



Your  
*future*  
starts here.

**Our Mission:**  
San Bernardino Valley  
College provides quality  
education and services  
that support a diverse  
community of learners.

(909) 384-4400  
[www.valleycollege.edu](http://www.valleycollege.edu)  
701 S. Mt. Vernon Avenue  
San Bernardino, CA 92410



San Bernardino  
**Valley College**

Your future starts here.

# SAN BERNARDINO VALLEY COLLEGE

## 2008-2009

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



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

*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 Gómez, (909)384-4404.*

*This publication is available in alternate formats (Braille, large print, e-text) for qualified persons with disabilities. Call (909) 384-4443 or (909) 384-8277 for information or contact us by email at [dsps@valleycollege.edu](mailto:dsps@valleycollege.edu).*

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# 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 110 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 San Bernardino Community College District's Board of Trustees formally adopted this mission on June 13, 2002. The mission statement was revised by the college in February 2007:

*San Bernardino Valley College provides quality education and services that support a diverse community of learners.*

## Educational Philosophy

The college *Values* 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 critical thinking skills.*
- *That our strength as an institution is enhanced by the cultural diversity of our student population and staff.*
- *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 data driven, and based on 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, as part of the collegial process, 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 interactions 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 following an educational plan and enrolled in classes that meet their interests and goals 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.*
- *That institutional effectiveness must be verified annually by using empirical data as demonstrated through each standing committee in the collegial consultation process.*
- *That students learn best on a campus that is student-centered and aesthetically pleasing.*
- *That we must be responsible stewards of campus resources.*

## 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. The vision statement was reaffirmed by the college in December 2004.

*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.*

## Strategic Initiatives

Adopted by the College Council on May 23, 2007, San Bernardino Valley College's Institutional Guiding Principle: *We are committed to quality and excellence in all of our efforts.* Our Strategic Initiatives are as follows:

- Access
- Campus Culture and Climate
- Institutional Effectiveness and Resource Management
- Partnerships
- Student Success
- Technological Advancement

## 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 115 full-time and 255 hourly faculty, and

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 full-time. Consult with a vocational advisor for details. A list of advisors is found in the *Class Schedule*.

### **Accreditation**

San Bernardino Valley College is fully accredited by the following agencies:

- Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges  
10 Commercial Boulevard, Suite 204  
Novato, CA 94949  
(415) 506-0234
- California Board of Registered Nursing  
P.O. Box 944210  
400 R. Street, Suite 4030  
Sacramento, CA 95814  
(916) 322-3350
- National League for Nursing Accrediting Commission  
61 Broadway – 33<sup>rd</sup> Floor  
New York, NY 10006  
(800) 669-1656 ext. 153  
(212) 363-5555



## 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, who has successfully completed the GED, or has been awarded a certificate of completion from a high school.

### High School Students

Students who are currently attending high school, and are seeking advanced scholastic or vocational work may apply for admission to San Bernardino Valley College as a specially admitted, concurrently enrolled high school student.

Each student's application and records are reviewed individually, and not all students who apply will be admitted. Admission decisions are made based on a combination of the following factors:

- overall academic grade point average
- performance in prior coursework of a similar nature to which the student is petitioning to take, as indicated by their grades in those courses
- any and all academic tests or examinations recorded on the high school transcript
- the recommendation of the high school principal (or designee)
- any other letters of recommendation with the student's application.

The over-arching concern of the admission review process is that the high school student is adequately prepared to engage in the rigors of college-level work, and have a high probability of success.

High school students wishing to attend SBVC must complete and submit the following items, at least two weeks prior to the beginning of instruction:

- a regular application for admission to SBVC
- a Concurrent Enrollment Petition form
- a Confidential Youth Emergency Card
- an official copy of the high school transcript

The Concurrent Enrollment Petition form will require the signature of the high school principal (or designee), certifying that the student is academically qualified, and recommending the student for an advanced academic or vocational experience. All forms are available from the Office of Admissions.

All high school students wishing to enroll in transfer-level courses (courses numbered 100-299) must be in their junior or senior year, with an academic GPA at or near 3.0, and have high passing grades in courses similar to those they wish to take at SBVC. The courses requested at SBVC must not duplicate courses currently available at the high school.

High school students wishing to enroll in vocational courses may be in grades 9-12, with an academic GPA at or near 2.0, and have passing grades in courses similar to those they wish to take at SBVC. The courses requested at SBVC must not duplicate courses currently available at the high school.

### 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, Student Development 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 U.S. Citizenship and Immigration Services (USCIS) to admit non-immigrant international students who are taking lower division coursework for transfer to four-year institutions or who are taking coursework to complete a vocational training program leading to a certificate or associate degree. San Bernardino Valley College requires international students to submit the full completion of each of the following items to the Counseling Center (Administration/ Student Services Building, Room 103):

- An international student application for admission and a San Bernardino Valley College application accompanied by a non-refundable processing fee of \$25.
- A minimum score of 450 on the paper-based Test of English as a Foreign Language (TOEFL), 133 on the computer-based TOEFL, or 45 on the Internet-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.
- One recent passport sized photograph.
- One copy of passport.

The application deadlines are May 1 for the fall semester and October 1 for the spring semester. Information about international application can be obtained at the SBVC website [www.valleycollege.edu/International\\_Students/](http://www.valleycollege.edu/International_Students/). 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 the Counseling Center (Administration/ Student Services Building, Room 103) or on the SBVC website.

Prior to registering for classes, international students must 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 Student Health Center for a nominal fee). International students are required to be enrolled in 12 units per semester, per USCIS regulations and purchase International Student Health Insurance by the first week of classes.

### **AB 540**

San Bernardino Valley College, in compliance with California law, welcomes undocumented, non-immigrant aliens, and will classify them as California residents, for tuition purposes, if they meet all of the following criteria:

- You have attended a California high school for at least 3 years
- You have a high school diploma (or equivalent)
- You have applied for legal status – or will sign an affidavit stating your intent to do so.

Please visit the Admissions Office for further information.

### **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).
- Student must see a counselor prior to the start of their second semester of attendance to have their program approved and to develop the education plan. The program must be listed in the College Catalog.
- To be certified, students must enroll only in the classes listed on the education plan.

Grades of W (withdrawal) and NP (no-pass) 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.

# ENROLLMENT

## Application Procedures

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

You must have attended last semester for your file to be current. 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 online at the San Bernardino Valley College website [www.valleycollege.edu](http://www.valleycollege.edu) or in person at the Admissions & Records Office (Administration/Student Services Building). 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/Student Services Building) if they are planning to attend. **If the student does not submit an application, transcript will be destroyed.**

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

When you submit an application for admission in person, you will be able to make an appointment to take an Assessment test. New students are **required** to participate in assessment unless specifically exempted from this process.

If you mail your application, or submit it online, you may come to the Admissions & Records Office (Administration/Student Services Building) to make an appointment or call, 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 disability-related 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 Administration/Student Services, Room 105.

#### ***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 11 for other options.

### 4. *Registration*

The *eSchedule* on the San Bernardino Valley College website or the *Class Schedule* 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 *Class Schedule*. **Attending courses without formally enrolling (i.e., auditing) is not permitted.**

Students who have an incomplete application, dismissal or probationary issues, or 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 *Class Schedule* and *on the website*. All fees are due and payable three business days prior to the start of the semester. After the start of the semester, 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 online in classes during the first two weeks of the full-term fall and spring semesters, using the "Web Authorization Sticker." 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 obtain a faculty signature on the web authorization form must bring it to the Admissions & Records Office **immediately**. Students will **not** be enrolled into a class if the deadline date for admissions has passed.

## 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 *Web Authorization Add/Drop* form is needed to change a schedule. These forms are in the classrooms or available from Division Secretaries. Students must 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**

**A.** Designated Fees including 1) Enrollment 2) Non-Resident Tuition 3) Parking 4) Health 5) Accident Insurance 6) Student Services Card 7) Student Center 8) SBVC Student Representation.

### **B.** Conditions

1. Refund requests must be initiated and signed by the student utilizing the Parking Fee Refund Request form for parking fees and the District refund form for all other fees.
2. If a refund is requested for the parking or student services card fees, the parking decal or the student services card must be attached to the refund request.

### **C.** Military Service Exception

If a student who is a member of an active or reserve military service receives orders compelling a withdrawal from courses, the District shall, upon petition of the affected student, refund the entire enrollment fee unless academic credit is awarded.

## D. **Refund Schedule**

This refund schedule applies to all fees listed in Paragraph A, above:

1. Fees are collected in error – Fees collected in error will be refunded in their entirety.
2. Class cancelled by the college – If a class is cancelled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph A will apply.
3. Withdrawal from the College
  - a. Enrollment Fee/Non-Resident Tuition – If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or non-resident tuition fees will be refunded;
  - b. Parking fee, Health fee, Accident Insurance fee, Student Services Card fee, Student Center fee, Student Representation fee – In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.
4. Unit Reduction – If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.
5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

**E.** Refund Processing Fee – A charge of \$10 will be collected for each refund transaction not to exceed \$10.00 per student per semester, except for cancelled classes or over-payment.

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) and 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
* P Pass	0

** NP No Pass	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; NP 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.

### Pass/No Pass

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

### 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 completed by the instructor for each student and submitted to the Admissions & Records office. This form will cover the conditions for the removal of the "I" and the grade that will be recorded if the work is not completed within one year from the end of the semester in which the "I" was assigned. The student cannot register 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 drop one or more classes but continue enrollment in other classes should complete a *Web*

*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.

## 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.

### 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 Admissions & Records Office (Administration/Student Services Building, Room 100). 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/Student Services Building, Room 100).

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

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

Students should be aware of the following:

1. University of California does not accept DANTES/DSST credit.
2. DANTES/DSST Examinations may not be counted for CSU GE-Breadth.
3. Acceptance of DANTES/DSST Examinations varies among transfer universities and other community colleges. Students should be advised that the DANTES/DSST Examinations get re-evaluated.
4. At the time of publication of this catalog, DANTES/DSST Examinations are under review, so the table below is not inclusive of all examinations.

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

DANTES/DSST Examination	SBVC Required Score	SBVC Units	SBVC Equivalent Course (to clear prerequisite requirements)	SBVC Graduation Requirement	CSU GE-Breadth Area
Introduction to World Religions	48	3.0	RELIG 101	Category III	None
Fundamentals of College Algebra	None	None	None	None	None
Principles of Statistics	None	None	None	None	None

### International Baccalaureate

A student must be enrolled at San Bernardino Valley College to receive course credit for the International Baccalaureate diploma or certificates. At the time of catalog publication, policy for acceptance of the International Baccalaureate diploma or certificates is

under review for only the higher levels (HL). Scores below 4 for English A1 and 5 for Mathematics will require that students complete assessment at SBVC. The International Baccalaureate is re-evaluated by the UC, CSU, independent universities, and other community colleges. Please refer to the table below. Any questions may be directed to the Articulation Officer in the Counseling Center, Administration/Student Services Building, Room 103.

Examination	Score	Units	SBVC Equivalent	CSU GE-Breadth	IGETC
English A1 (HL)	5	4	ENGL 101	A2	Area 1A
English A1 (HL)	4	4	Placement into ENGL 101; credit for ENGL 015	No credit	No credit
French B (HL)	5	5	FRENCH 102	C2	Language other than English
Mathematics (HL)	5	4	MATH 250	B4	Area 2
Spanish B (HL)	5	5	SPAN 102	C2	Language other than English

### 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 NP 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 P grade. In addition, a student may appeal his/her probation status.

