

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 to realize 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, etc).
- 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 complete certificate or degree programs efficiently.

Application - Complete the VVC admission application Online. Order transcripts from previous colleges to be sent to VVC.

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

Assessment/Placement - Complete the computerized Placement Survey process for English and Math.

Assessment/Placement Exemptions

If one of the following conditions applies to you, you may choose not to complete the Placement Survey 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 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 selecting courses include study habits, the 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.

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 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 51 Orientation to College

GUID 81 Career Planning: Stage I

GUID 82 Career Planning: Stage II

GUID 101 First Year Experience

GUID 103 Career Exploration and Life Planning

GUID 105 Personal & Career Success

GUID 107 Learning Strategies and Study Skills

Please note that following these steps may affect your priority registration status.

Challenge to Matriculation Policies

Students may appeal any portion of the matriculation policies by contacting the Associate Vice President. This includes claims that the process is unlawfully discriminatory or is being applied in such a manner. The Associate 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). Ésta petición tiene que ser dirigida al Decano de Servicios Estudiantiles. Peticiones incluyen reclamaciones acerca del proceso discriminatorio. El Decano conducirá una revisión para hacer los ajustes que sean apropiados. El expediente de reclamos es mantenido en la oficina del Decano de Servicios Estudiantiles por tres años.

English and Math Placement

Victor Valley College implements activities and practices that adhere to current laws and advance the California Community College system's wide goal of eliminating students' achievement gaps. VVC ensures that students have the right to access transfer level and academic credit English as a second language (ESL) coursework. The college uses multiple measures during a computerized assessment process to assist students in selecting their initial courses. Students also have access to counselors during educational planning to discuss their placements. The following pages detail the placement options for students in mathematics and English.

Math Placements at Victor Valley College

Effective Fall 2019, all students will place in transfer-level math courses. The following table lists the suggested starting math course(s) based on each student's major is most likely to pursue.

Students are encouraged to consider taking the corequisite support courses (MATH 80 Corequisite Support for Introductory Statistics, MATH 85 Corequisite Support for College Algebra, MATH 86 Corequisite Support for Analytic Geometry and Calculus I, MATH 87 Corequisite Support for Analytic Geometry and Calculus II) as well as making use of tutoring and workshops to increase the likelihood of success in math courses.

Students seeking a certificate or workplace certification only will not need math; However, if planning to continue or complete an associate's degree or transfer, start math as soon as possible.

If your major is likely to be...	Your Placement is...	Comments
Art, Art History, American Sign Language (ASL), Auto, Construction Technology, Culinary Arts, Dance, English, History, Liberal Arts, Music, Religious Studies, Restaurant Management, Spanish (Foreign Languages), Theater Arts, Welding	MATH 132 - Ideas of Math	This non-STEM math course is for students who are going into majors that do not have heavy math requirements.
Psychology, Sociology, Anthropology, Social Work	PSYC 215 - Intro Statistics for the Behavioral Sciences	
Agriculture and Natural Resource Horticulture, Allied Health, Animal Science, BET, Broadcast Media, Child Development, Communications, Cultural Geography, Government, Paralegal, Political Science	MATH 120 or MATH 80 + MATH 120 - Intro Statistics	Animal Science students will likely need to take Math 105 also for those who are university-bound
Emergency Medical Services, Kinesiology, Paramedic	MATH 105 or MATH 85 + MATH 105 - College Algebra OR MATH 120 or MATH 80 + MATH 120 - Intro Statistics	Kinesiology students will likely need to take BOTH Math 105 and Math 120, depending on your pathway.

If your major is likely to be...	Your Placement is...	Comments
Criminal Justice, Fire Technology, Philosophy	MATH 105 or MATH 85 + MATH 105 - College Algebra OR MATH 120 or MATH 80 + MATH 120 - Intro Statistics OR MATH 132 - Ideas of Math	Philosophy students are encouraged to meet with faculty or counselors to help determine which course would better prepare them for their area of specialization.
Animation, Applied Sciences, Astronomy, Aviation, Biology, Architectural Drafting and Engineering Drafting, Business Administration, Chemistry, CIS (Computer Information Science), Computer Science, Dental Hygiene, Ecology, Economics, Environmental Health, Environmental Science, Geography (Physical), Geology, Math, GIS, Meteorology, Nursing, Oceanography, Physical Science, Pre-Engineering, Real Estate, Respiratory Therapy (RT), Physics, Sports Medicine	MATH 105 or MATH 85 + MATH 105 - College Algebra OR Calculus - see VVC counselor	For Business/STEM majors moving on to take Calculus, both College Algebra (Math 105) and Trigonometry (Math 104) are required prerequisites. You may take them both at the same time, but if you are not planning to do so, the Math Department suggests you take Math 105 before Math 104. Business and Economics students will likely need to also take Math 120 if university-bound.

