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Process to Introduce New or Revise Existing DVC Procedures

1. Recommendations to introduce new, rescind existing, or make substantive modifications to existing college procedures may be submitted by any constituent group, committee, administrative office, employee or student in writing through the governance structure (Academic Senate, Classified Senate, ASDVC, College Committees) to the College Council, by contacting the Office of the president or a member of the College Council.

2. Procedures for Diablo Valley College may be recommended for consideration as new, rescind existing, or revised document at any regular meeting of the College Council by a majority vote of council members. College Council recommendations are forwarded to the College president for final action with exceptions as noted below.

3. Procedures for Diablo Valley College may be adopted or revised at any regular meeting of the College Council by a majority vote.
   a. Proposed new or revised college procedures not addressing academic and professional matters will be presented to the College Council, discussed, and then forwarded by the Council representatives for review and comment from their constituent group leadership.
   b. Matters that fall within the domain of academic and professional consultation (see list at end of procedure), shall receive comments by other members of the Council but are not subject to a vote by the College Council pursuant to Title 5, Section 51023-51023.7.

4. New and revised procedures defined as Academic and Professional will adhere to Governance and Administrative Procedure l009.01 which establishes the Academic Senate’s role for faculty participation in the formation of college procedures on academic and professional matters.
   a. New or revised DVC procedures, consistent with governing board procedures but not covered by them, may be proposed for academic or professional matters. Any procedures addressing academic and professional matters at DVC shall be reviewed and considered for recommendation by the DVC Academic Senate and the College president jointly, in accordance with Title 5, Section 53200. (See list of appropriate topics at the end of this procedure* or in DVC 1009.01.)
b. In these matters the Academic Senate will “consult collegially” through the methods of relying primarily upon the advice and judgment of the Academic Senate or reach mutual agreement with the College president. (see below)

5. Procedures recommended by the College Council must receive final approval by the College president. Upon the president’s approval, college procedures shall be printed and distributed with a title, approval date, procedure number, and where relevant references to state regulations, District policies and accreditation standards.

6. Procedures that are Academic and Professional must be finalized in the consultation process by the Academic Senate president and the College president. Upon finalization of the consultation process, college procedures shall be printed and distributed with a title, consultation finalization date, input date from College Council, procedure number, and where relevant references to state regulations, District policies and accreditation standards.

7. The College president has a responsibility to broadly communicate the approval, rejection or consultation decision of a new or revised procedure. New and revised procedures must be posted within 30 days. (IV.A.6)

8. Should any statute or administrative code section of the State of California be added, repealed, or amended or should a court decision or a decision of the Attorney General of the State of California or board ratification of the specific provisions of a collective bargaining agreement make changes in any of the policies of the district or administrative or college procedures or changes impacting compliance with the standards from the regional accredditor, these documents shall be brought to the College Council or to the Academic Senate president and College president for consultation for revision to comply with the law and accreditation standards.

9. Non-substantial changes shall be made administratively by the dean of institutional effectiveness and accreditation. Non-substantial changes are updates to related procedures; typographical, formatting and grammatical error corrections; title or name changes; and citation updates to federal or state law. These items will be brought to College Council for information only.

10. All college procedures shall be reviewed on a regular review cycle of once every six (IV.A.7) years.

11. The Catalog is reviewed on an annual basis. Any changes that are not “academic and professional matters” go through existing college processes. Changes which are “academic and professional matters” must be approved through the Academic Senate, Consultation, and then are presented to the College Council as an informational item.

* Academic Senate (Title 5, section 53200): “Academic and professional matters” means the following policy development and implementation matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements; and
3. Grading policies.
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters as mutually agreed upon between the president and the Academic Senate.

The president will rely primarily upon the advice and judgment of the Academic Senate with regard to DVC procedures on items 1 through 3 and reach mutual agreement with regard to DVC procedures on items 4 through 11.

Compliance/Reference:
Education Code 72203.5-72207
Title 5, sec. 51023-51023
Board Policy Administrative Procedure 1001.01
Governance and Administrative Procedures 1009.01, 1900.03 Accreditation Standard IV.A.2

Approval History:
INITIAL ADOPTION: December 8, 2003
REVISED by College Council: September 14, 2009
REVISED by College Council: November 29, 2016
REVISED BY COLLEGE COUNCIL: May 15, 2019
REVISIONS ACCEPTED by College president: June 11, 2019
College Wide Committees Evaluation

College wide committees will conduct regular self-evaluations of their committee's impact on outcomes and processes which support college goals and will report findings to the College Council at the end of every academic year. The results of these evaluations will be distributed widely throughout the college and used as a basis for making improvements with measurable outcomes. The measurable outcomes will be incorporated into the next evaluation to ensure ongoing evaluation and continuous improvement.

Compliance/Reference:
Title 5, Sec. 51023-51023
Board Policy 1001
Administrative Procedures: 1001.01, 1009.01, 1900.03 Accreditation

Approval History:
INITIAL ADOPTION: September 14, 2009
REVISED BY COLLEGE COUNCIL: May 17, 2017
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: May 26, 2017
College Governance

Introduction

Assembly Bill 1725 enacted a new structure of community college governance, in part through strengthening the role of faculty, staff and students. In order to ensure the faculty, staff and students of Diablo Valley College the right to participate effectively in district and college governance, the College Council and DVC president adapt Board Policy 1009 and Administrative Procedure 1009.01 into the following procedures statement in accordance with the provisions of AB 1725, Title 5, and the directives of the Board of Governors of the California Community Colleges. In the development of Diablo Valley College academic and professional procedures, the college president is the designated representative of the governing board.

The governing board and college president recognize that one of the basic principles of governance in higher education is that authority derives not only from the powers vested in governing boards and their staffs by law, but also from the knowledge and experience possessed by the faculty, staff and others. Both sources of authority are vital to the development and implementation of sound educational policy. Institutional governance recognizes and is predicated upon the sincere commitment on the part of all participants to our students, our professions, our colleges and our district. It is made a reality not only through processes for developing recommendations but also through the delegation of authority and fixing of responsibility in appropriate areas. It is a complex process of consultation that demands from faculty, managers, classified staff, and students a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise.

Faculty Participation

The college president will consult collegially with the DVC Academic Senate when adopting procedures on academic and professional matters as defined in Title 5, section 53200 (c). Except in those areas where the president will rely primarily upon the advice and judgment of the Academic Senate, the president, or such designee, and the representatives of the Academic Senate shall have the obligation to reach mutual agreement by written resolution, regulation, or procedures of the college effectuating such recommendations.

The governing board and the college president recognize that the Academic Senate is established in order that the faculty have a formal and effective procedure for participation in the formation and implementation of district and college policies and procedures on academic and professional matters and, as the representatives of the faculty, has as its primary function that of making recommendations to the president and administration of the college and to the governing board of the district with respect to academic and professional matters. While in process of consulting collegially, the Academic Senate will retain the right to meet with or appear before the governing board with respect to the views, recommendations, or proposals of the senate relating to the district’s policy or
procedures.

The appointment of faculty members to serve on councils, committees, task forces, or other groups dealing with academic and professional matters, will be made by the Academic Senate, in consultation as appropriate with the president or designee on college matters or with the chancellor or designee on district matters.

With regard to college procedures as well as district policies and procedures, in those areas where the governing board elected to rely primarily upon the advice and judgment of the Academic Senate, the recommendations of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. In those areas where the governing board elected to provide for mutual agreement with the Academic Senate, where an agreement on a policy or procedure concerning an academic or professional matter has not been reached, existing policies and procedures shall remain in effect unless continuing such policy exposes the district or college to legal liability or causes substantial fiscal hardship. In such cases, the governing board has the right and responsibility to exercise the final decision on all recommendations.

The president or governing board's consultation with the Academic Senate on academic and professional matters shall not impinge upon the due process rights of faculty nor detract from the negotiated agreement with United Faculty. Further, the president and governing board shall respect agreements between the Academic Senate and United Faculty representatives as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to Academic Senates pursuant to Title 5, sections 53200-53204.

Staff Participation

As stipulated in Title 5, Section 51023.5, the governing board will provide staff the opportunity to participate effectively in governance. The District defines staff as (1) classified employees and (2) management, supervisory and confidential employees (excluding contract managers).

Classified Staff Participation

The governing board will provide classified staff the opportunity to participate effectively in governance through the Classified Senate when adopting policies and procedures that are likely to have a significant impact on staff. Staff will have the opportunity to participate effectively in formulating college procedures and in those processes for jointly developing recommendations for action by the administration that the Governing Board determines in consultation with staff, are appropriate in accordance with approved institutional governance participation structures and procedures for staff.

The governing board and president will ensure that the recommendations and opinions of staff are given reasonable consideration, and it will not take action on matters significantly affecting staff until it has provided staff an opportunity to participate, except in unforeseeable, emergency situations.

The governing board and college president have recognized that all members of the classified service except classified managers are staff for purposes of participation in institutional governance.
The appointment of staff to serve on college and district councils, committees, task forces or other governance groups will be made by the Classified Senate in consultation as appropriate with the president or designee on college matters or with the chancellor or designee on district matters. The president’s consultation with the Classified Senate on matters that have a significant impact on staff will not impinge upon the policies and procedures governing the participation rights of faculty and students pursuant to Title 5, sections 53200-53205 and section 51023.7, nor detract from the negotiated agreement with Local One. Further, the president and governing board will respect agreements between the Classified Senates and Local One representatives as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to staff pursuant to Title 5, section 51023.5.

Management, Supervisory, and Confidential Employees

Managers, supervisors, classified managers and confidential employees will have the same opportunity to participate effectively in formulating college procedures, and in those processes for jointly developing recommendations for action by the governing board that the governing board determines are appropriate in accordance with approved governance structures and procedures.

The governing board and president will ensure that the recommendations and opinions of managers, supervisors, and confidential employees are given reasonable consideration, and it will not take action on matters significantly affecting them until they have been provided an opportunity to participate, except in unforeseeable, emergency situations.

The appointment of managers, supervisors and/or confidential employees to serve on college and District councils, committees, task forces or other governance groups will be made by the college presidents and/or the Chancellor in collaboration with the respective management, supervisory, and/or confidential employees.

Student Participation

As stipulated in Title 5, Section 51623.7, the governing board will provide students the opportunity to participate effectively in governance through the associated student organization as the representative body to offer opinions and to make recommendations with regard to policies and procedures that have or will have a significant effect on students as defined in Title 5, section 51023.7.

Students will have the opportunity to participate effectively in formulating college procedures, and in those processes for jointly developing recommendations for action by the president. The college president will ensure that recommendations and positions developed by students are given every reasonable consideration, and the college will not take action on matters significantly affecting students until it has provided students an opportunity to participate, except in unforeseeable emergency situations. The appointment of student representatives to serve on college and district councils, committees, task forces, or other governance groups will be made by the associated student organization in consultation as appropriate with the president or designee on college matters or with the chancellor or designee on district matters. The president’s consultation with the associated student organizations on matters, which have a significant impact on students, will not impinge upon the due process rights of faculty nor detract from negotiated agreements with United Faculty and Local One.
**Policy Development Areas by Constituent Groups Academic Senate (Title 5, section 53200)**

Academic and professional matters mean the following policy development and implementation matters. The president will rely primarily upon the advice and judgment of the Academic Senate with regard to items 1 through 3 and reach mutual agreement with regard to items 4 through 11:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements; and
3. Grading policies.
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters as mutually agreed upon between the president and the Academic Senate.

**Classified Senate (Title 5, section 51023.5)**

Participation in formulating college procedures and in those processes for jointly developing recommendations for action by the governing board, that the president determines, in consultation with staff, are likely to have a significant impact on staff.

**Associated Student Organizations (Title 5, section 51023.7)**

Participation in development of college procedures that have or will have a significant effect on students, which includes the following:
- Grading policies;
- Codes of student conduct;
- Academic disciplinary policies; Curriculum development;
- Courses or programs that should be initiated or discontinued;
- Processes for institutional planning and budget development; Standards and policies regarding student preparation and success; Student services planning and development;
- Student fees within the authority of the district to adopt;
- Any other college procedure or related matter that the president determines will have a significant effect on students.

**Compliance/References:**

Title 5, sec. 51023-51023.7, 53200-53204
AB 1725
Approval History:
INITIAL ADOPTION: May 10, 2004
REVISED BY COLLEGE COUNCIL: September 14, 2009
REVISED BY COLLEGE COUNCIL: May 16, 2011
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: June 27, 2011
REVISED BY COLLEGE COUNCIL: May 17, 2017
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: May 26, 2017
Integrated Planning

Integrated Planning refers to an ongoing, documented and systematic cycle of planning, resource allocation, implementation and evaluation that links resource allocation to planning, enhances institutional effectiveness and promotes student learning and achievement. Integrated planning is dynamic and responsive to the changing circumstances of budget allocations, including periods of budget stability, expansion and decline.

The overarching plan for all actions at the college is the Educational Master Plan 2018-2023 (EMP). The EMP provides the DVC community with a high-level, long-term plan and framework with which all other college plans will align in order to achieve transformative change. Other plans outline goals and strategies in specific areas of the college.

<table>
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* in revision process 2019-2020

Development of college-wide plans

This process includes local plans and state mandated plans that may or may not have monies attached. Regardless of whether there are funding sources attached or not, the college follows this development and approval process.

1. Plans with 10+1 impacts

The college president or a college committee initiates the process for college-wide plans through the College Council. The president designates a vice-president to collaborate with the Academic Senate liaison to identify areas of academic and professional matters that are imbedded in scope of the plan. The vice-president works with the Academic Senate to coordinate the work on the new plan and to facilitate regular discussion with the faculty liaison. The vice-president will report on progress to the president.

If there is a college-wide committee related to the focus of the plan, the College Council assigns the development of the plan to that existing committee. If the College does not have a college-wide committee related to the focus of the plan, the College Council will create a temporary plan writing taskforce with constituent representation and will designate a chair (or chairs). The number of members may vary. The Classified Senate, Academic Senate, and ASDVC will appoint
representatives to the plan writing taskforce through their respective processes. The committee or taskforce works collaboratively to develop the plan. In doing so: The faculty appointed liaison keeps the Academic Senate informed of progress and solicits their input. The vice-president or designee provides that the Lead Manager assigned to the taskforce/committee keeps the appropriate vice-president informed of progress and solicits input from the vice-president as needed. The vice-president will keep the president informed of plan progress and details. The faculty liaison will keep the Academic Senate informed of plan progress and details. All Academic and Professional 10+1 items must be agreed on through the formal consultation process between the president and Academic Senate leadership.

In all situations, representatives from the ASDVC, Classified Senate, and Academic Senate who are on the committee have the responsibility to coordinate with and report to their group.

To ensure that the plan under development coordinates with other college plans, the College Council reviews drafts of the plan and provides feedback through the faculty representative, classified representative, ASDVC representative, and lead managers. Ongoing consultation through the formal consultation process between the president and Academic Senate leadership will continue as needed about all 10+1 items.

College-wide plans are submitted to College Council for endorsement and recommendation to the president. Once the president approves the plan, the plan is submitted to the authorizing agency if applicable and posted on the college website. The college president submits the plan for information and when required for approval to the Governing Board.
2. Plans without 10+1 impacts

The college president or a college committee initiates the process for college-wide plans through the College Council. If concerns are raised at any point in this process related to an Academic and Professional 10+1 matter, the concerns will be forwarded to and determined through the formal consultation process between the president and the Academic Senate leadership.

If there is a college-wide committee related to the focus of the plan, the College Council assigns the development of the plan to that existing committee. If the College does not have a college-wide committee related to the focus of the plan, the College Council will create a temporary plan writing taskforce with constituent representation and will designate a chair (or chairs). The number of members may vary. The Classified Senate, Academic Senate, and ASDVC will appoint representatives to the plan writing taskforce through their respective processes.
The committee or taskforce works collaboratively to develop the plan. In doing so:

- A lead manager assigned to the taskforce or committee keeps the appropriate vice-president informed of progress and solicits input from the vice-president as needed. The vice-president keeps the president informed of plan progress and details.
- In all situations, representatives from the ASDVC, Classified Senate, and Academic Senate who are on the committee have the responsibility to coordinate with and report to their group.

To ensure that the plan under development coordinates with other college plans, the College Council reviews drafts of the plan and provides feedback through the faculty representative, classified representatives, ASDVC representative, and lead managers.

College-wide plans are submitted to College Council for endorsement and recommendation to the college president. Once the president approves the plan, the plan is submitted to the authorizing agency if applicable and posted on the college web site. The college president submits the plan for information and when required for approval to the Governing Board.
**Program Review** is a systematic process for the collection, analysis, and interpretation of data concerning a student services, administrative, or an instructional unit program. Program review is utilized in making recommendations leading to continuous improvement of student learning and institutional processes. It is a means of promoting an ongoing, self-reflective, transparent dialogue to ensure that the college’s programs are effective and responsive to the local college community within the limitations of available resources. The process of program review including resource allocation is more completely detailed in DVC Procedure 1016.01 and in the Program Review Handbook.

**Resource Allocation** (which can include increasing, decreasing or reallocating resources) will be supported by action steps related to college-wide plans, results of the program reviews of the instructional, student services and administrative units, and other needs of the college that are important to fulfill its legal and fiduciary obligations. The process of program review including resource allocation is more completely detailed in DVC Procedure 1016.01 and in the Program Review Handbook.

