

## 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 for 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 drop the course 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 prior to the 30% deadline. 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. W's are used in probation and dismissal procedures as well as in determining satisfactory academic progress for financial aid. 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

### Course Repetition in a Non-Repeatable Course

Course repetition allows students to repeat classes under the following circumstances: (Title 5, Section 58161)

1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record (D, F, NP, or N/C). Courses in which a substandard evaluative symbol has been assigned may be repeated once. Otherwise, students are limited to four attempts per course counting withdrawals (W's). *No Petition for Course Repetition* is required if a student has only one substandard grade or has not attempted the class four times (including W's).
2. The student's previous grade is, at least in part, the result of extenuating circumstances (verified cases of accidents, illness, or other circumstances beyond the control of the student). A *Petition for Course Repetition* and documentation are required.
3. There has been a lapse of time (at least 5 years) since the student previously took the course. A *Petition for Course Repetition* is required.

4. The course outline of record has been officially changed and demonstrates significant curricular changes. A *Petition for Course Repetition* is required.
5. Repetition of courses where substandard work has not been recorded is permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
  - a. Repetition of courses shall be permitted only upon petition of the student with the written permission of the program administrator based on a finding that circumstances exist which justify such a repetition.
  - b. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average. Students must file a *Petition for Course Repetition*.

## 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 as soon as they are submitted by the instructor. To access San Bernardino Valley College's *Campus Central* on the Internet, go to: <http://www.valleycollege.edu>. Note: Transcripts will not be released if a student has holds, an outstanding financial obligation, or other academic or probationary issues.

Requests for transcripts may be made in person at the Admissions Office or online at: [www.valleycollege.edu/admissions/transcripts](http://www.valleycollege.edu/admissions/transcripts). Requests will be filled within the legally prescribed timeframe, assuming there are no outstanding obligations to the college, or other holds on the students' record. The first two transcripts are provided at no charge. After two, there is a charge for each additional 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.