### 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.

#### 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 NP, 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. Students must see a counselor and complete readmissions documents.

**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. Students must contact each institution individually to request academic renewal. 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 Admissions & Records (Administration/Student Services Building, Room 100).

**Non-Discrimination Policy**

San Bernardino Community College District and its two colleges, San Bernardino Valley College and Crafton Hills College, are committed to non-discrimination. Our goal is to provide equal opportunities for all community members in all areas of the college including admission, student

financing, student support facilities and activities, and employment. Federal laws and District policies strictly prohibit all types of discrimination, including sexual harassment and inequities based on race, color, religion, sex, age, marital status, physical disabilities, mental impairments, or sexual orientation. The District's non-discrimination policies are supported by the requirements of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the education amendments of 1972; the Age Discrimination in Employment Act of 1975; and sections 503 and 504 of the Rehabilitation Act of 1972, as amended, and the Americans with Disabilities Act. San Bernardino Valley College is further committed to overcoming sex discrimination and sex stereotyping in vocational education programs. In addition, the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Students, job applicants, and employees may complain of any action which they believe discriminates against them on the above-cited grounds.

For information regarding the college's non-discrimination policy or to file a complaint, contact the Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. You may also call (909) 382-4041. For information regarding the requirements of Section 503 and 504 of the Rehabilitation Act of 1973 or to file a complaint, contact the Vice President of Student Services, San Bernardino Valley College (Administration/ Student Services Building, Room 200).

**Open Enrollment Policy**

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

**Sexual Harassment Policy**

Sexual harassment of students or employees in the academic and work environments violates both federal and state law and district policy, and it will not be tolerated. It also violates law and policy to retaliate against any individuals for filing a complaint of sexual harassment, or for participation in the investigation or resolution of a formal or informal, written or oral complaint of sexual harassment. Unlawful harassment 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 by calling the Vice President of Student Services at (909) 384-4473.

**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 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.)*

<b>CLEP EXAMINATION</b>	<b>SBVC REQUIRED SCORE</b>	<b>SBVC UNITS</b>	<b>SBVC EQUIVALENT COURSE (to clear prerequisite requirements)</b>	<b>SBVC Graduation Requirement</b>	<b>CSU GE-Breadth Area</b>
Accounting Principles	50	6	ACCT 200 & 201	N/A	No credit
Algebra, College	50	3	MATH 102	Category IV	No credit
Algebra – Trigonometry, College	50	4	MATH 151	Category IV	B4
American Government	under review	under review	under review	under review	No credit
Biology	46	3	BIOL 100 (no lab)	Category I (no lab credit)	No credit
Calculus	50	4	MATH 250	Category IV	B4
Chemistry	48	3	N/A	Natural Science (no lab credit)	B1
English – Freshman College	N/A	N/A	No credit	No credit	No credit
Humanities	420	3	N/A	Category III	No credit
Literature – Analyzing & Interpreting	under review	under review	under review	under review	No credit
Marketing Principles	under review	under review	under review	under review	No credit
Mathematics, College	N/A	N/A	No credit	No credit	No credit
Mathematics – Precalculus	50	4	MATH 250	Category IV	B4
Psychology - Introductory	N/A	N/A	No credit	No credit	No credit
Sociology	50	3	SOC 100	Category II	No credit
Spanish Language	N/A	N/A	N/A	No credit	No credit
Trigonometry	50	3	MATH 103	Category IV	No credit

**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	No equivalent	Category III, 1 course	Area C1	Area 3A or 3B
Art: Studio	3	ART 120	Category III, 1 course	None	None
Biology	4	BIOL 100	Category I, 1 course	Areas B2, B3	Area 5B (lab)
Chinese Language and Culture	3	No equivalent	Category III, 1 course	Area C2	Areas 3B, 6A
Chemistry	5	CHEM 150 or CHEM 150H	Category I, 1 course	Areas B1, B3	Area 5A (lab)
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 or 200H	Category II, 1 course	Area D2	Area 4B
Economics: Microeconomics	3	ECON 201	Category II, 1 course	Area D2	Area 4B
English: Language & Composition	3	ENGL 101 or ENGL 101H	Competency in English	Area A2	Area 1A
English: Literature & Composition	6	(ENGL 101 or ENGL 101H) + ENGL 151	Competency in English	Areas A2, C2	Area 1A or 3B
Environmental Science	3	BIOL 104	Category I, 1 course	Area B2, B3	Area 5B (lab)
French Language	6	Score 3, 4 or 5 = FRENCH 102	Category III, 1 course	Area C2	Areas 3B, 6A
French Literature	6	No equivalent	Category III, 1 course	Area C2	Areas 3B, 6A
German Language	6	No equivalent	Category III, 1 course	Area C2	Areas 3B, 6A
Government and Politics: Comparative	3	No equivalent	Category II, 1 course	Area D8	Area 4H
Government and Politics: US	3	No equivalent	Category II, 1 course	Area D8	Area 4H
History: European	3	No equivalent	Category II, 1 course	Area D6	Area 3B or 4F
History: U.S.	3	HIST 100 or 101	Category II, 1 course	Area D6	Area 3B or 4F
History: World	3	No equivalent	Category II, 1 course	Area D6	Area 3B or 4F
Human Geography	3	No equivalent	Category II, 1 course	Area D5	Area 4E
Italian Language and Culture	3	No equivalent	Category III, 1 course	Area C2	Areas 3B, 6A
Japanese Culture and Language	3	No equivalent	Category III, 1 course	Area C2	Areas 3B, 6A
Latin: Vergil	3	No equivalent	Category III, 1 course	Area C2	Areas 3B, 6A
Latin: Latin Literature	3	No equivalent	Category III, 1 course	Area C2	Areas 3B, 6A
Mathematics - Calculus AB	3	MATH 250	Competency in Math	Area B4	Area 2A
Mathematics - Calculus BC	3	MATH 251	Competency in Math	Area B4	Area 2A
Music Theory	3	MUS 101 + MUS 101L + MUS 102 + MUS 102L	Category III, 1 course	Area C1	None
Physics B	6	PHYSIC 150A + 150B	Category I, 1 course	Areas B1, B3	Area 5A (lab)
Physics C (Electricity/Mechanics Magnetism)	5	PHYSIC 200 + 201	Category I, 1 course	Areas B1, B3	Area 5A (lab)
Psychology	3	PSYCH 100 or 100H	Category II, 1 course	Area D9	Area 4I
Spanish Language	6	Score 3=SPAN 102 Score 4=SPAN 103 or 103H Score 5=SPAN 104	Category III, 1 course	Area C2	Area 3B, 6A
Spanish Literature	6	No equivalent	Category III, 1 course	Area C2	Areas 3B, 6A
Statistics	4	MATH 108	Competency in Math	Area B4	Area 2A

## 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 "Pass/No Pass" 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 Pass/No Pass 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 Chemistry 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

Admission to the Honors Program is open to all students. Students who complete the Honors Program will receive a special seal on their transcripts and diplomas, a gold tassel and sash 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 community service activities.
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:

- ANTHRO 106H
- ART 285
- BIOL 109H
- CD 105H
- CHEM 150H, 151H, 212H, 213H
- ECON 285
- ENGL 101H, ENGL 102H
- GEOG 285
- MATH 285
- MUS 285
- PHIL 101H
- POLIT 110H
- PSYCH 100H
- RELIG 100H
- SOC 100H
- 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) 384-4410 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 campus Library are all in use. The AALTC is open Monday-Thursday, 7:30 a.m. – 9:15 p.m., and Friday-Saturday, 7:30 a.m. - 4:15 p.m.

### Art Gallery

The Clara and Allen Gresham 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.

### Athletics

San Bernardino Valley College is proud of the success of its athletic teams. Men's sports include football, basketball, baseball, track, cross-country, and soccer. Women's sports include basketball, volleyball, soccer, softball, track, and cross-country. Students interested in competing on an inter-collegiate team should contact the Director of Athletics at (909) 384-8640.

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 Director of Athletics.

### Bookstore

The Bookstore, located in the Campus Center, sells textbooks, general books, a wide variety of supplies, sportswear, accessories, snacks, novelty items, and bus passes. Bookstore hours vary throughout the semester. Call (909) 384-4435 or visit our website at [www.sbvcbkbookstore.com](http://www.sbvcbkbookstore.com) 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 4:30 p.m., Monday-Friday. Parents with one child are required to spend 54 hours per semester (or three contact 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 or more 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.

### 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/Student Services Building, Room 103) 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 4:30 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 visit the department in the Administration/Student Services Building, Room 105 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 satellite systems, possibly on a different channel as selected by the independent provider. Online and hybrid courses require access to a computer system connected to the Internet, and may have 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/>

## 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 Administration/Student Services Building, Room 202, or call (909) 384-4412.

## Financial Aid

The Financial Aid Office provides help in obtaining financial assistance from various federal and state programs. The office is located in the AD/SS Building, Room 106. For additional information, please see page 22 or go to [www.valleycollege.edu/Financial\\_Aid](http://www.valleycollege.edu/Financial_Aid). The Financial Aid Office may be reached by calling (909) 384-4403.

## 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. - 1:30 p.m. At other hours, food and drink items can be obtained from the vending machines located throughout the campus.

During the fall and spring semesters, the college has a coffee shop, Info Joe's Café, located in the Library building. Hours of operation are Monday – Thursday, 8:00 a.m. – 7:00 p.m.; closed on Fridays.

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://library.valleycollege.edu/>. 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 80 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 enrollment. The Library is open Monday-Thursday, 7:30 a.m. – 9:30 p.m. and Friday-Saturday, 7:30 a.m. – 4:30 p.m.

## Parking Regulations

A parking permit or a daily permit is required to park in all college streets and lots. All annual, semester, and summer parking permits are purchased directly from the Campus Business Office, located in ADSS-206. Daily permits may be purchased from dispensers located in Student Parking Lots 1, 5, 7, 8, and 9.

### Parking permit fees are as follows:

Annual (includes Fall, Spring, and Summer)	\$45.00
One Semester (Spring or Fall)	\$20.00
Summer Session	\$15.00
Daily Permit	\$ 1.00

Individuals with disabilities must display a valid DMV Handicap Permit placard and a valid 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!

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. Those that meet the above criteria and are seeking a parking permit refund must fill out a *Parking Fee Refund Request* form, which is available at the Campus Business Office, located in ADSS-206. The parking permit must be attached to the refund request.

Additional information on parking rules and regulations is available in the Campus Business Office.

## **Puente**

The mission of the Puente Project is to increase the number of educationally underrepresented students who enroll in four-year colleges and universities to obtain their bachelor's degree, and return to the community as leaders and mentors. Puente has been at SBVC since 1984. Puente is a successful statewide transfer program consisting of counseling, mentoring and writing components. Students take two consecutive writing classes: English 015 (fall) and English 101 (spring). Students build confidence in their writing skills through an exploration of Mexican/American/Latino literature. English classes are linked with a one-unit class each term, Student Development 015 and 101. Puente is open to all students. For more information on this program, contact the Puente Office at (909) 384-8255 or (909) 384-8244.

