



# *Managing Your Education*

# Managing Your Education

## MATRICULATION / STUDENT SUCCESS and SUPPORT

Matriculation is a process that brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective through the college's established programs, policies, and requirements. As a student you have certain rights and responsibilities, and as an institution of higher learning, Victor Valley College has some obligations to you. Here is a brief overview of some of these factors.

### VVC agrees to . . .

- provide admission and registration services.
- provide assessment services.
- orient you to college programs, services and policies.
- provide assistance in selecting courses and defining an educational major and plan.
- provide support services and provide quality instruction.
- provide appropriate follow-up and referral services.

### VVC students agree to . . .

- declare a broad educational goal on initial enrollment (transfer, AA. . .).
- participate in assessment and orientation and have all prior transcripts sent to VVC.
- read the Catalog, Schedule of Classes, Student Handbook and other college materials.
- meet all course prerequisites, corequisites and limitations.
- attend the first class session of each class and regularly attend all classes.
- properly add and drop all classes.
- complete class assignments.
- develop an Educational Plan and choose a specific educational major by the completion of 15 units.
- seek support services as needed.
- make progress toward your goals by successfully completing classes.
- follow all campus rules and regulations.

### Matriculation Steps

The objective of Matriculation is to attain your goals in education by defining an agreement between you and the college. Responsibilities are established that utilize the programs and resources of VVC to efficiently complete certificate or degree programs.

**APPLICATION** - Complete the VVC admission application Online. Notify previous colleges to send transcripts to VVC.

**ORIENTATION** - Orientation is available to familiarize you with VVC policies, programs, and services.

**ASSESSMENT** - Complete the computerized Assessment/Placement process for reading, sentence skills and math as one component of course selection.

**Assessment Exemptions:** If one of the following conditions applies to you, you may choose not to complete the Assessment and/or Orientation. Provide documentation supporting your exemption to the Counseling Office.

- You have completed an Associate Degree or higher at a regionally accredited college or university.
- You have completed an approved Math or English course at a regionally accredited college or university.
- You have assessment scores taken within the last three (3) years at a California community college.
- You are currently enrolled in a four-year college or university.
- You are a concurrently enrolled student (K-12) only enrolling in music performance, theatrical performance and/or physical education activity courses.

Other factors considered in the selection of courses include study habits, certainty of educational goals, specific skills, emotional well-being, employment, family or other commitments, family support, health, maturity and motivation, self-assessment, education history, etc. On the next page is a table of course sequences for Math and English.

You have the right to challenge your Assessment Placement results and course recommendations.

**COUNSELING** – Before or sometime during your first semester, make an appointment with a VVC Counselor to discuss course selections, choosing an academic major, and developing an Educational Plan which lists the courses you need to meet your academic goal. The Ed Plan should be developed no later than the completion of 15 VVC credits, and may be revised as needed. Counselors can also assist with personal issues and career choices.

Also, consider taking the following Guidance courses:

- GUID 50 College Success
- GUID 55 Building Math Confidence
- GUID 100 Career Planning
- GUID 105 Personal and Career Success
- GUID 51 College Orientation
- GUID 56 Self Esteem
- GUID 101 First Year Experience
- GUID 107 Learning Strategies

Please note that following these steps may affect your priority registration status. Additional information may be found on the following page.

## ATTENTION STUDENTS!

Please read the following which may impact your schedule planning!

### Course Repetition

**IF YOU ARE REPEATING A COURSE DUE TO A SUBSTANDARD GRADE OR “W”** (for non-repeatable courses).

- Students may repeat the same course no more than two times in which substandard grades (“D”, “F”, “FW”, “NC”, “NP”) or “W” were assigned.
- Students may file a Petition for Course Repetition with the Admissions and Records Office to request additional repeats due to specific, extenuating circumstances.
- When repeating a course with a substandard grade the most recent grade will be computed in the cumulative grade point average. The previous grade and credit shall be disregarded in the computation of the grade point average, even if the previous grade was higher.
- When courses are repeated, the student’s permanent academic record shall clearly indicate any courses repeated and be annotated in such a manner that the record of all work remains legible, insuring a true and complete academic history. (Refer to AP4225 for additional information.)
- Petitions may be filed with the Admissions and Records Office.

**IF YOU ARE REPEATING A COURSE THAT ALLOWS REPEATS, WHETHER YOU RECEIVED A GRADE OR “W”**

- A course may only be repeated the number of times indicated in the catalog.
- Once a student has completed the maximum number of allowable repetitions, a student may be blocked from registering in this course. Students may file a Petition for Course Repetition with the Admissions and Records Office to request additional repeats due to verifiable extenuating circumstances.
- When a course is repeated pursuant to this section, the grade received each time shall be included for the purpose of calculating the student’s grade point average.

FOR ADDITIONAL INFORMATION, please refer to the “Managing Your Education” section of this catalog, AP4225, or contact the Admissions and Records Office.

**Changes to Priority Registration Effective Fall 2013** - The California Community Colleges Board of Governors approved changes that will establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer and to reward students who make progress toward their educational goals.

New students who have completed college orientation, assessment and developed education plans as well as continuing students in good academic standing who have not exceeded a locally capped limit of 90 units (not including units in basic English, Math or English as a Second Language) will now have priority over students who do not meet these criteria.

Active-duty military and veterans, current and former foster youth, followed by students in Extended Opportunity Programs and Services and Disabled Students Programs and Services will continue to have first priority for registration if they meet the same criteria listed above.

The regulations, unanimously approved by the Board of Governors, will be phased in beginning in the fall of 2013. We encourage students on probation to seek help to improve their academic standing. Students nearing 90 units should carefully plan their remaining courses.

Students may appeal the loss of priority enrollment due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. A Loss of Priority Registration Appeal form may be filed with the Admissions and Records Office.

The College may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in section 55031 for the term or terms. A Loss of Priority Registration Appeal form may be filed with the Admissions and Records Office.

The College may exempt from the ninety (90) unit limit category those students enrolled in high unit majors or programs as defined by the College.

FOR ADDITIONAL INFORMATION, please refer to the “Admissions and Registration” section of this catalog, AP5055 or contact the Admissions and Records Office.

**Schedule of Classes** - Every term, a schedule of classes is posted at [www.vvc.edu](http://www.vvc.edu).

**Challenge to Matriculation Policies** - Students may appeal any portion of the matriculation policies by contacting the Dean/VP of Student Services. This includes claims that the process is unlawfully discriminatory or is being applied in such a manner. The Dean or Vice President will conduct a timely review and make such adjustments as are appropriate. The VP's office maintains a record of all complaints.

**Reto a la Política de Matriculación** - Estudiantes pueden hacer una petición sobre cualquier parte de la política de matriculación (menos los requisitos) dirigido al Decano de Servicios Estudiantiles. Esto incluye reclamos acerca del proceso discriminatorio. El Decano va a conducir una revisión para hacer algunos ajustes que sean apropiados. Un record de los reclamos será mantenido en la oficina del Decano de Servicios Estudiantiles por tres años.

## Units and Credits

### College Units

A unit is a value that indicates the amount of college credit given to a course. In general, one hour of lecture a week or three hours in a laboratory equals one unit of credit.

### Full Time student

Students are considered full-time if they take 12 or more units during a normal 16-week semester, 6 units during an 8-week term or 4 units during a summer or winter session.

