

V.

MANAGING YOUR EDUCATION

“Man must acquire wisdom and knowledge in order to express himself and reach decisions.”

“Man must acquire the skill to transfer ideas and judgments into action.”

“Man must seek morality, goodness, and virtue.”

-Hesiod, 753-608 BC

*‘The History of Educational Ideas In The West’
Chapter 1, pgs 15, 16*

MATRICULATION

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 VVC admission application and turn in to Admissions and Registration or process admissions online. Notify previous colleges to send transcripts to VVC.

ORIENTATION - Computerized 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 received a degree from an accredited college.
- You completed Intermediate Algebra equivalent to Math 90 and English Composition equivalent to English 101 at an accredited college.
- You have completed the Computerized Placement Test at another California Community College within the last three years.
- You will enroll in only non-credit classes (Adult/Continuing or Community Service).
- You are completing coursework for self-improvement (non-degree seeking).

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, and education history, etc.

You have the right to challenge your Assessment Placement results and course recommendations. See page 23 for additional information.

- **COUNSELING** - Make an appointment with a VVC Counselor to discuss course selection, choosing an academic major, and developing an Educational Plan which lists the courses you need to meet your academic goal. The major and 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 choice (as can the Career Center). Also, consider taking the following Guidance courses:

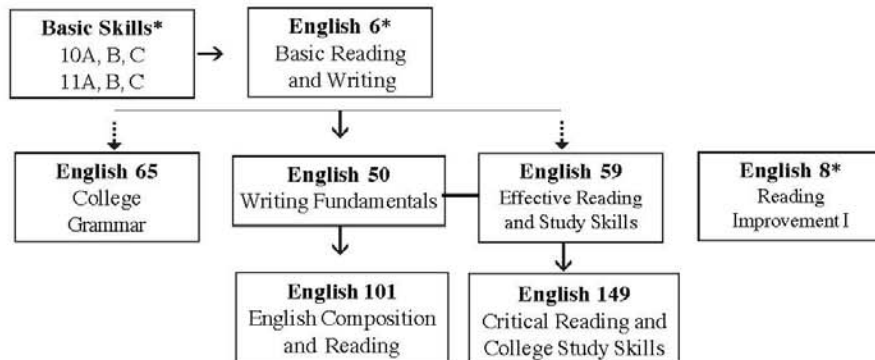
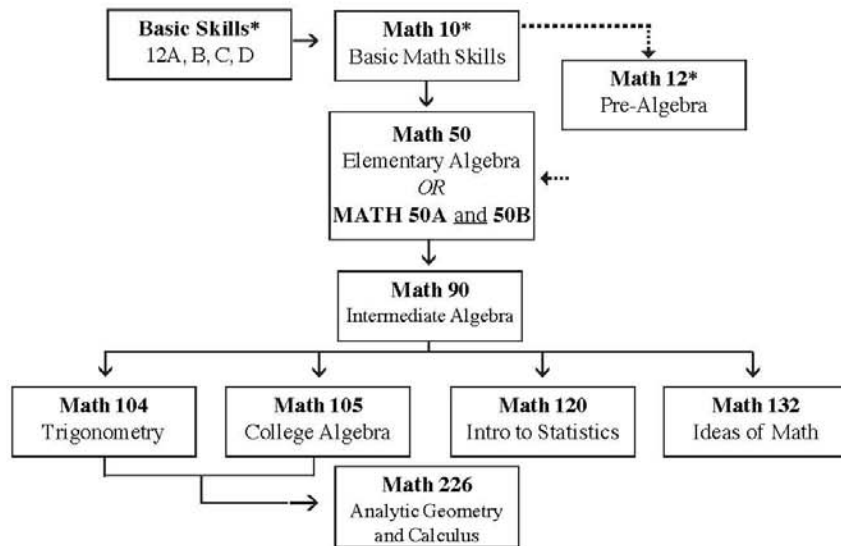
GUID 50	College Success
GUID 51	College Orientation
GUID 59	Reentry Issues for Personal Development
GUID 59	Self Esteem and/or Math Confidence
GUID 100	Career Planning
GUID 101	First Year Experience
GUID 105	Personal and Career Success
GUID 107	Learning Strategies

HERE IS WHAT YOUR ASSESSMENT SCORES MEAN!

Everyone enters college with different levels of skill and experience in English, reading and math. Your assessment scores are one indicator of your level in each of these areas. Among the other factors to consider are what classes you took in high school, how well you learned that material, what you've done since high school, and your commitment to your educational goals.

The following tables show course sequences. Start at the level you place into on the assessment test, and move through the courses as needed for your particular objective.

