Contra Costa Community College District Administration

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Diablo Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional-accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Notice: The information contained in this catalog describes the anticipated programs, courses, rules, regulations, and fees of Diablo Valley College. These are subject to change at any time. We disclaim liability for any unintended errors in this publication.
Diablo Valley College administration

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INTRODUCTION

District and college history

The Contra Costa Community College District first opened its doors in 1949. It is the second oldest and eighth largest multi-college community college district in California. CCCCDD serves a population of over 1,000,000 people, and its boundaries encompass all but 48 of the 734 square mile land area of Contra Costa County. The district reaches from San Francisco Bay on the west to the Sacramento-San Joaquin Delta and Byron on the east and from the Carquinez Strait and Suisun Bay on the north to Alameda County on the south.

The district is made up of three colleges: Diablo Valley College in Pleasant Hill, which also has a center in San Ramon; Contra Costa College in San Pablo; and Los Medanos College in Pittsburg, which also has a center in Brentwood. The District Office is located in historic downtown Martinez.

The publicly supported Contra Costa Community College District offers students low-cost access to quality higher education through a variety of programs including associate degrees, transfer credit to four-year colleges, vocational training, developmental education, English as a Second Language (ESL), economic development services, community service, and lifelong learning opportunities.

Formerly known as East Contra Costa Junior College, DVC officially began offering courses in 1949 in some of the most unlikely sites: high schools, banks, churches, and even an old army camp. On October 5, 1950, the College Board of Trustees purchased a piece of land for the college’s permanent home at a cost of $172,500. Originally home to the Costanoan Indians, the land was granted to William Welch in 1844 by the Mexican government. The parcel became part of his huge Rancho Las Juntas, which then included northwestern Walnut Creek, all of Pleasant Hill, and the northeastern half of Martinez. After World War II, the land was subdivided into housing tracts, one of which was purchased for the new college.

The college moved to its present site in 1952, and began holding classes in ten steel buildings acquired from the government for $45 each. The name Diablo Valley College was adopted in 1958.

For over 50 years, DVC has maintained a well-defined vision of its future. Central to this vision has always been a deep commitment to the needs of students - a commitment that continues to be honored today.

The 1960s and 1970s were a period of rapid expansion as the student body grew and the campus developed. In the 1980s the college established a satellite center, the San Ramon Valley Center, to serve the needs of students in South County. During that same time, a study abroad program and an international student program were created. The 1990s saw increased use of technology to support instruction and a greater diversity of course selections to serve student needs. The college also developed long-term economic partnerships with local businesses. Now well into the 21st century, DVC’s student body reflects the growing multiculturalism and diversity found in California.

DVC’s main campus is located off Interstate 680 in Pleasant Hill on one hundred acres of gently rolling hills in view of Mt. Diablo, a northern California landmark. It is the college of choice for many students from the private and public high schools in nearby Martinez, Mt. Diablo, San Ramon and Acalanes school districts, as well as neighbor-
ing geographic areas. The new San Ramon Valley Center in Dougherty Valley opened its doors to students in November of 2006. DVC employs more than 1,100 faculty and staff, and serves nearly 22,000 students each term. Among community colleges, DVC has one of the highest rates of transfer to the University of California, California State University, and other in-state private and out-of-state institutions.

Vision statement
Diablo Valley College will continuously evolve as a learning centered institution committed to the community it serves, to the development of our students as responsible citizens of the world, and to the positive transformation of student lives.

Statement of values
Diablo Valley College is committed to the following core values:

1. Learning - the growth, development and goal achievement of all students, staff, and faculty.
2. Equity - the promotion and enhancement of equal opportunities for success for all groups of students regardless of their backgrounds or cultures.
3. Excellence - the pursuit of the highest standards for our students and for the institution as a whole.
4. Creativity - the encouragement of imagination and innovation in support of student and institutional progress.
5. Diversity - a sincere respect for differences among perspectives, ideas, peoples, and cultures.
6. Integrity - the responsibility to both teach and model the rigorous pursuit of truth and self-knowledge.
7. Responsiveness - effective response to the needs of our students and our community.
8. Collaboration - a team effort to earn and develop trust, respect, and appreciation for the contributions of all persons.
9. Communication - the exchange of ideas and information freely, with candor, honesty, and respect.
10. Academic Freedom - the free exploration of ideas and perspectives by all members of the community and the responsibility inherent in such freedom.
11. Accountability - the continuous assessment of institutional effectiveness as evidence of how well we are fulfilling the trust placed in us by the community.
12. Stewardship - leadership for the community in the wise use of resources and the protection of the environment.

Mission
Diablo Valley College (DVC) is passionately committed to student learning through the intellectual, scientific, artistic, psychological, and ethical development of its diverse student body. DVC prepares students for transfer to four-year universities; provides career and technical education; supports the economic development of the region; offers pre-collegiate programs; and promotes personal growth and lifelong learning.

Defining our mission
DVC defines its students, both matriculated and prospective, as individuals who show interest in and ability to benefit from a college education. The college's open admission policy is grounded in the belief that opportunity and quality can coexist in a diverse educational environment. The college provides a core of liberal arts and science courses, specialized career/technical programs, and support services to meet the diverse needs and abilities of students. Four primary missions constitute the critical educational functions of the college.

1. Transfer
The college ensures access to a baccalaureate degree for all members of the community, regardless of their circumstances or prior academic record, by providing the full range of freshman and sophomore level courses necessary for transfer. These courses are of sufficient breadth, depth and rigor to ensure that transfer students are as well prepared to succeed in upper division work as those who complete their first two years at a four-year college or university. The college also provides counseling and academic planning services, timely and accurate information about transfer requirements, and the necessary articulation agreements to facilitate the transfer process. The college faculty and staff are dedicated to the active identification, encouragement and support of students who have the desire and ability to pursue a baccalaureate degree.

2. Workforce development
In order to ensure a well-trained workforce, the college provides a wide variety of career/technical education programs and general education courses designed to prepare students for new careers, career changes and career advancement. The college also provides students with access to the support services and career development services necessary to help them establish and fulfill educational plans appropriate to their career goals. The college's career/technical education programs are responsive to the changing needs of the business community and of the regional economy. The programs are focused not only on the educational needs of individuals but on the workforce development needs of the community as well.
3. Economic development
In addition to providing strong career/technical programs, the college supports the economic development of the region through its leadership in planning, its encouragement of partnerships for economic growth, and the provision of contract-based training to meet the needs of business and the community. The aim of the college's economic development efforts is to ensure that the region has the planning, development and training capacity necessary to attract and retain business, and to maintain the region's economic vitality.

4. Pre-collegiate preparation
The college ensures meaningful access to its collegiate programs by providing a broad range of pre-collegiate courses designed to develop the basic skills necessary to succeed in college level courses. The college is committed to offering courses responsive to student needs and to individual learning styles. The college also is committed to providing the comprehensive student support services necessary to help students overcome their educational limitations. The aim of the pre-collegiate program is to empower students to become confident and independent learners, to recognize and build on individual strengths, and to encourage students’ further education.

5. Personal growth and lifelong learning
In addition to these primary missions, the college acknowledges and honors its traditional role as a center for lifelong learning by providing classes, events and activities that promote lifelong learning and enrich the community's cultural, intellectual and recreational environment.