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**Compliance/References:**
ACCJC Standard I.B.3 DVC Procedure 1016.01

**Approval History:**
INITIAL ADOPTION: May 17, 2010
REVISED BY COLLEGE COUNCIL: October 16, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: November 1, 2019
Program Review

Program Review is a systematic process for the collection, analysis, and interpretation of data and information concerning student service, administrative, instructional areas or programs that is used to formulate program improvement plans.

The purpose of program review is to focus programs on their role in fulfilling the mission of the college and achieving the goals and objectives of the educational master plan, consistent with the core values of the college. The program review process results in recommendations to support continuous improvement of student learning and institutional processes. It promotes ongoing, self-reflective, transparent dialogue to ensure that the college’s programs effectively use available resources to respond to evolving community needs.

At DVC, there are three program review processes, Administrative Program Review (APR), student services Program Review (SSPR), and Instructional Program Review (IPR) that share similar templates and timelines, but which are distinguished in certain aspects to best address the unique needs of each.

All areas and programs participate in a comprehensive program review on a four-year cycle with approximately 25% of programs completing a comprehensive program review each year. All eligible programs may complete an optional annual program review in other years than that scheduled for comprehensive program review. Completion of an annual program review allows programs to participate in the resource allocation process and to be eligible for the full-time faculty hiring process the following year.

For the purposes of resource allocation ranking, the Program Review Committee (PRC) reads Section I of both annual and comprehensive programs reviews. The templates for all types of program review are as similar as possible to allow comparison of requests for resources across all areas and programs. At the same time, the templates reflect differences between administrative, student services, and instructional program reviews. Resource allocation requests from program reviews undergo evaluation and ranking by the PRC, using an approved rubric during the spring term. The PRC makes funding prioritization recommendations to College Council. The process is completed in the fall semester by the college president who makes the final decision once budgetary allocations are known.

Programs in comprehensive review are required to complete all three sections of the template. The four-year schedule of areas and programs that are required to complete comprehensive program reviews is determined by the college administration and annually published in the Program Review Handbook. Comprehensive program review includes a validation process during which program review writers receive feedback from a team from outside their division.
Submission of an annual program review is at the discretion of each area or program, but is required for inclusion in the resource allocation process and participation in the full-time faculty hiring process. Programs submitting annual review are not required to complete Section II and Section III of the program review template as the program review is not subject to validation by an external team. However, it is expected that plans outlined in Section I, and requests for resources, are substantiated by a review, discussion, and analysis of the data and information contained in Section III. Annual reviews are validated within their division prior to final submission to ensure that plans and resources requests have support.

Submission dates are determined by administration. Annual program reviews are due at the same time as validated comprehensive program reviews.

**Student Services Program Review**

Student Services Program Review (SSPR) is implemented on a four-year cycle, with approximately one-fourth of the units undergoing a comprehensive review every four years. Annual updates are required in the interim years. All student services Program Review templates include Section I, common to all program reviews. Section I includes improvement plans and needs for resources linked to the college mission and Educational Master Plan.

The student services Program Review Committee (SSPRC) is comprised of the vice president of student services, two student services managers, two faculty appointed by the Academic Senate (ideally one from Counseling and one other instructional faculty on the Faculty Senate student services Committee), two classified staff appointed by the Classified Senate president and two students (appointed by the ASDVC president). The committee validates Student Services Program Review according to procedures described in the Program Review Handbook.

**Instructional Program Review**

Instructional Program Review (IPR) is implemented on a four-year cycle with approximately one-fourth of the units completing the comprehensive program review every four years. Annual updates are optional in the interim years.

A Validation Team, comprised of a minimum of two faculty members, one dean, one classified staff (if appropriate) and one student (if possible), validates comprehensive Instructional Program Reviews. The Validation Team members are not from the same instructional division as the program undergoing validation. Procedures for validation are included in the annual Program Review Handbook.

**Administrative Program Review**

Administrative Program Review is conducted on an annual cycle for all administrative units. The Administrative Program Review (APR) is defined by administration such that every manager is defined to be a “program”. The validation of the Administrative Program Reviews is completed by the Administrative Program Review Validation Committee, which is comprised of at least three managers.

**Program Review Committee (PRC)**

The Program Review Committee evaluates and ranks the program review requests
according to Academic Senate approved criteria. A systematic review of the effectiveness of the program review processes and templates is conducted annually by a Program Review Evaluation Workgroup and shared with the Academic Senate. This consultative process between the Academic Senate, president, and College Council creates a sustainable process of continuous improvement that ensures the effectiveness of Program Review for both planning and program evaluation.

**Timeline of Reviews**

This graphic illustrates the process and general timeline followed in the program review process. For specific dates, refer to the Program Review Handbook for the current year.
REVIEWING THE MISSION STATEMENT

Reviewing the Mission Statement

Introduction
The purpose of this procedure is to establish a process for the periodic review of the college’s mission statement. Such review may lead to revising the mission statement or the maintenance of the existing mission without any changes. Review of the mission statement is founded on the principle that it will take into consideration the interests of the institution’s stakeholders including faculty, staff, administration, students, and the community.

Process
Review of the mission statement will take place every three years or at shorter intervals, if necessary.

The president or designee will initiate the review of the mission statement at the beginning of the fall term, starting in fall 2017, by designation of the task to the appropriate body or person. The dean of planning and research will oversee the detailed implementation of this review process including the time and location for meetings necessary to ensure an effective dialogue and participation among all campus constituencies.

Revisions to the mission statement will be forwarded to the College Council for approval. The College Council may choose to revise the statement or maintain the existing one. If it chooses revision, upon endorsement of the revision by the College Council, the mission statement will be forwarded to the college president, the District Chancellor, and the Governing Board for approvals.

Changes to the mission statement will be communicated widely to all campus constituencies.

Compliance/References:

Approval History:
INITIAL ADOPTION: September 15, 2008
REVISED BY COLLEGE COUNCIL: September 14, 2009
REVISED BY COLLEGE COUNCIL: May 17, 2017
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: May 26, 2017
Student Learning Outcomes and Achievement

Student learning is central to the mission of Diablo Valley College. Instructional student learning outcomes are established at the course (SLOs), program (PLOs), and General Education (GELOs) levels, Student Services Learning Outcomes (SSLOs) are established for Student Services programs and Institutional Learning Outcomes (ILOs) are established at the college level. All student learning outcomes are assessed on a regular basis to measure the level of learning that is occurring. The results of these assessments are widely disseminated, evaluated and used to improve student learning and achievement.

All program reviews include an analysis of the results of these assessments, which is used to justify the allocation of college resources.

Instructional Student Learning Outcomes

Instructional student learning outcomes fall under the purview of the DVC Academic Senate, as they are an academic and professional matter as outlined in the California Code of Regulations, Title 5, Section 53200, Governing Board Policy 1009 and DVC Procedure 1009.01. Per DVC Procedure 1009.01, the college president (or designee) will collegially consult with the Academic Senate on the development or modification of an SLO procedure.

- Instructional SLOs are developed, assessed and evaluated by faculty at the course, program, and general education levels, with the assistance of advisory committees where appropriate.
- Course level SLOs are developed, assessed, and evaluated for all courses regardless of delivery mode and location.
- Students are informed of course-level SLOs through both the course syllabus and the official course outline of record.
- The college awards credit based on the achievement of the course’s stated learning outcomes.
- The college awards degrees and certificates based on student achievement of the program’s stated learning outcomes.
- The Academic Senate Curriculum Committee is responsible for reviewing and approving new course-level and program-level SLOs and modifications to existing course-level SLOs.
- The Academic Senate SLO Assessment Committee (SLOAC) serves as a resource in developing and implementing SLO assessment strategies and is responsible for reviewing and approving instructional SLO assessment results in order to bring quality assurance and transparency to the SLO process.
- The SLOAC is responsible to make recommendations to improve the SLO assessment process.
- All instructional SLOs are maintained in a centralized electronic database.
- All instructional SLOs are published and available for public review.
- All new programs PLOs and course SLOs are reviewed and approved prior to approval of the program and/or courses.
- All course SLOs are assessed and evaluated on a regular timeline established by
Assessment of Program Learning Outcomes (PLOs) is ongoing on a three-year cycle established by the SLOAC.

- Programs who fall out of compliance with the course and program assessment timelines will not be included in the resource allocation process for that year.
- Modifications to General Education learning outcomes (GELOs) are initiated by the SLOAC, reviewed by the Academic Senate Curriculum Committee, and approved by the Academic Senate.
- SLOAC is responsible to develop, implement, evaluate, and improve the GELOs assessment process.
- Administrative responsibility for instructional student learning outcomes rests with the vice president of Instruction.

**Student Services Student Learning Outcomes**

Student Services programs will develop student learning outcomes (SSLOs) to evaluate student learning of processes and procedures that provide student access and support success.

Student Services Learning Outcomes (SSLOs) are developed, assessed, and evaluated for all programs and services.

All SSLOs are published and available for public review. All new programs develop SSLOs. All SSLOs are evaluated, assessed, and updated annually.

The vice president and deans of student services work collaboratively with the student services programs to provide assistance in data collection and analysis of SSLO assessment results.

Administrative responsibility for student services student learning outcomes rests with the vice president of student services.

**Institutional Learning Outcomes**

Institutional Learning Outcomes (ILOs) are developed to assess the knowledge, skills, abilities, and attitudes that a student will gain as a result of their collegiate experiences at Diablo Valley College. They are assessed regularly as determined by a joint Academic Senate and administration team. Discipline experts are charged with mapping course content to ILOs. Every two years, the college will review the ILOs for alignment to the mission and to PLOs, GELOs, and SSLOs.
DVC SLO Acronyms

In the spirit of continuous improvement and for purposes of clarity and ease of understanding, DVC proposes to use the following acronyms for each of the different types of learning outcomes. We came to this decision after DVC community members participated in several ACCJC visiting teams.

In debriefing about our experiences as team members, one theme that became apparent was a need to make sure our SLO acronyms are simple and easy to understand by the visiting team. This will, hopefully, improve a visiting team member’s ability to understand our SLO process during their reading of our Self-Evaluation.

Recommended acronyms for each of the different types of learning outcomes:

- **SLOs** = Student Learning Outcomes (course level)
- **PLOs** = Program Learning Outcomes
- **GELOs** = General Education Learning Outcomes
- **SSLO** = Student Service Learning Outcomes (currently under discussion)
- **ILOs** = Institutional Learning Outcome

Compliance/References:
Education Code 78016; Title 5, Section 53200
Board Policy 1009, 4008
DVC Procedure 1009.01

Approval History:
FACULTY SENATE APPROVED: May 7, 2013
ACCEPTED BY COLLEGE PRESIDENT: May 10, 2013
Institutional Learning Outcomes

Through their experiences at Diablo Valley College, a student will develop proficiency in the five areas identified in the following list as part of a dynamic educational environment.

1. Communication and Collaboration
   A student with effective communication skills will be a good listener and speaker. They will be able to communicate orally, through writing, and visually using an appropriate medium. A student with collaboration skills will be able to work with teams comprised of a diverse set of people. They will develop leadership skills and the ability to work with groups on the completion of a wide variety of projects.

   This includes effective written and visual message construction, media choices, leadership skills, and the ability to work with others on projects.

2. Empathy Mindset
   A student with an empathy mindset will be able to build relationships through understanding and valuing others with diverse backgrounds and cultures. They will be connected and active in their community and will act in accordance with ethical norms.

   This includes social and diversity awareness, civic engagement, and ethics.

3. Growth Mindset
   A student with a growth mindset is willing to take risks, learn from mistakes, and has a drive to complete tasks. They set goals and priorities for actions and are flexible and able to respond to changes. A person with a growth mindset believes that abilities and intelligence can be developed through practice, training, and effort.

   This includes adaptability, resilience, self-awareness, and entrepreneurial mindset.

4. Information and Technology Fluency
   A student who is information and technology fluent will utilize appropriate technology to locate and critically evaluate information from a variety of sources, to formulate responses to issues, reach informed decisions, and communicate effectively.

   A student who is information and technology fluent will utilize appropriate technology to locate and critically evaluate information from a variety of sources, to formulate responses to issues, reach informed decisions, and communicate effectively.
5. **Solution Mindset**

A student with a solution mindset will think critically and evaluate information sources for accuracy and usefulness. They will think critically about data and information. They will be able to design and implement appropriate solutions for situations they face.

This includes understanding methods of inquiry and analysis of available choices.

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**Compliance/References:**
Education Code 78016; Title 5, Section 53200
Board Policy 1009, 4008
DVC Procedure 1009.01, 1018.01

**Approval History:**
FACULTY SENATE APPROVED: May 7, 2013
APPROVED BY PRESIDENT: May 10, 2013
REVISED BY COLLEGE COUNCIL: March 24, 2018
Employee Years of Service Recognition

An employee recognition award will be presented to all permanent employees upon reaching a fifth, tenth and fifteenth year anniversary of their employment.

Recognition day will be during the spring term. The president will present the awards. Invitations will be issued to all members of the DVC faculty and staff.

Compliance/References:
Board Policy 2015

Approval History:
INITIAL ADOPTION: May 10, 2004
REVISED BY COLLEGE COUNCIL: May 17, 2017
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: May 26, 2017
Reassigned Time Guidelines

Purpose
The reassignment of faculty to specific non-instructional tasks may be used to meet special educational, technical, or administrative needs at DVC. In addition to the reassigned time allocated through CCCCD Human Resources Procedure and that stipulated in the collective bargaining agreement with the United Faculty, the college may choose to reassign faculty from their normal assignments in order to undertake specific functions for a designated period of time.

Reassigned time may take faculty away from their responsibility of providing classroom instruction and direct services for students.

Reassigned time may be granted for such activities as preparation of accreditation reports, grant management, curriculum/program development, staff development, or any functions most effectively performed by faculty on reassigned time.

Computation
Based on the United Faculty contract section 11.2, the computation of faculty reassigned time from released time is derived from the following:

\[ \text{FTE reassigned} \times 38 = \text{weekly hours of reassigned duties} \]

Approval
Reassigned time shall be recommended by one of the college vice president in consultation with the appropriate dean. Reassigned time may also be recommended by the academic senate president. The final determination of assignments is made by the college president.

Duration
Reassigned time will be granted for a designated period not to exceed two years (renewable). Once a semester has begun, a faculty member’s reassigned time cannot be rescinded until the end of that semester unless the faculty member agrees to such an action. If, in the opinion of the administration, duties are not being performed at an appropriate level or the required numbers of hours are not being spent, the administration has the right to rescind the reassigned time for the subsequent semester(s) after consultation with the academic senate president.

Budget
Whenever possible, grants or agencies will be charged the full-time replacement costs of the faculty rather than the part-time replacement costs. If the reassigned time is not funded by an outside agency or grant, the replacement cost will be calculated based on
the actual salary of the substitute. Such reassigned time will be specifically budgeted rather than absorbed by the college’s part-time faculty budget.

Compliance/References:
Board Policy 2027
Human Resources Procedure 2090.07

Approval History:
INITIAL ADOPTION: December 5, 2005
REVISED BY COLLEGE COUNCIL: March 20, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: June 11, 2019
Enrollment in the Children’s Center

DVC maintains a childcare laboratory for its Early Childhood Education (ECE) Program.

Guidelines
The ECE department procedural guideline for assignment of children to the laboratory program will adhere to the following sequence:

- Returning children by established DVC registration dates
- Siblings of returning children
- Up to sixteen CalWORKs children
- New families, including up to six classified staff/faculty slots by established DVC registration dates
- Enrolled families can take leave from the Children’s Center for two semesters and maintain their returning family status. Their children will be enrolled after returning children and their siblings.

The ECE department shall designate six slots in the Children’s Center for children of DVC’s faculty and classified staff. These slots are to be assigned to DVC’s faculty and staff children according to the guidelines established by the ECE department. It will be the responsibility of the staff/faculty parent to:

- Enroll in a minimum of one unit of study in a course selected by the ECE department every semester that their child is enrolled at the Children’s Center
- Volunteer at the Children’s Center one hour per week for the first two semesters their child is enrolled.
- Fees for staff and faculty will be set based on the average going rate in the community as determined by the local childcare resource and referral agency (Contra Costa Child Care Council).

No enrolled family will lose a childcare opening in the Children’s Center unless they do not adhere to the program policies. The policies of the Children’s Center are maintained and available for review in the office of the children’s center director. There are several reasons why services at the DVC Children’s Center may be terminated. They include:

- Parent leaves the DVC campus or is not in a class or lab as scheduled
- Non-payment of fees
- Non-fulfillment of parent responsibilities
- If the center staff determine that the program is unable to meet the individual needs of the child
Compliance/References:

Approval History:
INITIAL ADOPTION: May 10, 2004
REVISED BY COLLEGE COUNCIL: March 20, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: June 11, 2019
Death of Employee: Campus Notification

The death of staff and faculty members shall be announced as follows:
The president shall send out a communication to all faculty and staff upon the death of a permanent member of the current faculty or staff or a retired member of the permanent faculty or staff.

If possible, the announcement should include the date and location of any memorial services and the contact information (person or website) for additional information.

The president’s office shall also inform the retirees’ organization.