Math Course Sequences



**These courses do not count toward the associate degree.*

Important College Information Sources

Students should be familiar with the following sources of information about VVC:

SCHEDULE OF CLASSES - Each fall, winter and spring semester and summer intersession, VVC publishes a Schedule of Classes of what will be offered during that term. The schedule shows the course description, day, time, and location of each class. It also lists important campus policies. Schedules are posted on our WEBSITE at www.vvc.edu.

Challenge to Matriculation Policies

Students may appeal any portion of the matriculation policies (other than prerequisites, etc.) by contacting the Executive Dean of Student Services Office. The policy for challenging Corequisites, and Advisories is listed on page 25. This includes claims that the process is unlawfully discriminatory or is being applied in such a manner. The Dean will conduct a timely review and make such adjustments as are appropriate. A record of all complaints will be maintained in the Dean of Student Services for three years.

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

One "unit" of credit represents one lecture hour per week, or three hours in a laboratory.

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

A common schedule is 15 college units per semester. With a normal course load, students may expect to devote 2 hours study time for every unit to support academic success equaling approximately 45 hours per week.

Students are limited to a maximum of 18 units per fall or spring semester. Concurrent students are limited to 11 units, and cannot petition. All students are limited to a maximum of 8 units per winter or summer session.

An exception is sometimes granted if a student has achieved a grade point average of 3.0 (a "B" average) or better and a request to take additional units is approved by the college Petitions Committee.

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 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 and meet with the Division Dean.

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 in which the grade was never awarded. After the two-year limit, the grade, or any other corrections of the academic record are no longer subject to change.

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 both ceased participating in a course sometime after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances.

OTHER SYMBOLS: (NOT CALCULATED INTO GPA)

CR Credit (not counted in GPA, equivalent to "C" or better)

NC No Credit (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 forward the form to the Executive Dean of Student Services.

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 or classes. A drop form must be completed and processed by the Admissions and Records office for a drop or withdrawal to be official. (**RamTalk/Web can also be used for drops at certain times during the registration cycle.**) Drop forms are available in the Student Services Building.

Withdrawals should be initiated prior to the semester's first census day. Students may withdraw from classes of less than a semester in length 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 of classes and before the twelfth week for semester

classes, or through the first 66 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 and cannot receive a "W."

In case 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 procedure are available in the Office of Admissions and Records in the Student Services Building. 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.

Information on this policy is available from the Office of Admissions and Records.

Course Repetition

Per Board Policy 4225 and Administrative Procedure 4225, repetition of courses is subject to the following conditions:

1. Substandard Grades (“D”, “F”, “FW”, “NC”)
 - a. A course may be repeated when the grade earned was substandard (“D”, “F”, “NC”) or the grade earned was a “W”.
 - b. 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 grades and credit shall be disregarded in the computation of grade point average.
 - c. A student can repeat a course only one time to alleviate a substandard grade. A student must petition to repeat a course a second time. If approved, all grades for any subsequent repetitions will be calculated in the cumulative grade point average. State apportionment cannot be claimed for subsequent repetitions.

2. Satisfactory Grades (“C” or better)

Only under specific conditions can a course be repeated in which a satisfactory grade (“C” or better) was earned.

- a. The student is repeating a course after a lapse of 5 or more years (must be requested and approved through the petition process).
- b. The student is repeating the course to meet legally mandated training requirements as a condition of continued employment or the course is required for recertification in a technical or medical field (must be requested and approved through the petition process).
- c. Special classes for students with disabilities can be repeated if appropriate as a reasonable accommodation for a disability (must be requested and approved through the petition process).
- d. In special circumstances where the student needs to acquire knowledge or skills in order to progress to the next higher level course work (must be requested and approved through the petition process).
- e. Changes have been made in course content since the course was completed (must be requested and approved through the petition process).

In the case of an approved petition to repeat a course for which a satisfactory grade (“C” or better) grade was originally awarded, only the original (first) grade is calculated in the cumulative grade point average.

3. “W” Grades

- a. A student can receive a maximum of two “W” grades for any course.

After two “W” grades a student must petition to repeat the class again.

4. Repeatable Courses

- a. Certain courses are repeatable for credit and are so designated in the college catalog.
- b. Substandard grades for repeatable courses may be alleviated according to section 1. above. However, once the maximum number of enrollments has been reached, the student must petition to repeat the course again.

5. Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

6. Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

Credit/No Credit Grade Option

Some courses may be taken for Credit or No Credit, which is recorded as a “CR” or “NC” on transcripts.

