Authorization Add/Drop. The completed form must be returned to the Admissions & Records Office immediately or entered online. 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 Admissions & 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 NP were received may be repeated twice. A petition for *Academic Exception* must be filed to repeat a class a second 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 P and who wish to repeat a course may file a petition for academic exception 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 San Bernardino Valley College'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 a student has holds, an outstanding financial obligation, or other academic or probationary issues.

Requests for transcripts must be made in writing. Students may complete the appropriate form in the Records Office (Administration/Student Services Building, Room 100). Requests will be filled within a predetermined timeframe, providing the student has 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.