### Deciding how many units to take

A common schedule is 15 college units per semester. Successful students should expect to spend two hours per week of study time for each unit taken. With a 15 unit course load, you'll spend approximately 45 hours a week in and out of class. In order to determine how many units to take you should consider certain factors such as:

- If you work, how many hours a week?
- How much time do you need to devote to other responsibilities like family and relationships?
- How much time do you need for personal needs such as sleeping, eating and traveling to and from college?
- How much time do you need for housekeeping chores, socializing, recreation and other interests?

The following is a recommended formula to determine the total time required for success in a class:

Example: For a 4-unit class you could expect:

In-class time	= 4 hrs. per week (1 hr. for each unit)
Homework	= <u>+8 hrs. per week (2 hrs. for each unit)</u>
Total time	= 12 hrs. per week for one 4-unit class

Keep in mind that the summer and winter session is only six weeks long (Fall and Spring semesters are 16 weeks long) so a student will spend twice the amount of time and have twice the amount of homework during a summer or winter session.

## Managing Work and College recommendations

- If you work 15 hours/week, consider enrolling in no more than 12 – 15 units.
- If you work 25 hours/week, consider enrolling in no more than 9 – 12 units.
- If you work 40 hours/week, consider enrolling in no more than 4 -8 units.

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**Maximum Units in Remedial Classes** - Students at Victor Valley College are eligible to enroll in a cumulative maximum of 30 semester units of remedial classes including reading, writing, mathematics, learning skills, and study skills courses. For example, the Basic Skills Program includes 10 one credit courses which would count as remedial level work. Remedial classes also include English as a Second Language (ESL) courses which are designed to ensure acquisition of skills necessary for completion of associate degree, transfer, and technical courses.

Students identified by the district as being learning disabled are exempt from the 30-unit maximum. Students with other types of disabilities may be exempted on a case-by-case basis.

Waivers of this policy may be made for students who show significant, measurable progress toward the development of skills appropriate to their enrollment in college-level courses, yet need limited course work beyond the 30 semester unit limit. Significant and measurable progress is defined as completion of precollegiate basic skills classes with grades of "C" or better, or a grade of "credit" if the course is categorized as mandatory credit/non-credit.

The Petitions Committee is granted the authority to issue Remedial Semester Unit Limitation waivers.

Unless provided with a waiver, students who do not attain full eligibility status for college-level work within the prescribed 30 semester unit limit are to be dismissed and referred to adult non-credit education courses.

Dismissed students may petition for reinstatement for the purpose of enrolling in college-level course work upon successful completion of appropriate adult noncredit classes or upon demonstration of skill levels which can reasonably be expected to assure success in college-level courses.

**Grade Appeal Process** - According to the California Education code Section 76224 (a), California Code of Regulation Section 55025 (a), 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 Department 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.

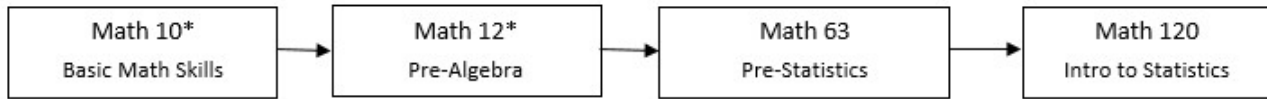
Final grades are issued after the close of each term. The student has two years following the semester in which the grade was recorded to request a change of grade or to request any corrections to the academic record. After the two-year limit, no changes may be made.

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## VVC Math Department Sequence of Courses

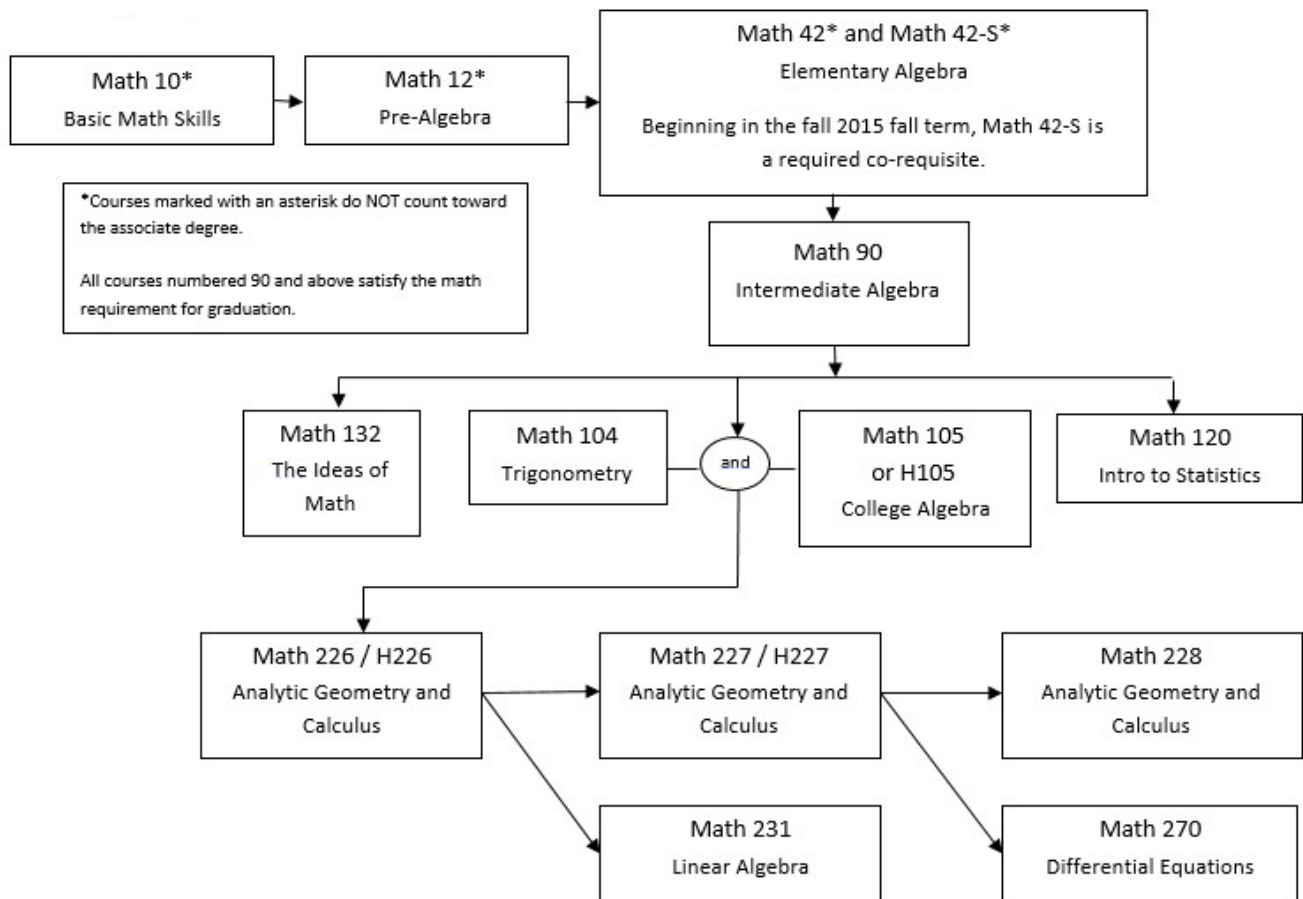
Start at your assessment placement level and move through the courses as needed for your particular objective.

**NON-STEM PATH** – The non-STEM path of courses is for liberal arts majors or those seeking a vocation not requiring the typical sequence of algebra courses. Students majoring in science, math, computer science, business, engineering, teaching and most nursing majors should NOT take this pathway.



You are able to switch pathways at any time if you decide to change your major.