What are Math 132, 120, and 105?

MATH 132 The Ideas of Math: This class is for the Liberal Arts and Humanities major and non-STEM students. You'll learn how to think critically and problem solves through real-life applications, fundamentals of statistics, applications of geometry, and finances. A solid algebra foundation is helpful, with knowledge of exponential and logarithmic functions and their properties.

MATH 120 Introduction to Statistics: Statistics is a practical math class that helps you interpret the world around you. Success in statistics requires solid number sense and firm knowledge of technology as you analyze relationships through data, mostly presented as word problems, and requires critical thinking skills.

MATH 105 College Algebra: Along with MATH 104 Trigonometry, this class forms the pre-calculus foundation to help you prepare for calculus and higher. The concepts and techniques learned in this class build upon what is learned in a high school Algebra 2/Math 3 course, such as adding integers, fractions, and decimals, simplifying radicals, and factoring and solving quadratic polynomials, among other things. If you haven't already taken Algebra 2/Math 3 in high school (or if you haven't taken them in some time), you may want to set aside a significant amount of time to get tutoring/extra support.

MATH 80 Corequisite Support for Introductory Statistics, MATH 85 Corequisite Support for College Algebra, MATH 86 Corequisite Support for Analytic Geometry and Calculus I, MATH 87 Corequisite Support for Analytic Geometry and Calculus II: These are co-requisite math courses to help support you through the course with which they are paired.

Benefits of Articulation

- A way to earn college credits in high school.
- A clear pathway to follow within an individual career plan.
- 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 local businesses, government agencies, and industry needs.

For more information visit our website (<https://catalog.vvc.edu/student-resources/managing-education/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 the certain academic, student, and college policies due to documented, extenuating circumstances. Typical requests include:

- To drop classes after the "grade responsibility date" with a "W" grade due to extenuating circumstances.
- To repeat a course
- Loss of priority registration

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 submitted for its consideration.

Petitions are submitted online. Visit the Student Forms (<https://www.vvc.edu/student-forms/>) page.

Policies

Auditing

Auditing of classes is only permitted within these provisions:

1. The cost of the 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 credit courses toward a degree or certificate completion.
6. Students wishing to audit courses must meet course prerequisites and matriculation requirements.

(California Education Code 76370 (https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml/?sectionNum=76370.&lawCode=EDC))

Credit by Examination

Students may apply for Credit by Examination as authorized by Title 5, Section 55050 ([https://govt.westlaw.com/calregs/Document/IAE7881A8C3ED4DD3B4F2194E32E06B23/?](https://govt.westlaw.com/calregs/Document/IAE7881A8C3ED4DD3B4F2194E32E06B23/?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

[viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/IAE7881A8C3ED4DD3B4F2194E32E06B23/?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))) of the California Code of Regulations.

After successfully completing 12-semester units of credit at Victor Valley College and being placed in Good Standing, a registered student may receive college credit for courses listed in the VVC catalog challenged through departmental examinations. These may be in subjects where 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 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 or Winter terms).
- 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 for an exam. If a faculty member is unavailable to prepare for an exam, the challenge cannot go forward.
- Credit by examination may not be received for any course that is a prerequisite to 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 Air Force's community college (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."

Withdrawal from Class

It is the student's responsibility to initiate the withdrawal or drop procedure in a timely manner. Don't just disappear! Non-attendance does not drop the student from a class. Navigate should be used to drop a class, or a drop form can be completed and processed by the Admissions & Records office. Students who withdraw from classes during the first 20 percent of the class will not receive a "W" on their record.

