success. The EOPS program is a state funded effort that provides special services to full time community college students. Participants must meet financial and educational disadvantage criteria. After eligibility requirements are met, EOPS services include the following: specialized academic, career, and personal counseling, book service, tutoring, priority registration, transfer assistance, and special activities and workshops.

EOPS also offers CARE (Cooperative Agencies Resources for Education) to EOPS students who are single parents on TANF/CalWORKs with children under the age of fourteen. CARE services are in addition to what a student would receive as an EOPS student.

For more information, visit the Campus Center, Room 201, or call (909) 384-4412.

## Food Service/Snack Bar

During the fall and spring semesters, the Campus Snack Bar, located on the main floor of the Campus Center, is open Monday - Thursday, 7:00 a.m. - 8:00 p.m. and Friday 7:00 a.m. - 1:00 p.m. At other hours, food items can be obtained from the vending machines located in the North Dining Room in the Campus Center building as well as at other locations around campus.

During the fall and spring semesters, the college's award-winning Restaurant Management program operates an on-campus restaurant, The Sun Room. The Sun Room is open to faculty, staff and students on Mondays, Wednesdays and Fridays from 11:00 a.m. to 1:30 p.m., and offers a variety of sandwiches, salads and daily specials at a nominal cost.

## Library

The SBVC Library houses a collection of over 100,000 volumes, accessible through an online catalog which displays items in both the SBVC and Crafton Hills College Libraries. The catalog may be accessed on the Internet at <http://lr.valley.sbccd.cc.ca.us/libhome.htm>. One or more copies of most textbooks used at SBVC are available for in-library use through the "Textbook Bank." In addition, there are 300 current print magazine subscriptions and an extensive backfile of magazine volumes. A 16-workstation database network provides access to thousands of newspapers, magazines, journals and other materials supporting research. Enrolled students may request a password so that they can access these databases from their home computers. The Library also houses the campus' open computer laboratory, with over 40 personal computers, audio and video cassette players, and other multi-media equipment available for student use in completing class assignments. Librarians are available to help students find materials for term papers and other

research assignments. Library cards are free and will be issued upon proof of attendance. During the fall semester, the Library is open Monday-Thursday, 8:00 a.m. – 9:45 p.m. and Friday-Saturday, 8:00 a.m. – 4:45 p.m.

## Scholarships and Awards

Scholarships are offered each year to students enrolled at San Bernardino Valley College. The scholarships are funded through businesses, associations and college organizations. Recipients are selected on the basis of academic achievement, character and other criteria including, in some cases, financial need. The Scholarships and Awards Office (Administrative Annex) administers the program in conjunction with the Scholarship and Honors Committee. Students who have completed 12 units at SBVC may apply for scholarships. Call (909) 384-8673 for additional information.

## STAR Program

The STAR Program (Liberal Arts, Room 204-E) provides specialized support to students who qualify (based on citizenship status, need for academic support, income, first-generation college student status, and physical or learning disability). Participants receive tutoring, academic workshops, personal and academic counseling, financial aid counseling and referral, and cultural enrichment activities. Call (909) 384-8605 for additional information.

## Student Health Center

The Student Health Center (Women's Gym, Room 9) is open Monday through Thursday from 8:00 a.m. to 9:00 p.m. and on Friday from 8:00 a.m. to 3:00 p.m. Summer hours and services vary. The Center offers first aid, emergency care, immunizations, and health screening for vision, hearing and blood pressure. Physicians are available for consultation, treatment, and referral. Women's clinic services include pap smear, pregnancy tests, and birth control. Personal counseling by licensed therapists is also available by appointment. There is no charge for office visits. Nominal fees are charged for pharmacy services, lab work, immunizations, and vision and hearing testing. Call (909) 384-4495 for additional information.