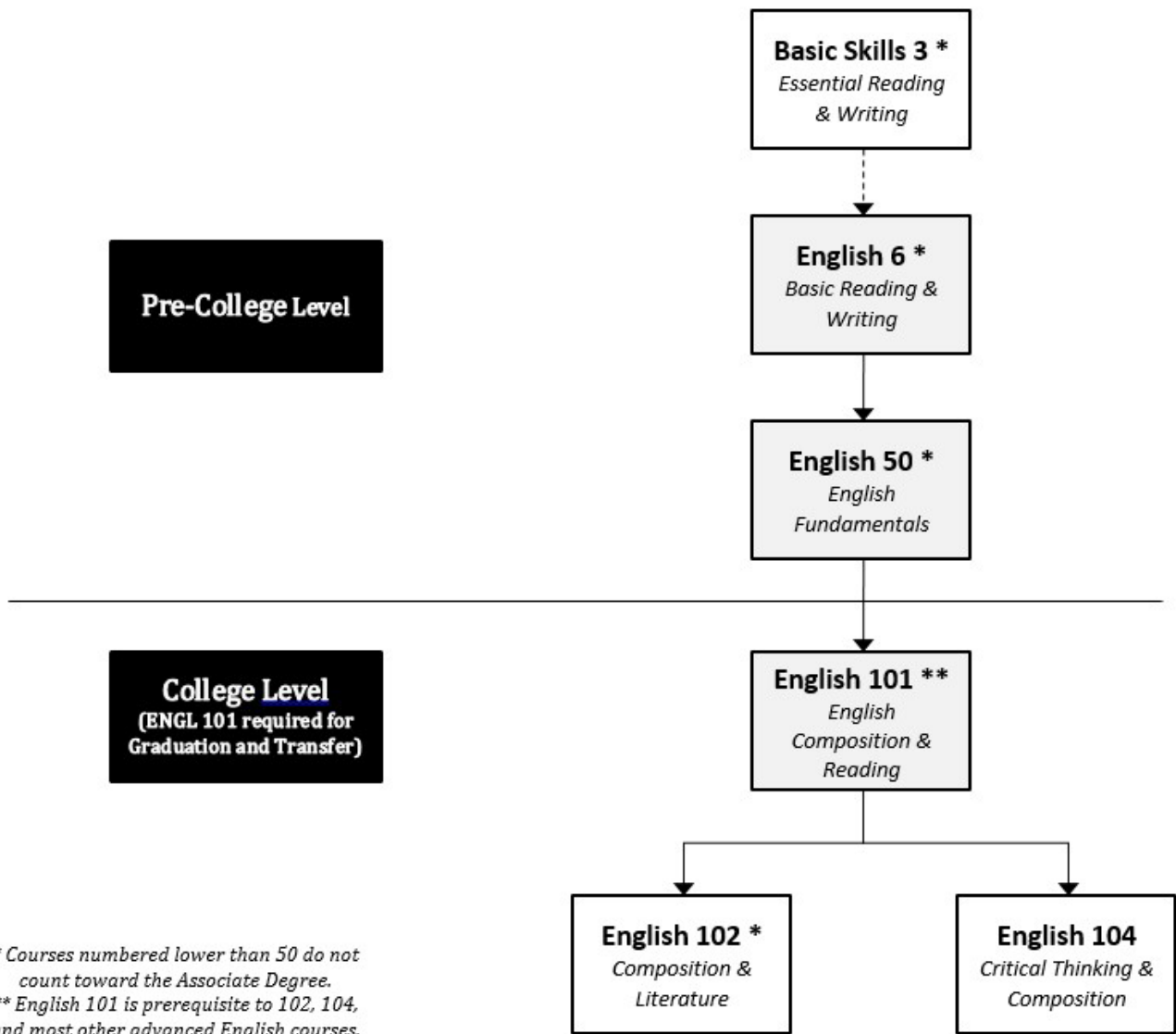
**STEM PATH** – The STEM path of courses is for students majoring in science, math, computer science, business, engineering, teaching and most nursing majors.



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## ENGLISH AND READING COURSE SEQUENCE



\* Courses numbered lower than 50 do not count toward the Associate Degree.

\*\* English 101 is prerequisite to 102, 104, and most other advanced English courses.

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**Grade Points** - Cumulative grade point averages are calculated by dividing the total number of grade points by the total number of units attempted. For the academic record, calculations are made on a semester and on a cumulative basis.

Here is the system of evaluative grade symbols and grade points currently in effect:

Grade Symbol	Explanation	Grade Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing	1.0
F	Failing	0.0
FW*	Unofficial Withdrawal	0.0

\*Note: An “FW” grade is issued when a student has ceased participating in a course sometime after the last day to officially withdraw without receiving district authorization to withdraw from the course under extenuating circumstances.

**OTHER SYMBOLS: (NOT CALCULATED INTO GPA)**

**P** Pass (not counted in GPA, equivalent to “C” or better)

**NP** No Pass (not counted in GPA, less than “C”)

**I** Incomplete

**W** Withdrawal from class

**IP** In Progress—Class extends beyond the end of the academic term. Remains on the permanent record to satisfy enrollment documentation but is replaced by the grade and unit credit when the course is completed. Not used in calculating GPA.

**RD** Report Delayed—Assigned by the Registrar when the assignment of a grade is delayed due to circumstances beyond the control of the student. This is a temporary symbol, not to be used in calculating GPA, and to be replaced by a permanent grade as soon as possible.

**MW** Military Withdrawal—The “MW” is to be assigned for students who are members of an active or reserve military service and who receive verified orders compelling a withdrawal from courses. The “MW” symbol is not counted in Progress Probation and Dismissal calculations.

**Satisfactory Standing** - Each student’s work is considered to be satisfactory if an average of 2.0, or “C” or better, is maintained.

**Attendance** - Students are expected to attend their classes regularly. FAILURE TO ATTEND THE FIRST CLASS SESSION MAY RESULT IN THE STUDENT BEING DROPPED.

Failure to attend class jeopardizes not only a student’s grades but the learning potential of the other students who were unable to gain access to the class due to enrollment limits.

The class instructor has the right to terminate a student’s enrollment when a student is absent for more than one hour for each unit of class credit.

Authority of Instructors - According to Education Code Section 76032, faculty members have the authority to manage their classes and classrooms and to maintain an acceptable level of conduct within each class.

Faculty may suspend students from class for up to two consecutive class meetings for misconduct which disrupts the class.

Students suspended from class may not return to class during the time they are suspended unless permission to return is granted by the instructor.

Instructors must complete an incident report on all suspensions and transmit the form to the appropriate administrator.



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**Withdrawal from Class** - It is the student's responsibility to initiate the withdrawal or drop procedure in a timely manner. Don't just not show up! Don't just disappear! Non-attendance does not drop the student from a class. WebAdvisor

should be used to drop a class or a drop form can be completed and processed by the Admissions and Records office. Students may withdraw from classes during the first 20 percent of the class. In these situations, a "W" will not be recorded on a student's academic record.

Student-or instructor-initiated withdrawals beginning the third week and before the eighth week of semesterlength classes, or through the first 44 percent of class for other classes, will be recorded as a "W" on student transcripts. Students who do not withdraw by this time are grade obligated.

In cases of accidents, illness, or other circumstances beyond the control of the student, withdrawals may be initiated by petition after the designated time limit. Forms for this petition (which must include any applicable documentation) are available in the Office of Admissions and Records. Approved petitions will result in a "W" recorded on academic records.