According to California regulations governing community colleges, a grade of “CR” 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 “NC” can be a factor in progress probation and dismissal.

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

Students who plan to transfer should note that the number of CR/NC 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 CR/NC will be accepted for transfer credit there.

Students should note that some graduate schools also do not look favorably on CR/NC grades.

Students who do elect to take the CR/NC grade option for a course should declare their intent by delivering a signed credit/no credit grade option form to the Office of Admissions and Records. Students should remember that their decision to take a course for CR/NC may not be changed after 30 percent of the class term has passed.

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

Incomplete

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 removal of the "I" is stated by the instructor in a written record. This record is given to a student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade is 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 two weeks prior to the end of the second succeeding semester except that a student may petition for a time extension due to unusual circumstances.

The "I" symbol is not used in calculating units attempted nor for grade points, but may be a factor in probation and dismissal.

Students may not re-register for the course in order to make up the incomplete.

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)

Study Abroad

See International Studies Program.

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 non-traditional 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 (Department of Aerospace Studies)

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 and <http://DoSomethingAmazing.com>.

Credit By Examination

As authorized by Section 55753 of Title 5 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 of \$35 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, maintain a 2.0 G.P.A. or better, and must have successfully completed 12 semester units of credit at Victor Valley College.

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 CREDIT/NO CREDIT basis. This limitation does not apply to units earned at the community college of the Air Force (CCAF).

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

If the subject content of an AP or CLEP Subject Exam is comparable to or can be substituted for a course taught at Victor Valley College, the identified course will be recorded on the transcript, along with units credited.

College Board Advanced Placement (AP) Examination Program

Victor Valley College will grant credit for successful completion of Advanced Placement Program Examinations of the College Board for some AP exams. A maximum of 6 semester credits will be awarded to students who attain scores of 5, 4, or 3 with the exception of Chemistry, French, and Spanish which award 10 units. Subject credit may also be granted in those instances in which the department/division concerned has determined that the Advanced Placement (AP) exam content parallels a particular course taught by that department. The department/division recommends the appropriate AP course equivalency and the minimum passing score.

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

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 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 Advanced Placement Equivalencies on page 44.

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 Victor Valley College. 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 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.

The nearest CLEP test site is LaSierra University in Riverside. The phone number is (951) 785-2453.

Tech Prep

Tech Prep is a program offered in conjunction with local high schools, the San Bernardino County Office of Education and the College. Beginning in high school, the program leads to certificates, A. S. degrees, jobs, and transfer to four-year institutions. Victor Valley College is a member of the Inland Desert Tech Prep Consortium and, in cooperation with local high schools, offers opportunities for students enrolled in articulated high school Regional Occupational Program or Tech Prep classes. Each Tech Prep course (2+2) has an articulated curriculum between the high school and the College. Tech Prep allows students to transition from high school to the community college without having to duplicate classes. For more information, contact your high school guidance counselor, the Department Chair of the appropriate career discipline at the College, or the Vocational Education Office at Victor Valley College, (760) 245-4271, extension 2614.

Petitions Committee

The Petitions Committee, which meets as needed when classes are in session, considers special requests from students for exemptions from certain academic, student, and college policies. 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 good reasons plus supporting documents and materials 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.

Student Conduct

Each student has the right to pursue his or her education free of any undue infringement on his or her 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. In general, student misconduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student. Due process for students conduct issues are fully explained in the Student Notification section of each class schedule. All students are expected to read and review this important information. In addition, copies are also available in the Dean of Student Services Office at no charge upon request.

Victor Valley College: Proscribed Student Conduct

Generally, Victor Valley College jurisdiction and discipline shall be limited to conduct which occurs on Victor Valley College premises or at official VVC off-campus activities except as noted.

Definition: The following samples of student conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

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 Victor Valley College 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 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.

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. Animals, dogs (except trained service animals such as guide dogs for the visually impaired or previously authorized animals) and other pets are not allowed on Victor Valley College premises.
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. 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 below.

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.

Probation and Dismissal Policies

VVC has specific policies governing probation, dismissal and readmission which apply to all enrolled students.

Probation

- **Academic Probation.** Students who have attempted 12 or more units at VVC are placed on **academic probation** if the cumulative G.P.A. (grade point average) falls below 2.0. Students are removed from academic probation at the end of

the next semester in attendance at VVC (excluding summer session), if their cumulative G.P.A. is 2.0 or higher.

- **Progress Probation.** Students who have attempted twelve or more units at VVC are placed on **progress probation** when half or more of the units attempted consist of "W," "I" and/or "NC". Students are removed from progress probation at the end of the next semester in attendance at VVC (excluding summer session) when fewer than half of their cumulative units attempted consist of "W," "I" and/or "NC".