## **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 (in the Campus Center) 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 (Success Through Achievement and Retention) Program (AD/SS Building, Room 201) is a federal Student Support Services Trio program designed to increase the graduation and transfer rate of students who qualify (based on academic need, citizenship status, first-generation college student status, and/or physical or learning disability). The purpose of STAR is to provide a learning support community that will empower students to complete the college-level classes required to obtain a degree and/or transfer. Participants receive tutoring, academic workshops, personal and academic counseling, financial aid counseling, and an opportunity to attend cultural enrichment activities. Students may enroll in the program during the fall and spring semesters. Call (909) 384-4433 for additional information.

## **Student Assistance Program (SAP)**

The Student Assistance Program (SAP) is designed to help students and their families deal with unforeseen problems and circumstances that they may encounter during their studies at San Bernardino Valley College. It is operated by students that are trained in the areas of listening, assessing and referral. The motto is "For Students, By Students." Call (909) 384-8233 or visit us in the Campus Center to inquire about hours.

## **Student Health Services**

The Student Health Center (Student Health Center Building, south of the track and football field) offers first aid, health education, nursing advice emergency care, immunizations, and health screening for vision, hearing and blood pressure. Physicians are available for consultation, treatment, and referral. Family nurse practitioner clinic services include pap smear, STD screening, pregnancy tests, birth control, and general

medical consultation. There is no charge for office visits, however a nominal fee is charged for medication, lab tests, and immunizations. 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 *Class Schedule*. In addition to the health fee, International Students attending SBVC on a student visa must purchase international insurance through the Counseling Center which covers re-patriation and medical evacuation expenses in addition to medical coverage. They must also 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).

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.

## **Student Life and Associated Student Government (ASG)**

The Office of Student Life assumes a leadership role in creating a campus environment that integrates the learning experience which complements the academic curriculum. Programs and services are provided to enhance students' ability to learn and develop the life skills necessary to become productive and caring members of our global society. Student participation in the design and implementation of campus wide programs provides opportunities to develop and enhance characteristics of leadership, interpersonal skills, and personal growth. The office provides structured activities, programs, services, resources and facilities to accomplish this mission. For more information visit our website at [www.valleycollege.edu/Student\\_Life](http://www.valleycollege.edu/Student_Life) or call (909) 384-4474.

The Associated Student Government (ASG) is the official student government organization of San Bernardino Valley College. The ASG represents all SBVC students. The primary responsibility of ASG members is to represent student interests on college, district and statewide committees. In addition they plan and manage various ASG accounts, including the Student Body Center Fee Account, the Student Representation Fee Account and the General Account. Funds from these accounts are used to support various activities, lobbying efforts and Campus Center services and programs. Students can become active in ASG either by running for office during the spring semester or by applying to be appointed to any vacant positions during the fall semester. Appointments are at the discretion of the ASG President with Board of Directors ratification. For more information visit the ASG

website at [www.valleycollege.edu/Student\\_Government](http://www.valleycollege.edu/Student_Government) or call (909) 387-1612.

Both the Office of Student Life and the Associated Student Government are located in Campus Center 128.

### **Transfer and Career Services**

Transfer and Career Services (TCS) (Administration/Student Services Building, Room 203) is open to students planning to transfer to any four-year college or university and/or seeking career exploration. TCS highlights the following services each semester: campus tours; scholarship and financial aid information relative to transfer institutions; Honors Program; preparation for CBEST exam and various college workshops; community speakers; transfer orientation sessions; credit evaluations; monthly calendar of events; career testing; library of college catalogs; career/job fair; videos and CD-ROMs; college applications; articulation agreements; college fairs; transfer honors reception; and workshops (resume writing, job interview, internship, job application).

Transfer materials may be requested from Transfer and Career Services, and students may make an appointment to see a four-year college or university representative. Computers located in the TCS allow students to access class schedule, ASSIST, college and university web sites, grades, assessment scores, the Internet, e-mail, and other transfer information. For career exploration, TCS provides off-campus placement (which includes referrals and on-campus interviewing), the Eureka and SIGI career exploration programs, and WorkAbility III for placement of students with disabilities. Students may also do a job search via the Internet using CalJOBS or other websites. Call (909) 384-4410 or (909) 384-4407 for additional information.

### **Tumaini Program**

The Tumaini Program is a learning community designed to increase academic and personal success, and promote transfer to four-year colleges and universities. Tumaini targets students who are interested in learning about African-American history, literature, and culture. Tumaini instructors and counselors use collaborative and other community-building strategies to enhance students' learning potential in and out of the classroom. The Program will combine elements of counseling and other courses (English, Math and African-American History) to assist students with the rigors of college life. The benefits from Tumaini include:

- Fostering high self-confidence and pride in one's cultural heritage.
- Developing critical thinking, reading, and writing skills that are needed for college and future career success.
- Researching occupational interest through various sources.
- Receiving individual and group access to counselors, college workshops, guest speakers, professional mentors, and college tours.

Tumaini is open to all students. For further information on this program, contact (909) 348-8972 or (909) 384-4404.

### **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. During the semester, the Center is open Monday – Thursday, 7:30 a.m. – 9:30 p.m., and Friday-Saturday, 7:30 a.m. – 4:30 p.m. Call (909) 384-8566 for additional information.

### **Veteran's Services**

Veteran's Services (Administration/Student Services Building, Room 100) 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 and Career College/CalWORKs**

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 (Campus Center) 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) 384-4429.

In less than six months, the Career College at San Bernardino Valley College can help you move into a new profession. Tuition, waivers, financial aid and other support services are available for qualified low-income applicants. For more information, contact the program director at (909) 384-8670 or the program counselor at (909) 384-8282.

## FINANCIAL AID PROGRAMS

If a student needs financial help to pay for the costs of attending San Bernardino Valley College, the Financial Aid Office can help. 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 Free Application for Federal Financial Aid (FAFSA) and review the additional required documents. Financial aid awards 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 established by the Financial Aid Office.

The Financial Aid office can be reached by calling (909) 384-4403. The office is located in the Administration/ Student Services Building, Room 106.

### 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. In addition, a student receiving aid must have a stated qualifying educational objective and maintain satisfactory progress towards that objective. Federal programs require students to be U.S. citizens or eligible non-citizens. In addition, California grant programs require recipients to be residents of the State of California.

### Application Procedure

For most student aid programs described in this section, students must complete the *Free Application for Federal Student Aid (FAFSA)*. This application is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and the Financial Aid Office recommends that students apply online. Students may use computers in the Financial Aid Office lab if they do not have access to the Internet. Make sure you list San Bernardino Valley College, federal code # 001272 on your application.

Applications for each new academic year are available in January. Financial aid is not continued from one year to the next, therefore students 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. Additional information regarding each of the programs listed is available in the Financial Aid Office and our staff is eager to help you. Information is also available on the Financial Aid website: [www.valleycollege.edu/FinancialAid](http://www.valleycollege.edu/FinancialAid).

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

This waiver is available to California residents to cover basic enrollment and health fees. In order for the Financial

Aid Office to determine eligibility, the student must submit a *Board of Governors Enrollment Fee Waiver* application or a FAFSA (*Free Application for Federal Student Aid*).

#### **Cal Grant (B and C)**

The Cal Grant B helps students from low-income families who meet all Cal Grant eligibility requirements meet costs for academic programs. Cal Grant C helps meet costs for vocational training program for students from low income families. The primary deadline for Cal Grant applications is March 2 and there is also a secondary filing deadline of September 2. The application for Cal Grant is a two-step process: a FAFSA and a GPA verification form must be submitted in order to be considered for the grant.

#### **California Chafee Grant**

The California Chafee Grant provides up to \$5000 per year for eligible students who are current or former foster youth to use for career and technical training or college courses.

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

The Federal Pell Grant program provides federal grants up to a maximum of \$4,731 per year for students, depending on the ability of the family and/or individual student to contribute to their educational costs as determined by the FAFSA application process.

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

The FSEOG program provides federal grants to supplement the Federal Pell Grant. The average grant for San Bernardino Valley College students is \$750. Students must be eligible for a Pell Grant and have exceptional need.

#### **Academic Competitiveness Grant (ACG):**

This new grant is for students who graduated high school after December 2005 who completed a rigorous program of study as defined by Federal regulations and confirmed by the student's high school. Students who qualify can receive a grant for two years. The amount for the first year is \$750 and \$1300 for the second year.

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

Federal Work-Study offers students the opportunity to earn funds to help cover their educational expenses through part-time employment during the school year. The maximum award is \$3000 per year.

#### **Federal Stafford Loan:**

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 for first-year students is \$3500 and \$4500 for second-year students). Attendance at a loan counseling workshop is required prior to borrowing. For more information, visit the Financial Aid Office.

### Progress Requirement

All students receiving financial aid are required to maintain satisfactory progress. Satisfactory progress will be monitored at the end of each academic year for all Financial Aid students based on the San Bernardino Valley College Satisfactory Academic Policy. The policy 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 begin attendance in any of their 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

### District Police

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, the District maintains a Police Department 24 hours a day, 7 days a week. The officers are sworn and duly Commissioned Police Officers of the State of California as defined in section 830.32 of the Penal Code and 72330 of the California Education Code and authority extends to anywhere within the state.

- **FOR NON-EMERGENCIES:** Contact the San Bernardino Community College District Police Department Office at (909) 384-8667. Our office is located in the Campus Center, Room 100, on the SBVC campus. This number would be the number to call in order to locate or turn in lost articles or to relay concerns for personal safety or parking rules and regulations.
- **TO REPORT ANY CRIMINAL ACTION OR A LIFE-THREATENING EMERGENCY:** Contact the San Bernardino Community College District Police Department at (909) 384-4491. Be aware that when the office is closed and on nights and weekends, the San Bernardino County Sheriff will dispatch for the District Police Department.

The San Bernardino Community College District is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are available in the District Police Department, Campus Center, Room 100, and on the San Bernardino Valley College website. Click on "District Police."

### 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)

- **First conviction:** Up to 1 year imprisonment and fined at least \$1,000, but not more than \$100,000, or both.
- **After one 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 two 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 of imprisonment. (**See special sentencing provisions for possession of crack cocaine.**)

### **21 U.S.C. § 881 (a) (4)**

Forfeiture of vehicles, boats, aircrafts, 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, (i.e., 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 is 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. Jaundice develops turning the whites of the eyes.

**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**

Student Health Center • (909) 384-4495  
Monday and Thursday, 8:00 a.m. – 7:00 p.m.,  
Tuesday and Wednesday, 8:00 a.m. – 6:00 p.m., and  
Friday, 8:00 a.m. – 12:00 noon.

**STUDENT ASSISTANCE PROGRAM**

Campus Center 213 • (909) 384-8233  
Monday-Thursday, 9 a.m. – 5 p.m.  
Friday 9 a.m. – 2 p.m.

**ALCOHOL & DRUG STUDIES PROGRAM**

(909) 384-8672

**COUNSELING**

(909) 384-4404

**LOCAL:**

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

850 E. Foothill Boulevard  
Rialto, CA 92376, (909) 421-9465

**ALCOHOLICS ANONYMOUS**

1265 N. Mt. Vernon Ave.  
Colton, CA 92324, (909) 825-4700 or (909) 825-9216

**AL ANON (For Families)**

1012 E. Cooley Dr., Suite J  
Colton, CA 92324, (909) 824-1516  
[www.ca-inlandempire-alanon.org](http://www.ca-inlandempire-alanon.org)

**TOLL FREE INFORMATION**

(800) 356-9996 Al-Anon  
(800) 527-5344 American Council on Alcoholism Help Line  
(800) 347-8998 Cocaine Anonymous  
or (951) 359-3895  
(800) NCA-CALL National Council on Alcoholism  
(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, Student Development, 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 Admissions & 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, Student Development, 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" and "seizure" dogs and animals used for instructional purposes. At no time should dogs be left in vehicles.