Compliance/References:

Approval History:
INITIAL ADOPTION: May 10, 2004
REVISED BY COLLEGE COUNCIL: May 17, 2017
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: May 26, 2017
Enrollment of High School and Other K-12 Students

Applicants who are concurrently enrolled in the K-12 system or who are approved for home study may be admitted based on the following guidelines:

The colleges of the district may accept special admit students who can benefit from advanced scholastic or vocational work and who have exhausted all opportunities at the high school site. Interested students shall provide written approval on a special admit form signed by their parent and their school principal (or designee). Signed special admit forms and a current private school affidavit (for home schools), if appropriate, must be submitted to the Admissions and Records Office each term and must specify the recommended courses.

- Students who are in the eleventh or twelfth grade may enroll in no more than 11.9 units per term. However, participants in CCAP partnerships may enroll in up to 15 units per term.

- Students below the eleventh grade (grade ten or earlier) are limited to no more than two courses or seven units per term and must have approval from the instructors to enroll.

- Part-time special admit students are exempt from the enrollment fees. However, all other fees are required and are due at the time of registration.

- All special admit students, regardless of grade level, must receive permission from the DVC instructor on the first day of class prior to enrolling in physical education classes. Enrollment in physical education courses may not occur until after the first class meeting under any circumstance except for theory courses. Enrollment of special admit students may not constitute more than 10% of the total enrollment in any physical education class section. Enrollment of special admit students in physical education courses may not constitute more than 5% of total special admit FTES reported by the college.

- Special admit students shall conform to all college academic policies and regulations, as well as the code of conduct, expected of all students. Records of enrollment for special admit students will be maintained for apportionment and academic purposes.

- The college reserves the right to exclude or limit enrollment into impacted programs and in other programs or courses where health, safety, instructional methodology, facility constraints or legal requirements are deemed inappropriate to special admit students.
• If a request for special admit is denied for a pupil who has been identified as highly gifted, the board shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission and the denial shall be submitted to the board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

• Prerequisites must be cleared prior to enrollment. In-progress coursework outside of the Contra Costa Community College District may not be used to clear a prerequisite.

• Home school records not transcribed through a public high school are not accepted to clear prerequisites or to meet any other college requirement.

• All special admit students must submit and fully complete all required forms by the deadline to add a course. Incomplete forms will not be accepted.

Compliance/References: Education Code sec. 48800, 76001 student services Procedure 3001

Approval History:
INITIAL ADOPTION: May 10, 2004
REVISED BY COLLEGE COUNCIL: September 14, 2009
REVISED BY COLLEGE COUNCIL: May 15, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: June 11, 2019
Unattended Children on Campus

DVC welcomes children under the age of 13 as long as they are accompanied by a parent or adult caregiver and under direct supervision, unless the child is enrolled in a college program.

Please be aware that our facilities are open to the public, a situation that can present risks to children. The safety and security of children are the responsibility of the parent or adult caregiver. The college cannot assume responsibility for the safety of children left unattended while on campus. If a child is found on campus unaccompanied by an adult, the DVC Campus Police will be notified immediately and they will work to connect the child with their parent or adult caregiver.

Approval History:
INITIAL ADOPTION: January 10, 2020
Parking

All parking at Diablo Valley College’s Pleasant Hill location requires a parking decal or a daily permit, which must be displayed on the faculty, staff, visitor or student’s vehicle. Parking decals and permits are not transferable and it is the responsibility of each permit owner to ensure that the decal or permit is not used by other individuals. If Management is inviting special guests on college business, visitor permits should be obtained in advance, from the Campus Police Services Office and mailed or otherwise provided to the guests.

Students may purchase a daily parking permit for the Pleasant Hill location at the machines located in campus parking lots. Term permits are only available for purchase online, in the Insite Academic Services menu. Term permits are not available for purchase on campus.

Appropriate designation of parking areas and categories will be the responsibility of the president or designee, in consultation with the chief of campus police services.

Students and staff need to abide by all posted special permit restrictions. Students with a current California State disability placard are not required to purchase a parking decal or permit and may park in any unmetered stall.

At the Pleasant Hill location, students may park only in designated student parking lots. Parking is available on a first-come, first-served basis, and having a permit does not guarantee that the permit holder will find a parking space. At the Pleasant Hill location, there are several staff parking areas within lots that revert to student parking after 5:00 p.m.

A valid parking permit will be required 24 hours a day Monday through Thursday and from 12:00 midnight through 5:00 p.m. on Friday. All other parking and traffic regulations will be enforced 24 hours a day, 7 days a week.

Permit requirements in student lots are not enforced during the first week of the fall term, the first week of the spring term, and the first week of the early summer intersession term. All other vehicle code violations are enforced during these periods, including parking in a staff lot without a staff permit.

At the San Ramon Campus, students are not required to have a parking decal or permit in order to park. SRC students must not park in spaces reserved for faculty and staff, Acorn Child Care, or the Dougherty Valley Police Substation. SRC has spaces reserved for persons with a current California State Disability placard. Students attending classes at other satellite locations must observe the rules governing that particular location.
Compliance/References:
Board Policy 3010
District Business Procedure 20.01

Approval History:
INITIAL ADOPTION: May 10, 2004
REVISED BY COLLEGE COUNCIL: November 17, 2007
REVISED BY COLLEGE COUNCIL: March 8, 2010
REVISED BY COLLEGE COUNCIL: October 16, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: November 1, 2019
Parent Parking Lot

**Purpose**
The reassignment of parking spaces immediately west of the Childcare Center would give parents and children safer access to the center.

**Policy**
Therefore, from the hours of 7AM to 10AM, parking in the student parking lot immediately west of the Childcare Center will be restricted to parents of children currently enrolled in the center. These parents will be issued a parent parking permit each semester by staff in the Childcare Center. These permits will be similar in appearance to temporary visitor parking permits, and will be printed with a different color each semester. The permit shall be hung from the rear view mirror, to be plainly visible to enforcement personnel.

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**Compliance/References:**
Board Policy 3010, 6001
CCCD Business Procedure 7.08

**Approval History:**
INITIAL ADOPTION: March 19, 2007
Reviewed: December 17, 2018
Disruption in Supervised Non-Instructional Areas

Disruptive behavior is any behavior that interferes with the instructional, administrative, or service functions of the college. Examples of disruptive behavior include, but are not limited to: threats or verbal abuse, shouting, unreasonably loud talking, habitual profanity or vulgarity, making excessive noise, continued willful disobedience or defiance of authority. There is a difference between disruptive behavior and students exercising their right to express differing opinions or constructive criticism - a right fundamental to a free and open academic community.

Some disruptive behavior is clearly prohibited by policy, while other behavior is prohibited by the California Penal Code and punishable by criminal sanction, which requires immediate and formal intervention. The disruptive behaviors listed below constitute an imminent threat to the health and safety of others; in these cases, campus police should be notified for immediate action.

- Acts of physical violence
- Imminent threats of physical violence
- Exhibition of a weapon

When the student’s behavior is identified as disruptive but not physical or violent, DVC’s representatives have more latitude in choosing an effective response. Each college manager or staff member in charge of a service area will have his or her strategies for handling potentially disruptive situations. In a case where the usual strategies fail and the behavior has been assessed as disruptive, the manager or staff member in charge should:

- Invite the student to talk in a quiet and relatively private location (if feasible) in order to de-escalate the situation;
- Identify the inappropriate behavior and attempt to elicit the cooperation of the student to resolve the situation;
- Warn the student that the behavior is disruptive and may lead to formal disciplinary action by the college (including suspension);
- Consult with the supervisor or student services dean regarding the behavior, if available.

If dialogue with the student proves to be ineffective and the manager or staff member in charge feels that he or she has exhausted the methods normally employed to resolve such situations, the Student Code of Conduct allows for the implementation of “loss of privileges”. The loss of privileges shall last until the student has met with the student services dean to resolve the situation. The following procedures allow for any college
manager or staff member in charge of a service area to withdraw the privilege to use the service area from any student for good cause as set forth in the Student Code of Conduct.

1. Notify the student that you are considering withdrawing their privilege to use the service area, and the specific reasons why. This may be done orally or in writing.

2. Allow the student an opportunity to immediately respond to the proposed loss of privileges. There need be no delay between the time this notice is given to the student and the time of such a response.

3. Listen to the student’s explanation and consider all relevant information.

4. Decide whether to proceed with the loss of privileges, and inform the student immediately. The decision is final and there will be no appeal. If the student refuses to leave the area, contact campus police and request that they escort the student from the campus property.

5. Notify your supervisor and the student services dean immediately following the loss of privileges.

Following the meeting with the student services dean, if the student is cleared to return to the office or service area and the disruptive behavior continues or escalates, the dean will work with the manager or staff member in charge to obtain the documentation necessary to identify appropriate next steps in the disciplinary process.

Compliance/References:
Penal Code sec. 626 Education Code sec. 66017, 66300, 76030 – 76037
Board Policy 3012
student services Procedure 3027

Approval History:
INITIAL ADOPTION: May 17, 2004
REVISED BY COLLEGE COUNCIL: October 16, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: November 1, 2019
Student Privacy Rights

It is the intention of federal and state law and district policy to protect students from having their records released to persons or institutions who have not been given the student’s written consent, and to allow students to review their own official education records to make sure that no misleading, inaccurate, or otherwise inappropriate information has been included in their file.

Post-secondary educational institutions are not required to provide parents access to the educational records of their children regardless of the student’s age since all rights have been transferred to the student by statute.

If the student does find inappropriate information, he or she can ask for a hearing to challenge the content of the records. These rights extend to both current and former students:

Definition
Education records generally include documents and information related to admissions, enrollment in courses, grades and related academic information.

Designated officer
The registrar, located in the student services Center building, is the designated records officer, as required by the act.

Review procedures
Students who wish to review their file must file a request form with the records officer. Within five working days, the education records will be made available for inspection. The records may be reviewed during working hours only.

Directory information
The privacy act does not require the student’s written consent for the release of “directory information.” However, students may give written notice to the records officer (forms are available in the admissions office) that they do not want such information to be released without their consent. The directory information includes only the students first and last name.

Copy of the policy
The DVC Procedure and other pertinent information are available in the admissions office, in the student services Center building, during normal working hours. Any currently enrolled or former student of the district has a right to access all student records relating to him or her maintained by the district.
Compliance/References:
Family Educational Rights and Privacy Act (20 USC Section 1232g; 34CFR Part 99) Title 5, Section 54600 - 54610
Education Code Sections 76200-762465 Board Policy 3013
student services Procedure 3026

Approval History:
INITIAL ADOPTION: May 17, 2004
REVISED: March 14, 2005
REVISED: November 23, 2009
REVISED BY COLLEGE COUNCIL: May 15, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: June 11, 2019
Matriculation Rights and Responsibilities

Student Rights
The student has the right to the following matriculation services: assessment, orientation, advisement/counseling, and follow-up services when needed. Diablo Valley College students are guaranteed the following rights under the State of California Matriculation Regulations:

- Once the student has identified a course of study and completed 15 semester units, the student will have an opportunity to develop a comprehensive student education plan.
- Nonexempt students are eligible to receive matriculation services (orientation, assessment, counseling, advising, and educational planning).
- Prerequisites: A student may challenge a required course prerequisite.
- Complaints: A student may file a complaint if they believe DVC has failed to provide the opportunity to make a good faith effort to develop an educational plan or provide specified services once the student has declared a specific educational goal.

Student Responsibilities
As part of the State of California Title 5 Matriculation Regulations, all students are expected to participate in the matriculation process unless they are exempt or waive the right to participate. Through the matriculation process at Diablo Valley College, students agree to the following responsibilities:

a) All students shall be required to:
   1. Identify an education and career goal;
   2. Diligently engage in course activities and complete assigned coursework; and
   3. Complete courses and maintain progress toward an education goal and completing a course of study.

b) Nonexempt first-time students shall, within a reasonable period of time, be required to:
   1. Identify a course of study.
   2. Be assessed to determine appropriate course placement.
   3. Complete an orientation activity provided by the college.
   4. Participate in counseling, advising, or another education planning service pursuant to section 55523 to develop, at a minimum, an abbreviated student education plan.

c) A “first time student” is a student who enrolls at the college for the first time, excluding students who transferred from another institution of higher education.
First time enrollment does not include concurrent enrollment during high school. To the extent that a college has the capacity to require and provide the services identified in (b)(1) through (4) to other students, nothing in this section would preclude a college from doing so.

d) Nonexempt students who have completed the services identified in (b)(1) through (4) shall be required to complete a comprehensive education plan after completing 15 semester units or 22 quarter units of degree applicable credit course work or prior to the end of the 3rd semester or 4th quarter of enrollment, or a shorter period if required by district or program policy.

e) Failure to fulfill the required services listed in (b) may result in a hold on a student’s registration or loss of registration priority pursuant to section 58108 until the services have been completed.

**Exemption**

Some students may be exempt from participation in orientation, assessment, counseling, advising or student education plan development. Typically, students seeking an exemption from matriculation services meet one of the following criteria:

1. Has completed an associate degree or higher;
2. Has enrolled at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as a Second Language course sequence;
3. Has completed these services at another community college within a time period identified by the district;
4. Has enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000 or necessary in response to a significant change in industry or licensure standards.
5. Has enrolled at the college as a special admit student pursuant to Education Code section 76001

**Waiver, Appeal, and Complaint Procedures**

Students who wish to request waivers or file appeals or complaints on the basis of their Title 5 Matriculation Rights must follow the sequence of the steps outlined. Students filing other types of complaints or alleging discriminatory practices should follow the procedures listed in the Student Code of Conduct and the catalog.

- Initial review of waiver, appeal, or complaint
  a) The student should contact the office of the dean of counseling and enrollment services and complete an appeal or request for waiver form or file a complaint regarding matriculation rights. The completed form should be turned in to the dean of counseling and enrollment services.
  b) The dean of counseling and enrollment services or designee may contact the student and schedule a meeting to discuss the problem and/or inform the student of the decision.
c) In the event that the appeal or request for waiver is not granted, the student will be advised of rights to further appeal and the procedures to follow.

- Appeal to the vice president of student services or designee
  a) If the initial appeal or request for waiver is not granted and the student does not accept this decision, the student may submit the initial form to the vice president of student services for further review.
  b) The vice president of student services or designee will review the appeal and may meet with the student if deemed necessary.
  c) The vice president of student services or designee will inform the student of the decision concerning the appeal or request for waiver.

Compliance/References:
Title 5, sec. 55525 (d), 55530 (c), 55530 (d)
Board Policy 3016

Approval History:
INITIAL ADOPTION: May 17, 2004
REVISED: November 23, 2009
REVISED BY COLLEGE COUNCIL: December 4, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: January 10, 2020
Posting of Materials on Campus

Approved flyers, posters and other information may be posted only on bulletin boards or other approved areas. Material should not be nailed, stapled or taped to exterior walls, posts, trees, railings or any wooden surface. Official notices may be taped to doors or windows by appropriate faculty, or staff, but should be removed as soon as they are no longer required. This procedure is not intended to infringe upon the right of faculty and staff to decorate their offices or workspace or to exercise their freedom of expression.

Commercial Notices

DVC does not generally allow the posting of private vendor information or notices on walls or other surfaces, either inside college buildings or on the campus grounds. Vendors placing such notices shall be responsible for resulting damages and litter. DVC will allow posting by private vendors on bulletin boards on the Pleasant Hill Campus if it is of benefit to DVC and approved by the Student Life Office. Such posting at the San Ramon Campus must be approved by the San Ramon Campus division dean’s office. Additional information about advertising, solicitation, sales and distribution of commercial materials is provided in Procedure 3025.02.

Posting

Students shall be provided with bulletin boards, in convenient campus locations, for use in posting student materials. All materials displayed on bulletin boards or other locations at the Pleasant Hill campus (approved by the manager of student life) shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Student Life Office.

Those who wish to have materials posted on the college’s public bulletin boards on the Pleasant Hill campus must bring those materials to the Student Life Office in the Student Union Building. These materials will be stamped and dated, and will be posted in a timely manner by a student life staff member on a space available basis.

Materials displayed on bulletin board(s) or other locations at the San Ramon Campus (approved by the San Ramon Campus Division dean’s Office) shall also clearly indicate the author or agency responsible for its production and shall be dated with the date of posting.

Materials displayed shall be removed by the individual or group who did the posting within two days after the advertised event has concluded or at the end of the term.

Classroom Postings

Classrooms are educational spaces that are to be controlled in general by the faculty or classified staff assigned to them. Commercial vendor notices are prohibited. If students wish to post material in classrooms that is related to instructional activity, they should
consult first with their instructor or classified staff member.

If posting space is insufficient for all classes or posted materials are inappropriate for all instructors using a classroom, the instructor may seek resolution of the conflict through consultation with a division dean and/or the Academic Senate.

**Electronic Postings**
The Marketing and Communication Department is responsible for the electronic monitors on campus and should be contacted with questions about that medium.

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**Compliance/References:**

**Approval History:**
- INITIAL ADOPTION: May 17, 2004
- REVISED: November 15, 2007
- REVISED: March 8, 2010
- REVISED BY COLLEGE COUNCIL: October 16, 2019
- REVISIONS ACCEPTED BY COLLEGE PRESIDENT: November 1, 2019
Advertising, Solicitation, Sales and Distribution of Commercial Materials

The purpose of this procedure is to regulate advertising, solicitation, sales and distribution of commercial materials on campus by students, individuals and outside organizations. The enforcement of this Procedure will ensure a campus environment conducive to student learning.