A Health and Accident fee paid at the time of registration supports the Health Center. The amount of this fee is posted in the *Schedule of Classes*. In addition to the health fee, International Students attending SBVC on a student visa must purchase a *Student's Accident and Sickness Medical Expense Plan* and provide a negative tuberculin skin test or a chest X-ray. Students are not charged the health fee if they qualify for one of the following exemptions:

- Apprentices attending college under an approved training program.
- Students attending college classes on high school campuses.
- Students enrolled only in community services classes.
- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bonafide religious sect, denomination or organization (documentation required).
- Students who submit evidence that they are

financially unable to pay the fees because of low income. This includes recipients of TANF benefits, the supplemental security income / state supplementary program, or a general assistance program. However, for students receiving a government grant, such as PELL Grants, the health fee will be included as part of the financial aid packet.

Those students who have none of their classes on a college campus, or who are registered only for Distributed Education classes, will pay only an accident insurance premium of \$1.50 per term. This insurance includes a \$50 deductible.

## Transfer Center

The Transfer Center (Administration Building, Room 112) is open to students planning to transfer to any four-year college or university. The center operates Monday - Thursday from 8:00 a.m. - 7:00 p.m. and Friday from 8:00 a.m. - 4:30 p.m. The Transfer Center highlights the following services each semester: campus tours, scholarship and financial aid information, various college workshops, community speakers, transfer orientation sessions, credit evaluations, monthly calendar of events, quarterly newsletter, career testing, a library of college catalogs, videos, and CD-ROMs, college applications, articulation agreements, college fairs, and a transfer/honor reception. Transfer materials may be requested from this office, and students may establish an appointment to see a four-year college or university representative. The Center also houses Project ASSIST, a computerized articulation system that provides information on comparable courses between SBVC and the other institutions. Kiosks allow students to access their current class schedule, four-year college web sites, their academic grades, the Internet, their email, and other pertinent transfer information. Call (909) 384-8941 for additional information.

## Tutorial Center

The Tutorial Center (Liberal Arts, Room 206) provides individual and small group tutoring sessions free of cost for enrolled students. Tutoring is available in accounting, art history, biology, business administration, chemistry, computer systems, economics, English, ESL, geography, history, math, music, oceanography, orientation, philosophy, physics, psychology, Spanish, and a growing number of other subjects. Tutoring is available Monday – Friday, 8:00 a.m. – 5:00 p.m., and by appointment at selected other times. Please call (909) 384-8566 for additional information.

## Veteran's Services

Veteran's Services (Administration Building, Room 109) provides assistance with paperwork and academic support to any veteran. For additional information, call (909) 384-8948.

## Web Home Page/Internet Information

The college home page on the World Wide Web can be accessed at: [www.valleycollege.edu](http://www.valleycollege.edu)

## **Writing Center**

The Writing Center helps students at all levels and from all disciplines to improve their writing. The Center houses an experienced staff of writing consultants who are available for one-on-one writing conferences with students. In addition, the Center offers ESL conversation groups that meet weekly to explore language issues that challenge non-native speakers of English and schedules workshops through the year that focus on various aspects of the writing process. For more information, or to schedule an appointment with a writing consultant, visit the Writing Center in Liberal Arts, Room 201, or call (909) 384-8244.

## **Workforce Development Office**

CalWORKs is the welfare reform initiative that began in January 1998. As a result of this legislation, SBVC students who are on public assistance must now meet new school attendance and work requirements. Students on public assistance can seek support and guidance through the Workforce Development Office (Administrative Annex) to assure that they are successful in their education and work-related activities while they remain in the CalWORKs program. Services are available to assist with childcare, work-study, community service, job placement and educational goal attainment. For additional information, contact the Workforce Development Office at (909) 384-8670.



## FINANCIAL AID PROGRAMS

If a student needs financial help to pay for the costs of attending San Bernardino Valley College, the Financial Aid Office (Campus Center, Room 211) offers assistance. While the primary responsibility for meeting college costs rests with the student and the student's family, the college recognizes that many students are not able to meet the full cost of a college education. Therefore, San Bernardino Valley College offers programs to provide assistance for students with documented need who might not otherwise be able to attend.

It is important that students apply for financial aid early. A minimum of six weeks is required to file the necessary documents and to process an application within the Financial Aid Office. Students may apply for financial aid at any time during the academic year. Financial aid awards, however, are limited to availability of funds and are awarded on a first-come, first-served basis with priority given to students with the greatest need who apply by the priority deadline.