In order to fulfill these missions, the college seeks to maintain a physical environment that is safe and conducive to learning and intellectual growth, while operating in accordance with the highest standards of fiscal and administrative accountability. The college environment is enhanced through the use of the most recent information technology, which offers the college community access to resources from throughout the world.

Philosophy
The primary objective of Diablo Valley College is the development, growth and success of each of its students. We believe that student learning is paramount and comprises not simply the transference of knowledge and skills, but also a process of intellectual, artistic, political, ethical, physical and spiritual exploration. At DVC, such learning is the mutual responsibility of the college and the student. We recognize the dignity and intrinsic worth of the individual and will make every effort to design programs to meet individual needs, interests and capacities. We believe a broad range of educational approaches and support services is necessary in order to ensure that each student achieves his or her potential.

In fulfilling these objectives and principles, the college affirms its intention:

- to provide the highest possible level of education and support services in order to help students develop and realize their goals;
- to provide the highest possible level of access to a student body which reflects the cultural and socio-economic diversity of our community;
- to provide students with opportunities for the development of values, ethical behavior, aesthetic appreciation, and a sense of civic responsibility;
- to establish open communication with students and to provide them with opportunities to participate in institutional decision-making;
- to enhance self-esteem and a sense of individual responsibility;
- to provide a campus climate that encourages tolerance, mutual respect, civility, and the free and open exchange of ideas; and
- to instill an appreciation for the values and contributions of other cultures and to foster a global and international perspective among all students.

We will continually seek and support a dedicated, highly qualified staff that is diverse in terms of cultural background, ethnicity, and intellectual perspective and that is committed to fostering a climate of academic freedom and collegiality. We will encourage and support professional development opportunities for all staff members and we will all share in the responsibility for helping students to achieve their educational goals.

Diablo Valley College affirms its responsibility to address the diverse needs of the communities it serves and to provide leadership in the civic, cultural, and economic development of the region. We believe that widespread access to excellent postsecondary education is the cornerstone of a democratic society.

Institutional level student learning outcome
Diablo Valley College students will gain knowledge, acquire skills, and/or broaden their perspectives and attitudes.
Introduction

Faculty commitment to students
DVC's faculty is dedicated to meeting the educational needs of its community, in accordance with the purposes and regulations that appear in the Education Code of California. The following statement summarizes the faculty’s beliefs and concepts about the purpose of this college:

We believe that one of our leadership responsibilities is to identify the educational needs of our community. Our students come to us with a variety of aspirations, interests, and abilities, and each brings to DVC a certain level of maturity and preparation. We recognize that the student must decide which educational programs to pursue, but we also feel obliged to assist each student make informed choices and to develop the skills and proficiencies appropriate to college work.

We believe that a good education is fundamental to the democratic process. Therefore, we value the unique contributions of each student and we believe all of DVC’s educational programs are of equal importance. We believe the heart of the college is the student and the student is a whole human being - the sum of one’s feelings, beliefs, thoughts, and attitudes, as well as physical, emotional, and intellectual needs. Hence, we encourage self-reliance, self-direction, intelligent use of the elements of our broad cultural heritage, and a genuine and critical quest for truth.

We believe that to teach is to help people grow in many different ways, and that learning is an active, lifelong process of thinking, feeling, and doing. We believe that an excellent college education motivates students to learn well and gives students the ability to transfer, improve and/or develop new work-related skills, and derive meaning from their learning. Therefore, we strive for a balance between specialization and generalization when organizing and presenting subject matter.

Finally, we believe that close student-faculty relationships both contribute to learning and make it more enjoyable.

Shared governance
Shared governance, the college’s decision-making process, involves many members of the DVC community. Representative students, faculty, classified, and management staff confer with each other in committees. These representative committees recommend a variety of educational policies to guide the institution and district.

This involvement represents a continuing response to the challenge of recognizing diverse perspectives and incorporating their dynamic influences into the college’s decision-making process. DVC values this shared approach to decision-making and encourages all members of the college community to participate.

AN OVERVIEW OF PROGRAMS
DVC’s educational programs satisfy the needs of a diverse student body. DVC offers these programs at the Pleasant Hill campus; at the San Ramon Valley Center; and at other various locations throughout the district.

DVC day programs
A full selection of classes is offered during the day. There are classes that run for an entire term and also short-term classes and workshops.
DVC evening and weekend programs
Many full-term and short-term classes are available in the evenings and on the weekends, offering students flexibility in their scheduling. Students can earn an associate degree or satisfy general education transfer requirements to UC and CSU by attending only evening and weekend classes. Students can also complete the requirements for many certificates of achievement at night. See the class listing for career/technical and other courses that may be completed during evenings and/or weekends.

Online and hybrid classes
DVC and SRVC offer a growing selection of online and hybrid classes, making higher education more accessible to a larger number of students. Online classes are taught almost exclusively through the Internet requiring students to attend very few face-to-face meetings. Hybrid classes use a combination of class meetings and online instruction. To find out more about online classes, visit www.dvc.edu/online.

DVC summer programs
Full and short-term classes are available during summer days and evenings, offering students the opportunity to complete a course for a full term's credit in several convenient, condensed formats. See summer class listing.

San Ramon Valley Center
The San Ramon Valley Center (SRVC) is DVC's location in San Ramon and currently enrolls approximately 4,000 students each semester. Our new campus is a state-of-the-art educational facility that has been designed to meet the expanding learning needs of our community.

Students may take all of their classes at the San Ramon Valley Center, or enroll in classes at both the San Ramon and the Pleasant Hill locations. The San Ramon Valley Center is located in the Dougherty Valley adjacent to the Dougherty Station Library and Community Center. SRVC provides an opportunity for DVC students to receive the same excellent instruction in an intimate setting.

The San Ramon Valley Center offers a full complement of general education courses that meet associate degree requirements and/or transfer to a four-year institution. In addition, SRVC offers Computer Information Systems (CIS) A.S. degrees and certificates in the latest software and network technology areas. The SRVC class offerings are listed in the class listing and are noted as taught at the San Ramon Valley Center. The online schedule lists classes offered at both locations, by course. Those taught solely at SRVC can be searched separately.

Students at SRVC have access to many of the same services available at the Pleasant Hill campus including admissions, assessment, bookstore, computer labs, counseling, disabled student services, EOPS, financial aid and scholarship information, job postings, math, foreign language, reading and writing, and computer labs, library, orientation classes, student life and activities, transfer workshops, and other student service information and programs.

SRVC is located at 1690 Watermill Road in San Ramon. SRVC's website is www.dvc.edu.
Getting the most out of DVC

The most important service new students should take advantage of when entering DVC is the matriculation program. This program, described below, is designed to help students succeed. Research shows that students who have participated in the matriculation program have far greater success in class work than students who have not participated.

Continuing students should meet with a counselor each term to update their educational plans and to get advice about which courses will best fulfill their plans.

Matriculation
Matriculation is a process that helps new students learn about the college and themselves. Through this process, students develop their educational plans and select the most appropriate courses for their interests and abilities. All new students are expected to participate in matriculation. Although matriculation is voluntary, new students who participate receive a higher priority registration appointment than those who do not.

Students begin the matriculation process when they submit their application for admission. At this point, students sign up for Counseling 095 orientation. Once they have completed assessment and Counseling 095, they are eligible for a priority registration appointment.

New students may receive an earlier registration appointment without matriculating if they have an associate or higher degree.