**Academic Renewal Policy** - Academic renewal is a process whereby a student's previous academic work of substandard quality is disregarded to facilitate the completion of requirements necessary for an academic degree, certificate, or transfer. A student whose current performance is demonstrably superior to a prior level of accomplishment may petition for academic renewal. The following conditions apply:

- The student may petition for academic renewal for not more than 24 semester units of work completed at VVC.
- The student must submit evidence that the previously recorded work was substandard and thus not reflective of current academic ability. Any of the following criteria will be accepted as evidence of current satisfactory academic performance.
  - 12-17 semester units with at least a 3.00 GPA
  - 18-23 semester units with at least a 2.50 GPA
  - 24 or more semester units with at least a 2.00 GPA

This more current coursework may have been completed at VVC or at other institutions.

- At least 24 months must have elapsed between the end of the semester in which the most recent disregarded academic work was completed and the submissions of the petition.
- A student may request academic renewal only once.
- Only "D," "F," and "NC" grades can be disregarded through academic renewal.
- The student's permanent record is annotated to remove the "D" and/or "F" grades from the calculation of the GPA. However, all work remains legible on the permanent record to ensure a true and complete academic history.
- The student should be aware that other institutions may have different policies regarding academic renewal and may not honor this policy.

A petition and information on this policy is available from the Office of Admissions and Records.

**Course Repetition - Repeatable Courses** - Certain courses are repeatable for credit and are so designated in the college catalog. When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student's grade point average.

Students may not enroll in two or more sections of the same credit course during the same term.

**Non-repeatable Courses (most courses are non-repeatable.)** - There is a three enrollment limitation in non-repeatable courses in which a W, D, F, FW, NP, or NC is recorded. Students who have reached the maximum number of enrollments allowed under this procedure may not reenroll in the same course at Victor Valley College.

**Repetition to Alleviate Substandard Academic Work** - Any non-repeatable course may be repeated when the grade earned was substandard (D, F, FW, NP, or NC) or a non-evaluative symbol of "W" was recorded.

Upon completion of a repeated course in which a substandard grade was earned, the most recent grade will be

computed in the cumulative grade point average. The previous grade and credit shall be disregarded in the computation of grade point average, even if the previous grade was higher.

**Course Repetition for Satisfactory Grades (“C” or better)** - A course in which a grade of “C” or better was received may not be repeated unless such repetition is provided for in the official course description or by District policy.

A Petition for Course Repetition is required for any exception to this policy. Only under specific conditions can a course be repeated in which a satisfactory grade (“C” or better) was earned or when the course was taken three times and the grade earned was substandard or a “W” was recorded. Additionally, substandard grades for repeatable courses may be alleviated. The following criteria must be met in order to qualify for an exception and be allowed to repeat a class:

- Significant Lapse of Time (defined as 36 months or more) since course was taken
- Legally Mandated Training Requirement
- Disability-Related accommodation for Disabled Students
- Extenuating Circumstances
- Significant Change in Industry or Licensure Standards A Petition for Course Repetition and additional information on this policy is available from the Admissions and Records office.

**Pass/No Pass Option** - Some courses may be taken on a “Pass” or “No Pass” basis, which is recorded as a “P” or “NP” on transcripts.

According to California regulations governing community colleges, a grade of “P” is not counted in calculating a student’s cumulative grade point average but is equivalent to a “C” or above. One or more grades of “NP” can be a factor in progress probation and dismissal.

For students working toward an associate degree, no more than 15 units of credit for P/NP classes or courses may be taken at Victor Valley College.

Students who plan to transfer should note that the number of P/NP courses they may transfer is determined by the policies of the particular college or university.

Students who wish to transfer have a responsibility to investigate the policies of colleges and universities in which they may be interested and to determine if particular courses taken for P/NP will be accepted for transfer credit there. Students should note that some graduate schools may not look favorably on P/NP grades.

Students who elect to take the P/NP grade option for a course should declare their intent by delivering a signed pass/no pass grade option form to the Office of Admissions and Records. The decision to take a course for P/NP may not be changed after 30 percent of the class term has passed.

The deadline for electing to take a course for P/NP is the end of the fourth week of a 16-week semester or the end of the second week for eight-week classes.

**Incomplete Grades** - Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. The condition for the removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The “I” may be made up no later than one year following the end of the term in which it was assigned.

The “I” symbol shall not be used in calculating units attempted nor for grade points. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.

Students who receive an “I” grade cannot re-register for the same course in which they received the incomplete.

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**Auditing** - Auditing of classes is only permitted within these provisions:

1. Cost of audit is \$15 per unit per semester.
2. Students enrolled in less than ten units will be charged the maximum audit fee allowed (\$15 per unit per semester).
3. Students enrolled in ten or more semester units will be permitted to audit up to three units at no charge.
4. Students auditing courses cannot change enrollment status to receive credit for those courses.
5. Priority in class enrollment shall be given to students desiring to take courses for credit toward degree or certificate completion.
6. Students wishing to audit courses must meet course prerequisites and matriculation requirements.

(Education Code 72252.3)

**Veterans and Service Credit** - Victor Valley College allows service personnel and their dependents a maximum of 32 units (53 percent) of credit toward the A.A. or A.S. degree requirements to be completed through non-traditional means such as the College Level Examination Program, academic challenge examinations, or service credit. These nontraditional units will be for elective credit, unless the student's major department of study recommends otherwise. Veterans and active duty service personnel who have served a minimum of 180 days are considered to have satisfied the college's general education requirements in physical education. In accordance with American Council on Education recommendations, students in a six-month reserve training program are not eligible for this credit.

Other credit may also be granted for military service schools on receipt of proof of completion of courses in the service.

In evaluation of prior work, the college follows guidelines set forth in the American Council on Education publication, *A Guide to the Evaluation of Educational Experiences in the Armed Forces*.

**Air Force ROTC** - Through arrangements with California State University, San Bernardino (CSUSB), students may participate in the Air Force Reserve Officer Training Corps (AFROTC) program. Aerospace Studies classes and Leadership Laboratories are conducted each Friday on the main campus of CSU-San Bernardino.

Air Force ROTC is a college-level program designed to select and train highly qualified men and women to become commissioned Air Force officers. After graduation from college and completion of all Air Force ROTC requirements, cadets are commissioned as second lieutenants in the U.S. Air Force. Typical service is four years; however, service duration for pilots, navigators and nurses is longer. These individuals serve in a broad range of careers to include actual flying, engineering, administration and a host of other fields, depending on the individual's academic background.

To enter Air Force ROTC, an individual must have at least two years of college remaining, which may include graduate study. In addition, the individual must be a United States citizen prior to entering the last two years of the program, be available to pass an Air Force medical exam, be of high moral character and be in good academic standing in school. Entry into the last two years of the program is on a competitive basis.

Students are required to graduate with a bachelor's degree, in any academic major, and complete one of the two program options. AFROTC offers 2, 3, and 4-year scholarships of up to \$15,000, but scholarships are not required to participate in the program. AFROTC cadets under scholarship and all juniors and seniors receive a \$300- \$500 per month tax-free stipend, plus a \$900 textbook allowance each year. Currently, CSU-SB does not charge for courses. No military commitment is incurred until entering the last two years of the program (Professional Officer Course) or accepting an AFROTC scholarship.

Classes consist of one hour of academics plus two hours of leadership laboratory for freshman and sophomores.

Juniors and seniors will have three hours of academics plus two hours of leadership laboratory. The academic hours earned can normally be counted as elective credit toward graduation. All AFROTC classes and laboratories are held on Fridays to better accommodate students commuting from other colleges and universities.