## **Children on Campus and in the Classroom**

All children (with the exception of high school 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 Faculty Chair, 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.

## **Speech: Time, Place, and Manner**

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

- Persons using the Free Speech Area(s) and/or distributing material in the Free Speech Area(s) shall not impede the progress of passersby, nor shall they force passersby to take material.
- No person using the Free Speech Area(s) shall touch, strike or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.
- Persons using a Free Speech Area shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at that time.
- No persons using the Free Speech Area(s) shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the Free Speech Area(s) on behalf of and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.
- All persons using the Free Speech Area(s) of the college shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the Free Speech Area(s). Material distributed in the Free Speech Area(s) that is discarded or dropped in or around the Free Speech Area(s) other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the Free Speech Area(s) that day.

## **Posting:**

Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient

for student use. Materials displayed shall be removed after the passage of specified days.

## **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 5500 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 and Due 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.

#### **I. Cause and Filing**

Student grievance proceedings may be initiated against a District employee or another student for any of the following reasons:

1. Any act or threat of intimidation
2. Any act or threat of physical aggression
3. Any arbitrary action or imposition of sanctions without a proper regard to due process as specified in college procedures.

#### **NOTICE:**

1. Grades are not grievable (see NOTATION at end of policy).
2. Sexual Harassment complaints are filed in accordance with Board Regulation 5510 and are not covered under Student Grievances.
3. Discrimination complaints are filed in accordance with Board Regulation 5510 and are not covered under Student Grievances.

#### **Who to File a Grievance With?**

A student may submit a grievance to any manager or employee in any area for delivery to the Vice President of Student Services who will assess which manager or vice president is to oversee the grievance process.

A student grievance is to be handled in the area where the alleged grievance occurred. Examples are:

- Classroom or teacher-related issues would go to the vice president or manager in Instruction.
- Student service or counselor-related issues would go to the vice president or manager in Student Services.
- Building, grounds, cashiering, or police-related issues would go to the vice president or manager in Administrative Services.

#### **II. Time for Filing a Grievance Notice**

The appropriate vice president, district manager, or designee will accept a formal written student grievance when submitted within 180 calendar days of the event's occurrence and under the provisions specified. A grievance may be denied if the events occurred more than 180 calendar days prior to the date in which the grievance was filed in writing.

#### **III. Student Status for Filing a Grievance**

Only registered students may file a student grievance. Non-student grievances may be considered by the designated vice president or manager if the grievance is a result of a dispute arising out of the registration or enrollment process and the grievance is filed within thirty (30) calendar days of the alleged incident.

#### **IV. Group Grievance**

If more than one student files a grievance against an individual on the same issue or situation, members of the group shall select one person to serve as spokesperson/representative for the entire group.

#### **V. Informal Student Complaint Resolution Process (Non-written)**

**Step 1.** Every effort shall be made to resolve a student complaint at the lowest level possible. A student must first attempt to resolve the issue directly. If this is not practical or possible, or due to the nature of the problem, or failing a resolution the grievance progresses to Step 2.

**Step 2.** A student who is not satisfied with the Step 1 outcome may next attempt to resolve the alleged problem by conferring with the immediate supervisor of the employee with whom the initial conference was held. If the grievance is alleged against another student, Step 2 would be taken to the Director of Student Life. Upon such a request, the administrator shall inform and confer with any employee or student named by the student. In turn, the administrator shall schedule a meeting with the grievant

and if requested, all involved parties, not more than ten (10) school days from the date of the initial request.

## **VI. Formal Procedures**

If the alleged problem is not resolved at the Informal Level, the student may request a formal hearing in writing with the appropriate vice president or designee. This written notice shall state the conditions, practice, alleged act, or injustice that is being grieved, the date(s) of the alleged occurrence and should, if possible, include a proposed remedy or resolution to the problem.

**Step 1:** Within three (3) working days of receipt of the written student grievance notice, the appropriate Vice President or designee, shall determine if the allegations were filed in a timely manner and meet the criteria outlined. If the student grievance notice fails to meet the above criterion, the Vice President shall notify the student of this determination and the grievance shall be terminated. If the student grievance notice is not terminated, the Vice President shall appoint a Student Grievance Hearing Committee within five (5) working days.

**Step 2:** Any employee who has conferred with a student who requests a hearing shall prepare a written account of the discussion which shall be forwarded to the appropriate Vice President or designee.

**Step 3:** The student and any college personnel or student involved in the allegations shall be notified of a hearing and 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).

**Step 4:** The Hearing Committee shall consist of either a maximum of two faculty or two classified staff members, based on the nature of the classification of staff involved, two students, and one administrator to hear the grievance. The administrator where the issue relates shall serve as chairperson of the hearing committee.

## **VII. Hearing Procedures**

**a.** The hearing shall convene within ten (10) working days of the receipt of the student grievance notice unless mutually agreed upon for a delay.

**b.** The hearing shall be closed unless the District employee or student against whom the grievance is brought requests that it be open.

**c.** The following persons should be present:

- (1) The Hearing Committee
- (2) The student grievant and non-legal representative/advocate if any;
- (3) The college employee or student against whom the grievance is brought and a representative of the appropriate bargaining unit, if any;
- (4) Witnesses, while presenting testimony.

**d.** Both parties shall notify the appropriate Vice President or designee, in writing within three (3) working days of the hearing if he/she will be accompanied by a representative/advocate. Such notification shall include the name and title of the representative. The Committee Chairperson shall be obligated to immediately notify the parties directly involved.

**e.** Although minutes will be taken at the hearing to provide a written record, if all parties agree the hearing may also be tape recorded.

**f.** All participants in a hearing shall be advised by the Committee Chairperson that the proceedings are confidential.

**g.** Witnesses shall not be required to testify under oath; however, witnesses shall be advised that false testimony will constitute grounds for college disciplinary action.

**h.** The proceedings will not be bound by formal rules of evidence nor trial-like procedures. Rather, the procedures will be those upon which reasonable persons would rely in the conduct of serious affairs. The Committee Chairperson shall rule on all procedural issues. If substantive or procedural issues arise during the hearing that require external assistance for resolution, the Hearing Committee Chairperson should recess the hearing and submit the issue to the college president for resolution.

**i.** Evidence and/or testimony which may be irrelevant or unduly repetitious may be so noted by the Committee Chairperson.

**j.** The burden of proof to sustain a grievance rests with the student.

**k.** If the grievant fails to appear at the time and place scheduled for the hearing, and fails to notify the committee of the circumstances the grievance will be considered to have been withdrawn and procedures will be terminated. Depending on the nature of the circumstances, the committee shall determine if the hearing should be rescheduled within a reasonable period of time. It is recommended that the defendant participate in the hearing.

**l.** Upon conclusion of the hearing, within five (5) working days, the Committee Chairperson shall submit to the Vice President a written report. The report shall include:

- (1) A brief summary of evidence submitted;
- (2) A finding of facts, supported by a preponderance of the evidence;
- (3) A recommendation that the grievance be sustained or denied; and
- (4) In the event the recommendation is to sustain the grievance, a recommendation of appropriate corrective action.

**m.** Upon review of the Hearing Committee's report, the Vice President or designee shall make a final determination.

## **VIII. Notification**

Within five (5) working days following receipt of the report of the Hearing Committee chairperson, the Vice President or designee shall provide a written notification to the student/s and to the employee/s directly involved in the issues as to the final determination.

## **IX. Appeal to President**

If either the complainant or accused is not satisfied with the final college-level disposition of the grievance, the party may, within ten (10) working days, appeal the decision to the College President. The basis of appeals are: All parties shall be notified by the President of the appeal. The President shall provide written notification to the student and to other parties directly involved in the issues as to his/her recommendation within five (5) working days.

## **X. Appeal to the Chancellor**

If either party is not satisfied with the final college-level disposition of the grievance, he/she may, within ten (10) working days, appeal (state the basis of the appeal again) the decision to the Board of Trustees through the District Chancellor. All parties shall be notified by the Chancellor of the appeal. The Chancellor shall report the grievance in closed session to the Board of Trustees for final determination. The Chancellor shall provide written notification to the student and to other parties directly involved in the issues as to his/her recommendation within five (5) working days. The determination of the Board of Trustees is final.

### **General Provisions**

1. The time limits specified in this procedure may be shortened or extended if there is mutual written concurrence between the parties.
2. At any step of the grievance procedure, the college President may designate a substitute for the designated college officials.
3. Failure of the student grievant to appeal a grievance determination at any step to another step within the specified time limits shall be deemed acceptance of the last determination rendered.

4. It is the intent of this policy that the confidentiality of the discussions, including any documents or written records, be maintained by the participants.

5. It will not be mandatory for any staff member to attend the student grievance meetings nor will the student grievance procedure supersede staff member's contractual rights.

### **Grade Appeal Process**

According to code (California Education Code Section 7622 [a], California Code of Regulation Section 55760 [a] and Section 55758), if mistake, fraud, bad faith, or incompetency is the reason for a grade dispute, the burden of proof lies with the student to produce facts that support this allegation. If such evidence exists the student is to initiate an informal discussion with the specific faculty member and/or the Faculty Chair. If the matter is not resolved through this informal discussion, the student may obtain a Grade Appeal Form from the Office of Admissions and Records and meet with the Division Dean.



## PART II – DEGREE, CERTIFICATE AND TRANSFER INFORMATION

Successful completion of approved programs at San Bernardino Valley College may lead to:

- Completion of lower division (freshman and sophomore) requirements for transfer to upper division (junior) standing at a four-year college or university.
- An *Associate of Arts* or *Associate of Science* degree.
- A *Certificate of Completion* in a specific occupational field.

Even though these objectives are listed separately, it is possible to achieve all three concurrently during the first two years of college. For example, it is possible to use the coursework completed for a certificate program as a major for an associate degree. Similarly, students completing lower division requirements for transfer to a four-year college or university will find it possible to meet the requirements for an associate degree from San Bernardino Valley College.

Students are encouraged to work with a counselor to develop an educational plan in order to meet educational goals in a time-effective manner.

### **Associate Degree (Graduation) Requirements**

Graduates from San Bernardino Valley College (SBVC) receive an Associate of Arts degree or an Associate of Science degree. To earn an Associate degree, students must complete general education breadth requirements as specified in Option #1 or Option #2 below, as well as additional units of electives and/or lower division requirements for a major.

Students must file a Graduation Application in the Records Office by the deadlines listed below:

- Fall graduation - October 1
- Spring graduation - March 1
- Summer graduation - July 1

When printed deadlines fall on either Saturday or Sunday, the filing period will be extended to the Monday following the deadline date.

### **Associate Degree: Option #1**

The Option 1 associate degrees are general degrees designed for students who plan to attend a four-year college or university.

#### **Associate Degree Option 1a**

The general education breadth requirements are the same as the requirements for the *Intersegmental General Education Transfer Curriculum* (IGETC). Refer to page 34 of the catalog for the IGETC requirements. In the process of completing this coursework the student must fulfill these general requirements:

1. Complete a minimum of 60 semester units of college coursework, with at least 12 semester units in residence at SBVC.
2. Earn a letter grade of C or higher in each course.