Assessment
After submitting the application, the next step is to sign up for English and math assessment testing. Please refer to the Assessment Center website for testing times, sample tests, and current policy. The assessment results indicate a student’s skill level in these subjects. This information helps students to select courses in which they are most likely to succeed. In addition to assessment information, students also base their course choices on their previous grades, job experience, and personal level of confidence. Assessment sessions are offered throughout the year and take about two and a half hours. ESL and chemistry assessment are also available.

The Assessment Center is located in the Student Services Center, lower level, next to the Information Center at the Pleasant Hill Campus and in the East Building, rooms 161 and 164 at the San Ramon Valley Center.

Please refer to the Assessment Center website for testing times, sample tests and current policy www.dvc.edu/assessment.

Exemptions:
New students need not take the English assessment if they have received a “C” grade or better in a college course equivalent to English 122 - Freshman English: Composition and Reading.

New students need not take the math assessment if they have received a “C” grade or better in a college or high school course equivalent to Math 110 - Elementary Algebra.

For more information, contact the Assessment Center or Admissions and Records Office.

Orientation and advising
Once students complete assessment, they are ready for the orientation and advisement course, Counseling 095. This course consists of two three-hour class sessions or an all-day Saturday session. The course is taught by a counselor who provides information about DVC academic and career/technical programs, special programs, support services, and career opportunities. The counselor also discusses general education patterns and transfer requirements, degree and certificate requirements, grading, and add/drop policies.

In Counseling 095, students also meet individually or in small groups with a counselor to plan their first-term courses and to begin working on a larger educational plan. The student and counselor review the student’s goals, prior course work, and assessment test results.

The counselor advises students regarding course selection and points out specific support services that might be of help to the student. Students are encouraged to check on their progress toward their goals by meeting each term with a counselor.

Note: International students will be informed about international academic orientation via email.
ADMISSION

Who is eligible for admission?

A student is eligible for admission if he or she:
- has graduated from high school, or
- is 18 years of age or older and is no longer in high school, or
- has passed the State of California Certificate of Proficiency Test or the General Educational Development Test (GED).

California residence status

California residence status is determined by the Admissions and Records Office. A student is generally eligible for residency if he or she has lived in California for at least one year prior to the beginning of the term in which he or she wishes to enroll, and can show evidence of California residency.

Non-residence status

Students who are nonresidents must pay a non-resident tuition fee in addition to the other usual college fees. For more information, see “fees, costs, and refunds.”

International students

Diablo Valley College is committed to global education and is a leader in advancing international education in the United States. More than 1,500 international students representing 64 countries attend DVC annually. The diverse cultures of these students help to enrich our campus community. International students interested in applying to DVC can download and print out the application from www.dvc.edu/international. International students are required to comply with immigration regulations and must submit supporting documents for admission purposes. A checklist to ensure that students understand what they need to submit to be admitted as an international student to DVC is available at www.dvc.edu/isas-checklist. International students must pay the international student rate for courses in addition to the usual college fees. International students must also pay the mandatory insurance cost.

For international students applying from within the United States, the deadline for fall semester admission is July 15. For international students applying from outside the United States, the deadline for fall semester admission is July 1. The spring admission deadline for all international students is December 1. All international students are required by law to report to the designated school official at the International Student Admission and Services (ISAS) office 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 listed in the following section.

International students who wish to transfer to DVC must submit an international student application and must send all documents including transcripts to the International Student Admissions and Services Office.

HOW TO APPLY

General applications

New and returning students

All students who are new or who have been absent for more than one academic year are required to file a new application for admission with the Admissions and Records Office. Go to www.dvc.edu and click on “Apply Now Online.”

Transcripts

Students should send their official transcripts to the Admissions and Records Office if they plan to use their prior course work to satisfy a degree/certificate requirement or a transfer curriculum’s general education requirements. Official transcripts are also needed to verify units completed and GPA for various financial assistance programs and when meeting with a counselor. These transcripts become part of the student’s official file and will not be released to the student or other colleges.
How to apply

Programs requiring special application
Students who wish to enter the dental hygiene or medical laboratory technology programs must meet established prerequisites prior to enrollment, as well as other admission criteria, and complete a program application that is available in the department or Admissions and Records Office.

FEES, COSTS AND REFUNDS

Enrollment fees*

- $36 per unit beginning fall term 2011 for California residents
- $231 per unit ($195 per unit plus $36 per unit enrollment fee) beginning fall term 2011 for students who are U.S. citizens or permanent residents and are not California residents or for student who are not U.S. citizens.

*Note: All fees are subject to change by the state legislature. Check www.dvc.edu/fee for updated fee information.

Enrollment fee and non-resident tuition refunds
Our refund policy complies with and is based upon Title 5 regulation and the Education Code. A detailed refund policy is posted at the Cashier’s Office at the Pleasant Hill Campus and at the Admissions Office at SRVC.

For a full term-length class
In order to obtain a refund, students must officially drop units within the first two weeks of a term.

For short-term classes and summer classes
In order to obtain a refund, students must officially drop units within the first 10% of the length of the class.

Parking permit refunds
In order to obtain a refund, students must:

- officially drop all units within the first two weeks of the term.
- return the parking permit to the Cashier’s Office at the Pleasant Hill Campus or at the Admissions Office at SRVC.

Course materials fees
In order to obtain a refund, students must officially drop the class within the first two weeks of the term length class. Refunds can be requested at the Cashier’s Office or at the Admissions Office at SRVC.

Other fees and expenses

ASDVC discount sticker
Students may purchase an optional $8 ASDVC discount sticker at the Student Life Office or the DVC Book Center to affix to their Connect Card entitling them to discounts for student related activities on campus, the DVC Book Center, and some local merchants off campus.

Books, supplies, and course material fees
Students must purchase all books and many of the supplies required by their classes. When possible, the Book Center sells used books at reduced prices, rents textbooks and offers digital textbooks. The average cost for books is $250 - $350 per term for a full-time student.

Field trip fees
Sometimes students must provide their own transportation for field trips. Students are expected to pay entrance fees for theaters, galleries, and other activities. Instructors will give alternate assignments to students who cannot afford the cost of a field trip.

Parking fees
The parking fee is $3 a day or $40 for the fall or spring terms. The summer fee is $20. College parking permits are required daily except weekends (Friday 5 p.m. through Monday 7 a.m.) and holidays.* Parking permits must be purchased online through InSite/WebAdvisor.

The parking fee is $30 per term for students who qualify for the Board of Governors Enrollment Fee Waiver. DVC parking permits are also valid at CCC and LMC campuses.

Parking permits at the San Ramon Valley Center is free. Contact all other off-campus locations for their parking policies.

*Note: The daily fee is paid at the parking machines located in the parking lots. Machines will accept coins, bills, and credit or debit cards. The machines do not give change.
Parking violations
Fines range from $40 for parking in a regular space without a permit, to over $275 for parking in a space reserved for the handicapped.

Student debts to the college
Students are expected to clear their financial debts promptly. Students who owe DVC money for overdue library books, returned checks, or other debts will not be allowed to use college services (such as registering for classes or obtaining official transcripts) until their debts are paid.

Student resource guide, class listing, and catalog
The catalog may be purchased at the Book Center or at Amazon.com and is available free online. The “Student Resource Guide” and the “Class Listings” are available online (there are limited quantities on sale at the Book Center).

