

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 Dean of Counseling at: (909) 384-8630.

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 in the Counseling Center (AD/SS Building, Room 103) or call (909) 384-4404 and press zero ("0") 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 30 of this catalog). Financial Aid is not available for credit by examination.

Credit for Military Service

Currently enrolled students who have had a minimum of one year of military service may petition to receive up to two semester units of credit for the Physical and Health Education requirement for graduation. Three units are 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 the following page. 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, AD/SS 100 (909) 384-4401. (See Associate Degree Graduation Requirements on page 30 of this catalog). See table on following page.