Student-or instructor-initiated withdrawals after the 20% point of class (1st Census) through the 75% point of the class will be recorded as a "W" on student transcripts. Students who do not withdraw by the 75% point of the class are grade obligated and given a grade.

In cases of accidents, illness, or other circumstances beyond the student's control, a Petition for Excused Withdrawal may be initiated by the student. Forms for this petition (which must include any applicable documentation) are available in the Office of Admissions and Records. Approved petitions will result in an "EW" recorded on the student's academic records. An EW shall not be counted in progress probation, academic dismissal calculations, or counted as an enrollment attempt. (Reference Title 5, Section 55024 ([https://govt.westlaw.com/calregs/Document/IE715A5C79F4744D591CD51F3AD8A6E3E/?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/IE715A5C79F4744D591CD51F3AD8A6E3E/?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))); VVC Administrative Procedure 4230 (<https://www.vvc.edu/sites/default/files/files/AP-4230.pdf>)) NOTE: The financial aid of a student may be affected depending on individual circumstances. Consult with the Financial Aid department regarding any impact this action may have.

Transfer and External Exam Credit

Students may use coursework completed at other institutions to fulfill program, general education, and/or elective unit requirements for the Associate Degree or certificate programs at Victor Valley College and transfer to universities. To earn a Certificate of Achievement or an Associate's Degree at VVC, students must complete a minimum of 12 units of degree-applicable coursework through VVC. To earn a Certificate of Career Preparation, at least 50% of the total units required must be completed through VVC. Non-degree applicable coursework will not be used to fulfill degree (including elective) requirements.

Colleges and universities must ensure their programs' quality by adhering to specific evaluation criteria established and evaluated by private educational associations called accrediting agencies. Victor Valley College accepts courses from institutions accredited by the following regional agencies:

MSCHE - Middle States Commission on Higher Education

NEASC-CIHE - New England Association of Schools and Colleges, Commission on Institutions of Higher Education

NCA-HLC - North Central Association of Colleges and Schools, The Higher Learning Commission

NWCCU - Northwest Commission on Colleges and Universities

SACS - Southern Association of Colleges and Schools, Commission on Colleges

WASC-ACCJC - Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges

WASC-SCUC - Western Association of Schools and Colleges, Senior College and University Commission

Victor Valley College recognizes those institutions that are either fully accredited or are listed as a candidate for accreditation as published in the Database of Accredited Postsecondary Institutions and Programs maintained by the U.S. Department of Education.

Any of the following methods may determine course equivalency:

1. Direct articulation between VVC and the sending institution.
2. Indirect articulation between VVC and other California Community Colleges based on approval of courses for the California Identification Number System (C-ID).
3. Indirect articulation between VVC and a sending institution is determined by cross-referencing additional public colleges and universities in the California statewide articulation repository (ASSIST.org (<http://www.assist.org>)).
4. A critical evaluation of the course to verify core elements of the course, including topics, course objectives, lecture and/or lab hours, and pre/co-requisites, are sufficiently aligned with VVC courses.

Counselors and/or evaluation staff will conduct these reviews. Some courses will also require review by appropriate faculty content experts.

In general, credit from other institutions will be placed into similar major and general education categories at VVC as the categories into which they were applied at the issuing institution. English and Mathematics competency levels are governed by California Education Code Title 5, Section 55063 ([https://govt.westlaw.com/calregs/Document/I0A0D2703ECD14733B411676D23F9752F/?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I0A0D2703ECD14733B411676D23F9752F/?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))). The extent to which courses are taken at other institutions satisfies specific lower-division credit, and subject matter will be accepted from regionally accredited institutions. Upper-division coursework may fulfill subject areas for graduation, but the units will not be awarded. Upper-division courses will not be used to certify CSU GE or IGETC requirements.

Course applications may be approved by any of the following methods:

1. Courses completed at another California Community College approved for an associate degree general education category as outlined in Title 5 will be applied to the same associate degree general education category at VVC regardless of whether VVC has an equivalent course.
2. Courses completed at another California Community College or a California State University approved for a CSU general education category as outlined in CSU EO 1100 (<https://calstate.policystat.com/policy/8919100/latest/>) will be applied to the parallel associate degree general education category at VVC.
3. Courses completed at private colleges and universities approved for a CSU general education category as outlined in CSU EO 1100 (<https://calstate.policystat.com/policy/8919100/latest/>) will be applied to the parallel associate degree general education category at VVC.