Student union fee
The $1 per unit fee helps pay for the maintenance of the Student Union Building. The maximum fee is $10 per student per academic year.

Transcript fees
Official transcripts
Request official transcripts online through InSite/WebAdvisor. The first two official transcripts within the district are free of charge.

Standard: $5 each (after the first two within the district, which are free); will be mailed within 7-10 business days.

Rush: $15 each; processed within 24 hours (includes $10 rush processing fee plus the $5 standard transcript fee). Must be received by 3 p.m. Monday-Thursday and by 12 noon on Friday. May be mailed or picked up.

Express: $30 each; processed within one hour (includes $25 express processing fee plus the $5 standard transcript fee). Must be received by 3 p.m. Monday-Thursday, or by 12 noon on Friday. Request and pick up in person only at the Admissions and Records Office.

Additional information is available at www.dvc.edu/current/register/request-transcript.htm

Unofficial transcripts
Always free on InSite/WebAdvisor under Academic Profile.

Verification of enrollment fees
Students receive free verification of enrollment through InSite/WebAdvisor (available 24 hours a day, seven days a week). Verifications requested through the Admissions and Records Office will be assessed a $2 fee for each request processed after the first two free copies have been issued. All requests must be made in writing. Please allow 7-10 working days for processing. Express service is available (24 hour service) for a cost of $5 per verification.

Voluntary student medical insurance
Students may apply for insurance to cover serious illness or injury and the hospital expenses involved. Various low-cost plans are available for students and their dependents. Brochures are available in the Admissions and Records Office, Student Life Office, or from the Dean of Student Life at the Pleasant Hill Campus, or in the West Lobby or Learning Commons at the San Ramon Valley Center. Applications must be completed within 30 days after classes start. Students must carry at least six units of course work to be eligible.

FINANCIAL ASSISTANCE

Financial aid
Diablo Valley College has a broad range of financial aid programs. Over nine million dollars in financial aid is awarded to eligible students annually. Interested students should go to the Financial Aid, EOPS, or Scholarship Offices at the Pleasant Hill Campus for more information. In San Ramon, students can visit the West Lobby, the Learning Commons or the Admissions and Records Office. Students may also visit www.dvc.edu/financialaid.
**Grants**

**Board of Governors’ fee waiver**
This is a California state program that waives enrollment fees. This waiver does not have to be repaid.

**Eligibility**
Students must be residents of California, meet income standards, or demonstrate financial need as determined by the federal financial aid application.

**How to apply**
Complete a Board of Governor’s Waiver (BOGW) application, which is available in the Financial Aid Office or online at [www.ccapply.org](http://www.ccapply.org). The BOGW form must be submitted to the Financial Aid Office for processing.

**Federal Pell grant**
Students may receive a Pell Grant as determined by the Department of Education. This grant does not have to be repaid.

**Eligibility**
Students must demonstrate financial need as determined by the federal financial aid application and comply with the college’s financial aid Satisfactory Academic Progress policy.

**How to apply**
Complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). FAFSA funds are limited and priority is given to students who complete and submit the FAFSA before the March 2nd priority deadline. If available, remaining funds will be allocated to other eligible applicants. Meeting the priority deadline of March 2 means that students will have priority for receiving the grant; however, applications are accepted as long as funds are available.

**Notification**
Eligible students are mailed an award letter.

**Cal Grant**
There are three main types of Cal Grants (A, B and C). Cal Grant A can be used for fees and tuition at four-year public and private colleges (not Community Colleges). Cal Grant B provides low-income students with a living allowance and assistance with tuition and fees. The maximum a Community College student can receive in one year through Cal Grant B is $1,551. Cal Grant C helps pay tuition and training costs for career/technical courses, to a maximum of $576 for two years.

**Eligibility**
Students must be residents of California, demonstrate financial need, and maintain certain academic standards. They must also comply with the college’s Financial Aid Satisfactory Academic Progress Policy.

**How to apply**
Complete a Free Application for Federal Student Aid (FAFSA) and submit a certified GPA Verification Form to the state of California. The GPA Verification Form must be completed and postmarked by March 2 and/or September 2. The CPA Verification Form is available in the Financial Aid Office.

**Notification**
Eligible students are mailed award letters from the state of California and the college.

**Work-Study**

**Federal Work-Study (FWS)**
Students participating in the Federal Work-Study Program work part-time (up to 20 hours per week) to help meet their educational costs. Work-study jobs are available at a variety of on-campus and off-campus locations. The funds are limited and administered through the Financial Aid Office.

**Eligibility**
Students must demonstrate the need for additional funds to meet the cost of education. They must also comply with the college’s financial aid Satisfactory Academic Progress policy.

**How to apply**
Complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). FWS funds are limited and priority is given to students who complete and submit the FAFSA before the March 2nd priority deadline. If available, remaining funds will be allocated to other eligible applicants. Meeting the priority deadline of March 2 means that students will have priority for receiving the grant; however, applications are accepted as long as funds are available.

**Notification**
Eligible students are mailed an award letter.
submit the FAFSA before the March 2 priority deadline. If available, remaining funds will be allocated to other eligible applicants. Meeting the March 2 priority deadline means that students will have priority for receiving federal work-study funds; however, applications are accepted as long as funds are available. To inquire about or apply for Federal Work Study (FWS), please come to the Financial Aid Office.

**Notification**
Students are notified by the Financial Aid Office.

**Loans**

**Federal loans**
Low interest federal Stafford Direct Loans are available to students and parents. For specific information contact the Financial Aid Office or visit the financial aid web page at www.dvc.edu/financialaid.

**Eligibility**
Students must demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA) application, meet federal criteria, and comply with the college's financial aid Satisfactory Academic Progress policy. Loans must be repaid, therefore, it is recommended that students use all other possible resources first and borrow only when it is absolutely necessary.

**How to apply**
Complete a Free Application for Federal Student Aid (FAFSA) and a Loan Request Packet. Loans are approved on a case-by-case basis.

**Notification**
Students are notified by the Financial Aid Office.

**Other aid and benefits**

**Child Development Training Consortium**

**First 5 ECE Professional Development Program**
Financial aid is also available for students preparing for a career in early childhood education. Tuition stipends are available through the Child Development Training Consortium for students currently employed in child development programs. Textbook loans, tutoring, and additional incentives are available through the First 5 ECE Professional Development Program. Eligibility guidelines, applications and further information can be obtained at the ECE Professional Development Office in FL-202.

**Scholarships**

**The DVC scholarship program**
High school students entering Diablo Valley College, continuing DVC students, and students transferring to four-year colleges and universities will find many opportunities to compete for scholarships. These have been established for DVC students by local, state, and national organizations as well as by individual sponsors. Call the Scholarship Program Office for more information. DVC Scholarships are made available through the generous donor contributions to the DVC Foundation.

**Eligibility**
Scholarship awards are based on a variety of criteria. Some of the major areas of consideration are grade point average, financial need, and community service experience. Scholarships are merit-based and the majority of awards require that students have a minimum cumulative grade point average of 3.0 for consideration.
Deadline for applying
Applications become available during the fall term. The filing deadline is generally in early February in order for the student to be eligible for a scholarship for the following academic year.

How to apply
Complete a Diablo Valley College Scholarship Program application online. Students must also provide documents that support their application as identified in the application form.