#### **Associate Degree Option 1b**

The general education breadth requirements for this degree are the same as the requirements for the *California State University General Education Breadth Requirements*

(CSU GE-Breadth). Refer to page 36 of the catalog for the CSU GE-Breadth requirements. In the process of completing this coursework the student must fulfill these general requirements:

1. Complete a minimum of 60 semester units of college coursework, with at least 12 semester units in residence at SBVC.
2. Earn at least a 2.0 grade point average for the CSU GE coursework. Earn a grade of C or better for each course in the Oral Communication, Written Communication, Critical Thinking and Mathematics/Quantitative Reasoning categories.

### **Associate Degree: Option #2**

This general Associate Degree is designed for students planning to seek immediate employment after graduation. The general education breadth requirements for this degree are listed below. In the process of completing this coursework, students must fulfill these general requirements:

1. Complete ACAD 100.
2. Complete a minimum of 60 semester units of college coursework, with at least 12 semester units in residence at SBVC.
3. Earn an overall grade point average of C (2.00) or higher.
4. Complete coursework for an Associate of Arts or an Associate of Science major as listed in Part III of the *San Bernardino Valley College Catalog*. Note: you must declare a major in order to receive a degree. A list of more than 60 majors can be found on page 39 of this catalog. For students who want a general Associate of Arts Degree that reflects broad-based interests rather than the more narrow focus of other majors, it is suggested to follow the Liberal Arts major described on page 137 of this catalog.
5. Demonstrate competency in English, mathematics and reading by satisfying the following criteria:
  - a. Competency in English as demonstrated by completion of ENGL 101 or ENGL 101H with a grade of C or higher.
  - b. Competency in mathematics as demonstrated by:
    - (1) Completion of MATH 095, or a higher level course in mathematics with a grade of C or higher, or a course from another college with a minimum of three semester units, or;
    - (2) Completion of a mathematics proficiency examination which is equivalent to a comprehensive final examination in MATH 095 with the equivalent to a grade of C or higher.
  - c. Competency in reading as demonstrated by:
    - (1) Completion of READ 015 with a grade of C or higher, or assessment into READ 100, or;

- (2) Completion of all courses required to satisfy minimum graduation requirements in Categories I, II and III as listed below with an overall grade point average of 2.00 or higher.

6. Complete 24 to 26 of the 60 semester units needed for graduation from the five subject categories as listed below:

**Category I: Natural Science (minimum: 4 semester units if a laboratory is included; otherwise 6 semester units).** Courses in the following subjects carry credit for Natural Science:

ANTHRO 106, 106H  
ASTRON 120, 123, 125  
BIOL 050, 100, 104, 109, 109H, 123, 201, 202, 204, 250, 251, 260, 261, 270  
CHEM 101, 104, 110, 150, 150H  
FCS 162  
GEOG 110, 111, 114, 285  
GEOL 100, 101, 111, 112, 122, 250, 251  
OCEAN 100, 101, 111  
PHYSIC 101, 150A, 150B, 200  
PS 101

**Category II: Social and Behavioral Science (minimum: 6 semester units; the two courses must be from two different subject areas).** Courses in the following subjects carry credit for Social and Behavioral Sciences:

ANTHRO 100, 102, 107, 109  
CD 105, 105H, 126  
ECON 100, 200, 200H, 201, 285  
GEOG 102, 106, 120  
HIST 100, 101, 107, 110, 137, 138, 139, 140, 150  
POLIT 100, 110, 110H, 204  
PSYCH 052, 100, 100H, 102, 110, 111, 112, 118  
RELIG 135  
SOC 100, 100H, 110, 130, 141, 145, 150, 285  
SPEECH 135, 174, 176

**Category III: Humanities (minimum: 6 semester units; the two courses must be from different subject areas with no more than three semester units within the category of Applied Courses as identified below).** Courses in the following subjects carry credit for Humanities:

ANTHRO 109, 110  
ARCH 145, 146  
ART 100, 102, 103, 105, 107, 108, 109, 110, 111, 285  
ASL 109, 110, 111, 112  
DANCE 200, 203  
ENGL 055, 063, 065, 151, 153, 155, 161, 163, 165, 175, 232, 260, 261, 270, 271, 275, 280, 281  
FRENCH 101, 102  
HIST 170, 171  
MUS 100, 101, 102, 104, 105, 106, 107, 121, 122, 201, 202, 285  
PHIL 101, 101H, 105, 112, 180  
RELIG 100, 100H, 101, 110, 135, 150, 175, 176, 180  
RTVF 100  
SPAN 101, 102, 103, 103H, 104, 157, 158  
SPEECH 110, 120  
THART 100, 110

**Applied Courses (Humanities)**

ART 120, 124X4, 126X4, 132X4, 145, 148, 149, 150, 158X4, 161, 164X4, 175X4, 180, 212X4, 240X4, 270X4  
MUS 101L, 102L, 103, 117X4, 130, 131, 133, 134, 136, 141X4, 150X4, 152X4, 154X4, 156X4, 158X4, 201L, 202L  
THART 114X4, 120, 121, 132, 135, 136, 139, 147, 160X4, 165, 166

**Category IV: Communication and Analytical Thinking (minimum: 6 semester units).**

1. English composition is required of all students. Courses meeting this requirement are ENGL 101 or ENGL 101H.
2. Students may select from the following courses to complete the other portion of the requirement:

BUSCAL 200, 208  
ECON 208  
ENGL 102, 102H  
MATH 102 and above  
PHIL 102, 103  
READ 100, 102  
SPEECH 100, 100H, 111, 125, 130, 140

**Category V: Physical and Health Education (minimum 2 semester units).** Courses in the following subjects carry credit for Physical and Health Education: (*Note: A maximum of four semester units of Physical Education activity courses can apply for graduation requirements.*)

BIOL 140  
DANCE 101X2, 102X4, 103X4, 105X2, 106X4, 107X4, 114x4  
FCS 162  
HEALTH 101, 103  
PE 236  
PE-I (all courses)  
PE-T (all courses)  
PE-V (all courses)

Students are exempt from this requirement if they have completed any of the following programs of study at SBVC: Nursing, Psychiatric Technology, or POLICE 002 (Basic Law Enforcement Academy). Veterans of the armed forces may have met this requirement; consult with a counselor. PE 231 (First Aid and CPR) does not satisfy this graduation requirement.

**Important Note:**

The purpose of categorical subject requirements for graduation is to assure that the graduate will have adequate breadth outside of the area of specialization. For this reason, **NO COURSES IN ANY OF THE PRECEDING CATEGORIES MAY BE USED TO MEET MORE THAN ONE REQUIREMENT.** However, units in a student's subject major may be used to fulfill the requirements in Categories I through V above.

## Associate Degree Majors

San Bernardino Valley College offers associate degree majors in most departments listed in Part III of this catalog. Refer to the chart on page 39 for a complete list of associate degree majors. Refer to the particular department for course descriptions and a complete list of the courses required for that major.

The associate degree major in a specialized field or major is primarily intended for students who plan to enter an occupation after obtaining their two-year degree. Students preparing for the four-year baccalaureate degree normally do not begin to specialize or major until they leave San Bernardino Valley College. For these students, their lower division coursework will consist primarily of general education requirements and prerequisite courses that will lead to a major in their junior year. Thus a student planning to be a professional biologist or geologist is actually a pre-biology or pre-geology major during his/her first two years. Accordingly, these students should declare their associate degree major to be Liberal Arts, and should plan their lower division program on the basis of the requirements and recommendations of the four-year college or university to which they intend to transfer. Students are advised to consult the catalogs of the four-year schools they are interested in and to discuss specific requirements with their counselors.

## Graduation Catalog Rights

A student may elect to meet graduation requirements listed in the catalog:

1. At the time the student began attendance at SBVC or
2. Any catalog that the student has remained in continuous attendance (continuous attendance is defined as attendance in at least one semester of each catalog year) or
3. The catalog in effect at the time the graduation petition is submitted.

Note that summer session course requirements are included in the catalog of the previous academic year.

## Graduation Requirement Exceptions

When a student has a deficiency in one or more of the areas required for graduation, he/she has the option of filing a *Petition for Academic Exception*, which is available in the Counseling Center (Administration/Student Services Building, 102). The Scholastic Standards Committee will consider each petition on the basis of its overall individual merit.

## Vocational Certificate Programs

San Bernardino Valley College offers certificates of occupational proficiency in many fields. Certificates enable the student to gain marketable skills relatively quickly and at less expense than would be required for an associate degree. Students working toward a certificate are not typically required to take advanced academic courses in such fields as philosophy, foreign languages or history. Nonetheless, they must have a sufficient background in mathematics, reading and writing in order to complete their coursework and to succeed in the occupations they select. Students must also complete all requirements for a certificate with a grade of C or higher. Refer to page 39 of

this catalog for a complete list of certificates, and to the individual programs described in Part IV for a complete list of the sequence and scope of courses required for each certificate. Students interested in enrolling in certificate programs should confer with a counselor and talk with representatives of the departments that offer the desired program. In some instances, courses completed in high school may be used to satisfy some of the requirements for a certificate. In addition, training programs such as military courses, apprenticeships or other training may be credited toward a certificate program.

At the beginning of the student's final semester, he/she should obtain a Graduation and/or Certificate Application either from the Records Office or the division office of his/her certificate program. The student will then submit the application to the Records Office for a final check by the deadline date for the semester in question. Those dates are as follows:

Fall	October 1
Spring	March 1
Summer	July 1

When printed deadlines fall either Saturday or Sunday, the filing period will be extended to the Monday following the deadline date.

Twelve units, or 50 percent of the coursework required for a certificate, whichever is the lesser, must be completed at San Bernardino Valley College. This residency requirement may be waived in the case of extenuating circumstances with the permission of the program coordinator or Faculty Chair. The certificate will be prepared by the Records Office and will be available to the student by the start of each new semester following the semester of submission.

## The University of California

The University of California has nine major campuses: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, Santa Barbara, and Santa Cruz. A tenth campus in San Francisco offers graduate and professional programs in the Health Sciences. With the exception of Berkeley and Merced, these campuses are on a quarter-unit basis. When converting semester units to quarter units, the number of semester units should be divided by two-thirds. When converting from quarter units to semester units, the number of quarter units should be multiplied by two-thirds. Students who plan to transfer to the University of California may complete all of the required lower division courses at San Bernardino Valley College. Although courses may be indicated in the catalog as transferable to UC and/or CSU, they may or may not meet general education or major preparation. Students who plan to transfer to UC or CSU should consult with a counselor and the following websites:

[www.csumentor.edu](http://www.csumentor.edu), [www.uctransfer.org](http://www.uctransfer.org), [www.assist.org](http://www.assist.org)

While the UC campuses have similar general breadth lower division requirements and will accept a maximum of 70 semester units (or 105 quarter units) of transfer work, there are some subject differences among the campuses. Consult the catalog of the desired UC campus to identify these differences.

It is also possible to transfer to a University of California campus upon completion of the Intersegmental General Education Transfer Curriculum (IGETC), as discussed in the following section of this catalog.

The admission cycle for the fall term of the University of California begins each year on November 1 of the preceding year. Each campus will accept for consideration all applications filed during the month of November. Since enrollment ceilings have been established at each campus, students may be accepted only at their second or third choice campus.