4. Courses completed at another California Community College approved for the Intersegmental General Education Transfer Curriculum (IGETC) as outlined in the Standards, Policies & Procedures for IGETC (version 2.2 or most current) will be applied to the parallel associate degree general education category at VVC.
5. Courses completed at another California Community College approved for the major in a TMC aligned degree (AA-T or AS-T) will be applied to the parallel major requirement.

Foreign Coursework

Coursework completed at foreign colleges or universities must first be evaluated by an accredited and approved evaluation service and then reviewed by counselors or and/or evaluation staff. Some courses may also require approval by the appropriate department chair or content faculty. Courses may be used to fulfill the prerequisite, program, general education, and elective unit requirements only if course descriptions, in English, are submitted for review along with the evaluated foreign transcript. Course descriptions for English courses will be considered only if the language of instruction was English. Victor Valley College will not determine course transferability to other colleges and universities.

To have foreign coursework evaluated, students need to contact one of the Foreign Transcript Evaluation Services approved by the State of California Commission on Teacher Credentialing and request a detailed equivalency report that includes - for each course - a course description in English, whether it is an upper or lower division course, its U.S. semester equivalency, and the grade the student earned. The evaluation must note that the institution has the equivalent of a U.S. regional accreditation. This list includes acceptable evaluation services agencies:

Acronym	Evaluation Service	Contact
APIE	Academic & Professional International Evaluations, Inc	www.apie.org (http://www.apie.org)
ACEI	Academic Credentials Evaluation Institute	www.acei-global.org (http://www.acei-global.org)
ACREVS	Academic & Credential Records, Evaluation & Verification Services	www.acerevs.com (http://www.acerevs.com)
AERC	American Education Research Corporation	www.aerc-eval.com (http://www.aerc-eval.com)
ECE	Educational Credential Evaluators, Inc.	www.ece.org (http://www.ece.org)
ERES	Educational Records Evaluation Service	www.eres.com (http://www.eres.com)
FCSA	Foreign Credential Services of America	www.foreigncredentials.org (http://www.foreigncredentials.org)
FSCA-WEST	Foreign Credential Services of American West, Monterey, CA	www.foreigncredentials.org (http://www.foreigncredentials.org)
IERF	International Education Research Foundation, Inc. Credentials Evaluation Service	www.ierf.org (http://www.ierf.org)
WES	Word Education Services	www.wes.org (http://www.wes.org)

Procedure for Evaluation of Credit from Other Institutions

Students must submit official transcripts or documents from other institutions to the Admissions and Records Office. This includes educational transcripts, foreign transcript evaluations, military transcripts, and exams (AP, IB, DANTES, CLEP). Official transcripts or documents are required before degrees and certificates can be awarded.

Students may bring unofficial copies of the documents noted above to their counseling appointments for evaluation. Counselors can use unofficial documents to guide students and determine how the coursework will be applied toward graduation and transfer. However, these determinations are not final until official transcripts are received by Admissions & Records.

Quarter to Semester Conversion

Credit transferred in from institutions following a quarter system will be converted to semester units at VVC. The conversion is as follows: Quarter units * 2/3 = Semester units. For example, a 4 quarter unit course would equate to 2.67-semester units.

Transfer General Education Pass Along Certification

“Certification” means that Victor Valley College has verified that a student has completed the lower division, general education requirements for the university system to which they plan to transfer. Certification is important because, without it, students will be held to the general education requirements specific to the institution to which the student transfers. Courses from other colleges and universities may be considered for certification through a process called “pass along certification.”

CSU GE Certification

Courses taken at CSU campuses, participating private colleges and universities ¹, and other California Community Colleges will be certified in the subject areas (AREA A – F) approved by the institution where the courses were taken. Courses taken at other regionally accredited colleges and universities will be certified only if the course is determined to be equivalent to a course in a California Community College Certification Pattern. Courses deemed equivalent would be certified in the areas (AREA A – F) in which the equivalent courses have been approved.

¹ Participating private colleges and universities include: Don Bosco Technical Institute, Fashion Institute of Design and Merchandising, Humphreys College, Marymount College, and San Joaquin Valley College.