This procedure supplements existing CCCCD policies and procedures related to free expression, advertising, solicitation, sales and distribution of commercial materials. (CCCCD Board Policy 2019, 5032, 6001; CCCCD Business Procedures 6.01, 6.04, 6.06; CCCCD student services Procedures 3025, 3027; CCCCD Human Resources Procedure 4000.17). The Student Life Office has the responsibility of administering this Procedure.

The college is a non-public forum, except for areas designated in this procedure as limited public forum.

The following forms of expression are prohibited everywhere on campus: 1) expression which is obscene, libelous or slanderous according to current legal standards; and 2) expression which creates a clear and present danger or incites persons to commit unlawful acts on campus or damage persons or property.

Commercial Advertising

Semi-permanent postings or signage of a commercial nature are generally prohibited on campus. "Commercial activity" means advertising, sales, purchases, demonstrating for purposes to sell, exchanging an item for money or other item of value, and solicitations of gifts or money. DVC is not required to provide space for commercial activity or to promote events or activities of our competitors. The college may choose to dedicate space to commercial activity if space is available or it directly benefits the college or its student body in some way.

However, the college may consider opportunities to generate revenue from collaborative arrangements with individuals or outside organizations interested in advertising on campus (e.g. restroom posters, screen saver ads, parking gate ads, etc.). Interested parties must contact the Business Services Office. In considering advertising arrangements, the vice president of Business and Administrative Services will do the following:

1. Review such proposals by considering the following factors:
   a) compatibility with users of adjacent space;
   b) conflict with other partners, agreements, etc.;
c) potential revenue.

2. Obtain the approval of the college president;
3. Ensure that the College president executes the contract.

An advertising arrangement, which involves the use of college real property, buildings or other facilities, must be approved by the Governing Board.

Commercial advertising of controlled substances identified by federal or state law is prohibited.

**Direct Solicitation or Sales to Staff or Students**

Vendors interested in conducting solicitations or sales to staff or students must submit a proposal to the student life manager at the Pleasant Hill campus or the senior academic student manager at the San Ramon Campus or designee. The Student Life or student services offices will review such proposals and will consider the same factors outlined in the “Commercial Advertising” section of this Procedure to determine which proposals will be approved.

Approved direct solicitations or sales are subject to the following requirements:

1. Vendors may sell products or services on campus for a maximum of six days per term;
2. Requirements include proof of a valid business license and a California State Resale Permit. Vendors must contact the City of Pleasant Hill or the City of San Ramon to confirm whether a city business license is required and/or to pay the necessary fees to obtain the permit. Vendors must contact the California State Board of Equalization to obtain the Resale Permit.
3. During fall and spring terms, vendors will be permitted to begin on-campus sales after the last day for students to add full-term classes or drop such classes with a full refund. Dates for vendor sales during the summer will be determined by the student life offices;
4. Reservations must be made through the Student Life Office (Pleasant Hill campus) or the student services Office (San Ramon campus). All required paperwork must be completed and approved prior to vending on campus;
5. Vendor reservations are made on a first-come, first-served basis; (Note: college events or groups have priority over vendor reservations)
6. During fall and spring terms, merchandise-based vendors (such as jewelry, art sales, etc.) who wish to vend Monday through Thursday must pay a fee of $55 per day at the Student Life Office (Pleasant Hill campus) or the student services Office (San Ramon Campus) prior to vending. Client- based vendors (such as banks, fitness centers, cell phone providers, etc.) who wish to vend Monday through Thursday must pay a fee of $65 per day at the respective location prior to vending. On Fridays during fall and spring terms and on all weekdays during the summer
semester, fees are $25 per day for merchandise-based vendors and $35 per day for client-based vendors.

Checks are to be made payable to “Diablo Valley College.” Vendors will be charged the full fee regardless of the number of hours they choose to conduct sales;

7. If a vendor provides an invalid check, then the vendor will be required to pay any Non-Sufficient Fund (“NSF”) fees. The vendor will also be required to pay cash for all future vending dates;

8. Vendors must provide their own tables, chairs and other equipment and may not walk around campus to solicit business or make sales;

9. Vendors may not sell items or offer products or services which conflict with existing college or district contracts.

10. No two vendors selling identical products or services shall be scheduled to conduct sales on campus on the same day, without prior notification;

11. Vendors must abide by all college regulations including parking;

12. Direct solicitation and sales are limited to the Commons areas at both the Pleasant Hill and San Ramon Campus.

The funds collected from vendors shall be deposited directly into the vending fund of the Associated Students of DVC. Such funds will be distributed by the Inter-Club Council to approved campus clubs and organizations.

Outdoor Distribution of Commercial Materials

The following time, place, and manner restrictions regulate the distribution of commercial materials:

1. Students, other individuals or outside organizations who wish to distribute commercial materials must register their names, addresses and phone numbers with the Student Life Office (Pleasant Hill campus) or the student services Office (San Ramon Campus), as well as provide a copy of the materials to be distributed;

2. The materials must clearly indicate the name of the sponsoring person or organization;

3. Tables are to be provided by the person/organization and may be set up in the Commons (Pleasant Hill campus) or outside of the main door or Learning Commons (San Ramon Campus. Commercial materials may be made available only at the assigned distribution table. Each table must identify the sponsoring person or organization’s name. Those who wish to distribute commercial materials may not:
   a. Block access to college facilities;
   b. Block the pathways of others, as they attempt to move freely through campus;
   c. Force materials upon persons who do not voluntarily accept the materials.
4. The general area around the distribution tables must be cleaned up at the conclusion of the academic day. Materials that are discarded or dropped near the distribution table other than in the appropriate receptacles must be removed or properly discarded;

5. Distribution of commercial materials in classrooms, parking lots, or in any other area other than at a distribution table, is prohibited;

DVC does not endorse any of the products or services described in any commercial materials distributed on campus.

**Indoor Distribution of Commercial Materials**

1. **In classrooms**: Commercial materials may not be distributed in classrooms.

2. **In departments**: With prior permission of the department head, commercial materials such as pamphlets and brochures may be left in waiting areas, lobbies, or lounges assigned to a specific department.

3. **In faculty mailboxes**: Commercial materials may not be distributed in faculty mailboxes.

4. **In Student Union Club Room**: Commercial materials may be placed in the club room located in the Student Union (Pleasant Hill campus).

**Amplified Sound**

For information on the use of amplified sound, see DVC Procedure 3025.04.

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**Compliance/References:**

- CCCCD Board Policy 2019, 5032, 6001;
- CCCCD Business Procedures 6.01, 6.04, 6.06;
- CCCCD student services Procedure 3025, 3027; CCCCD Human Resources Procedure 4000.17, Education Code sections 76120, 76067;
- Penal Code sections 556, 556.1, 556.2, 556.3
- DVC Procedure 3025.04

**Approval History:**

- INITIAL ADOPTION: May 14, 2007
- REVISED: December 1, 2008
- REVISED: November 23, 2009
- REVISED BY COLLEGE COUNCIL: October 16, 2019
- REVISIONS ACCEPTED BY COLLEGE PRESIDENT: November 1, 2019
Free Expression and Distribution of Non-Commercial Materials

Diablo Valley College (“College” or “DVC”) is committed to ensuring that all individuals are able to exercise their constitutional right to free expression protected under the First Amendment of the United States Constitution, and article I, section 2, of the California Constitution, on campus subject to reasonable time, place, and manner restrictions.

College property is not required to be available for purely commercial activity that is not otherwise of value or in support of College goals or projects. "Commercial activity" means advertising, sales, purchases, demonstrating for purposes to sell, exchanging an item for money or other item of value, and solicitations of gifts or money. DVC is not required to provide space for commercial activity or to promote events or activities of our competitors. The College may choose to dedicate space to commercial activity if space is available or it directly benefits the College or its student body in some way.

The following forms of expression are prohibited: 1) expression which is obscene, libelous or slanderous according to current legal standards; and 2) expression which creates a clear and present danger or incites persons to commit unlawful acts or damage persons or property.

The primary purposes of this Procedure are 1) to ensure that students are able to freely engage in protected expression in areas designated for that purpose; 2) to protect student safety; 3) to prevent substantial disruption of the learning environment and the orderly operation of District campuses; and 4) to preserve District facilities for their intended use.

The Governing Board of CCCCD has delegated responsibility to the Student Life Office to administer the following procedures.

Free Expression

No individual will be prohibited from engaging in protected expression based on its content.

In general, expression in the form of speech or oral advocacy may be exercised in all areas of campus. However, the College reserves the right to limit expression in classrooms, libraries, faculty and administration offices, and corridors adjoining those facilities where the resulting noise is incompatible with the essential functions of the campus.

This Procedure shall not inhibit protected expression by an employee bargaining unit pursuant to a collective bargaining agreement or state law.
**Distribution of Written Materials**

1. Individuals are prohibited from blocking access to or from College facilities;
2. Individuals are prohibited from blocking the paths of others as they attempt to move freely through campus;
3. Individuals are prohibited from forcing materials upon persons who do not voluntarily accept the materials;
4. Individuals are prohibited from placing any materials on automobiles, bicycles, or other forms of transport parked on campus;

**Outdoor Distribution**

Any person may hand distribute non-commercial materials in outdoor areas of the campus. This activity shall not disrupt the free flow of persons and traffic and shall not interfere with College activities. Individuals interested in distributing materials of a commercial nature must contact the Student Life Office and follow all regulations outlined in DVC Procedure 3025.02.

Parties interested in passing out non-commercial materials from a distribution table situated in either the Commons or Student Union must adhere to the following time, place, and manner regulations:

1. Parties wishing to distribute materials from a distribution table must register their names, addresses and phone numbers with the Student Life Office, as well as provide a copy of the materials to be distributed;
2. The Student Life Office will assign the individual or group a distribution table in a designated area, depending on availability. College affiliated individuals or groups shall have scheduling priority for table assignments.
3. Each table must identify the sponsoring person or organization’s name.
4. The College does not necessarily endorse the views expressed in any materials distributed on campus.

Individuals or organizations who distribute materials on campus are responsible for cleaning-up of the area around the distribution table and litter around campus associated with the distribution.

**Indoor Distribution**

1. **In classrooms:** Individuals are prohibited from distributing materials in classrooms when those rooms are being used for instructional activities.
2. **In College Departments:** With prior permission of the department head, materials such as pamphlets and brochures may be left in waiting areas, lobbies, or lounges assigned to a specific department.
3. **In Faculty Mailboxes:** Individuals are prohibited from placing any materials other than class-related communications or assignments in faculty mailboxes.
4. **In Student Leadership or Club Life Mailboxes:** Individuals may place materials in the Student Life leadership and club mailboxes located in the Student Union or college mail room.

**Amplified Sound**
If the use of amplified sound is planned, see Procedure 3025.04.

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**Compliance/References:**
CCCD Board Policy 2019, 5032, 6001;
CCCD Business Procedures 6.01, 6.04, 6.06;
CCCD student services Procedure 3025, 3027;
CCCD Human Resources Procedure 4000.17,
Education Code sections 76120, 76067;
Penal Code sections 556, 556.1, 556.2, and 556.3

Approval History:
INITIAL ADOPTION: May 14, 2007
REVISED BY COLLEGE COUNCIL: May 15, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: June 11, 2019
USE OF AMPLIFIED SOUND

Use of Amplified Sound

To assist in the maintenance of Diablo Valley College’s academic environment, it is important that policy and procedural guidelines are established for the use of amplified sound equipment when classes are in session. The following is proposed to both protect the delivery of instructional programs from intrusive sound and yet provide an opportunity and a forum for a variety of student services support programs. An appropriate balance of these two goals may be achieved by observing the following conditions.

Definition

Amplified sound is defined as any sound that is broadcast through electronically amplified equipment or sound that is electronically enhanced. Amplified sound in the commons area is permitted from 10-4 pm; exceptions will be considered on a case-by-case basis and will require the approval of the appropriate student services administrator.

Sound Level Control

A. On the Pleasant Hill Campus: Speakers will be positioned at an angle to face parking lots 1 or 8 rather than a building structure. At a distance of 30 feet, the sound pressure level will be no more than 80 decibels utilizing the “B” scale for outdoor performances.

B. On the San Ramon Campus: The volume and direction of sound amplification will be controlled by the onsite campus administrator (or designee) so as to not interfere with other campus or community activities. Where appropriate, decibel readings may be used to monitor the volume and direction of sound being generated. The campus administrator (or designee) is responsible for monitoring the volume and overall conduct of programs held in the outside commons.

Procedures

1. Complete an Activity Proposal Memo, an Activity Request and a Use of Facilities form. These forms are due at least 1 week prior to the event. All requests for amplified sound must be approved by the Student Life Office & student services dean.

2. Student Life staff will notify departments that may be impacted at soon as possible in advance as to the dates, times and types of activity to be presented. The receiving department will prominently display this notice.

Enforcement

1. Student Life and/or appropriate college personnel retain the right to monitor and/or limit the sound levels generated by amplification systems. Enforcement will be the responsibility of Student Life and/or Safety & Security staff.

2. The performing group(s) and/or the sponsoring organization must provide a signed acknowledgement of their awareness and willingness to abide by the Amplified Sound Policy by signing a copy of this agreement.
a. A warning will be issued if the sound level exceeds the designated decibel limit. No more than three (3) minutes will be allowed to correct the volume to the acceptable level.

b. If a second warning must be issued, an additional one (1) minute will be allowed to correct the volume at the acceptable level.

c. A third warning will not be issued. If the volume is exceeded for a third time the group will turn off their amplified sound and/or electrical power supply will be shut off and not turned back on. Groups should be advised that if power is shut off that this process may damage their equipment and that Student Life and/or the College assumes no responsibility for repairs caused by this action.

d. Non-adherence to these guidelines will result in the approval of the activity being revoked and possible loss of future activity reservation privileges.

Approval History:
INITIAL ADOPTION: May 15, 2019
Student Admissions & Residence

All members of the community are welcome to become students at the college. The purpose of residency is to establish tuition rate, not admission to the college.

General Admission
For general admission to Diablo Valley College, students must demonstrate:
- Graduation from a regionally accredited high school; or
- 18 years of age or older and no longer a high school student; or
- Passing of the State of California Certificate of Proficiency Test (CHSPE) or the General Educational Development Test (GED); or
- Indentured apprenticeship taking a related training program; or
- A recommendation for special admission from the high school principal and parents if a high school student.

California Residence Status
California residence status is determined by the Admissions and Records Office. A person who is eligible to establish residency has lived in California for at least one year and one day prior to the beginning of the term in which he or she wishes to enroll, and can show intent to be a California resident.

Applicants who have lived in California for less than two years will need to complete a residency questionnaire.

Non-Residence Status
Students who are nonresidents must pay a nonresident tuition fee in addition to the other usual college fees. For more information, see “Fees, Costs, and Refunds” in the college catalog.

International Students
Diablo Valley College is committed to global education and is a leader in advancing international education in the United States. The diverse cultures of international students help to enrich our campus community. International students interested in applying to DVC should write to the International Student Office (ISO) and request an international student application. International students are required to comply with immigration regulations and must submit supporting documents for admission purposes. The application includes a checklist to ensure that students understand what they need to submit to be admitted as an international student to DVC. International students must pay the international student rate for courses in addition to the usual college fees.
For international students, the deadline for fall term admission is June 1. The spring admission deadline for all international students is November 1. All international students are required by law to report to the designated school official at the ISO when they arrive on campus, transfer institutions, or leave the country.

**Transferring to DVC**

DVC welcomes transfer students from other colleges. Transfer students should follow our general application procedures. Transfer students should send official transcripts of their prior college work to the Admissions Office several weeks before their scheduled registration date.

**Compliance/References:**

Education Code 76000
Title 5, sec. 55532
student services Procedures 3001, 3011

**Approval History:**

INITIAL ADOPTION: May 17, 2004
REVISED BY COLLEGE COUNCIL: May 15, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: June 11, 2019
DVC STUDENT RECRUITMENT BY EMPLOYERS

DVC Student Recruitment by Employers

The purpose of this Procedure is to regulate the recruitment of students for employment by the private and public sector. Enforcement of this Procedure is intended to support and contribute to a campus environment conducive to student learning and enhance the opportunity for students to interact with local businesses and community employers. In line with the College’s Mission, this Procedure supports workforce development by providing students with access to career development services necessary to help them establish and fulfill educational plans appropriate to their career goals. This procedure encourages partnerships between the community and DVC to spur economic growth.

This Procedure supplements existing CCCCD policies and procedures related to free expression, advertising, solicitation, and sales and distribution of commercial materials. Career & Employment Services is responsible for administering this Procedure, unless otherwise noted. The College is a non-public forum, except for areas designated in this Procedure as limited public forum.

Diablo Valley College Career & Employment Services maintains recruitment processes that are fair and equitable to candidates and employing organizations in accordance with the National Association of Colleges and Employers (NACE) Principles of Professional Conduct.

Student Recruitment by Employers

Student recruitment by Employers (hereafter referred to as “recruitment”) is defined as the process by which employers, businesses and agency recruiters connect with DVC for the purpose of hiring DVC students and alumni to work, intern, or volunteer in their organizations.

Recruitment Policies

The following policies guide this Procedure and all recruitment activities within Career & Employment Services.

Local Focus

DVC serves students and community members from Contra Costa County and the greater Bay Area. Therefore Career & Employment Services focuses efforts on this region and the state of California. Out of state job opportunities will be approved sparingly. Employers wishing to recruit DVC students or alumni should be based in California, or have a local contact person.