Notification
Scholarship award letters will be mailed to recipients in late April. The letter will specify the scholarship award amount and how the award funds will be disbursed. Students who are not awarded scholarships will be notified in late April.

Other scholarship opportunities
Numerous additional scholarship opportunities are available from October through April of each year. Check the scholarship literature display rack in the lobby of the Financial Aid Office and the Scholarship Office located next to the Information Center in the Student Services Building, or in the Learning Commons at SRVC on a regular basis during the filing period. Deadlines vary.

Servicemen's Opportunity College
The Office of Private Postsecondary Education has designated DVC as a Servicemen's Opportunity College, which means persons who are currently members of the armed forces may receive benefits that will help them pay their college expenses.

Note: Some of our courses, such as non degree courses, and some remedial courses have not been approved by the Veterans Administration and are not covered by veteran's benefits or servicemen's benefits.

Veteran's benefits

Eligibility
Various federal and state agencies determine eligibility for veteran's benefits, depending on whether the student is a veteran or a dependent of a deceased veteran. To receive veteran's benefits, the student must carry a course load of at least six units and maintain a grade point average of at least 2.0. To receive full benefits, the student must carry at least 12 units. Veterans and/or their dependents receiving benefits must schedule a one hour counseling appointment to create or update their VA Educational Plan. Students who have attended other colleges must first submit official transcripts to the DVC Admissions and Records Office prior to their counseling appointment. Veterans/dependents are encouraged to meet with their counselor at least once per term.

How to apply
Interested students should speak with a staff member in the Admissions and Records Office when they pick up an application for admission or contact the Department of Veteran's Affairs at 925-313-1481 or 800-827-1000 or visit the website at www.va.gov.

Department of Rehabilitation aid
For students who are considered by the State of California to have a condition that interferes with their ability to find and keep a job, the State Department of Rehabilitation (DOR) may provide assistance to students

Eligibility
Students with disabilities that interfere with their ability to work may be eligible for DOR aid.

How to apply
Visit the WorkAbility III Office to make an appointment with a DOR counselor. The telephone number is 925-685-1230, ext. 2080.

REGISTERING FOR CLASSES
Adding, dropping, and enrolling in classes
Students are responsible for managing their enrollment. A registration receipt is proof of enrollment. Students are also responsible for officially dropping classes. DVC does not permit auditing. Registration can be done online or over the telephone and there is no fee to register. See the class listing for registration dates and times.
Class listing
The class listing is a document containing DVC’s class offerings each term. It is published each term prior to registration and is available in limited quantities at the Book Center. The class listing is also available to view or search on the DVC website at www.dvc.edu/schedule.

Student resource guide
The student resource guide is produced annually and contains important information about DVC resources and procedures. The student resource guide is available online on the DVC website at www.dvc.edu/schedule.

Registration appointments
For currently enrolled students, a priority appointment system is used for registration. The registration appointment is automatically assigned and based on the number of units the student has completed in the district. Students may register online or by telephone anytime on or after their appointment time. Registration appointments can be viewed in InSite/WebAdvisor at www.dvc.edu/webadvisor.

New students
New students must complete the application and assessment process and sign up for an orientation/advisement course, Counseling 095. Once Counseling 095 has been completed, students will be assigned a priority registration appointment. Registration appointments can be viewed on InSite/WebAdvisor at www.dvc.edu/webadvisor.

New transfer students
New transfer students must complete an application, and if needed, the assessment process. Students who have earned an associate degree or higher or who have completed the matriculation process will be assigned a priority registration appointment. Registration appointments can be viewed on InSite/WebAdvisor at www.dvc.edu. It is recommended that transfer students see a counselor to review their prior academic work and plan an academic program.

New international students
International students must complete an online orientation and select a date for mandatory check-in to receive a registration date. Go to www.dvc.edu/international.

Continuing students
A registration appointment is automatically assigned to all continuing students and can be viewed in InSite/WebAdvisor at www.dvc.edu/webadvisor.

Returning students
Students who have been away from DVC for more than one academic year must file a new application for admission. Once their application is processed they will be able to view their registration appointment in InSite/WebAdvisor at www.dvc.edu/webadvisor.

Online and telephone registration
Students may register online or by telephone on or after their registration appointment date and up to the day before the class begins. Please note that fall 2011 is the last term telephone registration is available. The last day to use telephone registration is November 18. Students may also drop classes online or by telephone throughout the term prior to the deadline to withdraw. Instructions for online and telephone registration are included in the class listing. All class fees are due at the time of registration. There is no fee for using the online or telephone registration system.

Open/walk-in registration
Students registering in person should decide which classes to take and complete a Schedule Request Form and, if necessary, an application. Students should have alternative classes selected, in case their first choice classes are no longer available. Students should also be prepared to pay their fees when they register. All fees are due at the time of registration. Walk-in registration dates are listed in the class listing.

Special admit students
High school students may enroll as special admit students with the permission of their principal and parent. These students must submit a DVC application (new students), a DVC Special Admission Recommendation Form (each semester of attendance), and pay the required fees when they register. Enrollment fees only are waived if the student is enrolled in fewer than 12 units. All high school (special admit) students must register in person for classes. Sophomores and below must also obtain the instructor’s signature the first day of the session before they can register. High school students who desire to enroll in more than 11 units must get permission from the superintendent of their school district and the president of DVC.

Four-year colleges
DVC’s concurrent enrollment program allows students to take some of their classes at the University of California, Berkeley, the California State University East Bay, Concord, John F. Kennedy University, or Mills College. Contact the Counseling Center for more information and to obtain the appropriate forms.
Adding classes after instruction begins
If the class hasn't started yet and it is during the first week of instruction, check InSite/WebAdvisor. If there is space available in the class, then register online or by phone no later than midnight the day before class begins.

Late add codes
If the class has already started, obtain a four digit late add code from the instructor. Register online or by phone no later than midnight on the last day to add the class OR obtain the instructor’s signature on a Schedule Request Form (online at www.dvc.edu/admissionsforms.htm). Submit the form to the Admissions and Records Office and pay all fees to add the class.

Dropping classes

Student-initiated drop
Students are responsible for officially dropping classes before the deadline. Non-attendance or non-payment of a class will not remove the student from enrollment and will not remove the responsibility to pay the registration fees. Even if an instructor promises to drop a student, the student is responsible for officially dropping the class. (The drop deadline for term-length classes is printed in the class listing. Short-term classes must be dropped before 75 percent of the class time has elapsed.)

Students who do not officially drop a class may receive an “F” for the term. Add/drop forms are available in the Admissions and Records Office. To officially drop a class, students must either submit a Schedule Request Form to the Admissions and Records Office, or use the online or telephone registration systems.

If students drop online or by telephone they must ensure the class has been dropped from their records by checking their schedule. Students are advised to print a copy of their schedule.

If students drop a class before 25 percent of the instruction time has elapsed, no grade will appear on their transcript at the end of the term. If students drop a class after the 25 percent point (but before 75 percent of the instruction time has elapsed), they will receive a “W” on their transcript. “W” grades are not computed in a student’s grade point average; however, these grades may affect a student’s academic standing. Please see the “Academic policy” section on progress probation and dismissal.

The following conditions apply to students receiving a “W” notation:

- A “W” shall not be assigned or may be removed from a transcript if the student withdrew due to discriminatory treatment or retaliation for discriminatory treatment.

- A student may not receive more than four “W”s from the same credit course.