IGETC Certification

Courses taken at other California Community Colleges will be certified in the subject areas (AREA 1 – 6) approved by the institution where the courses were taken. Courses taken at other regionally accredited colleges and universities will be certified only if the course is determined to be equivalent to a course on a California Community College IGETC Certification Pattern. Courses deemed equivalent would be certified in the subject areas where the equivalent CCC courses have been approved.

Military Service and External Exam Credit

A maximum of 32 units earned through nontraditional means (Military Service, AP, CLEP, DANTES, VVC Credit by Exam) 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).

Military Service Credit

Any actively enrolled student with an approved DD214 that shows completion of basic training in the United States Armed Services and any discharge (other than dishonorable) will be exempt from the physical education graduation requirement. An approved DD214 may also be used to fulfill the California State University 3-unit Area E General Education Breadth requirement.

Also, credit may be granted to actively enrolled students submitting a military transcript for lower-division/baccalaureate-level courses completed at schools in the Armed Services of the United States and in accordance with recommendations by the American Council on Education (ACE). The number of units awarded is those units recommended by the Council in the Guide to the Evaluation of Educational Experience in the Armed Services.

Please note: the Community College of the Air Force is accredited by the Southern Association of Colleges and Schools, and a credit will be granted accordingly.

Advanced Placement Exams (CEEB)

Victor Valley College recognizes high achievements by students who have successfully completed one or more Advanced Placement Examinations as authorized by the College Entrance Examination Board. Students who have successfully completed exams in the Advanced Placement Program with a score of 3, 4, or 5 may be granted credit for purposes of major, general education, elective, and/or to serve as prerequisites in the college's sequence of courses.

Students enrolled at Victor Valley College will receive credit for Advanced Placement Examinations if official scores are sent to the Admissions & Records office and a request for External Transcript Evaluation is submitted. Please be aware that other institutions may evaluate Advanced Placement credits differently. Check with a counselor or the institution to which you plan to transfer for an evaluation of your Advanced Placement credits.

This chart provides information on specific credit awarded at VVC relating to equivalent courses, general education areas cleared, and units awarded. Information related to transfer units for California State University (CSU) and University of California (UC), CSU GE Breadth, IGETC, and UC transfer eligibility is also provided for reference. Please refer to the CSU and UC system charts for updates and additional information.

*CSU and UC systems have credit limitation. Please see official sources (links below) for information. Individual university campus policies may vary. Please check with each campus website for specific details regarding awarding of AP credit for each institution.

CSU AP Chart (<https://www.calstate.edu/apply/transfer/pages/advanced-placement-ap.aspx>)

UC AP Chart (<https://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf>)

AP Exam	Min Score	VVC Equivalent Course	Sem Units at VVC	VVC GE/Comp Area	Sem Units at CSU	CSU GE Breadth/Amer Inst Area	Sem Units at UC	IGETC Area	UC Transfer Eligibility
Art History	3, 4, or 5	ART 101 ¹	3.0	III	6.0	C1 or C2	5.3	3A or 3B	UC-H
Biology	3, 4, or 5	BIOL 100 ²	4.0	I	6.0	B2 and B3	5.3	5B and 5C	UC-S
Calculus AB	3, 4, or 5	MATH 226	4.0	V	*3.0	B4	*2.6	2	UC-M
Calculus BC	3	MATH 226	4.0	V	*6.0	B4	*5.3	2	UC-M
Calculus BC	4 or 5	MATH 226 and 227	8.0	V	*6.0	B4	*5.3	2	UC-M
Calculus AB subscore from BC exam	3, 4, or 5	MATH 226	4.0	V	*3.0	B4	*2.6	2	UC-M
Chemistry	3, 4, or 5	CHEM 100	4.0	I	6.0	B1 and B3	5.3	5A and 5C	UC-S
Chinese Language and Culture	3, 4, or 5		6.0	III ¹	6.0	C2	5.3	3B and 6	UC-H
Comparative Government & Politics	3, 4, or 5	POLS 112 ¹	3.0	IIA	3.0	D	2.6	4	UC-B
Computer Science A	3				*3.0		*5.3 (FA 18 & later)		