The Financial Aid office can be reached by calling (909) 384-4403.

### Eligibility Requirements

In order to receive financial assistance, a student must either possess a high school diploma (or its equivalent) or pass a standardized test. Students with professionally verified disabilities may request testing accommodations (for example, large print or Braille version of the test or additional time) by contacting Disabled Student Programs and Services at (909) 384- 4443. In addition, a student receiving aid must have a stated educational objective and maintain satisfactory progress. California programs require recipients to be a resident of the State of California. Federal programs (grants and work) require recipients to be U.S. citizens or eligible non-citizens.

### Application Procedure

For most student aid programs described in this section, students must complete the *Free Application for Federal Student Aid (FAFSA)*. This form is available in the Financial Aid Office. Make sure San Bernardino Valley College is listed on your FAFSA. The Federal School Code for SBVC is 001272. These forms are available in the Financial Aid Office, or can be accessed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Applications for each new academic year are available in January. Financial aid is not continued from one year to the next. A student must apply for financial aid each school year. Deadlines for the various programs may vary; therefore, students are encouraged to visit the Financial Aid Office early each January for information.

### Financial Aid Programs

San Bernardino Valley College participates in the financial aid programs listed below. Additional information regarding each of the programs listed is available in the Financial Aid Office.

#### ***Board of Governors Enrollment Fee Waiver (BOG):***

This waiver is available to California residents to cover basic enrollment and health fees. Students must demonstrate financial need and complete the *Free Application for Federal Student Aid (FAFSA)* or *Board of Governors Enrollment Fee Waiver* application.

#### ***Cal Grant:***

The Cal Grant B program is for students from low-income families who meet all Cal Grant eligibility requirements. The Cal Grant C program helps meet vocational training program costs for students from low and middle-income families. Selection is based on grades, vocational interests, and aptitude. Cal Grant C is not available to students who are pursuing a standard four-year college program. The deadline for all Cal Grant applications is March 2 and September 2 for considered eligibility for the following academic year. Please be aware that a GPA verification form and a FAFSA must be completed prior to March 2 and or September 2 to be considered for the Cal Grant programs.

#### ***Federal Pell Grant Program:***

The Federal Pell Grant program provides federal grants up to a maximum of \$4,050 per year for students, depending upon the financial ability of the family and/or individual to contribute toward their cost of education (as determined by a federal formula).

#### ***Federal Supplemental Education Opportunity Grant (FSEOG):***

The FSEOG program provides federal grants to a maximum of \$2,000 per year for students who qualify. The average grant at San Bernardino Valley College is \$500.

#### ***Federal Work-Study:***

Federal Work-Study offers students the opportunity to earn a portion of their college expenses through part-time employment during the school year.

#### ***Federal Stafford Loans:***

Subsidized Stafford Loans are awarded based on demonstrated financial need. The federal government pays the interest while a student is enrolled in school and for the first six months after the student graduates, leaves school or drops below half-time enrollment. The amount that can be borrowed depends upon the student's year in school (maximum 2<sup>nd</sup> year student at a community college), college costs and other aid being received. The maximum loan amount for first-year students is \$2,625 and \$3,500 for second-year students. Attendance at a loan counseling workshop is required prior to borrowing. See Financial Aid for details.

### Progress Requirement

All students receiving financial aid are required to maintain satisfactory progress. Satisfactory progress will be monitored at the end of each spring semester for all Financial Aid students who apply for aid for the next school year. Detailed information on standards required to maintain satisfactory progress is available in the Financial Aid Office.

## Financial Aid Refund Policy

San Bernardino Valley College will determine the amount of federal financial aid that a student has earned in accordance with federal law. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they received. Students who withdraw from all classes prior to completing more than 60 percent of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they received. At San Bernardino Valley College, a student's withdrawal date is: 1) the date the student officially notified the Admission Office of his or her intent to withdraw; or 2) the midpoint of the semester for a student who leaves without notifying the college; or 3) the student's last date of attendance at a documented academically related activity.