For more information, contact the California State University, San Bernardino (CSU-SB) Department of Aerospace Studies (AFROTC) at (909) 537-5440. Details are also available here: [afrotc.csusb.edu](http://afrotc.csusb.edu) and <http://DoSomethingAmazing.com>.

**Credit by Examination** - As authorized by Section 55050 of Title V of the California Administrative Code, students may apply for Credit by Examination.

After successfully completing 12 semester units of credit at Victor Valley College, a registered student may receive college credit for courses challenged through departmental examinations. These may be in subjects in which the student is qualified based on prior training and/or experience for which credit or advanced placement has not already been awarded.

Applications for this type of credit are available through Admissions and Records and must be approved first by the appropriate academic department. After credit by examination eligibility has been established, a non-refundable fee equal to the per unit enrollment fee will be charged for each administered exam, and is payable at the Bursar's Office.

***Awarding credit by examination is subject to the following guidelines:***

A request for credit by examination must be submitted by the fourth week of the term (second week for Summer courses).

The student must be enrolled in at least one course in good standing, and must have successfully completed 12 semester units of credit at Victor Valley College with a GPA of 2.00 or better.

A faculty member must be willing to prepare an exam. If a faculty member is unavailable to prepare an exam, the challenge cannot go forward.

Credit by examination may not be received for any course which is a prerequisite to one for which credit has been previously granted.

In order to challenge, the student must not have previously failed the course nor have been enrolled in it during the semester for which the exam is requested.

A student may challenge a course only once.

Credit by examination cannot be used to satisfy Victor Valley College's 12 unit residency requirement for the Associate Degree.

A maximum of 32 units earned through nontraditional means (CLEP, AP, DANTEs, Department Exam, Military) may apply toward the Associate Degree with no more than 15 units permitted for college courses graded on a Pass/No Pass basis. This limitation does not apply to units earned at the community college of the Air Force (CCAF).

Credit by examination will be annotated "Pass" or "No Pass" or a grade of A-F, with unit value and a notation entered on the transcript that credit was earned via "CREDIT BY EXAMINATION."

**College Board Advanced Placement (AP) Examination Program** - The college grants credit for successful completion of Advanced Placement Program Examinations of the College Board for some AP exams. A maximum of 32 units may be awarded for students who attain scores of 3, 4, or 5.

After applying for admission, students who have passed AP examinations should request that the Education Testing Service send the examination test report directly to Admissions and Records at VVC. Advanced Placement credit and units are applied toward the Associate Degree, but the credit, units and specific grades are not entered on the student's transcript.

Students should be aware that other colleges or universities may have different policies concerning the granting of credit for advanced placement and may not award credit for AP exams or may award more, or less, credit for AP exams than VVC. It is the student's responsibility to contact other schools to determine the acceptability of any credit earned by examination.

Credit will be awarded upon completion of 12 units at Victor Valley College. See the Advanced Placement Credit chart

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at the end of this section.

**Military Service Schools and Defense Activity for Non-Traditional Education Support (DANTES)** - Victor Valley College will award credit toward the Associate Degree for suitably validated military service training including military service schools and DANTES test scores. A standard guide to the evaluation of educational experiences in the armed service is used in evaluating military service school training.

College credit earned through military service schools will appear on the student's transcript as unit credit only, without an indication of grades. Credit evaluations are made after the student has completed at least 12 units at VVC. Successful completion of DANTES Subject Standardized Tests (DSSTs), using American Council on Education (ACE) guidelines, will result in credit applied toward the Associate Degree.

**College Level Examination Program (CLEP)** - The College Board, with support from the Carnegie Corporation of New York, has established the College Level Examination Program (CLEP) to evaluate, confirm, and assess college-level achievement acquired outside of the conventional academic environment.

The CLEP is divided into general exams which measure college-level achievement in five basic areas of the liberal arts and over 30 subject exams measuring achievement in specific college subjects.

CLEP credit is awarded in accordance with the American Council on Education (ACE) recommendations, and credits will be granted as follows:

1. General Examination (limit of 24 units)
  - a. English composition (no credit will be awarded)
  - b. Humanities (six units)
  - c. Mathematics (six units)
  - d. Natural science (six units)
  - e. Social science and history (six units)
2. Subject Examinations Credit will be awarded in subjects comparable to those offered by Victor Valley College as recommended by VVC department/division faculty.

Four-year colleges and universities may impose transfer limitations on credit earned through non-traditional means. Therefore, students who plan to transfer should consult with the transfer school to determine the transferability of credit earned by examination.

**Career Technical Education (Formerly Tech Prep)** - The Victor Valley College Career Technical Education

(CTE) program is designed to help create pathways that lead to an associate or baccalaureate degree or a post-secondary certificate in a specific career field. Students combine high school and ROP CTE classes, real-world experience, and/or college classes, to form a balanced and practical educational experience. Within this model students are challenged to meet rigorous academic standards and experience hands-on learning in articulated secondary CTE courses.

Students graduating from high school need highly technical skills to be competitive in the job market. Up to 85% of all jobs will require at least two years of education beyond high school. A career pathway is an effective way to help students see the application of academic knowledge and makes meaningful connections between education and a variety of career options. Career pathways include career preparation recommendations for course work that prepares students to:

1. Enter directly into the workforce;
2. Continue education focused on the associate degree; or
3. Pursue baccalaureate degrees and beyond.

## Benefits of Articulation

- A way to earn college credits in high school.
- A clear pathway to follow within individual career plan.

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- A solid foundation of academic and technical courses.
- An introduction to the workplace.
- Assists students in the transition from high school to college.
- Direct connection to postsecondary education.
- Save time and money by not having to repeat comparable courses.
- A way to complete education and get started with a career earlier.
- Opportunity for high school and college-discipline instructors to collaborate, and develop curriculum to best prepare students for success in their career.
- Communities benefit by gaining a well trained, technically skilled workforce to meet the needs of local businesses, government agencies and industry.

For more information visit our website: [www.vvc.edu/cte](http://www.vvc.edu/cte).

**Petitions Committee** - The Petitions Committee, which meets weekly when classes are in session, considers special requests from students for exemptions from certain academic, student, and college policies due to documented, extenuating circumstances. Typical requests include:

- To enroll in more than 18 units of course work during an academic semester, or more than 8 units during a summer or winter intersession.
- To drop classes after the “grade responsibility date” with a “W” grade.
- To repeat a course

Students who petition must have valid reasons and provide appropriate documents to support their request. The burden of proof is on the student who petitions for special consideration.

The Petitions Committee has the authority to approve, deny, modify, or take no action on particular petitions which are submitted for its consideration.

Petitions are available at the Admissions and Records Office.

## **Safety - WHAT CAN I DO TO PROTECT MYSELF?**

- Be alert!
- Be concerned at all times for your safety and the safety of others.
- Immediately report any suspicious activity and/or persons to the Campus Police.
- Walk and park your vehicle in lighted areas at night.
- Share any safety concerns you have with your Campus Police Department.
- Know emergency numbers and locations of the nearest telephone.
- Report all criminal activity you observe to the Campus Police Department immediately.

## **IMPORTANT CAMPUS TELEPHONE NUMBERS**

EMERGENCY	911
CAMPUS POLICE (760) 245-4271	x2329
(after hours & weekends)	x2555
CAMPUS POLICE EMERGENCY	X2555

**Student Conduct** - Each student has the right to pursue their education free of any undue infringement on their lawful rights. Victor Valley College follows a “zero tolerance” philosophy when it comes to any behavior or incident that disrupts the learning environment. Student conduct issues are handled in a fair, just manner. AP 5520 provides



# Managing Your Education

guidance for this process. In general, student misconduct constitutes good cause for discipline, including but not limited to the removal, suspension or expulsion of a student. Due process for student conduct issues is fully explained in the Student Notification section of each term's Class Schedule. All students are expected to read and follow this important information. In addition, copies are also available on the VVC website, the office of Campus Police and Public Safety, and in the Dean of Student Services Office.