AP Exam	Min Score	VVC Equivalent Course	Sem Units at VVC	VVC GE/Comp Area	Sem Units at CSU	CSU GE Breadth/Amer Inst Area	Sem Units at UC IGETC Area	UC Transfer Eligibility
Computer Science A	4 or 5	CIS 201	4.0		*3.0		*5.3 (FA 18 & later)	
Computer Science AB	3 or 4	CIS 201	4.0		*6.0		*2.6	
Computer Science AB	5	CIS 201 and 202	8.0		*6.0		*2.6	
Computer Science Principles	3, 4, or 5		6.0	V	6.0	B4	5.3	
English Language and Composition	3, 4, or 5	ENGL 101.0 ³	4.0	IVA	6.0	A2	*5.3	1A UC-E
English Literature and Composition	3, 4, or 5	ENGL 102.0 and 101.0 ³	7.0	IVA and, III or IVB	6.0	A2 and C2	*5.3	1A or 3B UC-E or UC-H
Environmental Science	3, 4, or 5		4.0	I	*4.0	B1 and B3	2.6	5A and 5C UC-S
European History	3, 4, or 5		6.0	IIA or III	6.0	C2 or D	5.3	3B or 4 UC-B or UC-H
French Language and Culture	3, 4, or 5	FREN 101 ¹	5.0	III	6.0	C2	5.3	3B and 6 UC-H
German Language and Culture	3, 4, or 5		6.0	III ¹	6.0	C2	5.3	3B and 6 UC-H
Human Geography	3, 4, or 5	GEOG 102 ¹	3.0	IIA	3.0	D	2.6	4 UC-B
Italian Language and Culture	3, 4, or 5		6.0	III ¹	6.0	C2	5.3	3B and 6 UC-H
Japanese Language and Culture	3, 4, or 5		6.0	III ¹	6.0	C2	5.3	3B and 6 UC-H
Latin	3, 4, or 5		6.0	III ¹	6.0	C2	2.6	3B and 6 UC-H
Macroeconomics	3, 4, or 5	ECON 101 ¹	3.0	IIA	3.0	D	2.6	4 UC-B
Microeconomics	3, 4, or 5	ECON 102 ¹	3.0	IIA	3.0	D	2.6	4 UC-B
Music Theory ⁴	3, 4, or 5		3.0				5.3	UC-H
Physics 1	3, 4, or 5	PHYS 100	4.0	I	*4.0	B1 and B3	*5.3	5A and 5C UC-S
Physics 2	3, 4, or 5	PHYS 100	4.0	I	*4.0	B1 and B3	*5.3	5A and 5C UC-S
Physics C (elect/mag)	3 or 4		4.0	I	*4.0	B1 and B3	*2.6	5A and 5C UC-S
Physics C (elect/mag)	5	PHYS 203	4.0	I	*4.0	B1 and B3	*2.6	5A and 5C UC-S
Physics C (mechanics)	3		4.0	I	*4.0	B1 and B3	*2.6	5A and 5C UC-S
Physics C (mechanics)	4 or 5	PHYS 221	4.0	I	*4.0	B1 and B3	*2.6	5A and 5C UC-S
Psychology	3, 4, or 5	PSYC 101	3.0	IIA	3.0	D	2.6	4 UC-B
Seminar	3, 4, or 5		3.0		3.0			
Spanish Language and Culture	3, 4, or 5	SPAN 101 ¹	5.0	III	6.0	C2	5.3	3B and 6 UC-H
Spanish Literature and Culture	3	SPAN 101 ¹	5.0	III	6.0	C2	5.3	3B and 6 UC-H
Spanish Literature and Culture	4 or 5	SPAN 101 and 102 ¹	10.0	III	6.0	C2	5.3	3B and 6 UC-H
Statistics	3, 4, or 5	MATH 120	4.0	V	3.0	B4	2.6	2 UC-M
Studio Art - 2D Design	3, 4, or 5	ART 112	3.0	III	3.0		*5.3	
Studio Art - 3D Design	3, 4, or 5	ART 113	3.0	III	3.0		*5.3	
Studio Art - Drawing	3, 4, or 5	ART 125	3.0	III	3.0		*5.3	
U.S. Government and Politics	3, 4, or 5	POLS 102	3.0	IIA or IIB	3.0	D and US-2	2.6	4 UC-B
U.S. History	3, 4, or 5	HIST 117 and 118	6.0	IIA, IIB, or III	6.0	C2 or D, and US-1	5.3	3B or 4 UC-B or UC-H
World History - Modern	3, 4, or 5	HIST 104 ¹	3.0	IIA or III	3.0	C2 or D	5.3	3B or 4 UC-B or UC-H

¹ AP exam equivalent course will not be used in lieu of published course prerequisites for BIOL 221 General Microbiology and BIOL 231 Human Physiology. An appropriate college course must be completed prior to admission into these advanced biology courses.