Commitment to Student Safety

To promote the safety of our students, DVC requires recruiting organizations and employers to have an established business location and at least one verified form of professional contact information (e.g., phone, email, website). DVC does not approve
entities operating out of private homes.

Recruitment Behavior
Employers must recruit from their table at the assigned location and may not roam the campus seeking students. Recruiters may use flyers or promotional items to invite student interaction and must clean up these items upon the end of their assigned time. Recruiters are not permitted to conduct experiments or engage in activities that could in any way harm a student or community member.

Diversity and Nondiscrimination
DVC supports diversity and inclusion. As such, we expect all employers to engage with students and members of the DVC community in a nondiscriminatory manner. We also encourage employers include an Equal Employment Opportunity (EEO) statement with all job descriptions.

Prohibited Content
DVC does not allow recruitment from organizations that require jobseekers to pay upfront costs for materials or services, nor from organizations that perform unlawful or unethical activities.

Failure to Follow Procedure
Career & Employment Services and San Ramon Campus student services reserve the right to suspend campus recruitment privileges for any employer who repeatedly fails to adhere to the Procedure. Repeatedly missing appointments may result in forfeiture of future reservations or inability to visit in future terms.

Recruitment Activities
There are various types of recruitment activities including, but not limited to:

1. On-campus Recruitment in the Quad
2. Job Fairs and Expos
3. Interviewing on Campus
4. Online job posting
5. Other opportunities, defined later in the document

On-campus Recruitment

Dates and Times:
On-campus recruitment is permitted in the Commons during the fall and spring semesters only. Summer recruitment is permitted at the discretion of the Career & Employment Services Coordinator or designee. Generally, on-campus recruitment in the Commons is permitted starting the first week of classes of each term and concludes during the last full week of classes at the end of the term. Career & Employment Services will offer on-campus recruitment on consistent days and times that best meet the needs of the students and allow for adequate and effective marketing of and for employers. On-
campus recruitment in the Commons will not take place during student/college holidays, including winter and spring break, or immediately prior to large career events, such as job fairs or expos. Other days where employers will not recruit include days where other departments host large events such as Transfer Day.

**Location:**

On-campus recruitment will take place in designated areas on each campus. At the Pleasant Hill Campus, on-campus recruitment takes place in the Commons (area in front of the Student Services Building) or, in some cases, in the Career & Employment Services Center. In the cases of inclement weather, recruitment may take place in the Cafeteria with permission of the Cafeteria Manager, obtained by the Career & Employment Services Coordinator or designee. At the San Ramon Campus, on-campus recruitment takes place in the Learning Commons Quad or other areas deemed appropriate by program coordinator of Student Services or designee.

On-campus recruitment in the Commons is not permitted in or near any academic classrooms, the cafeteria or in other areas including administrative offices or other student services areas that could interfere with student learning or other authorized activities.

**Number of visits per term:**

Employers are welcome to schedule up to six (6) recruitment events per term. The six visits per term are only in reference to employer recruiting on the Commons and do not include activities such as job fairs, career panels, on-campus interviewing, or other career-related events.

**On-campus recruitment Request Process:**

Employers interested in scheduling on-campus recruitment in the Commons should complete and submit the recruitment request form to Career & Employment Services at least one week in advance of their intended campus visit date in order to assist with marketing and other logistical support. A confirmation letter and parking permit, when required, will be sent to all employers. Requests are approved on a first-come, first-served basis.

**Marketing & Promotion:**

Flyers and other promotional materials are to be supplied by the employer directly to Career & Employment Services. If received one week in advance or earlier, Career & Employment Services may be able to market events in or more of the following ways:

- Notices posted on bulletin board in Career and Transfer Center on Pleasant Hill campus.
- Notice on our online job posting system
- Inclusion in the monthly online newsletter
- Emails to students and alumni in applicable academic programs
- Posts on Career & Employment Services department social media platforms.

Posting flyers in classrooms, on automobiles, or in other areas not approved by Career &
Employment Services, the Student Life Office, or the program coordinator of Student Services at the San Ramon Campus is not permitted. Career and Employment Services (PHC) and Student Services (SRC) do not endorse or take responsibility for flyer content created by employers.

**Job Fairs and Expos**
Career & Employment Services hosts job fairs at both Pleasant Hill and San Ramon campuses once each year. Dates are determined each year in accordance with the campus calendar, availability of appropriate space and other considerations. Generally, a registration fee is charged for participation in the Job Fair that is used to pay for costs of the event.

**Interviewing On Campus**
On-campus interviewing requests will be approved on a case-by-case basis by the Career & Employment Services Coordinator (PHC) or senior dean of the San Ramon Campus (SRC), dependent upon available space and administrative resources.

**Online Job Posting**
Employers are invited to post open positions within their organizations on the Career & Employment Services online job posting system. This system can be accessed without prior notification to the Career & Employment Services website (www.dvc.edu/career). Before posting jobs, employers must create accounts so Career & Employment Services can ensure organizations adhere to guidelines and are not fraudulent. Account holders can then post job openings, which are reviewed for appropriate content and approved on a regular basis.

**Other Opportunities**
CalWORKs, EOPS and other departments at both the Pleasant Hill and San Ramon Campus locations often host career related events where local businesses and employers are invited to campus to interact with students. Career & Employment Services is available to assist departments, faculty and student clubs with staffing, logistics and other administrative support for these programs, activities and class visits in an effort to ensure positive and collaborative partnerships between businesses and community partners and the two DVC campuses.

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**Compliance/References:**
Education Code section 76120
Penal Code section 556
CCCD Board Policy sections 2001, 2019, 2043, 3013, 5032, and 6001
CCCD Business Procedure sections 6.01, 6.02, 6.03, 6.04, 6.06
CCCD Human Resources Procedure sections 4000.17, 4000.02
CCCD student services Procedure sections 3025, 3026, 3027
DVC Procedure sections 2001.01, 3012.01, 3013.01, 3025.01, 3025.02, 3025.03, 6001.01, 6001.02

**Approval History:**
INITIAL ADOPTION: May 17, 2004
REVISED: February 22, 2010
REVISED BY COLLEGE COUNCIL: December 4, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: January 10, 2020
Standards of Scholarship (Academic Probation and Dismissal)

DVC is committed to the promotion of academic excellence and to ensuring that students have clear guidelines for the expectations held regarding academic performance.

**Academic Probation**

We expect our students to make steady progress toward their educational goals by maintaining a “C” average or higher in their courses. If a student’s cumulative record shows that he or she has attempted at least 12 letter-graded units, that student must maintain a grade point average of at least 2.0, or be placed on academic probation. Students on stage level one probation will be mailed information notifying them of the availability of campus support services and encouraging them to meet with a counselor. Students on level two probation will be emailed information and required to complete an online student success workshop or meet with a counselor.

**Academic Dismissal**

Students are subject to academic dismissal if, after they have been on academic probation for two consecutive terms, their grade point average in the most recent term is not 2.0 or better. When their overall grade point average rises to 2.0 or better, students are removed from academic probation. Students on dismissal status may be required to sit out one or two semesters. To be reinstated, students are required to complete an in person workshop and meet with a counselor.

**Progress Probation**

We expect our students to complete courses once they register for them. If a student’s cumulative record shows that he or she has enrolled in at least 12 units, that student must successfully complete more than 50 percent of all those units, or else be placed on progress probation. We place students on progress probation if the number of units given a “W,” “I,” or “NP” on the student’s transcript amounts to at least 50 percent of the units attempted (which includes letter grades and units assigned the symbols “W,” “I,” “P,” “NP,” “IP,” or “RD”). Students on level one probation will be notified of the availability of campus support services and encouraged to meet with a counselor. Students on stage two probation will be emailed information and required to complete an online student success workshop or meet with a counselor.

**Progress Dismissal**

Students are subject to progress dismissal if, after they have been on progress probation for two consecutive terms, they do not complete more than half of the units attempted in the current term. When students complete more than half of their cumulative attempted units, they are removed from progress probation.
Students on dismissal status may be required to sit out one or two semesters. To be reinstated, students are required to complete an in person workshop and meet with a counselor.

**Appeals and Readmission**

Students on probation or dismissal will be notified via email.

Dismissed students who wish to appeal their dismissal status must file a request for reinstatement form, attend an in person workshop and meet with a counselor.

Extenuating circumstances that would allow students to successfully appeal dismissal might include, but are not limited to, health problems, family emergency or extreme change in financial situation. Readmission will be conditional upon a review of performance at the end of each semester, a readmitted student being subject to the continued requirements of the probation and dismissal policies. Any dismissal may terminate any student’s eligibility for any future enrollment.

**Compliance/References:**
Title 5, sec. 55750-55765
Board Policy 4001
Curriculum and Instruction Procedure 4001

**Approval History:**
INITIAL ADOPTION: May 17, 2004
REVISED: September 14, 2009
REVISED: May 10, 2010
REVISED BY COLLEGE COUNCIL: December 4, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: January 10, 2020
Grades

The assignment of grades is the exclusive responsibility of the individual instructor. DVC’s grading policies are based on our faculty’s philosophy, California Education Code, Title 5 and Contra Costa Community College District Board Policy.

We use the following evaluative grades and non-evaluative:

<table>
<thead>
<tr>
<th>Symbols: Grade</th>
<th>Grade Points Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
</tbody>
</table>

The following symbols are not considered in calculations of cumulative grade point averages, but the “W,” “I,” and “NP” entries are considered in determinations of progress probation and dismissal:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>(The symbol given when students withdraw from a course within allowed time)</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>(At least satisfactory or a C grade; units not counted in GPA)</td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</td>
</tr>
<tr>
<td>(Less than satisfactory; units not counted in GPA)</td>
<td></td>
</tr>
</tbody>
</table>

The following are non-evaluative symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
<tr>
<td>(Symbol indicating the course was in progress beyond the end of the term)</td>
<td></td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed</td>
</tr>
<tr>
<td>(Symbol indicating delay in reporting grade)</td>
<td></td>
</tr>
<tr>
<td>EW</td>
<td>Excused Withdrawal</td>
</tr>
<tr>
<td>(Symbol indicating emergency withdrawal, when specific events beyond the control of the student affect their ability to complete a course)</td>
<td></td>
</tr>
<tr>
<td>SP</td>
<td>Satisfactory Progress</td>
</tr>
<tr>
<td>(Used for noncredit courses to indicate satisfactory progress toward completion)</td>
<td></td>
</tr>
</tbody>
</table>
Academic Honors
Students who have completed at least 12 letter-graded units during the term and earned a grade point average of at least 3.0 will receive honors recognition on their transcripts.

Graduation Honors
Graduation honors will appear on a student’s transcript if a 3.5 grade point average in all college work (excluding non-degree applicable courses) is maintained at the end of the semester in which the student has applied to graduate. A student intended to graduate in the spring semester must have a 3.5 grade point average as of February 1 for honors to appear in the ceremony program, but the 3.5 grade point average must be maintained at the end of the semester to have honors appear on the student’s transcript.

Incomplete Symbols
An incomplete symbol must be made up no later than one calendar year following the symbol assignment or it will automatically revert to the alternate grade assigned by the instructor. Students who receive an “I” symbol cannot officially register for the same course in which they received the incomplete. Incompletes will be given only in cases of emergency such as accident, illness, or family emergency. Extensions to the one-year deadline may be granted for good cause only if the instructor approves and notifies the Admissions and Records Office.

Pass/No Pass Grade Option
These courses are not figured into grade point averages, although the units are applied toward the 60 required for the associate in arts degree.

Student Choice
A course labeled “SC” means that before the deadline, students can decide to take the course for a letter grade or for a P/NP option. Students must complete a form in the Admissions and Records Office to take the course for a P/NP option. If students do not choose the P/NP option before the deadline, they will be issued a letter grade for the course.

Students have until the fourth week of the class (or 25% of the term for shorter courses) to decide. After the deadline has passed, the grading choice may not be reversed.

Fairness in Grading
During the first week of each course, instructors will give their students a copy of their course syllabus, which will include their grading policies. Students may expect instructors to use the following guidelines when determining grades:

- Record the student’s grade for each oral and written test or report that will affect the final grade, notify the student of the grade, and, if necessary, review the results with the student;
- Evaluate the student within the first quarter of the course and notify the student of the results of the evaluation;
• Count a final examination for no more than half the course grade;
• Base final grades on at least three of the student’s tests and/or reports (except in cases of violations of DVC’s academic dishonesty procedure 4001.04).

Note: Instructors are expected to retain any test or report that is not returned to a student for a period of one academic year. Grade records should be available for a period of three years after grades are awarded. Instructors who are not scheduled to teach should leave their records in the division office.

Grade or Symbol Corrections
Students who believe that they have received an incorrect grade must initiate a grade correction within one calendar year after they received the grade. To have a grade corrected, students must ask the instructor to correct the grade and have them submit a grade correction form. The instructor has final authority to determine the student’s grade in the absence of mistake, fraud, bad faith or incompetency.

Note: Except in extenuating circumstances such as serious illness, grade corrections may not be made from “F” to “W.” It is the student’s responsibility to withdraw from a course prior to the drop deadline.

Grade Complaints and Appeals
For full information on the grade appeal process, see DVC procedure 4005.01, Student Appeals for Grade Changes.

Improving a Grade Point Average
• Course Repetition
  When students receive a substandard grade or symbol (“D,” “F,” or “NP”) for a course, they may repeat it once in order to have only the new grade, if higher, used when their grade point average is computed. However, the original grade will not be removed from the transcript, and additional credit will not be granted. Course repetition cannot be used to make up an incomplete (“I”) grade. A course with a substandard grade cannot be repeated a second time without approval.

Academic Renewal
Academic renewal allows students to have up to 30 units of substandard grades (“D,” “F,” or “NP”) which are not reflective of a student’s demonstrated academic ability excluded from the GPA computation without having to repeat the course. To be eligible, students must have completed either:

a. Nine units of work with a 3.5 cumulative grade point average;
b. 12 units of work with a 3.0 cumulative grade point average;
c. 15 units of work with a 2.5 cumulative grade point average; or
d. 20 units of work with a 2.0 cumulative grade point average.
The unit count begins the semester after the last substandard grade was received. The course work upon which the application for alleviation is based, may have been completed within the Contra Costa Community College District or any other regionally accredited college or university. To be considered consecutive, all units earned in a given semester must be “C” grade work or better. Students interested in academic renewal should request a petition from the Admissions and Records Office.

Compliance/References:
Education Code, 70901, 70902, 76000, 76224
Title 5, sec. 55750-2, 55758, 55760, 55761, 55763,
Board Policy 4001
Curriculum and Instruction Procedure 4001

Approval History:
INITIAL ADOPTION: May 17, 2004
REVISED: January 24, 2005
REVISED: September 14, 2009
REVISED: May 10, 2010
REVISED BY COLLEGE COUNCIL: October 16, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: November 1, 2019
Unit and Enrollment Guidelines

Course Work and Study Time Per Unit
Units of credit are established based on the minimum amount of time students will need to achieve the intended learning outcomes. Units of credit established by the faculty for each course reflect generally accepted norms or equivalencies in higher education. In general, for a full-term, three-unit lecture class, students spend three hours each week in class and six hours of study time out of class totaling a minimum of 9 hours each week. The number of units established for laboratory courses is based on the number of hours of laboratory work alone, although many laboratory courses may also require study outside of laboratory hours.

Full-Time Status
A student must carry a minimum of 12 units in fall or spring term or 4 units in a six-week summer session to be considered a full-time student. Fifteen units is the usual load for students who wish to complete the associate degree in two years.

Term Unit Limit
Students who wish to enroll in more than 19 units in the fall or spring term or 12 units in the summer term must request permission from the dean of counseling and enrollment services prior to the start of classes.

Remedial Unit Limit
By state law, students are only allowed to enroll in a maximum of 30 units of remedial course work. Remedial courses are non-degree applicable credit, basic skills courses and are numbered less than 100. The 30-unit limit includes all remedial courses taken at the three community colleges within our district.

Students enrolled in ESL courses or officially identified as having a learning disability are exempt from the 30-unit remedial limit.

Variable-Unit Courses
Some courses give students varying amounts of credit; for example, from one to three units. The number of units varies, depending on the following factors: the contract between teacher and student; how many segments of the course the student completes (for example, the course may be divided into three four-week segments); the subject matter or number of meetings; and the number of classes the student attends.

Repeating Courses
If students have received a satisfactory grade in a course, then:

Students may repeat a course for additional credit and a grade if it is labeled repeatable in the catalog (See individual course listing for number of repeats.) or if a significant lapse
of time (3 years) has occurred and the student meets the requirements (significant change in industry or licensure standards, program requirement or legally mandated).

In any other case, students must submit a petition to repeat a course in which they have already received a satisfactory grade to the Program Coordinator for Retention. If permission is granted, the new grade will appear on their transcript. The lower grade and credit may be disregarded in computing the student’s GPA but will remain on the transcript.

**Independent Study Courses**
These courses are only available to students who have exhausted the learning opportunities of our regular course offerings. They require the student to undertake a significant project or research with clearly established, measurable learning objectives.

To apply for an independent study course, students should get a tentative agreement on their research project from a supervising instructor. They must then complete an independent study form (available in the Instruction Office or division offices) and receive approval of the supervising instructor, and division dean.