- A “W” shall not be assigned if the student withdraws due to the impact of fire, flood or other extraordinary conditions.

- Students may petition to take a course a fifth time due to extenuating circumstances.

- A student who has withdrawn from a credit course and then receives a substandard grade will fall under the course repetition guidelines listed for improving a grade point average. (Title 5, section 55024)

Instructor’s withdrawal option
Students who miss the first meeting of a class may be dropped by the instructor. Any student who is absent the equivalent of two weeks of a term-length class without an acceptable excuse may also be dropped by the instructor. In these cases the student may be able to re-enter the class if the instructor agrees and signs an Instructor Reinstate Form, reinstating the student. This decision is entirely up to the instructor.

Note: There is no automatic withdrawal process, and students may receive an “F” grade for the course if they do not officially drop the class prior to the deadline. An “F” grade may not be changed to a “W” grade except in the case of documented extenuating circumstances such as serious illness, or military deployment.

Transcripts

Release of student records
Students may have their DVC records released to them only if they have no outstanding debts and can show positive picture identification, in the form of a current student I.D. card, a California Driver’s License, or a California I.D. card.

If a student wants his or her DVC records released to someone else, that person must show the Admissions and Records Office positive picture identification and an original permission note or release form that has been signed by the student. Transcript requests require 7-10 working days to process. Additional time should be allowed for transcripts requested at the end of the term. For transcript fees, please refer to the “fees, costs and refunds” section.

Correcting academic transcripts
See “Grade policy” in the “Academic/Instructional policies and procedures” section.
STUDENT RESOURCES

Assessment Center
ext. 2545
ext. 5135 San Ramon Valley Center

After new students submit an application for admission, they will need to have their math and English skills evaluated at the Assessment Center. Students may take their Assessments on a drop-in basis throughout the year. By taking the Assessment, students may be placed into the recommended chemistry, English, ESL, or math course. The Assessment Center is located in the Student Services Center, lower level, next to the Information Center at the Pleasant Hill Campus and in East Building, rooms 161 and 164 at the San Ramon Valley Center. Call first to check for hours or visit us at our website: www.dvc.edu/assessment

Book Center
925-682-7363
925-875-9565 San Ramon Valley Center

Students may purchase or rent new and used textbooks, backpacks, school supplies, bus passes, computer software, food, and personal items at the Book Center. Visa, MasterCard, Discover and ATM cards are accepted. Sorry, no checks are accepted. Textbooks may be ordered or rented through the DVC website at www.bookcenter.dvc.edu. With a student ID card and ASDVC sticker, there is a three percent discount on most items.

Career and Employment Services
DVC’s Career and Employment Services office is located on the first floor of the Student Services Center adjacent to the Information Center, the Assessment Center, and the WorkAbility III Program. Career and Employment Services provides students with tools to find immediate employment and internships, facilitates enrollment in Cooperative Work Experience Education (units for current employment), and provides a spacious, comfortable environment to explore the latest information related to careers and employment opportunities. Career and Employment Services holds monthly office hours at the San Ramon Valley Center. To schedule an appointment in San Ramon, please call 925-866-1822, ext. 5106.

CalWORKs Program
ext. 2722 or 2081

The CalWORKs Program strives to empower each participant in attaining personal and academic growth, meaningful employment and long-term economic stability. The program is designed to help CalWORKs students complete the academic and career training they need to successfully move from welfare to work and to become economically self-sufficient. The program provides coordinated services for child care, work study, job development/job placement assistance, and personal and professional development. The CalWORKs office works with students to make sure they are meeting welfare-to-work requirements established by the County Department of Social Services and ensure that they access all available resources to optimize academic success.

Career and Employment Center
ext. 2206 or 2435

The Career and Employment Center offers many career and job related resources to students, alumni, faculty, staff and local community members. We can assist students in researching careers and occupations and draft career related documents such as resumes and cover letters. Highlights of the services include:

• an online job site to locate part-time, full-time, volunteer and internship positions;
• appointments to assist with resume and interview preparation;
• career and employment center website with free access to career related resources;
• career counseling to help define career objectives;
• library of employment preparation materials;
• announcements regarding local job fairs, seminars, and employment open houses and workshops.

For more information, visit the DVC career website at www.dvc.edu/career.
Cooperative Work Experience Education
ext. 2435
This unique course allows working students to earn up to four units of credit for the learning that takes place while performing a paid or unpaid job or internship.

Co-op credits:
• transfer to many California State Universities;
• may be used as electives for the associate degrees;
• may be required or used as electives for certain certificate programs.

Co-op work experience:
• develops employability skills through achieving established learning objectives/goals;
• expands professional networks that can assist in a future job search;
• provides an opportunity for achieving new learning on the job by defining objectives/goals;
• enhances self-management and employability skills;
• encourages new approaches to improving performance, expanding responsibilities, and achieving economic and professional recognition.

For enrollment information, contact Career and Employment Services or visit the website at www.dvc.edu/coop.

WorkAbility III Program
ext. 2080
WorkAbility III is a partnership program between the Department of Rehabilitation (DOR) and Diablo Valley College to provide job placement services for students with disabilities who are “job ready” and who want to go to work. The main purpose of the WorkAbility III Program is to provide individualized and specialized job placement for students with disabilities.

Contra Costa County Office of Education - Transition Program
ext. 1977
This program offers support to disabled students who are enrolled in special education and are 18 to 22 years old. Support can include assistance in DVC classes, access to work and community resources and instruction in life skills. Services are delivered on an individual basis or in group instruction. Referrals are handled through the special education I.E.P. process with the local school district.

Children’s Center
ext. 2316
Daytime child care programs, for children ages 5 months to 5 years, make attending classes more convenient for many students. For information about times, fees, and parent responsibilities, contact the Developmental Children's Center Office.

College Success Workshops
These workshops are provided free of charge to DVC students. They are taught by DVC faculty members and cover a wide range of topics, including: time management, note-taking and study skills, dealing with math anxiety, in-class writing, reading strategies, learning styles, writing your college application letter, and library research. These workshops are scheduled Tuesdays from 5:30-6:45 p.m. and on Wednesdays from 2:30-3:45 p.m. and they take place in the Student Union Conference Room. No pre-registration is required. All are welcome. College Success Workshops are also offered at the San Ramon Valley Center. See SRVC student services for details.

Computer Center
ext. 2541
The Computer Center has more than 100 computers available for use by currently enrolled DVC students doing coursework. The center is located on the ground floor of the Library Building. Student lab assistants are available to help.

Counseling Center
ext. 2276/2278 or ext. 5110 San Ramon Valley Center
Counselors work with students to help them set goals and design plans for achieving those goals. The advisement/orientation courses, Counseling 095 is an important element to begin this process. Counselors provide career, educational, and personal counseling. Students should come for counseling when they need help with any kind of problem that might affect their academic performance. Services and resources are located in the Counseling Center at the Pleasant Hill Campus and in the West Lobby at the San Ramon Valley Center and include:

• information on transfer, associate degree, and certificate programs;
• the Transfer Center and its resource library;
• career planning, transfer and college success courses;
• personal counseling;
• individual and group counseling;
• topical workshops such as college applications;
• counseling regarding major and transfer options;
• vocational rehabilitation, and students with disabilities.
Because course selection is so important and four-year college requirements change so frequently, students are advised to consult with a counselor each term before registering for classes. Students may schedule half-hour appointments for educational planning. Express counseling, a limited five to ten minute drop-in visit, is available daily.