Generally, VVC's jurisdiction is limited to conduct that occurs on college premises, or at official VVC off-campus activities, except as noted.

**Prohibited Conduct On Campus** - The following behavior is prohibited on college property or at college-sponsored or college-supervised functions:

- Disorderly, lewd, indecent, obscene or offensive conduct.
- Alcohol or drug use.
- Gambling.

**A. Student Conduct Code - Rules and Regulations** - Any student found to have committed the following misconduct is subject to disciplinary sanctions. The Discipline Procedures are described in the following section of this publication and they are available in the Office of the Dean of Student Services and the Office of the Director of Campus Police and Public Safety. Normally, any student found guilty of misconduct or more specifically, violence or threats of violence against another will be suspended from the College for a least one semester.

**1a.** Open contempt for any of the following safety rules and regulations.

**1b.** Acts of dishonesty, including, but not limited to the following:

- a. Cheating, plagiarism, or other forms of academic dishonesty.
- b. Furnishing false information to any Victor Valley College official, faculty member or office.
- c. Forgery, alteration, or misuse of any VVC document, record or instrument of identification.
- d. Tampering with the election of any Victor Valley College recognized student organization.

**2.** Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Victor Valley activities, including its public Service functions on or off campus, or other authorized non- Victor Valley College activities, when the act occurs on Victor Valley College premises.

**3.** Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health and safety of any person.

**4.** Committing sexual harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.

**5.** Attempted or actual theft of and/or damage to property of Victor Valley College or property of a member of the Victor Valley College community or other personal or public property.

**6.** Any fighting or challenging a fight, which threatens or endangers the health or safety of any person is immediate grounds for dismissal or removal from campus.

**7.** Hazing, defined as an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

**8.** Failure to comply with directions of Victor Valley College officials (including faculty) or law enforcement officers acting in performance of their duties and/or failure to identify oneself to one of these persons when requested to do so.

**9.** Unauthorized possession, duplication or use of Keys to any Victor Valley College premises or unauthorized entry to or use of Victor Valley College premises.

**10.** Violation of published Victor Valley College policies, rules or regulations, including those concerning student organization and the use of college facilities or the time, place and manner of public expression or distribution of materials.

**11.** Violation of federal, state or local law on Victor Valley College premises or at Victor Valley College sponsored or

supervised activities.

**12.** Use, possession or distribution of narcotic or other controlled substances or poison classified as such by Schedule D (Section 4160 of the Business and Professions Code) except as expressly permitted by law.

**13.** Use, possession or distribution of alcoholic beverages except as expressly permitted by law and Victor Valley College regulations, or public intoxication.

**14.** Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on Victor Valley College premises.

**15.** Possession of any article, not usually designated as a weapon, when used to threaten bodily harm on Victor Valley College premises.

**16.** Participation in a campus demonstration which disrupts the normal operations of Victor Valley College and infringes on the rights of other members of the Victor Valley College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular on campus. Obstruction of the free flow of pedestrian or vehicular traffic on Victor Valley College premises or at Victor Valley College sponsored or supervised functions.

**17.** Conduct which is disorderly, lewd, indecent, or obscene or expression which interferes with the college's primary educational responsibility or which adversely affects a student's standing as a member of the college community, breach of peace, or aiding, abetting, or procuring another person to breach the peace on Victor Valley College premises or at functions sponsored by, or participated in by, Victor Valley College.

**18.** Theft or other abuse of phones, electronic devices or computer time, including but not limited to:

- a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file (not educational related).
- c. Unauthorized use of another individual's identification and password.
- d. Unauthorized use of electronic devices in the classroom including but not limited to head phones, cellular phones and pagers.
- e. Use of computing facilities to interfere with the work of another student, faculty member or Victor Valley College staff official.
- f. Use of computing facilities to download or view material deemed to be lewd, indecent and/or obscene matter that is not educational related.
- g. Use of computing facilities to send obscene or abusive threatening messages.
- h. Use of computing facilities to interfere with the normal operation of Victor Valley College computing systems.

**19.** Abuse of the Student Conduct System, including but not limited to:

- a. Failure to obey the summons of the Student Conduct Hearing Committee or Victor Valley College official.
- b. Falsification, distortion, or misrepresentation of information.
- c. Disruption or interference with the orderly conduct of a judicial proceeding or Student Conduct Hearing Committee.
- d. Institution of a judicial proceeding or Student Conduct Hearing Committee knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, the Victor Valley College judicial system.
- f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the



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judicial proceeding or Student Conduct Hearing Committee.

- g. Failure to comply with the sanctions imposed under the Student Code of Conduct and/or Education Code.
- h. Influencing or attempting to influence another person to commit an abuse of the judicial system.

## B. Other Campus Regulations

1. Only officially registered students are allowed to attend classes. Minors or other students who are not registered or do not have permission to be in the class may not remain in the classroom.
2. Students are not permitted to eat or drink in classrooms.
3. Smoking is prohibited in all college buildings or within 20 feet of building entrance.
4. Card playing on Victor Valley College premises is prohibited except in a designated game or recreation area.
5. Only authorized service animals for individuals with disabilities are allowed on Victor Valley College premises. No pets. Visit the Office of Campus Police and Public Safety or DSPS for more information.
6. Printed materials that are not class-related to be distributed must be approved for distribution by the Office of Student Activities.
7. Students must be fully attired, including shoes, while in the classroom or on Victor Valley College premises.
8. Library books and materials must be returned promptly.
9. Use of audio equipment on Victor Valley College premises is restricted to personal headphones or preapproved authorized activities.
10. Children must be under the supervision of parents at all times.

## C. Violation of Law and Victor Valley College Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrated flagrant disregard for the Victor Valley College community. In such cases, no sanctions may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or “nolo contendere”).

2. Victor Valley College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

3. When a student is charged by federal, state or local authorities with a violation of law, Victor Valley College will not request or agree to special consideration for that individual because of his or her status as a student. Victor Valley College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

## D. Principle of Progressive Discipline

The campus follows a “progressive” discipline process. Complaint forms should be completed and forwarded to either the Coordinator of Student Services or the Coordinator of Student Discipline. Unless inappropriate conduct is egregious and/or requires intervention by law enforcement, the initial contact will result in a verbal warning. Infractions after an initial meeting may result in short or long-term suspension and/or expulsion.

The following are examples of student conduct which may require immediate law enforcement intervention: providing false information; harassment; sexual harassment; fighting narcotics possession, use, and/or sale, campus demonstrations; lewd behavior; breach of the peace; forging documents; threats; coercion; discrimination; hazing; issues with firearms/explosives; inciting disruptive behavior; indecent and/or obscene behavior; election tampering; physical abuse; intimidation; endangerment; theft or damage to property; failure to comply; issues related to dangerous / illicit chemicals; disorderly conduct.

## E. Cheating and Plagiarism Defined

The term “cheating” includes, but is not limited to:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations.

- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments, or acquisition, without permission, of tests or other academic material belonging to a member of the VVC faculty or staff.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined on the next pages

The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Because VVC is an institution of higher learning, plagiarism and cheating offenses are taken very seriously. A verbal warning may/or may not be issued prior to a disciplinary action. Disciplinary actions may include, short-term or long-term suspension and/or expulsion. The instructor maintains the right to give a verbal warning; give the plagiarized or cheated work a zero or an “F”; or report the student for further disciplinary action (see aforementioned actions).