Independent study forms must be submitted for approval to the division dean before the sixth week of the term.

**Auditing of Courses**
Diablo Valley College does not permit auditing of classes. All students must submit an application for admission to the college and officially register in all courses.
Academic Integrity

Diablo Valley College is committed to creating an environment where student achievement is championed and celebrated. Because the college values academic integrity as an essential component of academic excellence, students are expected to be truthful and ethical in their academic work. Commitment to academic integrity is the responsibility of every student and faculty member at Diablo Valley College.

Faculty and students come from a variety of backgrounds and cultures, giving rise to different understandings of moral and ethical behavior. Faculty should clearly state well-defined standards to reduce uncertainty and clarify expectations.

Academic dishonesty is defined as an act of deception in which a student claims credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Academic dishonesty is a violation of the DVC ‘Student Code of Conduct’ and will not be tolerated. Academic dishonesty diminishes the quality of scholarship at Diablo Valley College and hurts the majority of students who conduct themselves honestly.

Acts of academic dishonesty include, but are not limited to, the following:

- **CHEATING** – Unauthorized copying or collaboration on a test or assignment, or the use or attempted use of unauthorized materials;

- **TAMPERING** – Altering or interfering with evaluation instruments and documents;

- **FABRICATION** – Falsifying experimental data or results, inventing research or laboratory data or results for work not done, or falsely claiming sources not used; fabricating or falsifying documentation to try to change a course grade;

- **PLAGIARISM** – Representing someone else’s words, ideas, artistry, or data as one’s own, including copying another person’s work (including published and unpublished material, and material from the Internet) without appropriate referencing, presenting someone else’s opinions and theories as one’s own, or working jointly on a project, then submitting it as one’s own;

- **ASSISTING** – Assisting another student in an act of academic dishonesty, such as taking a test or doing an assignment for someone else, changing someone’s grades or academic records, or inappropriately distributing exams to other students.
ACADEMIC INTEGRITY POLICY

I. When an act of academic dishonesty comes to an instructor’s attention, the following procedures shall be followed:
   1. Collect evidence and document the incident,
   2. Permit the accused student an opportunity to explain, and
   3. Advise the student of possible penalties.

II. If there is clear evidence of a violation of the DVC Academic Integrity Policy, the instructor may:
   1. Inform the student of the academic penalty which may include one or more of the following:
      a. A reduced score on the assignment or exam;
      b. A score of zero or “F” on the assignment or exam (this does not automatically mean the student will fail the course, only that the points for that assignment will be deducted from the total points in the class);
      c. An “F” in the course for repeated or multiple violations of the DVC Academic Integrity Policy within that particular course during a semester;
      d. Submit a report of conduct/academic integrity incident to student conduct;
      e. Removal from class for one or two class days as outlined in the Education Code (section 76032) and referred to in the “Removal by Instructor” section of the Student Code of Conduct
   2. Inform the student of the right to appeal the final course grade, in cases of mistake, fraud, bad faith or incompetence. (Refer to the “Student Appeals for Grade Changes” procedure outlined in the DVC catalog for more information.) However, the removal from class (see 1.e. above) is not subject to appeal.
   3. Inform the student of recommendations for further action which may include:
      a. No further action, or
      b. Disciplinary Review with the president’s Designee, including education about academic integrity;
      c. In the case of more egregious violations of academic integrity, a recommendation that the president’s Designee consider suspension of a semester or more or expulsion. (If the president’s Designee does not follow a recommendation to suspend or expel the student, the faculty member will receive written notification of the reasoning. In the case of not following recommendations 3a or 3b, verbal notification will suffice.)
   4. Send a “Report of Academic Dishonesty” form to the president’s Designee. The president’s Designee will keep this report in a confidential file for three years. This will help identify repeat patterns of academic dishonesty, and generally, a second offense will result in long-term suspension from the college. (If the president’s Designee chooses not to assign long-term suspension, due to extenuating circumstances, the faculty member will receive written notification.) This report may only be shared with the student to whom it pertains and with those within the college who have a legitimate educational need for the information as determined by the president’s Designee. After serious consideration of the instructor’s recommendation, the president’s Designee will address violations of academic integrity in accordance with the Student Code of Conduct.
Diablo Valley College gratefully acknowledges that it has freely borrowed, modified and used words, phrases, sentences, and ideas found in similar documents of the following educational institutions, listed in alphabetical order:

CSU San Marcos * Oregon State University * Southwestern Oregon Community College*
UC Santa Barbara * University of Charleston* University of Colorado at Boulder*
University of Maine

Compliance/References:
Education Code Title 5 Section 55002(a)(2)(A), 66300, 76030 - 76033
Board Policy 3012, 4001
student services Procedure 3027
Chancellor’s Office Legal Opinion L 95-31

Approval History:
INITIAL ADOPTION: May 17, 2004
REVISED: November 1, 2012
REVISED BY COLLEGE COUNCIL: October 16, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: November 1, 2019
Credit by Examination

College credit may be granted to any student who satisfactorily passes an examination approved or conducted by the proper authorities of the college. Credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the community college.

Examination guidelines

- The nature and content of the examination shall be determined solely by the faculty in the discipline that normally teaches the course for which credit is to be granted.
- Faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record.
- Faculty may accept an examination conducted at a location other than the community college for this purpose.
- A separate examination shall be conducted for each course for which credit is to be granted.

Restrictions

- A maximum of 12 units toward an associate degree or six units toward a certificate may be earned by courses for which credit has been earned by examination.
- Credits earned by examination cannot be used to satisfy the 12-unit residence requirement for the associate degree.
- The student’s academic record shall be clearly annotated to reflect that credit was earned by examination.
- A student may challenge a course for credit by examination only one time.

Curriculum Committee Approval

In order for courses to be eligible for credit by examination, approval of the Curriculum Committee must be obtained.

Upon approval by the Curriculum Committee, a course catalog note will be entered designating the course as eligible for credit by exam. The course ‘credit by exam’ status will be reviewed as part of the regular course review cycle to ensure that current exams are available in the department.

Administration

Students must submit a “Petition for Credit by Examination” form to the department chair at least six weeks before the end of a fall or spring term. The department chair approves or denies the petition within five days and returns the form to the student. The student submits the form and pays the course fee to the Admissions and Records Office.
The Admissions and Records Office forwards the form to the department chair.

Arrangements for administration of the examination will be determined by department faculty. The examination itself may take any appropriate form such as written, oral, portfolio, demonstration, or a combination of methods.

**Awarding of credit**

Upon completion of the examination, the administering faculty member will complete the “Petition for Credit by Examination” form, verifying the course and number of units to be received, and assigning an appropriate grade.

If a student passes the examination, a grade is recorded on his or her permanent record with the notation “credit by examination”. If a student fails, that failure is not recorded on the permanent record and the student is not allowed to take the examination again. The petition form is retained in the student’s permanent file.

The form is returned to the division dean, who distributes copies appropriately. The Admissions and Records Office adds the equivalent DVC college course to the student’s permanent record with the annotation “credit by examination” to indicate that the college credit was granted by examination.

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**Compliance/References:**

Education Code 66700, 70901, 70902  
Title 5, sec. 55753  
Board Policy 4001

**Approval History:**

INITIAL ADOPTION: April 18, 2005  
REVISED BY COLLEGE COUNCIL: October 16, 2019  
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: November 1, 2019
Course Update Compliance

In order to ensure that all programs, and courses within programs, comply with Education Code and Regulations, Board Policy and accreditation standards, it is the responsibility of each area/department to regularly review course outlines of record to ensure currency and continuous improvement.

Each discipline/department determines the calendar year in which they will review their course outlines of record (referred to as ‘Title 5 Rewrites’) as recorded in the Curriculum Committee-approved six-year review schedule maintained by the Instruction Office. The discipline/department may request a change to this schedule by submitting a written request to the Curriculum Committee by September 15. Any approved change will take effect during the following calendar year. Course outlines may be revised at any time, however, these revisions will not be considered ‘Title 5 Rewrites’, and they do not replace the required reviews as specified in the official six-year course review schedule.

If a discipline/department has not completed the scheduled ‘Title 5 Rewrite(s)’ according to the official six-year review schedule, the following will occur:

A. The discipline/department will be excluded from the subsequent resource allocation process; and

B. The course(s) will be ineligible for inclusion in the subsequent summer and fall schedule unless the course has been approved by the Curriculum Committee.
   - If a course has still not completed the Curriculum Committee approval process by the end of the subsequent fall term, the course will be:
     a. deleted as an active course from the Web Curriculum System (WCS)
     b. removed from the next catalog
     c. deleted from the Chancellor’s Office Curriculum Inventory (COCI) by the Instruction Office

If the discipline/department decides to reinstate the course, it must be submitted to the Curriculum Committee as a “new” course and follow all required procedures.

Compliance/References:
Education Code 78015, 78016
Board Policy 4008 Accreditation Standards II A

Approval History:
INITIAL ADOPTION: February 22, 2010
REVISED BY COLLEGE COUNCIL: May 22, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: June 11, 2019
Distance Education

DVC has adopted a procedure based on principles of good practice to ensure that distance education is characterized by the same expectations for quality, integrity, and effectiveness that apply to traditional face-to-face classroom instruction.

This policy complies with federal and California state regulatory requirements and the Contra Costa Community College District Board Procedure 4014.

Distance Education is defined by the U.S. Department of Education, the California Code of Regulations Title 5, and is included in the Accrediting Commission for Community and Junior Colleges (ACCJC) - Western Association of Schools and Colleges’ Policy on Distance Education.

**Distance Education means:**

Instruction in which the instructor and student are separated by time and/or distance and interact through the assistance of technology (5 CCR § 55200). Any portion of a course delivered through distance education includes regular instructor-initiated substantive interaction and instruction between the students and the instructor, and among students, either synchronously or asynchronously. Regular instructor-initiated substantive interaction and instruction are defined as interactions between an instructor and student within a course that monitors progress and provides feedback that furthers learning or assessment of learning.

Distance education does not involve limited, irregular, and primarily student-initiated interaction with the instructor nor is it self-paced. In addition, instruction provided as distance education is subject to the requirements of the Americans with Disabilities Act (42 U.S.C. § 12000 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d).

**Authentication**

To ensure the integrity of the Distance offerings and comply with federal regulations (34 CFR§602.17g) and ACCJC policies, DVC will ensure student authentication to Distance Education classes using the unique student ID and password issued by the Contra Costa Community College District as part of the enrollment process. Required use of the student ID and password serves as a means to validate that the student who is registered for a course is the same student completing the work and receiving the grades/credits.

All students will be required to enter their distance education course by authenticating through the District-approved Learning Management System (LMS).

The District and the colleges, including all faculty, will, at all times, work to ensure that each student’s password is protected against public disclosure. Students shall be notified about steps to take in order to request the issuance of a new password should they...
believe that their existing password has been compromised.

Course Review and Approval

DVC curriculum standards specify that all learning opportunities have equivalent quality, accountability, and focus on student outcomes, regardless of their mode of delivery. These standards provide a framework that allows DVC the flexibility to adapt our delivery modes to the emerging needs of students and society while maintaining both academic rigor and quality. All DVC courses and programs offered through distance education are required to meet the requirements of accreditation in each section of each course and program at each campus.

When approving courses to be offered through distance education, the college curriculum committee will certify the following:

**Course Quality Standards** – The same standards of course quality are applied to the distance education courses as are applied to traditional face-to-face classroom courses.

**Course Quality Determinations** – Determinations and judgments about the quality of the distance education course are made with the full involvement of the college curriculum committee and follow the adopted course approval procedures.

**Instructor Contact** – Each course delivered through distance education will include regular and substantive interaction between the students and the instructor either synchronously or asynchronously.

**Duration of Approval** – All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes to the course outline.

**Student Learning Outcomes** - All distance education courses will be assessed using the same course-level student learning outcomes as traditional face-to-face courses.


Students Participating in Distance Education

Students enrolled in distance education are required to comply with the same policies as students enrolled in traditional face-to-face classroom courses including:

- Student Code of Conduct
- Academic Integrity and Plagiarism
- Student Privacy
- All other applicable college and district policies and procedures.

Diablo Valley College strives to provide distance education students the same access to support services as it provides to on-campus students.
Faculty Teaching Distance Education

Each department will determine the selection of instructors for teaching distance education courses, and will follow the selection process as outlined in the department’s bylaws.

Compliance/References:
34 CFR§602.17g, 42 U.S.C. s 12000 et seq., 29 U.S.C. s 794d
ACCJC Policy on Distance Ed & Correspondence Ed

Approval History:
Approved by Faculty Senate: February 25, 2013
Approved by College Council: April 22, 2013
Approved by College president: August 12, 2013
REVISED BY COLLEGE COUNCIL: May 15, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: June 11, 2019
Regular & Effective Contact Policy for Distance Education

Regular and effective contact between instructor and student and among students in online classes significantly increases student success and humanizes the online learning experience.

- **Instructor-initiated contact**, is a key feature of distance education courses, and it is what makes it different from other types of courses, such as correspondence courses.
- **Student-to-student interaction** is also a key feature of distance education, and it is what makes it different from other types of courses, such as a self-paced course.

These forms of contact are also required by federal regulatory requirements, state education codes, and the Accrediting Commission for Community and Junior Colleges (ACCJC), and are recommended by the Statewide Academic Senate for Community Colleges. Regular and effective contact is a California Title V educational requirement that requires instructors to incorporate instructor-initiated, regular, effective contact into online and hybrid course design and delivery. This means that it is the responsibility of the instructor to initiate contact with students, make announcements, question and involve them in discussions, reach out to them when they are absent or missing work, and monitor their overall progress. It is also the responsibility of the instructor to design opportunities for students to interact with other students in the course via discussion boards, group collaboration, peer review, and other student-to-student engaged activities. This procedure outlines requirements for “Starting the Course” and creating opportunities for “Faculty Initiated” and “Student-to-Student Initiated” contact.

**STARTING THE COURSE**

**Introductions**
The following elements help students orient to the course syllabus and the course learning management system and assist the student in starting the class successfully:

- A “Welcome Letter” or other introduction to the course helps establish contact between instructor and student and guides the student to start the course.
- An instructor-created Home Page provides a starting point, establishes instructor presence, and helps students navigate to course materials.
- An orientation shows students how to navigate the course, contact the instructor, and interact with course elements.

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1 See [Baker 2010](#) ; See [Glazier 2016](#)  
2 See [Federal Regulatory Requirements](#) ; See [Title V State Code of Regulations](#) ; See [ACCJC Policy on Distance Ed](#) ; See ASCCC “Ensuring an Effective Online Program”
Syllabus
In addition to regular syllabus policies as recommended on the DVC Syllabus Guidelines, the following policies can clarify means and modes of instructor contact.

● **Online Response Times**
  ○ Indicate how a student can contact the instructor and when the instructor is available. Instructor response times are provided to clarify when students should anticipate a reply.

● **Online Office Hours**
  ○ Designate availability and instructions for when and how to access online office hours

● **Online Communication Policies**
  ○ Create ground rules for online communication that align with the student code of conduct and the college’s policies on student privacy, protection, and technology use.

● **Online Student Support Services**
  ○ Identify how to access online student support services

**FACULTY INITIATED CONTACT DURING THE COURSE**
There are multiple ways that an instructor can initiate contact with their students.

**Announcements**
- Regular course announcements reflect on activities taking place in the course or around the wider college campus.
- Regular use of the announcement tool (recommended at least once a week) helps guide students through the learning process and clarifies the course content and expectations.
- The announcement remains in the course LMS and keeps a permanent record of that contact.

**Emails**
- Instructors keep a record of any communication that occurs via email. It is highly recommended to use the Canvas email since it is linked with the coursework and can be tracked in the Canvas course analytics.
- Instructors respond to student emails within a reasonable timeframe (24-48 hours on weekdays) and state the expected response time in the syllabus.
- Instructors will inform students of extended absence due to a conference, leave (jury duty, etc.), or other unforeseen circumstances.

**Faculty Participation on Discussion Boards**
- Faculty participates in discussion boards by posting replies to student work, adding comments, or asking questions to further student thinking. While some faculty find
that their presence on the discussion can help direct or deepen the conversation, other faculty choose not to respond directly on the discussion board but do provide substantive interaction and commentary through the gradebook feedback areas.

- Other options for participating on discussion boards include providing all class feedback highlighting particular posts as best practices and inviting further reflection.

**Assignment Feedback**
- Instructor incorporates assignments that include opportunities for individualized descriptive and specific feedback and go beyond automatically graded quizzes.
- When appropriate, instructor can include rubrics to enhance targeted feedback.
- Assignment feedback is timely as determined by the nature of the content.

**Office Hours & Conferences**
- Regularly occurring office hours or special study sessions provide instructor-to-student and student-to-student contact.
- ConferZoom or other video conferencing can enhance this interaction as well as provide a record or document of the video-conference session.

**Faculty Contact via Publisher Packs or Third Party Tools**
- Instructors who use third party tools, such as publisher packs or other digital apps, must authenticate students through the college’s learning management system (LMS).
- When third party tools are used for instructor-to-student contact, instructors should use the LMS to document this interaction.

**STUDENT-TO-STUDENT INITIATED CONTACT IN A COURSE**

The following are multiple ways that an instructor can initiate contact among students.