Disability Support Services (DSS)
DSS provides instruction and services designed to increase access to college instructional programs for individuals with disabilities. Students with acquired brain injuries, delayed learning, learning disabilities, hearing impairments, visual impairments, psychological disabilities, mobility disabilities, and chronic health conditions may qualify for services. Services include specialized instruction, adaptive equipment, mobility assistance, sign language interpreting, note taking, textbooks and course materials in alternative formats, testing accommodations, educational counseling and planning, and priority registration. For more information, please visit www.dvc.edu/dss or call the Sorenson Video Relay number 925-270-1660. To arrange an appointment with a DSS counselor, contact the Counseling Center at ext. 2276 or 2278 or ext. 5110 at SRVC.

DVC Connect Card
The DVC Connect Card is a convenient and technologically sophisticated identification card that has a barcode and a magnetic strip, which is used to facilitate student interactions and enhance services such as library use, computer lab use, counseling, and other campus services. All students receive a Connect Card with proof of current registration and picture identification. The card is issued through the Student Life Office, the library, and is also available at the San Ramon Valley Center in the West Lobby.

Emergency services
ext. 2339/2338 or
ext. 5120 San Ramon Valley Center
Contact the Police Services Office with any questions or problems regarding security, first aid, fire, lost and found items, thefts, or other crimes. For more information and safety tips visit www.4cd.edu/crpa/pd/default.aspx.

Enrollment Lab
The new Enrollment Lab provides assistance to students with all of the online services needed to successfully enroll at DVC: admissions applications, InSite/WebAdvisor, financial aid forms, enrollment verifications, InSite portal, and more. The Enrollment Lab is located in the Student Services Center, first floor.

English as a Second Language (ESL)
The English as a Second Language program consists of a three-level core course sequence and five supplemental courses. At each level of the core sequence, one course develops students’ reading skills and one develops their writing skills. The supplemental courses focus on various topics such as pronunciation, listening, conversation and grammar.

In order to select the appropriate classes, ESL students should take the CELSA assessment at the Assessment Center, located in the Student Services Center. Students can find information about registration and admissions at the Information Center, also located in the Student Services Center. More specific information about English tutoring and ESL courses is available at the Learning Center, across from the Counseling Center.

Evening escorts
ext. 2338 or 2338
Student staff members and/or police officers are available to escort students to and from their classrooms on the DVC campus after dark. Students should call police services to arrange for an escort to meet them on campus. This service is available on a first-call, first-served basis to all students and staff.
Student resources

Extended Opportunity Programs and Services (EOPS)
The EOPS program is designed to help low-income and educationally disadvantaged students have a successful college experience and complete their educational and career goals. EOPS provides comprehensive support services including EOPS orientation, academic counseling, one-on-one and group tutoring, priority registration, peer advising, progress reports and transfer assistance. Additional services include book vouchers, work-study jobs on campus, four-year college admission application fee waivers, membership fees for Alpha Gamma Sigma, materials fee for Career 110, and parent study-time child-care grants for students who are not eligible for the CARE program (when funding is available). Special events and activities include campus visits, cultural events, specialized workshops, and high school outreach and recruitment. www.dvc.edu/eops

EOPS Summer Institute
The EOPS Summer Institute is a learning community that provides an intensive six-week college readiness program for rising 11th and 12th graders and high school graduates. The program strengthens college English and math skills. A course in counseling also provides students with a plan for understanding and succeeding in college. The program is designed to serve potential EOPS students.

EOPS eligibility
Students must be enrolled full-time (exceptions may be made for those with a documented disability), have less than 70 degree applicable units, be eligible for the California Board of Governor’s Enrollment Fee Waiver (BOGW), and meet the educationally-disadvantaged criteria.

Cooperative Agencies Resources for Education (CARE)
The CARE program provides child-care grants and support services to assist students who are recipients of CalWORKs/TANF and are single parents with children under 14 years of age. The objective of the program is to help students complete college-level studies and educational programs by providing additional services above and beyond what is provided by EOPS. CARE students must be eligible for EOPS to receive CARE services.

Food services

Cafeteria
Located in the College Center Building, adjacent to the Quad, the cafeteria is open for breakfast and lunch serving entrees weekdays, and providing hot and cold food and beverages on the go. Vending machines are also located in the cafeteria and are available during the hours the college is open.

Basement Cafe
Located in the basement of the Student Union Building, the cafe is open weekdays and offers Starbucks coffee, cold beverages, pastries, pizza, sandwiches, fresh soups, and salads at affordable prices.

Crow’s Nest
Located between the Advanced Technology Center and Life Health Science Building, the Crow’s Nest offers students quick and convenient food.

DVC food service catering
Food service catering offers a wide variety of food and beverage choices for your campus event needs.

Note: Debit cards are now accepted at the Cafeteria, the Basement Cafe, the Crow’s Nest, and to pay for DVC food service catering.

DVC Culinary Arts on-campus catering
ext. 2555
Catering for groups, including box lunches, special events, department meetings, custom banquets, and buffets is offered by the culinary arts students. On-campus catering is offered during spring and fall terms.
DVC Pastry Shop
ext. 2556
Located in the northwest corner of the Quad by the Cafeteria, the DVC student operated pastry shop offers fresh-baked breads, pastries, breakfast items, and desserts prepared daily from scratch by culinary arts students. The Pastry Shop is open Monday through Thursday from 8 a.m. to 1 p.m. during the spring and fall terms. Special orders are available upon request.

Express Bar
ext. 2300
Located in the cafeteria adjacent to the Norseman Restaurant and operated by culinary arts students. The Express Bar offers students, faculty and the community casual meals such as pasta and special daily entrees at affordable prices. The Express Bar is open during the fall and spring terms Monday-Thursday from 11 a.m.-1 p.m.

Norseman Restaurant
ext. 2300
Located adjacent to the cafeteria and operated by culinary art students, the Norseman is open to students, faculty and the community for fine dining at affordable prices. For a gourmet lunch, featuring cuisine from around the world, join us at DVC’s own restaurant. Open spring and fall terms Tuesday, Wednesday, and Thursday from 11 a.m.-1 p.m. Call to make reservations for lunch or special dinner series evening meals.

Note: The DVC Culinary Arts Program made a choice to GO GREEN with environmentally friendly disposables for all “to go” and delivered catering functions. This applies to DVC Pastry Shop, DVC Culinary Arts on-campus catering, the Express Bar and the Norseman Restaurant.

Information Center
ext. 2578
The Information Center is a convenient location for students to learn about the services and programs available at Diablo Valley College. Staff can help students locate offices and buildings on campus, explain the enrollment process, and provide referrals to other services that help students achieve their goals. The Information Center is located in the Student Services Center, first floor.

International Students Admissions and Services Office
ext. 2077
International Students Admissions and Services (ISAS) is the office where international students must come to first apply for admission. The office offers information on admission, orientation, and immigration requirements. ISAS offers enrolled international students advising in the following areas: I-20 issuance, immigration status, visa information, travel procedures, employment procedures, transfer procedures, and mandatory health insurance. Other important student services offered at ISAS include medical referral information, banking information, and housing assistance. All international students are required by immigration law to report to the designated school official at ISAS upon arrival, when transferring, or when leaving the country. For more information, contact the International Students Admissions and Services Office in Room 210 of the Student Services Center, or go to www.dvc.edu/international.