The requirements for admission to the University as a transfer student vary in accordance with the high school record of the applicant. A transfer student must meet one of the following:

1. If you were eligible for admission to the University when you graduated from high school – meaning you satisfied the Subject, Scholarship and examination Requirements, or were identified by the University during your senior year in high school as eligible under the Eligibility in the Local context (ELC) program – you are eligible to transfer if you have a C (2.) average in your transferable coursework.
2. If you met the Scholarship Requirement but did not satisfy the Subject Requirement, you must take transferable college courses in the missing subjects, earning a C or better in each required course, and have an overall C average in all transferable coursework to be eligible to transfer.
3. If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, you must:
  - a. Complete 60 semester units or 90 quarter units of transferable college credit with a grade point average of 2.4 (no more than 14 semester/21 quarter units may be taken Pass/Not Pass), and;
  - b. Completed the following course pattern requirement, earning a grade of C or better in each course:
    - two transferable college courses (3 semester or 4-5 quarter units each) in English composition, and;
    - one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning, and;
    - four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral science.

Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC may satisfy Option 3B of the transfer admission requirements.

Four programs are available to smooth the transition from San Bernardino Valley College to a University of California campus:

1. **Transfer Admission Guarantee Program (TAG)** is an agreement between the University of California, Riverside with San Bernardino Valley College. Consult with the Transfer Center for details of this admissions agreement.

2. **Transfer Alliance Program (TAP)** is an agreement between the University of California, Los Angeles, and the Honors Program at San Bernardino Valley College. Consult with the Honors Program Coordinator or the Honors Program Counselor for details of this admissions agreement.
3. **Transfer Admission Agreement (TAA)** is an agreement between UC Davis and San Bernardino Valley College providing guaranteed admission to students who satisfactorily complete all requirements for this program. See Transfer Center for details.
4. **University-Link Program** is an agreement between the University of California and San Bernardino Valley College for eligible students meeting transfer requirements. See Transfer Center for details.

Catalogs for each of the UC campuses are available in the Transfer Center. Also in the Transfer Center are two booklets that provide a summary of the unique requirements of each University of California campus: *Introducing the University* and *Answers for Transfers*.

### **Intersegmental General Education Transfer Curriculum (IGETC)**

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the University of California (UC) or the California State University (CSU) without the need to complete additional lower-division general education courses. The IGETC is not an admission requirement for transfer to UC or CSU, nor is it the only way to fulfill prior to transfer, the lower-division, general education requirements of UC or CSU. Students pursuing majors that require extensive lower-division preparation may not find the IGETC option to be advantageous. Students with Advanced Placement (AP) Examinations, which are recognized as equivalent to SBVC courses listed below, will obtain credit for IGETC. A minimum grade of "C" is required in each course.

#### **AREA 1 - English Communication.**

CSU: Three (3) courses required, one from each group below.

UC: Two (2) courses required, one each from group A and B.

#### **Group A: English Composition**

1 course, 3 semester units / 4-5 quarter units. Select from: ENGL 101, 101H

#### **Group B: Critical Thinking - English Composition**

1 course, 3 semester units / 4-5 quarter units. Select from: ENGL 102, 102H  
PHIL 102

#### **Group C: Oral Communication (CSU only)**

1 course, 3 semester units / 4-5 quarter units. Select from: SPEECH 100, 100H, 111, 130, 140

#### **AREA 2 - Mathematical Concepts and Quantitative Reasoning**

1 course, 3 semester units / 4-5 quarter units. Select from: MATH 102\*\*, 108, 115, 151, 250, 251, 252, 265, 266, 285

### AREA 3 - Arts and Humanities

At least three (3) courses, with at least one from the Arts and one from the Humanities, 9 semester units / 12-15 quarter units. Select from:

#### Arts:

ANTHRO 109\*  
ARCH 145, 146  
ART 100, 102, 103\*\*, 105, 107, 108, 110, 111, 285  
DANCE 200  
MUS 100, 101, 104, 105, 106, 107, 121, 122  
THART 100

#### Humanities:

ANTHRO 107\*, 110\* (same as RELIG 110)  
ASL 111, 112  
ENGL 151, 153, 155, 161, 163, 165, 175 (same as RELIG 175), 260, 261, 270, 271, 275, 280, 281  
HIST 100, 101, 107\*, 137, 138, 139, 140, 150, 170, 171  
MUS 285  
PHIL 101\*\*, 101H\*\*, 105, 112  
RELIG 100\*\*, 100H\*\*, 101, 110\* (same as ANTHRO 110), 135, 150, 175 (same as ENGL 175), 176  
SPAN 103\*\*, 103H\*\*, 104, 158

### AREA 4 - Social and Behavioral Sciences

At least three courses from at least two disciplines or an interdisciplinary sequence, 9 semester units / 12-15 quarter units. Select from:

ANTHRO 100, 102, 106, 106H, 107\*, 109\*, 110\* (same as RELIG 110)  
ECON 100\*\*, 200\*\*, 200H\*\*, 201, 285  
GEOG 102, 106, 120  
HIST 107\*, 110  
POLIT 100, 110\*\*, 110H\*\*, 204  
PSYCH 100\*\*, 100H\*\*, 102, 110, 111\*\*, 112\*\*, 118  
RELIG 110\* (same as ANTHRO 110)  
SOC 100\*\*, 100H\*\*, 110, 130, 141, 145, 150, 285  
SPEECH 135, 174, 176

### AREA 5 - Physical and Biological Sciences

Two (2) courses, one Physical Science course and one Biological course. At least one must include a laboratory. Laboratory classes are underlined, 7-9 semester units / 9-12 quarter units. Select from:

#### Physical Science:

ASTRON 120\*\*, 123\*\*, 125\*\*  
CHEM 101\*\*, 104\*\*, 110\*\*, 150\*\*, 150H\*\*, 151\*\*, 151H\*\*, 212\*\*, 212H\*\*, 213\*, 213H\*\*  
GEOG 110\*\*, 111\*\*, 114, 285\*\*  
GEOL 100, 101\*\*, 111\*\*, 112, 122, 250  
OCEAN 100\*\*, 101\*\*, 111\*\*  
PHYSIC 101\*\*, 150A\*\*, 150B\*\*, 200\*\*, 201\*\*  
PS 101\*\*

#### Biological Science:

ANTHRO 106, 106H  
BIOL 100\*\*, 104, 109, 109H, 201, 202, 204, 250\*\*, 251\*\*, 260\*\*, 261\*\*, 270

### Language Other Than English (UC Requirement Only)

Proficiency equivalent to two (2) years of high school study in the same language or one of the following:

ASL 109  
FRENCH 101  
SPAN 101  
SPAN 157

### CSU Graduation Requirements in U.S. History, Constitution and American Ideals

(Not a part of IGETC; may be completed prior to transfer)

Six (6) units, one (1) course from Group 1 and one (1) course from Group 2; courses used to meet this requirement may not be used to satisfy requirements for IGETC.

**Group 1:** POLIT 100\*

**Group 2:** HIST 100\*, 101\*, 137\*

#### NOTE:

1. Courses designated with one asterisk (\*) may be counted in one area only.
2. Courses designated with a double asterisk (\*\*) indicate that transfer credit may be limited by UC and/or CSU. Please consult with a counselor for further information.
3. Students should request official IGETC certification from the SBVC Records Office. For students who have completed coursework at multiple campuses, the campus of last attendance prior to transfer to UC or CSU will usually certify the IGETC. SBVC will certify coursework from other campuses according to the IGETC list of the originating campus. Official transcripts from high school and other colleges and universities must be on file at the SBVC Records Office.
4. Courses completed at colleges and universities outside of the U.S.A. will not be permitted for IGETC certification, except for the Language Other than English requirement.
5. Courses on this list are approved for fall 2008 and beyond. SBVC courses not listed above may not be used for IGETC, except for courses that were on the IGETC list for the year in which they were completed.

### The California State University

The California State University system consists of 23 campuses, ranging in location from San Diego to Arcata. The admission cycle for the fall term of each year begins on October 1 of the preceding year. Eligible students may also be accepted during the winter and/or spring terms. Check with the Transfer Center to determine the acceptance dates for each CSU campus.

The California State University system has specific admission requirements for freshman standing. Eligibility is based on a combination of high school grade point average for the last three years of high school, exclusive of physical education and military science, and scores on the ACT or SAT tests.

Students who do not enter the California State University system as freshmen may enter with advanced standing under the following conditions:

- Students who would have been eligible for admission as freshmen may transfer at the end of any semester, provided they have maintained a C or better average in all work attempted.
- Students who would have been ineligible for admission as freshmen must complete a minimum of 56 transferable semester units of work with a 2.00 grade point average or better. Beginning fall 2005, ALL upper division transfer applicants must have completed 60 or more transferable units, or 90 quarter units.

A maximum of 70 transfer-level semester units (or 105 quarter units) earned in a community college will be accepted for transfer. Although courses may be indicated in the catalog as transferable to UC and/or CSU, they may or may not meet general education or major preparation. Students who plan to transfer to UC or CSU should consult with a counselor and the following websites:

[www.csumentor.edu](http://www.csumentor.edu), [www.uctransfer.org](http://www.uctransfer.org), [www.assist.org](http://www.assist.org)

Students transferring to the California State University should check both the general education and major requirements as early as possible by referring to the current catalogs for the colleges of their choice. A Guaranteed Admissions Program and a Dual Admissions Program are available to smooth the transition between San Bernardino Valley College and California State University, San Bernardino. Consult with the Transfer Center for details on this agreement.

### Lower-Division Transfer Patterns (LDTP)

The Lower-Division Transfer Pattern (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with the most direct path to a bachelor's degree in the CSU system. The LDTP project provides a set of "road maps" for students to follow that will ensure appropriate academic preparation and that will decrease time to graduation once LDTP students enter the CSU. Students may enter into an LDTP agreement up to the time they have completed 45 transferable units. Students who elect to follow LDTP option will receive the highest priority for admission to a CSU campus.

"Highest priority for admission" is defined as a written guarantee of admission to a particular CSU campus and major, and it goes into effect when both the student and the CSU campus ratify an LDTP agreement. The guarantee is subject both to satisfactory completion of the agreement requirements and to the campus's ability to accommodate the student. Students will be asked to complete successfully a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to complete successfully an additional set of courses identified by the particular CSU campus named in the LDTP agreement. The coursework in the system wide and campus-specific LDTP pattern will total at least 60 units, the number needed to transfer to CSU as an upper-division student. Through CSUMentor and ASSIST, students and counselors will be able to find road maps detailing coursework preparation by CSU campus and major.

### The California State University General Education - Breadth Requirements

San Bernardino Valley College may certify that a student has satisfied the minimum general education requirements of 39 lower division transfer units in accordance with CSU Executive Order 595. (It is also possible to transfer to a California State University campus upon completion of the Intersegmental General Education Transfer Curriculum [IGETC], as discussed in the preceding section of this catalog.) The number of units which may be certified are as follows:

### Area A: Communication in the English Language and Critical Thinking.

9 semester units / 12 quarter units, one (1) course from each group. A minimum grade of C is required in each course.