**Peer-to-Peer Replies on Discussion Boards**
- Instructors encourage student-to-student interactions on Discussion Boards by enabling threaded replies or otherwise indicating through instructions or rubrics that peer replies are expected.

**Small Group Collaborations & Group Projects**
- Instructors create opportunities for small groups and allow students to work collaboratively.
- Instructors provide expectations or a rubric outlining participants’ contributions to a group.
- Instructor regularly monitors the groups and provides feedback.

**Peer Review**
- Instructors assign students to peer review groups to evaluate and give feedback, observations, and suggestions on peers’ assignments or projects.

**Student-to-Student Q & A**
- Instructors provides a peer-discussion forum, cyber lounge/ cafe, or threaded discussion that is not graded. In these forums, students can share their learning, such as concepts they learned well and concepts that they find difficult to understand.
- Instructor monitors the forum regularly.

**Third Party Tools for Student-to-Student Interaction**
- When third party tools are used for student-to-student contact, instructors should use the LMS to document the interaction.

**Compliance/References:**

**Approval History:**
INITIAL ADOPTION: December 5, 2019
ATTENDANCE

Attendance

Students are expected to attend all class meetings, regardless of whether the instructor takes attendance. The instructor may drop students who miss more than the equivalent of two weeks of a term-length course. Students must contact the instructor to inform him or her of an absence. The college does not relay such messages.

Attendance at the First Class Meeting

If a student wishes to secure a place in class, they must attend the first class meeting. The instructor may drop students who do not attend the first class meeting, thereby opening a space for students wishing to add the course. If students do not attend the first class meeting, it is still their responsibility to officially drop the class.

Leave of Absence

Students who need to take a leave of absence during the term may obtain the request form from the DVC website at: https://www.dvc.edu/enrollment/counseling/pdfs/LeaveofAbsence.pdf and then receive written approval from each of their instructors. Then the student must discuss the petition with a counselor and obtain their signature, as well as the signature of the vice president of student services. A leave of absence is limited to ten instructional days.
Instructors may drop students who have been absent for more than the equivalent of two weeks of instruction without an approved leave of absence.

Field Trips

If participating in a class field trip or other college sponsored activity causes a student to miss other classes, the student will not be penalized for the absence. Students must be allowed to make up any class work or point earning opportunities that they have missed (including exams, quizzes and participation points) provided they have notified their instructor at least one week in advance of their impending absence (or as soon as possible if there are extenuating circumstances such as post-season intercollegiate completion or rain make-ups, or field trips within the first two weeks of the semester.

Compliance/References:
Board Policy 3015
student services Procedure 3015

Approval History:
INITIAL ADOPTION: May 17, 2004
REVISED: May 17, 2010
REVISED BY COLLEGE COUNCIL: December 4, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: January 10, 2020
STUDENT APPEALS FOR GRADE CHANGES

Student Appeals for Grade Changes

DVC is committed to the concept of academic freedom, which guarantees to individual instructors wide latitude in how they structure and conduct their courses. Such matters as the amount of homework, the kind and frequency of testing, the nature of the grading system, the degree of class participation expected, the choice of textbooks, the theoretical perspective, and the emphasized topics are all, within very wide boundaries, at the discretion of the instructor within their commitment to cover material and the college’s approved course outline.

When difficulties arise between students and faculty members about grades, students should discuss the issue directly with faculty members. When disagreements cannot be resolved informally, however, the following procedure for resolution of grade complaints should be used.

Grounds for Grade Changes

According to state law, a course grade assigned by an instructor at the end of a term can be changed only by that instructor, except in cases of mistake, fraud, bad faith or incompetence. (A finding of bad faith should be supported by specific evidence that the instructor harbored ill will or discriminatory intent, which motivated the instructor to assign to a student a grade lower than the grade the student should have earned, based on objective criteria.) This policy does not apply to challenges of deadlines for pass (P) or no-pass (NP).

The four informal steps below may be undertaken at any time; however, a formal complaint must be filed in writing with the vice president of instruction, or designee, no later than one year following the end of the term in which the grade was given. A formal complaint may be filed at any time with the chancellor who will refer the complainant to his designee, the DVC president. The president will designate the Complaint Review Committee to consider the complaint.

Process

If a clerical or tabulation error has been made, it can be handled through the grade correction process. District Curriculum and Instruction Procedure 4001.01 explains the grading guidelines a student can expect. At the beginning of each course, instructors should also give students a copy of their grading policies.

If a student believes that a faculty member has deviated from these policies in the evaluation of work, a complaint may be pursued under the description of mistake, fraud, bad faith, or incompetence.

1. In the event of a problem over a grade, the student should first meet with the instructor and request an explanation of the grade. If it is uncomfortable for the student to deal with an instructor alone, a person of the student’s choice may accompany him or her. If the instructor agrees to a grade change, a grade change report is filled out in accordance with the grade change correction policy.
2. If the student and the instructor cannot resolve the problem, the next step is for the student to meet with the department chair, who will attempt to mediate the issue. If the department chair is unable to achieve settlement, the next step is for the student to meet with the division dean, who will attempt to mediate the issue. The mediation effort shall include a conference with the division dean, the department chairperson, the student and the faculty employee, if available, and/or individual or combined sequential meetings between the division dean and the department chairperson, the student and the faculty employee, if available. The student may have a representative present in either event. If the issue is not resolved to the satisfaction of the student, the division dean should prepare a written summary of the mediation efforts and forward it to the vice president of instruction for the continuation of the appeal process.

3. If the student is not satisfied with these mediation efforts, a formal hearing may be requested before a Complaint Review Committee, which is the president's designee. The student must submit the complaint in writing and should include a precise statement of the nature of the complaint (mistake, fraud, bad faith or incompetence), any facts relevant to it, and the student's perception of a fair resolution. The complaint must be filed with the vice president of instruction, or designee, no later than one year following the end of the term when the grade was given.

The Complaint Review Committee will be composed of three faculty members appointed by the Faculty Senate, one of whom must be from the same division as the faculty member involved in the complaint; two students appointed by the ASDVC; and the vice president of instruction, or designee who will act as chairperson. (All six shall be voting members.) A tie vote means the complaint is not proven. The results will be referred to the president. The student may be accompanied by a representative.

   a. The committee shall meet within 30 days of receipt of a complaint. If the complaint is filed within four weeks of the end of a term, the meeting may be delayed at the option of the student, the faculty member involved or the vice president of instruction until the next term. In this event, the committee shall meet within the first four weeks of the new term. If time constraints prevent the meeting at the end of spring term, the meeting shall be held within the first 20 instructional days of the fall term. If this delay would result in hardship for the student or faculty member, they should advise the vice president of instruction and may request the meeting take place at the earliest time the other parties and the dean are available. In closed hearing, the committee will hear testimony by the student, the faculty member, the division dean who attempted mediation, and any supporting witnesses that either the student or faculty member care to introduce. The burden of proof shall rest with the complainant. Documentation may also be submitted. Summary minutes will be taken; the hearing may be tape recorded, but only with the permission of all participants.

   b. Within ten instructional days, the committee, under the direction of the vice president of instruction, or designee, will meet and recommend a
resolution based on a majority vote of all six members. A written recommendation will be submitted to the college president within 15 instructional days of such meeting; a minority report, if any, must be noted.

c. If the committee does find that fraud, bad faith, or incompetence led to a grading error, the rationale for the decision must be stated in the recommendations, and the committee must recommend a replacement grade to the president. The president will review the committee's recommendations, then notify the student, the faculty members, the members of the committee, the Faculty Senate president and the vice president of instruction or designee of the college president's decision within ten instructional days of its receipt.

4. If the complaint is denied, the student will be notified of his or her right to appeal the decision to the Contra Costa Community College District governing board within 30 calendar days of notification of the decision. If the complaint is upheld, the faculty member will be notified of the right to appeal the decision to the Contra Costa Community College District governing board, or designee, within 30 instructional days of notification of the decision. If an instructor fails to appeal a decision of the president sustaining the student's complaint within 30 instructional days, the president shall order the grade in question to be expunged from the student's records and enter in its place the grade deemed appropriate by the Complaint Review Committee.

5. If the decision of the president is appealed and the governing board or designee sustains the student's complaint, the president shall order the grade in question to be expunged from the student's records and the grade deemed appropriate by the Complaint Review Committee entered in its place.

The decision of the governing board or designee is final.

All records of such hearings at any level shall be destroyed at the end of one year, unless the student initiates legal proceedings relative to the disputed grade within one year.

If the decision of the governing board or designee is unfavorable to the student, or if the student accepts an unfavorable decision of the Complaint Review Committee, the student shall have the right to submit a written statement of objections to the grade, which shall become a part of the student's records.

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Compliance/References:
Education Code, sec. 76224, 76232
Board Policy 4005
Curriculum and Instruction Procedures 4001, 4005

Approval History:
INITIAL ADOPTION: May 17, 2004
REVISED: April 30, 2007
REVISED: December 1, 2009
REVISED BY COLLEGE COUNCIL: October 16, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: November 1, 2019
PROGRAM REVITALIZATION / DISCONTINUANCE

Program Revitalization/Discontinuance

The DVC Program Revitalization/Discontinuance process is an adjunct process to the DVC Instructional Program Review (IPR) process that channels the outcomes of the DVC IPR to planning and resource allocation when a program is determined to require “Modification” or “Does not meet community needs/college mission”. The DVC Program Revitalization/Discontinuance process supports the integration of program review with planning and resource allocation and is a catalyst for continual improvement. This procedure is aligned with DVC Procedure 1016.01 (Program Review) and the Contra Costa Community College District Curriculum and Instruction Procedure 4008, which provides guidelines for the review, establishment, modification and discontinuance of programs.

Program Deletion versus Program Discontinuance

Academic programs, when defined as a “degree or certificate award,” may be deleted from the college catalog through established curricular processes as developed and approved by the Curriculum Committee representing the Academic Senate.

When academic programs are proposed for deletion, an advisory shall be published in the catalog for two years advising students to consult with a counselor or advisor regarding options to complete the program. Program information will consequently be removed from college and district informational materials, including catalog, schedule, websites, etc. Program deletions are reported to the Districtwide Educational Planning Committee.

Program discontinuance is a broader procedure requiring evaluation of factors that include but are not limited to:

1. Contribution to the core mission of the college as a whole, general education, and requirements of other academic programs
2. Contribution to accreditation
3. Impact on the retention, progress, and graduation of students
4. Program performance such as multi-year trends and projects for enrollment, retention, completion, placements and program productivity
5. Demand within the region and state for graduates of the program
6. Impact of the program on the community
7. Program uniqueness or possible duplication or competition with other educational programs in the region
8. Impact of program discontinuance on currently enrolled students
9. Advancement of diversity
10. Costs associated with the program as well as projected financial savings
Process

Instructional Program Review (IPR) Outcome

1. As a result of the IPR, a program is designated in need of “modification” or “does not meet community needs/college mission.”

2. This program review outcome is presented to Division Council for discussion and recommendation/referral.

3. The Division Council makes a recommendation for program revitalization or discontinuance.

4. This recommendation is forwarded to a meeting of the Faculty Academic Senate president, United Faculty vice-president and College president (president’s cabinet).

5. The presidents’ group can either accept the recommendation of the Division Council or the presidents’ group can request further information/input from the Division Council, which requires subsequent determination made by mutual agreement.

6. The presidents’ group makes a determination of a formal “program in trouble” designation and refers the program for revitalization/discontinuance procedures.

7. Either recommendation (revitalization/discontinuance) will be reported to the Districtwide Educational Planning Committee.

8. A recommendation of revitalization will result in the formation of a Revitalization Taskforce and designation as a specially funded project that is submitted directly to Program Review Committee for consideration in the Resource Allocation Process and is not subject to prioritization by the Division Council.

Program Revitalization:

When the presidents’ group refers the program for revitalization, the vice president of instruction in consultation with members of the division will convene a Revitalization Taskforce to formulate interventions to improve the program.

Membership must include:
- Department Chair
- 1-2 Program Faculty/Lead Faculty
- 1-2 faculty from within the department/division
- Counselor
- Division dean

and may include:
- 1-2 faculty outside- department/division and/or
- 1-2 Advisory Committee members (CTE Programs)

The taskforce will prepare a Program Improvement Work Plan consisting of activities designed to strengthen the program, including specific goals, timelines, responsible
persons, and resources to be allocated in order to complete the plan. When the Program Improvement Work Plan is in place, it will be distributed to all department faculty members, Advisory Committee members, the V.P. of Instruction, the Faculty Senate president, and the UF president. The program improvement plan timeline will begin, at the latest, at the start of the academic year following the spring designation of “program in trouble,” and the timeline for accomplishment of intervention strategies shall not exceed two years. Any modification of courses and/or program shall be initiated at the respective department level and approved by the curriculum committee and the appropriate manager. [Curriculum and Instruction Procedure 4008, #4.4]

The program will be subject to ongoing formative assessment by the Revitalization Taskforce to ensure that objectives and timelines are being met.

Outcomes of the Revitalization Process will be reflected in the Annual Program Review and reported to the Districtwide Educational Planning Committee and subsequent actions may include removal from “in trouble” status, recommendation for continued revitalization activities or program discontinuance.

**Program Discontinuance**

If the presidents’ group refers the program for discontinuance, and the recommendation is accepted by the Governing Board, before terminating the program every reasonable effort will be made to allow students to complete the program or transfer to a related program. Students will be provided advising assistance with respect to their options.

- Students will be notified of program closure and timing for the phasing out of courses.
- Program information will be removed from college and district informational materials, including catalog, schedule, websites, etc.
- In addition to the plan to accommodate students who need to complete the program, a plan will be made for adequate notification of affected faculty, and retraining or transfer of faculty to another area as outlined in the UF/CCCD Contract, Article 16 and District Human Resource Procedure 2080.01.
RESEARCH PROTOCOLS

Research Protocols

Campus-wide research, surveys or questionnaires shall be consistent with the college’s mission, values and Educational Master Plan goals. The purpose of this procedure is to ensure that all research conducted at DVC will advance data-informed decision making which improves student success and promotes quality education and improved institutional effectiveness. Any data that can be broken to the individual student level must be kept confidential to protect student identities. Data must be protected and stored safely.

Research from existing data source
DVC employees wanting to access data from the college or district that is not openly available on the district website should submit the online research request form, which is then automatically forwarded to the dean of institutional effectiveness and accreditation for approval. The form can be found in Insite, under the Resources tab.

Research conducted within a department or program
DVC employees wanting to conduct research activities that are directly tied to their assigned department or program are able to do so and are not required to submit a request for approval. This includes service area evaluations of programs and special event effectiveness. (An example of something not directly tied to an assigned department or program is research an individual may want to conduct as part of a personal dissertation project.) All research will require the informed consent of the participants and all people must be given the choice to opt out of participation in the project if they desire. Individuals may contact the dean of institutional effectiveness and accreditation for guidance.

Research conducted outside a department or program for new data acquisition
Employees wishing to conduct research beyond their individual department or program are required to complete the On-Campus Entity Research Request Form which is available on the Research, Planning and Evaluation Committee webpage. Materials including, but not limited to, surveys and focus groups questions must be attached to the form. All research will require the informed consent of the participants and all people must be given the choice to opt out of participation in the project if they desire. The dean of institutional effectiveness and accreditation will consult with the Research, Planning and Evaluation Committee (RPEC) to review the research requests and instruments prior to approval. The RPEC will make a recommendation to the College Council about the project. After the College Council makes a decision, the dean of institutional effectiveness and Accreditation will inform the person who put in the request of the outcome.

When college-wide research requires the collection of data from students and may necessitate asking instructors to utilize portions of a class hour, efforts shall be made to limit the frequency of the class disruptions and the length of the research instruments.
Research conducted by a non-DVC entity

Anyone not directly affiliated with the college who would like to conduct research about students or employees of the college must complete an Off-Campus Entity Research Request Form. All research will require the informed consent of the participants and all people must be given the choice to opt out of participation in the project if they desire. The form must be submitted to the dean of institutional effectiveness and accreditation who will consult with the Research, Planning and Evaluation Committee (RPEC) for approval.

Submissions will be considered at the first RPEC meeting in the months of September, November, February and April. The RPEC will make a recommendation to the College Council about the project. The dean of institutional effectiveness and accreditation will inform the researcher about the final decision.

Accreditation Standard: I.B.4

Approval History:
INITIAL ADOPTION: May 17, 2004
REVISED BY COLLEGE COUNCIL: December 12, 2018
REVISED BY COLLEGE COUNCIL: May 15, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: June 11, 2019
Students’ Rights and Responsibilities

Students shall receive the consideration and respect they deserve as individuals and citizens.

It shall be the policy of Diablo Valley College to honor and protect the rights of each student. These rights include freedom of expression, including peaceable assembly and dissemination of literature on campus; access to the rules and regulations of the college; and the right to appeal certain decisions through established processes.

Diablo Valley College recognizes that students enrolled at the college must assume certain responsibilities:

- The exercise of student rights imposes a responsibility for the recognition and acceptance of the rights and privileges of fellow students and other members of the campus community.
- Students are expected to know the rules and regulations of the college. Such rules and regulations are published in the college catalog.
- Students are expected to observe the rules and regulations of the college; failing to do so exposes the student to attendant disciplinary procedures and/or penalties.
- Students are expected to avoid any activity that would interfere with classroom instruction or other aspects of the educational process.

