

## 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 Faculty Chair.

An application for credit-by-examination is available from the Records Office (Administration/Student Services Building, Room 100). In addition to paying an enrollment fee based on the number of units in the course that is being challenged, there is an additional \$20 processing fee 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 Admissions & 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 31 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. One unit is allowed toward CSU GE-Breadth in area E. A DD-214 is required. *Petition For Military Service Credit* forms may be obtained in the Admissions & Records Office (Administration/Student Services Building, Room 100). Students who have completed coursework at other institutions while in the military must submit official transcripts to appropriate division deans for approval of course equivalency.

## 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 16. A grade of pass (P) 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 Admissions & Records Office. (See Associate Degree Graduation Requirements on page 31 of this catalog).

## Credit for 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:

1. University of California does not accept CLEP Examinations.
2. 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.
3. Students should be aware that acceptance of CLEP at the various campuses of the CSU varies. CLEP Examinations get re-evaluated at transfer universities.
4. SBVC Departmental approval is required for degree and/or certificate requirements.
5. CLEP is evaluated on a pass/no pass basis only; no letter grades are assigned.
6. 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 refer to the table on page 15.