VVC notifies students of their probation status by a letter encouraging students to see a counselor and/or to seek other support services.

Dismissal

- **Academic Dismissal.** Students who have been on academic probation are **Subject to Academic Dismissal** at the end of the second consecutive semester of enrollment (excluding summer session) when their cumulative G.P.A. continues to be below 2.0.

VVC notifies students of their **subject to academic dismissal** status by a letter requiring the student to see a counselor during the current term.

Students subject to academic dismissal at the end of the spring semester may be prohibited from registering for fall semester unless they filed a **Petition for Readmission**. As part of this petition process students **must** meet with a counselor and may be limited to a certain number of units, may be required to take specific classes, and/or may be required to seek specific support services.

Continued enrollment at VVC will depend on whether students have followed the conditions specified in the Petition for Readmission and whether they have made progress academically. Students are responsible for satisfactorily completing the terms of their **Petition for Readmission**, and failure to do so may result in immediate dismissal from VVC. **In general, academic dismissal shall be for a minimum of one semester and a petition for Readmission must be filed to recover enrollment privileges.**

- **Progress Dismissal.** Students who have been on progress probation are **subject to progress dismissal** at the end of the second consecutive semester of enrollment (excluding summer session) when half or more of the units attempted consist of "W," "I" and/or "NC".

VVC notifies students of their **subject to progress dismissal** status by a letter strongly urging the student to see a counselor.

Students who do not meet progress standards for three consecutive semesters of enrollment may be prohibited from registering for the following semester unless they file a **Petition for Readmission**. As part of this petition process students **must** meet with a counselor and may be limited to a certain number of units, may be required to take specific classes, and/or may be required to seek specific support services.

Continued enrollment at VVC will depend on whether students have followed the conditions specified in the Petition for Readmission and whether they have made progress in reducing the percentage of "W," "I" and/or "NC". Students are responsible for satisfactorily completing the terms of their **Petition for Readmission**, and failure to do so may result in immediate dismissal from VVC. **In general, progress dismissal shall be for a minimum of one semester and a petition for Readmission must be filed to recover enrollment privileges.**

- 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.

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 Chairperson/Director/Coordinator or Dean, if there is no chairperson, within 10 working days. The Chairperson 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

**Advanced Placement (AP) credit is currently awarded
at Victor Valley College as follows:**

<u>Advanced Placement Test</u>	<u>Minimum Scores</u>	<u>Equivalent Victor Valley College Course</u>	<u>Semester Units</u>	<u>Department Approval</u>
Biology	3, 4 or 5	Biology 100	4	11/1/93
Chemistry	3, 4 or 5	Chemistry 100	5	10/5/92
	4 or 5	Chemistry 201 and 202	10	
Computer Science				
Computer Science AB	3, 4 or 5	Elective credit <u>only</u>	3	
Economics				
Micro	3, 4 or 5	Economics 102	3	9/11/92
Macro	3, 4 or 5	Economics 101	3	
English				
Language & Composition	3, 4 or 5	English 101	4	5/22/92
Composition & Literature	3, 4 or 5	English 102	3	
French				
Language	3, 4 or 5	French 101 and 102	10	9/17/92
Literature	3, 4 or 5	Prerequisite for French 103 or 104		-
Government and Politics				
American	4 or 5	Political Science 102	3	9/8/92
Comparative	4 or 5	Political Science 112	3	
History				
American	3, 4 or 5	History 117 and 118	6	9/28/92
European	3, 4 or 5	<u>Before</u> 1500: Elective credit <u>only</u>	3	
		<u>After</u> 1500: History 104	3	
Mathematics				
Calculus AB	3, 4 or 5	Mathematics 226	5	2/8/92
Calculus BC*	3, 4 or 5	<u>Partial</u> credit for 227	4	
Music				
Listening & Literature	3, 4 or 5	Music 100	3	9/10/92
Theory	3, 4 or 5	Elective credit <u>only</u>	3	
Psychology	3, 4 or 5	Psychology 101	3	10/19/92
Spanish				
Language	3, 4 or 5	Spanish 101 and 102	10	9/17/92
Literature	3, 4 or 5	Prerequisite for Spanish 103 or 104		

*Calculus BC: Partial credit of 4 units for Math 227 may be granted; do not enroll in Math 228 before you complete Math 227. You can receive credit for the missing 1 unit of 227 by taking it through Independent Study Math Department 2-8-92.

NOTE: Consult with transfer institutions to determine how AP credits are applied.