## Air Force ROTC

Through arrangements with California State University, San Bernardino (CSUSB), the first two years of the Air

Force ROTC program are available for all qualified students. Scholarship opportunities, which pay up to \$9,000 tuition per year plus books/ fees and a \$150 monthly allowance, are available for minorities and students in certain technical majors. Students in the last two years of the program automatically qualify for \$3,500 per school year. Upon graduation, students continuing in Air Force ROTC must transfer to a four-year university in the Inland Empire (including CSUSB, University of California, Riverside, and the University of Redlands) and complete the junior and senior years of a bachelor's degree. Entry into the last two years of the program is competitive and is based on academic qualifications, scores on physical fitness tests, and performance in Air Force ROTC leadership training.

Successful completion of the Air Force ROTC program and a four-year bachelor's degree leads to a commission as a Second Lieutenant with subsequent active-duty service in the Air Force. Interested students may obtain more information by contacting the CSUSB Air Force ROTC unit at (909) 880-5442.





# CAMPUS SAFETY

## College Police and Safety Services

It is a policy of the Board of Trustees for the San Bernardino Community College District to protect members of the total college community and the property of San Bernardino Valley College. In accordance with this policy, SBVC maintains police and safety services 24 hours a day, 7 days a week.

- FOR NON-EMERGENCIES: Contact the College Police & Safety Services Office at (909) 384-4491. (For example, this would be the number to call in order to locate or turn in lost articles or to relay concerns for personal safety on campus.)
- TO REPORT ANY CRIMINAL ACTION OR A LIFE-THREATENING EMERGENCY: Contact the College Police & Safety Services Office at (909) 384-4400, then 9, then extension 1222#, or use any of the emergency telephones located in all campus buildings to connect directly to the College Police.

San Bernardino Valley College is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are available in the College Police & Safety Services Office.

## Parking Regulations

A parking permit or a daily pass is required to park in all college streets and lots. Semester and annual parking permits are purchased directly from the SBVC College Police & Safety Services Office (Campus Center, Room 106). At this time, daily permits may be purchased from dispensers located in Lots 5, 6 and 7. Individuals with disabilities must display a valid DMV Handicap Permit and a college parking permit to park in designated disabled parking spaces. The San Bernardino Community College District is not responsible for loss or damage to vehicles that are parked or stored on college property. Protect your vehicle and its contents by locking your car!

### The fee for parking permits is as follows:

Annual (includes Fall, Spring and Summer)	\$35
One Semester (Fall or Spring)	\$20
Summer Session	\$15
Daily Pass	\$ 1

To be eligible for a refund of the parking permit fee: 1) all classes must be cancelled by the college and such cancellation must result in a student's withdrawal from the college; or 2) the student must withdraw from all classes PRIOR to the first day of instruction. The parking permit must be attached to the refund request. Refund request forms are available through the College Police & Safety Services Office.

Brochures are available in the College Police & Safety Services Office for additional information on parking rules and regulations.

## 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 may 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.

## Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance 21 U.S.C. 844 (a)

- **1st conviction:** Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.
- **After 1 prior drug conviction:** At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.
- **After 2 or more prior drug convictions:** At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

### Special sentencing provisions for possession of crack cocaine:

Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both.

- a) first conviction and the amount of crack possessed exceeds 5 grams.
- b) second crack conviction and the amount of crack possessed exceeds 3 grams.
- c) third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

### 21 U.S.C. § 853 (a) (2) and § 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

### 21 U.S.C. § 881 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

### 21 U.S.C. § 844 a

Civil fine of up to \$10,000 (pending adoption of final regulations).

### 21 U.S.C. § 853 a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

### 18 U.S.C. § 922 (g)

Ineligible to receive or purchase a firearm.

## Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. **NOTE:** These are only **Federal** penalties and sanctions. Additional **State** penalties and sanctions may apply.

## Drugs

**Hallucinogens** are very unpredictable. On some occasions euphoria may result; on other occasions disorientation, depression or panic may prevail. A reaction or "trip" can occur without warning weeks or months after taking the drug.

**Heroin/Narcotics** are opiates and are used to relieve pain. Narcotics are both physically and psychologically addictive.