## F. Classroom Discipline

Instructors need to outline classroom rules and behavioral expectations on their syllabus. Examples may include a prohibition on the use of cell phones, the wearing of appropriate lab attire, etc. Faculty may suspend students from class for up to two consecutive class meetings for misconduct and/or class disruption. Instructors must complete an incident report on all suspensions and forward the form to the Dean of Student Services.

An instructor may assign a failing grade on a particular assignment or examination if the student was found to have plagiarized in preparing that assignment or cheated on a particular examination. An instructor cannot automatically fail a student for the entire course where the student is only known to have cheated or plagiarized with respect to one of several assignments that count toward the final grade. An instructor may not administratively drop a student for cheating or plagiarism.

A student may only be involuntarily removed from a course due to excessive absences or as a result of a disciplinary action taken pursuant to law or the student code of conduct.

## ACADEMIC STANDARDS

**Probation and Dismissal Policies** - VVC has specific policies governing probation, dismissal and readmission which apply to all enrolled students.,

**PLEASE REFER TO THE “SERVICES FOR STUDENTS” section of this catalog, AP5055, or contact the Admissions and Records Office for additional information regarding how academic probation policies can affect your priority registration status.**

## LEVEL I – PROBATION

There are two forms of probation: Academic Probation and Progress Probation.

- A student is placed on Academic Probation when the student has:
  - Attempted at least 12 units, and
  - Earned a cumulative GPA below 2.00
- A student is placed on Progress Probation when the student has:
  - Attempted a total of at least 12 units and, when 50 percent or more of the units attempted consist of “W,” “I,” “NC,” and/or “NP” marks recorded on the transcript.

The student is notified of their probation status by a letter encouraging students to see a counselor and/or seek other support services (i.e. Guidance classes, tutoring, etc.) to help improve academic achievement.

Students may appeal probation status by a General Petition submitted to Admissions and Records.

## Clearing Probation

- Academic Probation - The student shall be cleared from Academic Probation when the student’s cumulative grade point average is 2.0 or higher.
- Progress Probation - The student shall be cleared from Progress Probation when the student’s cumulative percentage of units with “W,” “I,” “NC,” and/or “NP” drops below fifty percent.

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## LEVEL II – SUBJECT TO DISMISSAL

- **Academic Dismissal** - Students who have been on academic probation are “**Subject to Dismissal**” at the **end of the second consecutive semester** of enrollment when their cumulative G.P.A. continues to be below 2.0. VVC notifies students of their “**Subject to Dismissal**” status *requiring* the student to see a counselor during the current term to complete an “Academic Success Contract” and lift the Academic Hold.
- **Progress Dismissal** - Students who have been on progress probation are “**Subject to Dismissal**” at the **end of the second consecutive semester** of enrollment when 50 percent or more of the units attempted consist of “W,” “I,” “NC,” and/or “NP.” VVC notifies students of their “**Subject to Dismissal**” status requiring the student to see a counselor during the current term to complete an “Academic Success Contract” and lift the Academic Hold.

*Students may appeal dismissal status by a General Petition submitted to Admissions and Records.*

## LEVEL III – DISMISSAL

Students who do not meet academic or progress standards for three consecutive semesters of enrollment will be dismissed from VVC for one semester. A letter will be sent informing the student of his/her dismissal status.

- **Readmission after Dismissal** The student will be required to complete a “Petition for Reinstatement” with appropriate documentation and a copy of their prior Academic Success Contract(s) submitted to Admissions and Records. A reinstated student will be required to meet with a counselor prior to registration to develop a current “Academic Success Contract” until performance has cleared Probationary/Dismissal status.

## LEVEL IV – SUBSEQUENT DISMISSAL

Students who do not meet academic or progress standards after Level III reinstatement and/or have not fulfilled the prior “Academic Success Contract(s)” will be dismissed from VVC for two semesters. A letter will be sent informing the student of his/her dismissal status.

- **Readmission after Dismissal**

The student will be required to complete a “Petition for Reinstatement” with appropriate documentation and provide a copy of ALL prior Academic Success Contract(s) submitted to Admissions and Records. A reinstated student will be required to meet with a counselor prior to registration to develop a current “Academic Success Contract” until performance has cleared Probationary/Dismissal status. Reinstated students may be dismissed for two semesters or more if performance does not improve.

## Student Grievances

A student may use the following process to file a grievance if they feel they have been unjustly treated academically or administratively:

**Step 1:** Initial Level - Meet and confer with the person with whom you have a grievance.

**Step 2:** Chairperson/Dean Level - If the grievance is not resolved in Step 1, you may then take the matter, in writing, to the appropriate department or program Chair, Director, Coordinator or Dean, if there is no chair, within 10 working days. The Chair or Dean will render a decision in writing within 10 working days.

**Step 3:** Dean/Vice President Level - If the problem is not resolved at Step 2, you may appeal in writing to the appropriate Dean (if the Dean was not involved in Step 2) or Vice President within 10 working days. The Dean/Vice President will render a decision in writing within 10 working days.

**Step 4:** Final Review - If the problem is not resolved at Step 3, you may appeal in writing to the appropriate Vice President (if the Vice President was not involved in Step 3) or the President within 10 working days, but only on the following grounds:

- a. There was a significant lack of due process that deprived you of a fair and equitable result.
- b. The Step 3 decision is clearly unreasonable or arbitrary.
- c. There is significant newly discovered information which, in spite of reasonable diligence on your part, could not have been produced earlier.

The decision will be rendered in writing within 10 working days and will be final.

## Gainful Employment Programs

A new regulation requires the College to provide consumer information to prospective and current students for vocational and certificate programs. These requirements comprise what is known as “Gainful Employment.” Data considered to be public information for these programs can be obtained by visiting the College web site at <http://www.vvc.edu/offices/oie/gainful-employment.shtml>.

Additionally, the Net Price Calculator is available on our College website at: <http://www.vvc.edu/offices/financialaid/>.

Please select “How Much Will College Cost for Me?” or go to: <https://webprod.cccco.edu/npc/991/npcalc.htm>.