² Though this AP exam gives credit for ENGL 101.0, it does not satisfy the Information Competency VVC graduation requirement. This must be done separately through the VVC Library.

- ³ AP Music Theory exam will only result in elective credit at VVC. Students will still need to complete a pre-test to determine which class in the Music Theory sequence is best for them to start.

Academic Senate Approval: 06/03/2021

College Level Examination Program (CLEP)

With support from the Carnegie Corporation of New York, the College Board 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 Areas	CSU GE Areas	Passing 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
French Level II ¹	Humanities	C2	59	3
German Level II ¹	Humanities	C2	60	3
History, United States I	Humanities or S/B Science	D6+US-1	50	3
History, United States II	Humanities or S/B Science	D6+US-1	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	D	50	3
Spanish Level II ²	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.
- VVC's Nursing and Respiratory Therapy programs do not accept CLEP exam credit.
- 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.
- Visit the CollegeBoard's CLEP page (<https://clep.collegeboard.org/>) to learn more and to find the nearest test centers.

CSU CLEP Policies:

All CLEP exams may be incorporated into the certification of CSU GE-breadth requirements. All CSU campuses will accept the minimum units shown if the examination is included in the full or subject-area certification. Individual CSU campuses may choose to accept more units than those specified toward completion of general education breadth requirements and to meet minimum admission unit requirements.

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).

US-1 - This exam only partially fulfills the CSU American Institutions graduation requirement.

UC CLEP Policies:

The University of California currently does not accept CLEP examinations.

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 evaluating 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.

Grades

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 credit unit.

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. 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?

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.

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, counted as remedial level work. Remedial classes also include English as a Second Language (ESL) courses designed to ensure the acquisition of skills necessary for the completion of an 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 developing 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 completing pre-collegiate 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 dismissed and referred to adult non-credit education courses. Dismissed students may petition for reinstatement to enroll in college-level course work

upon successfully completing appropriate adult noncredit classes or demonstrating 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) (https://leginfo.ca.gov/faces/codes_displaySection.xhtml?sectionNum=76224.&lawCode=EDC), California Code of Regulation Title 5, Section 55025 (a) ([https://govt.westlaw.com/calregs/Document/IAFEED4D0D48411DEBC02831C6D6C108E/?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)&bhpc=1](https://govt.westlaw.com/calregs/Document/IAFEED4D0D48411DEBC02831C6D6C108E/?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)&bhpc=1)), if a 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 initiates 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 or online in the Students Form Center.

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.

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 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)

Symbol	Meaning
P	Pass (not counted in GPA, equivalent to "C" or better)
NP	No Pass (not counted in GPA, less than "C". (Counted for Progress and Dismissal calculations)
I	Incomplete (Counted for Progress Probation and Dismissal calculations)
W	Withdrawal from class (counted for Progress Probation and Dismissal calculations)
IP	In Progress Remains on the record to satisfy enrollment documents 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, no to be used in calculating GPA and to be replaced by a permanent grade as soon as possible
MW	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.
EW	Excused Withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his/her ability to complete a course(s). Upon verification of these conditions and documentation substantiating the condition, an "EW" symbol will be assigned. Excused withdrawals shall not be counted in progress probation or dismissal calculations or counted as an enrollment attempt.

Satisfactory Standing

Each student's work is considered 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 a student's grades and 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 California Education Code 76032 (https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=76032.&lawCode=EDC), faculty members have the authority to manage their classes and classrooms and to maintain an acceptable level of conduct within each class.

Faculty may remove students from class for up to two consecutive class meetings to include the day of removal and the next class meeting for misconduct, which disrupts the class.