**Marijuana**, when smoked or burned, breaks down into over 2,000 chemicals entering the body. Two or three marijuana "joints" per day can do as much damage to the body as a pack of cigarettes a day.

**Nicotine** is the active chemical found in tobacco. Its chief hazards are cancer of the lungs, larynx, and mouth. It is estimated that nicotine kills approximately 340,000 Americans every year.

**Sedatives/Barbiturates** cause motor activities and coordination to be hampered and brain functions to decrease. It is very dangerous, as well as unlawful, to drive while under the influence of any sedative.

**Amphetamines/Stimulants** often provide a feeling of euphoria initially. However, these feelings usually change to anxiety, depression, and fatigue - often quickly and without warning.

**Anabolic Steroids (artificial male hormones)** suppress the gonadotropic functions of the pituitary. Some side effects include: liver and kidney dysfunction, testicular atrophy, premature closure of bone growth plates, hair loss, and acne.

**Caffeine** is found in coffee, tea, cocoa, cola drinks, some aspirin and diet pills, and some non-prescription cough and cold remedies. High doses may cause nausea, diarrhea, sleeplessness, headache, nervousness, and trembling.

**Cocaine/Crack** is extremely physically and psychologically addictive. The effects of crack are especially intense, immediate, and potentially deadly. There is **no antidote** for cocaine or crack overdose.

## **FOR ILLEGAL DRUGS, THERE IS NO SUCH THING AS RESPONSIBLE USE.**

### **It's the Law!**

A blood alcohol level of .08 = Driving Under the Influence. This means if you weigh 150 lbs, you'll reach the DUI (Driving Under the Influence) level after consuming three drinks or less in one hour.

## **Alcohol and the Body**

### **Mouth and Esophagus**

Alcohol irritates the delicate linings of the throat and esophagus; that's why it causes a burning sensation as it goes down.

### **Stomach and Intestines**

Alcohol also irritates the stomach's protective lining and can result in gastric or duodenal ulcers. In the small intestine, alcohol blocks absorption of substances such as thiamine, folic acid, xylose, fat, vitamin B1, vitamin B12 and amino acids.

## **Bloodstream**

Ninety-five percent of the alcohol taken into the body is absorbed into the bloodstream through the lining of the stomach and duodenum. Alcohol causes a slowing of the circulation system and deprives tissues of oxygen. Alcohol also slows the ability of white blood cells to engulf and destroy bacteria and the clotting ability of blood platelets.

## **Pancreas**

Alcohol irritates the cells of the pancreas and can lead to acute hemorrhagic pancreatitis. Pancreatitis can destroy the pancreas and create a lack of insulin.

## **Liver**

Alcohol inflames and destroys the cells of the liver. This condition prevents bile from being properly filtered through the liver. Jaundice develops, turning the whites of the eyes and the skin yellow.

## **Heart**

Alcohol causes inflammation of the heart muscle.

## **Bladder and Kidneys**

Alcohol inflames the lining of the bladder. In the kidneys, alcohol causes an increased loss of fluids through its irritating effect.

## **Sex Glands**

Swelling of the prostate gland caused by alcohol interferes with the ability of the male to perform sexually. It also interferes with the ability of the male and female to climax during intercourse.

## **Brain**

The most dramatic and noticed effect of alcohol is on the brain. It produces a lack of coordination, confusion, disorientation, stupor, amnesia, coma, and finally death.

## **Referral Resources**

### **CAMPUS:**

#### **STUDENT HEALTH CENTER**

Women's Gym 9 • (909) 384-4495

Monday -Thursday • 8 a.m. - 10 p.m.

#### **ALCOHOL & DRUG STUDIES PROGRAM**

(909) 384-8583

#### **CODEPENDENTS ANONYMOUS**

Weekly meetings

Contact Student Health Center for information.