Advanced Placement Credit						
AP Test Name	Minimum Score	VVC Equivalent Course	VVC Units Awarded	VVC Gen. Ed. Area/Units	CSU Cert. Area	IGETC Cert. Area
<b>Art History</b>	3, 4, or 5	Art 101	3	Humanities/3	C1 or C2	3A or 3B
<b>Art (Studio)</b>						
-General Portfolio/ 2 Dimension	3, 4, or 5	Art 112	3	Humanities/3		
-Drawing Portfolio	3, 4, or 5	Art 125	3	Humanities/3		
- 3 Dim. Portfolio	3, 4, or 5	Art 113	3	Humanities/3		
<b>Biology</b>	3, 4, or 5	**Biol 100	4	Natural Sci./4	B2 + B3	5B w/lab
<b>Chemistry</b>	3, 4, or 5	Chem 100	4	Natural Sci./4	B2 + B3	5A w/lab
<b>Computer Science</b>						
-A Exam	4 or 5	CIS 201	4			
-AB Exam	3 or 4	CIS 201	4			
	5	CIS 201+202	8			
<b>Economics</b>						
-Macro	3, 4, or 5	Econ 101	3	Social/Beh./3	D2	4
-Micro	3, 4, or 5	Econ 102	3	Social/Beh./3	D2	4
<b>English</b>						
-Language/Comp.	3, 4, or 5	Engl 101	4	Language/4	A2	1A
-Literature/Comp.	3	Engl 101	4	Language/4	A2	1A or 3B
	4 or 5	Engl 101 + 102	7	Language + Humanities/7	A2+C2	1A or 3B
<b>Environmental Science</b>	3, 4, or 5	Biol 114	3	Natural Sci./3	B2	5A w/lab
<b>French</b>						
-Language OR Lit. Test	3	Fren 101	5	Humanities/5	C2	LOTE + 3B
	4 or 5	Fren 101+102	10	Humanities/10	C2	LOTE + 3B
<b>German</b>						
- Language OR Lit. Test	3	Germ 101	5	Humanities/5	C2	LOTE + 3B
	4 or 5	Germ 101+102	10	Humanities/10	C2	LOTE + 3B
<b>Government and Politics</b>						
-Comparative	4 or 5	Pols 112	3	Social/Beh./3	*D8	4
-U.S.	4 or 5	Pols 102	3	Social/Beh./3	*D8 + US-2	4 + US-2
<b>History</b>						
-World	3, 4, or 5	Hist 104	3	Social/Beh. or Humanities/3	C2 or D6	3B or 4
-U.S.	3, 4, or 5	Hist 117+118	6	Social/Beh. or Humanities/6	(C2 or D6) +US-1	3B or 4 (+US-1)
-European	3, 4, or 5	N/A	N/A	Social/Beh. or Humanities/3	C2 or D6	3B or 4

Advanced Placement Credit (continued)						
AP Test Name	Minimum Score	VVC Equivalent Course	VVC Units Awarded	VVC Gen. Ed. Area/ Units	CSU Cert. Area	IGETC Cert. Area
<b>Human Geography</b>	3, 4, or 5	Geog 102	3	Social/Beh./3	D5	4
<b>Language and Culture</b>						
Chinese, Italian or Japanese	3, 4, or 5	Satisfies Humanities GE	3	Humanities/3	C2	LOTE + 3B
<b>Latin</b>						
-Vergil, Catallus or Lit	3, 4, or 5	Satisfies Humanities GE	3	Humanities/3	C2	LOTE + 3B (no IGETC for Catallus)
<b>Math</b>						
<b>-Calculus AB Test</b>	3, 4, or 5	Math 226	5	Math/5	B4	2
<b>-Calculus BC Test</b>	3	Math 226	5	Math/5	B4	2
	4 or 5	Math 226+ 227	10	Math/10	B4	2
<b>Music</b>						
<b>-Listening and Lit.</b>	3, 4, or 5	Music 100	3	Humanities/3	C1	(no IGETC for Music)
<b>Physics</b>						
-Exam B	3, 4, or 5	Phys 100	4	Natural Sci./4	B1+B3	5A w/lab
-Exam C (Mech.)	4 or 5	Phys 221	4	Natural Sci./4	*B1 + B3	5A w/lab
-Exam C (Elec. + Mag.)	3 or 4	Satisfies Nat. Science GE	3	Natural Sci./3	B1 + B3	5A w/lab
	5	Phys 203	4	Natural Sci./4		
<b>Psychology</b>	4 or 5	Psyc 101	3	Social/Beh./3	*D9	4
<b>Spanish</b>						
-Language OR Lit.	3	Span 101	5	Humanities/5	C2	LOTE + 3B
	4 or 5	Span 101+102	10	Humanities/10	C2	LOTE + 3B
<b>Statistics</b>	3, 4, or 5	Math 120	4	Math/4	B4	2

\*CSU Breadth Area can be certified by a passing score on this test of 3, even though a higher score is required for the VVC course equivalency.

\*\*AP Test equivalent course will not be used in lieu of published course prerequisites for Bio 211, 221 nor 231. An appropriate college course must be completed prior to admission into these advanced biology courses.

**Notes:** Universities to which students transfer will apply AP test credit according to their internal policies. Visit VVC's Transfer Center or Counseling Department for IGETC or CSU certification information or to find out more about how AP test credit will apply towards these certification patterns, as well as the VVC general education pattern.

LOTE: These courses will apply towards certification in the Language Other Than English area on the IGETC.

Last Updated 2/24/16  
Senate Approval Date: 12/3/2009

## CLEP Applicability for Victor Valley College (and Cal State University)

### General Education

The College Board, with support from the Carnegie Corporation of New York, has established the College Level Examination Program (CLEP) to evaluate, confirm, and assess college-level achievement acquired outside of the conventional academic environment.

The CLEP is divided into general exams that measure college-level achievement in five basic areas of the liberal arts and over 30 subject exams measuring achievement in specific college subjects. CLEP credit is awarded in accordance with the American Council on Education (ACE) recommendations. The VVC Academic Faculty Senate, as recommended by the Academic Senate for the California Community Colleges, has endorsed the examination subject areas listed below.

CLEP Examination	VVC GE	CSU GE	Passing	
	AREAS	AREAS	Score	Units
American Government	Social/Behavioral Science	D8	50	3
American Literature	Humanities	C2	50	3
Analyzing and Interpreting Literature	Humanities	C2	50	3
Biology	Natural Science	B2	50	3
Calculus	Mathematics	B4	50	3
Chemistry	Natural Science	B1	50	3
College Algebra	Mathematics	B4	50	3
College Algebra/Trigonometry	Mathematics	B4	50	3
English Literature	Humanities	C2	50	3
French Level II**	Humanities	C2	59	3
German Level II**	Humanities	C2	60	3
History, United States I	Humanities or S/B Science	D6	50	3
History, United States II	Humanities or S/B Science	D6	50	3
Human Growth and Development	Social/Behavioral Science	E	50	3
Humanities	Humanities	C2	50	3
Introductory Psychology	Social/Behavioral Science	D	50	3
Introductory Sociology	Social/Behavioral Science	D	50	3
Natural Sciences	Natural Science	B1 or B2	50	3
Pre-Calculus	Mathematics	B4	50	3
Principles of Macroeconomics	Social/Behavioral Science	D2	50	3
Principles of Microeconomics	Social/Behavioral Science	D2	50	3
Spanish Level II**	Humanities	C2	63	3
Western Civilization I	Humanities or S/B Science	C2 or D6	50	3
Western Civilization II	Humanities or S/B Science	D6	50	3

#### Important Advisories:

- CLEP credit applies to areas within the Associate Degree general education pattern. CLEP credit is not guaranteed to be used in lieu of required course prerequisites. Submit a Prerequisite Challenge Form to the Vice President of Instruction's office, along with CLEP credit and other documentation, to have the appropriate academic department consider approving a possible exception.
- Read the "Credit by Examination" section in this catalog. A maximum of 32 units earned through non-traditional means may apply toward the Associate Degree.
- Four-year colleges and universities may impose transfer limitations on credit earned through CLEP and other non-traditional means. Therefore, students who plan to transfer should consult with the transfer school to determine the transferability of credit earned by examination. The University of California does not grant credit for CLEP.
- The nearest CLEP test sites are at La Sierra University in Riverside and the University of Phoenix in Ontario. The phone numbers are (951) 785-2896 and (800) 888-1968, respectively (subject to change).
- The nearest CLEP test sites are at La Sierra University in Riverside and the University of Phoenix in Lancaster. The phone numbers are (951) 785-2453 and (800) 888-1968, respectively (subject to change).

**\*\*NOTE for CSU GE applicability:** If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the CSU baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of the CSU GE Breadth, as noted. (Level I = 6 units of baccalaureate credit. Level II = Placement in Area C2 of the CSU GE Breadth, plus additional credit).