Instructors must complete an incident report on all students removed from class and transmit the form to the Dean of Student Services.

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 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 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 calculating 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 not honor this policy.

A petition and information on this policy are 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.

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, or NP is recorded. Students who have reached the maximum number of enrollments allowed under this procedure may not re-enroll in the same course at Victor Valley College.

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.
- 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 grade point average's computation, 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, ensuring a true and complete academic history. (Refer to VVC Administrative Procedure 4225 (<https://www.vvc.edu/sites/default/files/files/AP%204225%20-%20Course%20Repetition%20for%20website.pdf>) for additional information.)
- Students may file a Petition for Course Repetition with the Admissions and Records Office.

If you are repeating a course that allows repeats, whether you received a grade of "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 & 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 VVC Administrative Procedure 4225 (<https://www.vvc.edu/sites/default/files/files/AP%204225%20-%20Course%20Repetition%20for%20website.pdf>), or contact the Admissions & Records Office.

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 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. 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 the 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.
- Occupational work experience

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 particular college or university policies.

Students who wish to transfer have a responsibility to investigate colleges and universities' policies 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 on the student's record. The condition for the removal of the “I” shall be stated by the instructor on an incomplete form. The form shall also contain 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” shall 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.

Academic Standards

Probation and Dismissal Policies

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

Please refer to VVC Administrative Procedure 5055 (<https://www.vvc.edu/sites/default/files/files/AP%205055.pdf>), or contact the Admissions and Records Office for additional information regarding how academic dismissal 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 to consist of “W,” “I,” 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.

Clearing Academic Probation

The student shall be cleared from Academic Probation when the student’s cumulative grade point average is 2.0 or higher.

Clearing Progress Probation

The student shall be cleared from Progress Probation when the student’s cumulative percentage of units with “W,” “I,” or “NP” drops below fifty percent.

Level II - Subject to Dismissal

There are two forms of Level II Dismissal: Subject to Academic Dismissal and Subject to Progress Dismissal.

A student is placed on Subject to Academic Dismissal when:

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** them to see a counselor during the current term to complete an “Academic Success Contract” and lift the Academic Hold.

A student is placed on Subject to Progress Dismissal when:

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

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 the counseling office. A reinstated student will be required to meet with a counselor prior to registration to develop a current “Academic Success Contract” until the performance has cleared Probationary/Dismissal status.

Reprieve Conditions

Students may have their **academic dismissal** status reprieved if they meet one or more of the following conditions:

- Has not attended VVC for one academic year, or more, prior to their most recent dismissal.
- Successfully passed all courses with C grades (or Pass) during the most recent semester.
- Withdrew from courses in the most recent semester

Students may have their **progress dismissal** status reprieved if they meet one or more of the following conditions:

- Has not attended VVC for one academic year, or more, prior to their most recent dismissal.
- Did not have “W,” “I,” and/or “N/NP” grades in the most recent semester.

Reprieve Process

Counselors will review the records of their assigned dismissed students. If the student meets the reprieve conditions, they counselor will lift the student's registration hold and notify the Admissions & Records Office to have the student's standing adjusted to "Reprieve" status. However, the student's Priority Registration assignment will be Block 6 until the student returns to good standing.

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 the counseling office. A reinstated student will be required to meet with a counselor prior to registration to develop a current "Academic Success Contract" until the performance has cleared Probationary/Dismissal status. Reinstated students may be dismissed for two semesters, or more performance does not improve.

Reprieve Conditions

Students may have their **academic dismissal** status reprieved if they meet one or more of the following conditions:

- Has not attended VVC for one academic year, or more, prior to their most recent dismissal.
- Successfully passed all courses with C grades (or Pass) during the most recent semester.
- Withdrew from courses in the most recent semester

Students may have their **progress dismissal** status reprieved if they meet one or more of the following conditions:

- Has not attended VVC for one academic year, or more, prior to their most recent dismissal.
- Did not have "W," "I," and/or "N/NP" grades in the most recent semester.

Reprieve Process

Counselors will review the records of their assigned dismissed students. If the student meets the reprieve conditions, they counselor will lift the student's registration hold and notify the Admissions & Records Office to have the student's standing adjusted to "Reprieve" status. However, the student's Priority Registration assignment will be Block 6 until the student returns to good standing.