**A1 Oral Communication.** Select from:

SPEECH 100, 100H, 111, 130, 140

**A2 Written Communication**

ENGL 101, 101H

**A3 Critical Thinking.** Select from:

ENGL 102, 102H

PHIL 102, 103

READ 102

SPEECH 125

### Area B: Physical Universe and its Life Forms

Minimum of 9 semester units / 12 quarter units. One course from B1 (Physical Science), one course from B2 (Life Science), one course from B4 (Mathematics / Quantitative Reasoning). One of the three courses taken must be a laboratory course. Laboratory courses are underlined. Select from:

**B1 Physical Science**

ASTRON 120, 123

CHEM 101, 104, 110, 150, 150H, 151, 151H, 212, 212H, 213, 213H

GEOG 110, 114

GEOLOGY 100, 101, 112, 122, 250, 251

OCEAN 100, 101

PHYSIC 101, 150A, 150B, 200, 201

PS 101

**B2 Life Science**

ANTHRO 106, 106H

BIOL 100, 104, 109, 109H, 123, 201, 202, 204, 250, 251, 260, 261, 270

**B3 Laboratory Activity**

ASTRON 123, 125

BIOL 100, 109, 201, 202, 204, 250, 251, 260, 261, 270

CHEM 101, 104, 150, 150H, 151, 151H, 212, 212H, 213, 213H

GEOG 111, 285

GEOLOGY 100, 111

OCEAN 100, 111

PHYSIC 101, 150A, 150B, 200, 201

**B4 Mathematics/Quantitative Reasoning**

A minimum grade of C is required.

BUSCAL 200, 208

ECON 208

MATH 102, 103, 108, 115, 151, 250, 251, 252, 265, 266, 285

### Area C: Arts, Literature, Philosophy and Foreign Language

Minimum of 9 semester / 12 quarter units, with at least one course in the Arts and one from Humanities. Select from:

**C1 Arts (Art, Dance, Music, Theatre)**

ANTHRO 109

ARCH 145, 146

ART 100, 102, 103, 105, 107, 108, 110, 111, 164x4\*, 285

DANCE 200, 203

MUS 100, 101, 102, 104, 105, 106, 107, 121, 122, 285

THART 100

\*Note: only three (3) units may be counted toward Area C.

## **C2 Humanities (Foreign Language, Literature, Philosophy)**

ANTHRO 110 (same as RELIG 110)  
ASL 109, 110, 111, 112  
ENGL 151, 153, 155, 161, 163, 165, 175, 232, 260, 261, 270, 271, 275, 280, 281  
FRENCH 101, 102  
HIST 100, 101, 107, 137, 138, 139, 140, 150, 170, 171  
PHIL 101, 101H, 105, 112, 180 (same as RELIG 180)  
RELIG 100, 100H, 101, 110 (same as ANTHRO 110), 135, 150, 175, 176, 180 (same as PHIL 180)  
SPAN 101, 102, 103, 103H, 104, 157, 158

## **Area D: Social, Political and Economic Institutions and Behavior; Historical Background**

Minimum of 9 semester units / 12 quarter units. Select from a minimum of two disciplines:

### **D1 Anthropology and Archaeology**

ANTHRO 100, 102, 106, 106H, 107, 109, 110 (same as RELIG 110)

RELIG 110 (same as ANTHRO 110)

### **D2 Economics**

ECON 100, 200, 200H, 201, 285

### **D3 Ethnic Studies**

ANTHRO 107; HIST 107, 110, 137, 138, 139, 140; SOC 141

### **D4 Gender Studies**

SOC 145; SPEECH 176

### **D5 Geography**

GEOG 102, 106, 120

### **D6 History**

ANTHRO 107, HIST 100, 101, 107, 137, 138, 139, 140, 150, 170, 171  
RELIG 135

### **D7 Interdisciplinary Social or Behavioral Science**

CD 105, 105H, 126

SPEECH 135, 174

### **D8 Political Science, Government, and Legal Institutions**

POLIT 100, 110, 110H, 204

### **D9 Psychology**

PSYCH 100, 100H, 102, 103, 110, 111, 112, 118

### **D0 Sociology and Criminology**

SOC 100, 100H, 110, 130, 141, 145, 150, 285

## **Area E: Lifelong Understanding and Self-Development**

Minimum of 3 semester units / 4 quarter units. One unit of credit is allowed for former military personnel with a DD-214. Select from:

BIOL 140

CD 101, 105, 105H, 126

FCS 162

GEOG 106

HEALTH 101, 103

PE 236

PSYCH 100, 100H, 102, 103, 111, 118

SDEV 102, 103

## **Activity Courses (only 1 semester unit / 1.5 quarter units allowed toward Area E)**

DANCE 101x2, 102x4, 103x2, 105x2, 106x4, 107x4, 114x4

PE-I 103x4, 105x4, 108x4, 110x4, 115x4, 116x4, 127x4, 132x4, 138x4, 148x4, 164x4, 168x4, 173x4, 184x4, 186x4, 188x4, 189x4, 190x4, 192x4

PE-T 100x4, 104x4, 108x4, 116x4, 120x4, 124x4

## **U.S. History and American Ideals Requirement:**

Graduation from the California State University requires U.S. History and American Political Institutions. Any combination of one selection from each of the following lists of history and politics courses will normally fulfill this requirement:

**Group 1:** HIST 100, 101, 137

**Group 2:** POLIT 100

### **NOTE:**

1. Students with AP Examinations will receive appropriate CSU GE-Breadth credit according to the CSU Office of the Chancellor guidelines.
2. Students are encouraged to complete Areas A and B4 early. CSU will not admit students until the grades are recorded for courses in Areas A and B4.
3. Upon transfer, students will be required to complete at least nine units of upper-division general education courses at the CSU.
4. For CSU GE-Breadth certification purposes, students may use the catalog of entry or any catalog thereafter as long as continuous enrollment is maintained until transfer to CSU. CSU defines continuous enrollment as one semester or two quarters in each calendar year.
5. Students may request official certification of CSU GE-Breadth requirements at the SBVC Records Office.
6. Although SBVC will certify Areas A through E individually, the CSU encourages students to complete all areas prior to transfer. Upper division transfer students are required to complete a minimum of 30 units of CSU GE-Breadth courses with a minimum grade of C in each course.
7. Course work from other California Community Colleges will be evaluated according to the CSU GE-Breadth pattern of those respective colleges. For out-of-state coursework, the SBVC Records Office will determine equivalency to SBVC courses. Courses from foreign institutions may not be certified. Official transcripts must be on file in the Records Office.
8. A single course may not be certified as meeting more than one category.
9. Some majors at the CSU have required general education courses and/or do not allow double-counting of courses toward major requirements. Students are encouraged to consult with a counselor and the catalog of the CSU to which they want to transfer.
10. The courses on this list are approved by the CSU Chancellor's office for Fall 2008 and beyond. **SBVC courses not on this list may not be used for CSU GE-Breadth requirements, except for courses that were on the CSU GE-Breadth list for the year in which they were completed.**

## **Requirements for Transfer to Independent California Colleges and Universities**

California's fully accredited independent colleges and universities provide a host of options at undergraduate, graduate and professional levels for students planning to continue their education beyond community college. Students who transfer to independent colleges often find that they are given academic credit for most, if not all, of their community college studies. Virtually all institutions give full credit for general education courses and usually for other courses designated for transfer by the community college. Additional information is available in the Transfer Center.

### California Articulation Number System (CAN)

The California Articulation Number (CAN) System is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating California colleges and universities have determined that courses offered by other campuses are equivalent in content and scope to courses offered on their own campuses, regardless of their unique titles or local identifying numbers. Thus, if a class schedule or catalog lists a course bearing a CAN number, students on one campus can be assured that it may be accepted in lieu of the comparable CAN course notified in the catalog or class schedule of another campus. For example, CAN ECON 2 on one campus will be accepted as meeting the requirement of the designated CAN ECON 2 courses on other participating community college or university campuses.

The CAN system is being phased out; a new program, the Lower Division Transfer Pattern (LDTP) Project is in process of implementation by The California State University system. For an interim period, some CAN designated courses are accepted as meeting CSU LDTP requirements. The interim articulation will be superseded by full articulation once course outlines have been approved through the LDTP submission and review process, and additional courses may be approved. Courses having interim approval reflect both TCSU and CAN designations in the table below. Students are encouraged to meet with a counselor at SBVC and/or at the CSU campus to which they intend to transfer for any updated information.

*CAN courses qualified as of June 1, 2006.  
TCSU courses qualified as of January 31, 2008.*

<u>TCSU ID</u>	<u>CAN COURSES</u>	<u>SBVC COURSES</u>
CJ 110	CAN AJ 2	ADJUS 101
	CAN ANTH 2	ANTHRO 106
ANTH 120	CAN ANTH 4	ANTHRO 102
ANTH 150	CAN ANTH 6	ANTHRO 100
NAS 109		ANTHRO 107
ART 110	CAN ART 2	ART 100
	CAN ART 4	ART 102 Art
	CAN ART 6	ART 212x4
ART 210	CAN ART 8	ART 124x4
	CAN ART 10	ART 126x4
	CAN ART 12	ART 175x4
ART 230	CAN ART 14	ART 120
	CAN ART 18	ART 158x4
	CAN ART 24	ART 132x4
	CAN BIOL 2	BIOL 201
	CAN BIOL 6	BIOL 204
	CAN BIOL 10	BIOL 260
	CAN BIOL 12	BIOL 261
BIOL 170	CAN BIOL 14	BIOL 270
	CAN BUS 2	ACCT 200
	CAN BUS 4	ACCT 201
IS 120	CAN BUS 6	CIT 101
	CAN BUS 8	BUSAD 210
	CAN CHEM 2	CHEM 101
	CAN CHEM 4	CHEM 104
	CAN CHEM 6	CHEM 150
	CAN CHEM 8	CHEM 151

<u>TCSU ID</u>	<u>CAN COURSES</u>	<u>SBVC COURSES</u>
	CAN CSCI 6	CS 120
	CAN CSCI 10	CS 170
	CAN CSCI 16	CS 190
CSCI 110	CAN CSCI 24	CS 265
CSCI 120	CAN ECON 2	ECON 200/200H
ECON 110	CAN ECON 4	ECON 201
ECON 120	CAN ENGL 2	ENGL 101
	CAN ENGL 4	ENGL 151
AFAM 119		ENGL 165
	CAN ENGL 6	ENGL 232
	CAN ENGL 8	ENGL 270
	CAN ENGL 10	ENGL 271
	CAN ENGL 14	ENGL 260
	CAN ENGL 16	ENGL 261
	CAN FCS 2	FCS 162
	CAN FCS 8	FCS 160
	CAN FCS 14	CD 105
	CAN FREN 2	FRENCH 101
	CAN FREN 4	FRENCH 102
	CAN GEOG 2	GEOG 110
GEOG 110	CAN GEOG 4	GEOG 102
GEOG 120	CAN GEOG 6	GEOG 110 + GEOG 111
GEOG 130	CAN GEOL 2	GEOL 100
	CAN GEOL 4	GEOL 112
	CAN HIST 8	HIST 100
	CAN HIST 10	HIST 101
NAS 219		HIST 107
	CAN HIST 14	HIST 170
	CAN HIST 16	HIST 171
	CAN JOUR 2	ENGL 120
	CAN MATH 2	MATH 115
	CAN MATH 8	MATH 103
	CAN MATH 10	MATH 102
STAT 110	CAN STAT 2	MATH 108
	CAN MATH 16	MATH 151
	CAN MATH 18	MATH 250
MATH 110	CAN MATH 20	MATH 251
MATH 220	CAN MATH 22	MATH 252
MATH 230	CAN MATH 24	MATH 266
	CAN MATH 26	MATH
	CAN PHIL 2	PHIL 101
PHIL 120	CAN PHIL 4	PHIL 105
	CAN PHIL 6	PHIL 103
PHYS 150	CAN PHYS 2	PHYSIC 150A
	CAN PHYS 4	PHYSIC 150B
	CAN PHYS 16	PHYSIC 210
	CAN PHYS SEQ B	PHYSIC 200 +PHYSIC 201
POLS 110	CAN GOVT 2	POLIT 100
	CAN PSY 2	PSYCH 100/100H
RTVF 110		RTVF 100
SOC 110	CAN SOC 2	SOC 100/100H
SOC 120	CAN SOC 4	SOC 110
	CAN SPAN 2	SPAN 101
	CAN SPAN 4	SPAN 102
SPAN 130	CAN SPAN 8	SPAN 103
SPAN 140	CAN SPAN 10	SPAN 104
	CAN SPCH 2	SPEECH 130
COMS 110	CAN SPCH 4	SPEECH 100/100H
COMS 120	CAN SPCH 6	SPEECH 125
COMS 130	CAN SPCH 8	SPEECH 111
COMS 140	CAN SPCH 10	SPEECH 140
	CAN DRAM 6	THART 110/SPEECH 110
	CAN DRAM 8	THART 120
	CAN DRAM 12	THART 160x4
	CAN DRAM 14	THART 165
	CAN DRAM 16	THART 114x4
	CAN DRAM 22	THART 121