Compliance/References:
DVC 3012.01, 4001.01, 4005.01

Approval History:
INITIAL ADOPTION: May 16, 2005
REVISED BY COLLEGE COUNCIL: December 4, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: January 10, 2020
Instructional Materials

Students may be required to provide instructional and other materials including but not limited to textbooks, tools, equipment and clothing. A “materials fee” may be charged if the instructional and other materials are used to produce “an end product” with continuing value to the student outside the classroom setting.

Except for textbooks and related print matter, no other material, equipment or clothing may be required without the written approval of the vice president of instruction. The Instruction Office will maintain a permanent record of such approvals. All required materials should also be noted in the course outline of record, and students should be informed of such requirements in the course syllabus. Such materials may not be solely or exclusively available from the district.

Students may not be charged additional fees beyond the normal enrollment fee except in special circumstances as stipulated under Title 5, sections 59400-59408. All such fees require the written approval of the vice president of instruction.

Compliance/References:
Title 5, sec. 59400-59408
Board Policy 5017
student services Procedure 3007

Approval History:
INITIAL ADOPTION: May 17, 2004
REVISED BY COLLEGE COUNCIL: October 16, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: November 1, 2019
Budget Allocation Process

Budgeting procedures and planning timelines are presented in detail in district Business Procedures 18.01, 18.02, and 18.06.

DVC’s local allocation process for resource requests from program reviews follows this timeline.

**August - December:**
Program Review resource requests are submitted. Requests for Faculty positions are forwarded to the Full Time Faculty Hiring Committee (formerly known Box 2A Committee). Requests for Classified and Management positions are forwarded to president’s Cabinet.

**February – March:**
The Program Review Committee prioritizes the requests. The prioritization of requests aligns with the college goals and priorities. Program Review Requests for facilities are forwarded to the facilities manager and technology requests are forwarded to the Technology Committee to provide feedback and information about how the requests fit into their planning.

**April – May:**
The Budget Committee identifies the resources available to support the program review rankings and if needed may request additional information. The Budget Committee will work with the other committees associated with categorical funds to best determine which requests can be funded by categorical or general college funds. The Budget Committee provides a rationale to College Council for its budget allocation recommendations. College Council reviews college plans without categorical funding to assess funding needs, such as Professional Development, Sustainability, etc.

**May-June:**
College Council makes its recommendations for program review ranks and budget allocations including college plan resource requests to the College president. The Full Time Faculty Hiring Committee makes its recommendations on full-time Faculty positions rankings and president’s Cabinet makes its recommendations on Classified and Management position rankings to the college president.

**July:**
Using the current/new budget, the college president makes final decisions to safeguard fiscal stability and sustainability.

**August:**
The college president announces positions and funding priorities for the academic year.
September – October:
Programs move forward with approved resource requests. The resource allocation process is evaluated in terms of budget alignment with college goals and priorities.

Compliance/References:
Business Procedures 18.01, 18.06

Approval History:
INITIAL ADOPTION: May 17, 2004
APPROVED BY COLLEGE COUNCIL: May 16, 2011
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: September 14, 2011
REVISED BY COLLEGE COUNCIL: December 4, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: January 10, 2020
Mail and Communication Systems

All college mail and communication systems are to be used for college business only. While employees may expect reasonable privacy, the college reserves the right to monitor these systems.

General Mail
Incoming or outgoing personal mail such as bank statements, credit card billings, and utility bills will not be processed through the college mailroom.

Commercial advertisements or non-profit solicitations may not be placed in campus mailboxes. Commercial endorsements or non-profit solicitations related to a DVC program may be distributed by mailroom personnel upon the approval by the director of business services or the vice president of academic affairs.

Members of the faculty/staff may place items from the UF or Local 1 related to DVC in faculty/staff mailboxes.

Each item shall bear the name of the distributor and must be clearly labeled “Not duplicated (printed) at college expense.” If the central services manager has a question as to the appropriateness of the item, they will refer the distributor to the appropriate vice president, the president or the designee.

Voice Mail
Procedures to be followed when requesting mass voice mail distribution:

Broadcast – A voice mail message sent to all college employees. All broadcast messages must be written in advance and approved by the college president or designee.

Distribution lists – Specialized distribution lists of more than 25 mailboxes may be established by applying to the central services manager or designee. The appropriate leadership group or supervisor will approve access to such distribution lists.

Compliance/References:
Board Policy 5030

Approval History:
INITIAL ADOPTION: May 17, 2004
REVISED BY COLLEGE COUNCIL: March 6, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: June 11, 2019
WEBSITES

Websites

DVC owns the domain name dvc.edu and is responsible for managing domain name registration services for all use of this domain name. Any web server using the dvc.edu domain name is administered by the Office of Marketing and Communications, which in turn may delegate system administration functions. In order to ensure consistency and currency, all administrative web services shall be maintained, protected and updated by the Office of Marketing and Communications or its delegates.

The following general procedures apply to dvc.edu websites:

- All content shall comply with existing technology policies (e.g., Acceptable Technology Use Board Policy 5030, Acceptable Technology Use Business Procedure 10.06 and Software Use Board Policy 5006).
- Only authorized persons shall publish new or revised web pages.
- Departments and individuals shall have the primary responsibility for updating their own content.
- The DVC website (www.dvc.edu) shall be compatible with college graphics and marketing efforts and have a consistent look and feel throughout – including defined headers, sidebars and footers.
- All websites must comply with standards of the Americans with Disabilities Act (ADA).
- The Office of Marketing and Communications shall maintain the domain names for all dvc.edu websites. This includes all associated computer names.
- Any change to established website domain name changes shall be coordinated by the Office of Marketing and Communications.

Compliance/References:
Board Policy 5030
Business Procedure 10.06

Approval History:
INITIAL ADOPTION: May 17, 2004
REVISED BY COLLEGE COUNCIL: March 20, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: June 11, 2019
Technology Purchase Standards and Process

This procedure applies to all departments/divisions using computers and multi-media equipment managed and supported by Information Technology and Services (IT&S).

College-related technology purchases are defined as all computer, printer, networking installation, institutional software licensing, multi-media equipment, and room display technology (projector, flat panel display, etc.) and digital signage purchases.

All college technology related purchases are to be made through IT&S to ensure standardized technologies; compatibility with current systems and support programs; and costs are in compliance with purchasing procedures and accessibility requirements. Additionally, IT&S partnerships with major vendors and resellers enable IT&S to handle purchases quickly and efficiently. IT&S will assist college individuals and departments with college-related technology purchases by:

- Assessing needs and recommending hardware and software
- Ordering equipment and arranging installations
- Coordinating vendor discounts
- Managing licensing agreements

To streamline this process for college-technology purchases, purchase requests are made through the IT&S ticketing system via dean, department chair, manager, director, or supervisor of respective department or division. Orders will not be placed until the GL fund code is received.

Established technology standards are only changed by the Technology Committee when there is a compelling need (e.g., dramatic rise in total cost of ownership, major change in product support or specifications, major change of user requirements, etc.). DVC technology standards are published on the IT&S website.

Under special circumstances, non-standard purchases of hardware or technologies that vary from the approved lists may be approved. Requests will be reviewed and, if appropriate, approved by IT&S and the vice president, Business and Administrative Services. Although approved for purchase, systems outside of the IT&S standards will be a lower support priority for IT&S.

All instructional/educational audio and video material must be purchased through the campus Library. This is to ensure material meets State and Federal ADA requirements. Instructional/educational audio and video materials are defined as DVD, Blu-Ray, and on-demand streaming video services.
Compliance/References:
Business Procedures 11.00, 11.03

Approval History:
INITIAL ADOPTION: May 17, 2004
REVISED: September 14, 2009
REVISED BY COLLEGE COUNCIL: May 15, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: June 11, 2019
Campus Permanent Art Collection

Entries into the college’s art collection can be made by donations to the Foundation, or by the recipients of the president’s Awards, or through purchase.

1. Donations to the Collection
   Donations of art to the college are processed through the DVC Foundation. Official records of donations are kept in the Foundation Office. Art accepted into the permanent collection will be given an accession number, catalogued, maintained, and stored according to Art Department procedures.

2. President’s Award Winners
   A president’s committee shall be established with the goal of obtaining and circulating student art for campus enrichment. The activities of the committee shall be supported by the president’s art fund and art that is acquired shall be displayed in public space throughout the campus. The committee shall consist of the following participants who will serve three-year terms, with the exception of the student participant, who serves a one-year term. The committee shall elect the chair.

   Committee Membership
   - President or designee
   - Art faculty (1) nominated by the department chair, and approved by the Senate Council
   - General faculty (1) appointed and approved by the Academic Senate Council
   - Classified staff (1) appointed by Classified Senate
   - Student (1) appointed by the associated student president

   Selection of President’s Award Winners Process
   - Works selected will be by majority vote of the committee.
   - Works selected will each be awarded the same honorarium and the works will then be donated and become the property of Diablo Valley College. The award will be an honorarium; no artwork will be purchased.
   - The Committee will decide, depending on funds available, how many works will be selected. These works can be from any of the general categories; i.e., drawing, painting, mixed media, photography, ceramics, and sculpture.
   - The committee is obligated to spend the funds available but is not obligated to select work from any particular category. Only work the
committee deems superior shall be selected.  
  - The committee will meet during the spring student art show to make selections.  
  - Student representatives to the committee may enter work in the student art show but said work will not be eligible for honorarium.

3. **Purchases of Art**  
Purchase of art for campus will be discussed by the College Council, which will make recommendations to the president.

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**Compliance/References:**

**Approval History:**
INITIAL ADOPTION: May 17, 2004  
REVISED BY COLLEGE COUNCIL: December 4, 2019  
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: January 10, 2020
Use and Assignment of Facilities

Assignment of facilities for college and district use will be based on the following priorities:

1. Instructional activity (classes and classroom space). Classroom assignments are designed to maximize the use of instructional space and to serve students as effectively as possible.

2. Support for instructional and student development activity. Support areas include faculty and administrative offices, student services, counseling services, library, business services, technical support areas, maintenance, and any additional areas that support instructional programs and the greatest needs of students.

3. Governance and committee group activities that relate to educational, employee, or other official college functions.

4. DVC Foundation activities.

The use of college facilities are available for community use when such does not conflict with college/district programs and operations as prescribed in district procedure 6001.04.

The vice presidents of instruction, student services, and administrative and business services shall have overall authority in the delegation of space assigned to their supervisory area. He or she shall consult with the appropriate administrative area, division deans and/or department chairs on the assignment of office space and academic programs. When situations arise with broad facilities impacts, they will be discussed by the president’s cabinet.

The president of the college shall have overall authority in the delegation of college space and will consult with appropriate vice president.

Compliance/References:
Board Policy 6001
Business Procedures 6.03, 6.04

Approval History:
INITIAL ADOPTION: May 17, 2004
REVISED: December 5, 2005
REVISED: November 23, 2009
REVISED BY COLLEGE COUNCIL: May 15, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: June 11, 2019
Facilities Planning Guidelines

Principal
Physical plant and facility decisions and plans are ultimately the responsibility of the District, but the college plays a significant role in the determination and execution of these plans.

The vice president of business and administrative services is responsible for coordinating the facilities effort on the campus and reports to the college president and the District chief facilities planner.

Input from appropriate faculty and staff directly affected by a facility issue will be coordinated by the appropriate area dean or lead manager. Other areas of input that must be considered are:

- Information technology and infrastructure
- Custodial
- Building maintenance
- Security
- Safety
- Infrastructure
- Budget oversight

All recommendations will be made through the vice president of business and administrative services to the college president and chief facilities planner.

Implementation

New construction design
- Planning and construction oversight will be facilitated through a project management team. The team will comprise appropriate District office staff, the vice president of business and administrative services, the dean for the identified facility and appropriate faculty and staff.
- As part of the planning process, the District will develop projections of the total cost of ownership for new facilities and equipment. (III.B.4)
- Input will be coordinated by the appropriate dean and involve the college staff who are affected by the project. That dean will determine the process to gather the input.
- The college technology systems manager and the District director of information technology should be involved at the earliest stages of planning for every area to specify telecommunications and audiovisual infrastructure requirements.
• All recommendations will proceed through the vice president of business and administrative service’s office to the college president’s office and to the chief facilities planner for implementation.

Remodel or relocation
• A project management team will facilitate planning and construction oversight. The team will comprise the vice president of business and administrative services and the appropriate dean, budget oversight, an instruction office representative and appropriate faculty and staff.
• Input will be coordinated by the appropriate dean and will involve college staff who are affected by the project. That dean will determine the process to gather the input.
• All recommendations will proceed through the vice president of business and administrative services office to the college president’s office for implementation.

Process
The construction process for new facilities and remodels includes several formal steps that all should be aware of. Each of these steps is formalized and will be reviewed prior to entering into the process. They include:

• Preliminary drawings – these will be developed by the area dean and the architects. A program review (architectural, not academic) will take place prior to drawings to determine function and form.
• Working drawings – after the concepts are in place, the working drawings are developed to show the detail of locations, spaces, power, water, other utilities, etc.
• Construction – during this phase there will be regular meetings with architects, appropriate District facility manager, contractors and appropriate area dean.
• Furniture Standards – furniture ordering and budgetary controls will be between the area dean, the vice president of business and administrative services and the District purchasing officer.
• Equipment Standards – equipment will be coordinated with the area dean, the vice president of business and administrative services, the technology systems manager and the District purchasing officer.
• Punch list – a final walk-through with the area dean, the District chief facilities planner and the appropriate facility manager to assure completion.
• Occupancy – move in will be coordinated with central services, the vice president of business and administrative services and the area dean.

Custodial
Issues related to custodial service will be communicated via the area dean to the custodial manager. If they cannot be resolved, the vice president of business and administrative services should be involved.

Building maintenance
Issues related to building maintenance will be communicated via the area dean to the
campus manager of buildings and grounds. If they cannot be resolved, the vice president of business and administrative services should be involved.

**Security**
Issues related to security will be communicated via the area dean to the campus police lieutenant. If they cannot be resolved, the vice president of student services should be involved.

**Safety**
Issues related to safety issues (i.e., falling, industrial or occupational injuries, etc.) will be communicated via the area dean to the vice president of business and administrative services.

**Communication**
- Effective project management is based on effective communication. The area lead manager is the vital link that will ensure effective communication and therefore will play a central role in executing the plan.
- All parties need to be kept informed of progress, changes, decisions that impact them and anything else that may be appropriate in a timely manner. If there is a question, staff should communicate with the appropriate dean or the vice president business and administrative services.
- All decisions should be documented in writing.

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**Compliance/References:**
Board Policy 6001  
Business Procedure 5.10 Accreditation  
Standard III.B.1

**Approval History:**
INITIAL ADOPTION: May 17, 2004  
REVISED: September 14, 2009  
REVISED BY COLLEGE COUNCIL: October 21, 2015  
REVISED BY COLLEGE COUNCIL: November 9, 2016
Guidelines for Scheduling Usage of the Student Union Building

The Associated Students of DVC (ASDVC) shall determine the appropriate uses of the Student Union facility. Individuals and groups may submit a “Student Union Building Facilities Use Request” form to the ASDVC Student Union Building Committee for criteria review. This standing committee meets during fall and spring semesters and is chaired by the ASDVC Secretary. Summer term requests should be submitted to the Student Life Office where they will be reviewed by the program manager of student life or designee.

The priorities by which the requests will be considered are as follows:

1) ASDVC (including ASDVC committees), Inter Club Council (ICC) and approved student clubs

2) Other college groups
   a. Student groups
   b. Staff, faculty or administration groups

3) Non college groups which have a relationship with the college (such as the International Education Center)

Compliance/References:
Board Policy 6001

Approval History:
INITIAL ADOPTION: May 26, 2011
APPROVED BY PRESIDENT: June 27, 2011
REVISED BY COLLEGE COUNCIL: October 16, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: November 1, 2019
Campus Flags

The national and state flags will be flown at Diablo Valley College. Raising and lowering of the flag will be facilitated by police services.

The flag shall be lowered to half-staff, by order of proclamation, from the U.S. president or California State Governor, in the event of the death of principal figures, officials, significant events or the loss of public safety personnel in the line of duty. Police services shall monitor such proclamations and subsequently direct all flags to half-staff as appropriate.

Only the college president may authorize the lowering of the flag to half-staff for other individuals or significant events. The police services office will be notified by the college president’s office to lower the flag.

If receptions in the memory of staff are being held on campus, the flag may be lowered to half-staff upon the direction of the president. The flag will remain at half-staff only during the period of the reception.

Compliance/References:

Approval History:
INITIAL ADOPTION: May 17, 2004
REVISED BY COLLEGE COUNCIL: March 20, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: June 11, 2019
College Memorial Services

Arrangements for the use of DVC facilities for a memorial service shall be made through business services.

The following organizations may request the use of DVC facilities for college memorial services: the DVC Retiree Association, the DVC Foundation, the Academic Senate, the Classified Senate, or the college president.

Any costs (labor, food, etc.) must be paid by the association, foundation, or employee voluntary funds.

At the discretion of the president, the flag may be lowered to half-staff during the service and reception.

The memorial service shall be suitable as a general campus event and shall not be a religious ceremony.

Compliance/References:

Approval History:
INITIAL ADOPTION: May 17, 2004
REVISED BY COLLEGE COUNCIL: March 6, 2019
REVISIONS ACCEPTED BY COLLEGE PRESIDENT: June 11, 2019