#### **COUNSELING**

(909) 384-4404

### **LOCAL:**

#### **OFFICE OF ALCOHOL & DRUG PROGRAMS TREATMENT CENTER**

565 N. Mt. Vernon Ave., Suite 100

San Bernardino, CA 92410, (909) 387-7677

#### **ALCOHOLICS ANONYMOUS**

1263 N. Mt. Vernon Ave.

Colton, CA 92324, (909) 825-4700/825-9216

#### **AL ANON (For Families)**

1012 E. Cooley Dr., Suite J2

Colton, CA 92324, (909) 824-1516

#### **NARCOTICS ANONYMOUS**

(818) 780-3951 or (909) 883-2519

#### **TOLL FREE INFORMATION**

1-800-222-LINK - California Self Help Center (for self help groups near you)

1-800-322-3363 - The Resource Center

1-800-356-9996 - Al-Anon

1-800-527-5344 - American Council on Alcoholism Help Line

1-800-COCAINE - Cocaine Hotline

1-800-NCA-CALL - National Council on Alcoholism

1-800-662-HELP - National Institute on Drug Abuse Hotline

# STUDENT RIGHTS AND RESPONSIBILITIES

## Academic Records

Students have a right to expect their academic records to be treated in a confidential and responsible manner as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Specifically, they have:

1. *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 Dean, Campus Gateway Division, a written request that identifies the record(s) he/ she wishes to inspect. The Dean will make arrangements 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 Records Office, the Dean will advise the student of the correct official to whom the request should be addressed.

2. *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 Dean, Campus Gateway Division, 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 his or her 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.

3. *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 his or her professional responsibility.

4. *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 is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## 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. 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.

## 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” 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 juniors and seniors who have been admitted to the college) 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.

## Complaints

Any complaint about a grade, an instructor, or course content should be made to the instructor involved, then to that instructor’s Department Head, then to the Division Dean of that department. If necessary, complaints beyond the Dean’s level should go to the Vice President of Instruction.

## 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.

## Standards of Conduct

***In the classroom:*** Students are expected to take responsibility for helping to create a quality classroom environment. Students are expected to show:

- 1. Respect for the instructor:** This would include arriving on time, staying for the entire class period, bringing assignments, textbooks and other appropriate materials to class, refraining from talking while the instructor or classmates are making a presentation, leaving cell phones and other electronic devices off during class periods, and using a moderate, mature and respectful tone when participating in group discussions.
- 2. Respect for other students:** This would include using appropriate language in public areas and refraining from physically or verbally harassing others in any way.

An instructor has the right to remove a student from class any time he or she considers the student’s actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the administration for disciplinary action as warranted.

***On the Campus:*** Creating a proper campus environment is also very important for academic and individual success. The Board of Trustees of the San Bernardino Community College District has established district-wide standards of student conduct, which will be enforced at all times. These rules of conduct are particularly important in large common areas such as the cafeteria, bookstore, vending areas, campus quads, and other highly frequented areas.

## Grounds for Disciplinary Action

Student conduct must conform to district and college rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to, the following:

- Continued disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority or persistent abuse of college personnel.
- Dishonesty, such as cheating, plagiarizing or knowingly furnishing false information to the college or to college officials.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees.
- The use or possession of alcoholic beverages on college property or at any college sponsored event, or the presence on campus of anyone under the influence of alcohol.
- Assault, battery or any threat of force of violence upon a student, visitor to the campus, or college personnel.
- Willful misconduct which results in injury or death to a student, campus visitor or college personnel member, or cutting, defacing, or otherwise harming any real or personal property owned by the district.
  - The use, sale or possession of illegal drugs or substance or any poison classified as such in § 4160, Schedule D of the Business and Professions Code, or the presence on campus of anyone under the influence of such drug substances.
  - Forgery, alteration or misuse of college documents, records or identification.
  - Violation of college regulations governing student organizations, the use of college facilities or the time, place and manner of public expression or distribution of materials.
  - Unauthorized entry to facilities or unauthorized use of college supplies, equipment, and telephones.
  - Possession or use of any firearm, explosive device, dangerous chemical or other deadly weapons while on college property or at college-sponsored activities.
  - Driving of motorcycles and other off-road vehicles on college property other than the regular roads and parking lots.
  - Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
  - Obstruction of pedestrian and/or vehicular traffic while on college property or at college-sponsored activities.

See Board Policy 6060 for additional information about student conduct.