PROGRAM	DEGREE	CERT	PG	PROGRAM	DEGREE	CERT	PG
<b>Accounting</b>	AA	•	43	<b>Environmental Studies</b>	AA, AS	•	120
Bookkeeping		•	43	<b>Escrow</b>	AA	•	187
Governmental & Non-Profit Accounting		•	44	<b>Family &amp; Consumer Science</b>			121
Tax Preparers		•	44	Dietetic Aide		•	121
<b>Administration of Justice</b>	AA	•	46	Dietetic Service Supervisor		•	121
<b>Aeronautics</b>			48	<b>General Railway Operations</b>		•	184
Airframe Maintenance Technician		•	50	<b>General Warehousing</b>		•	202
Aviation Maintenance Technician	AS	•	48	<b>Geographic Information Systems</b>		•	123
Avionics Technology	AS	•	50	<b>Geography</b>	AS		124
Flight Operations & Management	AS	•	49	<b>Geology</b>	AS		126
Powerplant Maintenance Technician		•	49	<b>Human Services</b>	AA	•	129
<b>Air Travel Careers</b>			53	Alcohol/Drug Studies		•	130
Flight	AS	•	54	Career Specialist		•	130
Ground	AS	•	54	Case Management		•	130
<b>Architecture &amp; Environmental Design</b>	AA		58	Eating Disorders Studies		•	131
Computer-Aided Drafting Technician		•	59	<b>Inspection Technology</b>	AS	•	135
<b>Art</b>	AA		61	<b>Liberal Arts</b>	AA		137
Graphic Design	AA	•	61	<b>Library Technology</b>	AA	•	139
Web and Multimedia Design		•	61	<b>Machinist Technology</b>	AS	•	141
<b>Astronomy</b>	AS		168	Basic Machine Operator		•	142
<b>Automotive Technology</b>			65	Basic Operations Computer Numerical Control (CNC)		•	142
Advanced Automotive Body & Paint Tech	AS	•	66	Computer Numerical Control: CAD/CAM	AS	•	141
Automotive Technician	AS	•	66	Machinist Standard	AS	•	141
Automatic Transmission Technology	AS	•	65	Mechanical Hydraulics/Pneumatics		•	141
Basic Automotive Body & Paint Tech	AS	•	65	Tool and Die	AS	•	141
Engine Performance	AS	•	66	<b>Mathematics</b>	AS		146
Wheel Alignment & Brakes	AS	•	66	<b>Music</b>	AA		149
<b>Biology</b>	AS		70	<b>Nursing</b>	AS		153
<b>Business Administration</b>	AA	•	74	<b>Paralegal Studies</b>	AA		158
Retail Management		•	74	<b>Pharmacy Technology</b>	AS	•	160
<b>Chemistry</b>	AS		78	<b>Physics</b>	AS		168
Biochemistry	AS		78	<b>Psychiatric Technology</b>	AS	•	179
<b>Child Development</b>	AA		81	<b>Radio, Television &amp; Film</b>	AS	•	181
Associate Teacher		•	83	Digital Film Production		•	182
Early Intervention and Inclusion	AA	•	81	Film	AA	•	181
Family Child Care Provider		•	86	Radio	AA	•	181
Infant Development		•	85	Television	AA	•	181
Master Teacher		•	84	<b>Real Estate</b>	AA	•	187
School-Age		•	86	Escrow		•	187
Site Supervisor	AA	•	82	<b>Refrigeration &amp; Air Conditioning</b>	AS	•	189
Teacher		•	83	<b>Restaurant Management</b>	AA	•	192
<b>Computer Information Technology (CIT)</b>	AA		91	Dining Room Service		•	192
Cisco Certified Network Associate		•	92	Food Preparation		•	192
Management Information Systems		•	92	Food Service		•	192
<b>Office Technology</b>	AA		92	<b>Water Supply Technology</b>	AS	•	202
Administrative Assistant		•	92	<b>Welding Technology</b>			204
Office/Clerical		•	92	Consolidated Welding	AS	•	205
<b>Computer Science</b>	AS	•	97	Flux Core Arc Welding (FCAW)		•	205
<b>Corrections</b>		•	98	Gas Metal Arc Welding (GMAW)		•	205
<b>Criminal Justice</b>			100	Gas Tungsten Arc Welding (GTAW)		•	205
Crime Scene Investigation		•	100	General Welding	AS	•	205
<b>Diesel</b>			106	Shielded Metal Arc Welding (SMAW)		•	206
Heavy-Duty Diesel Technician		•	106	Welding Inspection Technology		•	206
<b>Electricity/Electronics</b>			106				
Avionics Technology	AS	•	109				
Communications Engineering Technology	AS	•	109				
Computer Engineering Technology	AS	•	109				
Electric Power Technology	AS	•	109				
Electronics Technology	AS	•	109				
General Electrician		•	110				

## 2007-2008 Outstanding Employees



### **Outstanding Professor – *Dr. Carol Cook***

From the time she stepped on campus as a student in 1964, Carol has made SBVC her second home. Her background in nursing prepares students to enter the medical profession with all of its demands and entrance requirements. Over her 27 years teaching Physiology, she has served on numerous committees—including twelve years on Academic Senate—and represented SBVC as a speaker at numerous conferences. She has high standards for her students and has an unwavering heart for helping struggling and under-prepared students.

### **Outstanding Professor – *Leticia Hector***

As the faculty chair for the last five years, Leticia is enthusiastic about her teaching and remains active on all fronts within her discipline. This year, she became a faculty mentor for the Puente and Tumaini programs. She is actively involved in numerous committees including Academic Senate. Leticia has a positive attitude, sense of integrity and demonstrates a dedicated commitment to any project she undertakes. She is concerned and sensitive to the needs and feelings of others and communicates and relates well with students, peers and community members.



### **Outstanding Classified Employee – *Rose Garcia***

Rose consistently, expertly, and professionally assists the entire Science Division with anything and everything – so much so that the Science Division would fail to operate without her. Regularly logging hours above and beyond her contract to meet her innumerable deadlines, Rose still finds time to generously lend her skills to several committees and events around campus.

### **Outstanding Classified Employee – *Joy Hadnot***

Joy demonstrates a level of motivation and commitment that exceeds expectations. She is personable, articulate and demonstrates excellent interpersonal skills and strong moral values. She continuously seeks staff development activities that will enhance her knowledge and her abilities to help others accomplish their responsibilities. Additionally, she demonstrates a genuine concern for the success of students and colleagues that has been instrumental to the success of the division.



### **Outstanding Manager – *Dr. Queen Hamilton***

Queen endeavors to consistently help each faculty, dean, department chair and student meet their goals. She is transparent and tells you honestly where you need to improve and how to capitalize on your strengths. She is brilliant, yet humble in many ways and makes time in her schedule for anybody who comes by or calls. Her contribution to projects often includes helping team members understand the big picture and motivating them to creatively come up with answers to questions.

## PART III – CORE COMPETENCIES

The six competencies (and their subsets) listed below describe the core competencies a student should be able to demonstrate after completing the requirements for an associate degree at San Bernardino Valley College. These core competencies are embedded in our established pattern of general education courses, in our more advanced major-preparation courses, and in student service learning experiences we provide over the span of a student's enrollment at the college. In addition, assignments that lead to the acquisition of these core skill sets are embedded in the coursework required for vocational certificates.

The core competencies are:

### 1. Communication

Students learn to communicate effectively when they:

- 1.1. Read, retain, and apply published ideas
- 1.2. Write clearly and accurately in a variety of contexts and formats
- 1.3. Speak clearly and coherently in both formal and informal settings
- 1.4. Employ the vocabulary of the subject being studied
- 1.5. Demonstrate active listening skills and effective interpersonal communication

### 2. Information Competency

Students develop information competency skills when they:

- 2.1. Find and interpret information from text, tables, graphs, maps, media, personal communication, observation, and electronic resources
- 2.2. Evaluate authority, veracity and bias of information
- 2.3. Utilize technology to organize, and present information effectively
- 2.4. Demonstrate a working knowledge of basic computer function, software application, and problem solving.

### 3. Critical Thinking

Students develop critical thinking skills when they:

- 3.1. Evaluate strengths, weakness, and fallacies of logic in arguments and information
- 3.2. Locate, evaluate and select appropriate evidence to support or discredit an argument or position
- 3.3. Construct a persuasive argument that is based on sound reasoning and evidence
- 3.4. Apply lessons from the past or learned knowledge and skills to new and varied situations
- 3.5. Apply the principles of scientific and/or quantitative reasoning to solve problems
- 3.6. Devise and defend a logical hypothesis to explain observed phenomenon.

### 4. Ethics

Students develop a sense of personal and professional ethics when they:

- 4.1. Accept responsibility for their own actions
- 4.2. Demonstrate respect for a diversity of ideas and the rights of others
- 4.3. Exhibit personal, professional, and academic honesty
- 4.4. Display behavior consistent with the ethical standards within a discipline or profession
- 4.5. Apply lessons learned from the past to ethical issues faced in the present
- 4.6. Evaluate their own ethical beliefs in relationship to moral dilemmas
- 4.7. Assume civic, political, or social responsibilities

### 5. Creative Expression and Self Awareness

Students learn creative expression and self awareness when they:

- 5.1. Recognize their own strengths and weaknesses
- 5.2. Recognize their own biases and values
- 5.3. Recognize their learning style and make adjustments as necessary to improve their ability to receive and process information
- 5.4. Demonstrate the ability to give and receive constructive feedback
- 5.5. Develop time management skills
- 5.6. Develop stress management skills and/or other skills to maintain health and wellness
- 5.7. Set goals and develop strategies for educational, personal, and professional development
- 5.8. Set goals and develop strategies to create balance in their personal and professional lives
- 5.9. Evaluate diverse artistic works in varied media
- 5.10. Demonstrate creative thought in academic, artistic, or technical fields

### 6. Social Interaction and Cultural Diversity

Students learn effective social interaction and cultural diversity skills when they:

- 6.1. Demonstrate etiquette both in face-to-face and written interactions and communications
- 6.2. Work effectively as a leader and/or participant in group settings
- 6.3. Utilize conflict resolution skills when appropriate
- 6.4. Demonstrate knowledge of and respect for the history and culture of those who do not share the same race, gender, religion, age, sexual orientation, linguistic background or physical abilities
- 6.5. Demonstrate knowledge of and respect for one's own history and culture