## Types of Disciplinary Action

Disciplinary actions that are imposed by the college for the violation of its rules or the laws of the state of California include the following:

- **Reprimand** (a verbal or written recognition of a violation of good conduct which admonishes the offender to avoid future infractions).
- **Probation** (a disciplinary action which returns the offender to the college community on his or her promise of appropriate future behavior; may include, but is not limited to, ineligibility to participate in extra-curricular activities and certain other student privileges.)
- **Suspension** (exclusion from the college and college-sponsored activities for a specified time).
- **Expulsion** (exclusion from the college and all college-sponsored activities by the District Board of Trustees).

## Student Grievance Policy

It is the stated policy of the Board of Trustees of the San Bernardino Community College District that “the relationship between students and college personnel is of vital importance to the learning process.” With this principle comes the recognition that there may be many divergent viewpoints and that a process by which these viewpoints can be aired and resolved must be established.

In accordance with Board Policy 6090, a student may initiate a grievance against a college employee for any of the following reasons:

- An act or threat of intimidation, harassment, discrimination or physical aggression.
- Any arbitrary action without proper regard to academic due process.
- Any violation of student rights.

No individual or group has the authority to change a grade assigned by an instructor unless persuasive evidence of instructor error, fraud, bad faith or incompetence is presented.

The San Bernardino Community College District has established a due process procedure that has as its goal the satisfactory resolution of the problem at the lowest possible level. The procedure has several levels:

- Level I Informal Discussion**
- Level II Review of Request for Student Grievance Committee Hearing**
- Level III Student Grievance Committee Hearing**
- Level IV Recommendation of Grievance Committee/Action by College President**

At the beginning of each school year, a standing panel is appointed from which one or more Student Grievance Hearing Committees may be appointed. The panel consists of five to fifteen faculty members, five to fifteen students and four to ten administrators/supervisors. The Hearing Committee will consist of a maximum of two faculty members, two students, and one administrator /

supervisor to hear each grievance.

### Level I: Informal Discussion

A student who wishes to discuss a grievance relating to a condition or practice of the district/college, including but not limited to alleged unlawful discrimination, must first attempt to resolve the issue by contacting the instructor/administrator/supervisor of the class, service or office most closely related to the origin of the alleged problem. A student not satisfied with the outcome of that conference may next attempt to resolve the alleged problem by conferring with the immediate supervisor of the person with whom the initial conference was held. In most cases, this will be the Division Dean.

### Level II: Review of Request for Student Grievance Committee Hearing

If the alleged problem is still unresolved, the student may request a formal hearing. A request for a hearing shall be submitted in writing to the Vice President of Student Services. This written notice shall state the condition, practice or alleged act, injustice, or unlawful discrimination that is being grieved and, if possible, should include a proposed resolution to the problem.

Within three working days of receipt of the grievance notice, the Vice President of Student Services shall determine if the allegations were filed in a timely manner. If the grievance notice meets the above criterion, the Vice President of Student Services, within five working days, shall appoint a Student Grievance Hearing Committee following the guidelines of the “Standards of Student Conduct and Disciplinary Procedures.”

The student and any college personnel involved in the allegations shall be notified of the time and place of the hearing in writing. The notice shall include the names of the Hearing Committee and all documentation relating to the allegation(s).

### Level III: Student Grievance Committee Hearing

The hearing shall convene within ten working days. Persons appearing before the committee have the right to be assisted by an advocate and/or legal counsel. The burden of proof rests upon the party bringing the charge. The committee renders a written report and a recommendation.

### Level IV: Recommendation by Student Grievance Committee/Action by College President

Within five working days following receipt of the report of the Hearing Committee Chairperson, the college President or designee shall provide a written notification to the student and to other parties directly involved in the issues as to the recommendation. In the case of a designee, the college President will advise all parties directly involved of the decision within five working days.

Note: If either party is not satisfied with the final college-level disposition of the grievance, he/she shall, through the District Chancellor’s Office, appeal directly to the San Bernardino Community College District Board of Trustees within ten working days. Person’s wishing to do so should contact: Chancellor’s Office, San Bernardino Community College District, 114 S. Del Rosa Drive, San Bernardino, CA 92408.