Housing services
A bulletin board listing rooms for rent in nearby houses and apartments is located outside the Financial Aid Office and in the Learning Commons at the San Ramon Valley Center. DVC does not investigate, approve or supervise these housing facilities. DVC does not have any student housing facilities of its own. Blank cards for students seeking roommates and landlords seeking tenants may be obtained in the Student Union Building Office or in the Learning Commons at the San Valley Ramon Campus. Students can visit www.dvc.edu/student-life.

Library services
The libraries, located at both the Pleasant Hill and San Ramon Valley locations, provide a student-centered learning environment with quality information resources, services and instruction. Librarians assist students with research and with using a wide range of DVC print and electronic resources. Hours are posted outside the library entrance and on the website www.dvc.edu/library.
Resources include:

- print materials, including books, magazines and newspapers;
- electronic resources, including ALICE, the library’s online catalog, e-books, full-text magazines, newspapers and other databases accessible via the library website: www.dvc.edu/library;
- information commons with computers that provide access to electronic resources and the Internet;
- instruction: credit courses and workshops on library research skills;
- computer lab classrooms;
- student group study rooms.

Media Center/Audio-Visual
ext. 2254/2255 student services
ext. 2248/2249 faculty/staff services

The Media Center’s collection contains over 4,000 videotapes, 1,200 DVDs, assorted CDs and audiotapes, and slide programs. All materials may be viewed by students in the Media Lab for their own research or to make up for a missed viewing in the classroom. Materials are found on ALICE, the online library catalog.

Equipment is available for general listening and viewing, audio recording and mixing, videography, video editing, and other class projects.

The Media Center/Audio-visual is located on the ground floor of the library building. www.dvc.edu/media.

Student Life Office
Located in the Student Union, the Student Life Office trains future leaders in social responsibility and democratic leadership. Student organizations are open to all DVC students and serve as a laboratory of citizenship. Through involvement in student organizations such as the Associated Students (ASDVC), student clubs and leadership workshops, students develop valuable leadership and interpersonal skills that benefit them at DVC, in their community, and in their career.

The Student Life staff advises the student government and clubs and is a resource to current leaders, club advisors, and students who want to develop campus clubs and activities. Students are encouraged to be actively involved in college governance and campus activities to help ensure that their needs and interests are represented.

The Student Life Office is also the place to obtain bus schedules, ID cards, and information about student discipline, academic standing, and campus crime statistics.

Student Services - San Ramon Valley Center

Students at SRVC have access to many of the same services available at the Pleasant Hill campus including admissions, assessment, bookstore, computer labs, counseling, disabled student services, EOPS, financial aid and scholarship information, job postings, math, foreign language, reading and writing, and computer labs, library, orientation classes, student life and activities, transfer workshops, and other student service information and programs.

Student Union Building

The Margaret Lesher Student Union Building opened in January 1998. Funded primarily by student fees, the two-story building houses a computer lab, cafe, recreation room, quiet room for studying, services for clubs and student government, including meeting places and mail boxes. The dean of student life and the Student Life Office are also housed here. Students may also relax at the duck pond located behind the building.

Students may pick up their free DVC Connect Card in the Student Life Office with proof of current registration and a second form of identification. ASDVC stickers are available for purchase and provide a discount at the DVC Book Center and some local merchants. Other services available include County Connection bus schedules, fax service, and a station for adding value to print cards.
Transfer Services
ext. 2588

Diablo Valley College is a state leader in transferring students to four-year institutions including UC, CSU, private in-state, and out-of-state institutions. As a result of our transfer record, many students choose to attend Diablo Valley College to complete their general education and pre-transfer preparation before moving on to a four-year school.

Our transfer services seek to make all DVC students, and especially historically underrepresented students, more aware of their transfer opportunities and the transfer process. Services include:

- information about choosing a college, general education, pre-major preparation, transferable courses, articulation agreements, and guaranteed admission programs for UC, CSU and several private colleges;
- individual advising appointments with UC, CSU, and private college representatives here at DVC;
- workshops on application processes, writing an admission essay, and major selection;
- drop-in hours with DVC counselors;
- information on concurrent enrollment with UC Berkeley, Cal State East Bay, Mills College, and John F. Kennedy university;
- college catalogs from all University of California (UC), all California State University (CSU), and hundreds of other colleges within California and out of state;
- computers to access computer-based college information resources such as ASSIST, EUREKA, online admission applications, financial aid, and college and university websites;
- Transfer Day.

All scheduled activities are posted on the DVC website at www.dvc.edu/transfer and at www.dvc.edu/calendar (select transfer calendar).

Tutoring services
ext. 2125

Students will benefit from the free tutoring services offered at DVC. Supervised tutoring, provided by trained student tutors, assists all students in becoming independent learners. Students improve critical thinking, computational, writing and study skills. Students learn techniques for preparing for tests, learning a new subject, solving problems, and organizing ideas into essays. Working with a tutor can help students to keep up with the course workload and can strengthen understanding of course material. More information is available through www.dvc.edu/tutoringservices.

Business Education Computer and Tutoring Lab, open to students for general use, offers tutoring for business and finance courses by appointment or on a drop-in basis. Help with accounting, business statistics, business math and most Microsoft Office products is available. Location: BFL-107. Hours are posted outside BFL-107 or visit www.dvc.edu/campuslabs. For further information, please call ext. 2905

Chemistry and Physical Sciences Tutoring Lab offers tutoring on a drop-in basis in astronomy, chemistry, earth science (geology and geography), and physics. Location: PS-110. Hours are posted outside PS-110.

Computer Center offers drop-in assistance with computer questions. In addition, half hour and hour appointments are available with an instructional assistant. Ground floor of the Library Building. Hours are posted at the Computer Center.

English Tutoring Lab offers drop-in and regular ongoing tutoring to help students build the English skills needed for success. Regular and drop-in tutoring is one-on-one peer tutoring for up to two hours a week throughout the semester. Other services include: walk-in tutoring in the English Writing Lab (no appointment necessary), mentoring and computer-assisted instruction. Information on services is available on the first floor of the Learning Center Building in LC-105. For tutoring hours visit www.dvc.edu/tutoringservices and select “English Tutoring Lab” to download free English handouts and more information.

EOPS offers one-on-one peer tutoring to current EOPS students. Availability of tutors and subject areas offered vary each semester. Please contact the office of EOPS directly to learn more.
Student resources

**Foreign Language Tutoring Lab** offers tutoring on a drop-in basis in Arabic, Chinese, French, German, Italian, Japanese, Persian, Russian and Spanish. Location: BFL-211. Hours are posted outside BFL-211.

**Foreign Language Computer Lab** offers computer access and drop-in assistance with lab assignments in all nine languages offered by the Foreign Language Department: Arabic, Chinese, French, German, Italian, Japanese, Persian, Russian and Spanish. Location: BFL-213. Monday - Friday schedule are posted outside the lab.

**Life Sciences Lab** offers tutoring on a drop-in basis in biological science, nutrition, and oceanography. Location: LHS-116. Hours posted throughout the LHS building.

**The DVC Math Lab** offers free tutoring to current DVC math students, and group and by-appointment tutoring for selected classes. The Math Lab is located on the second floor of the Learning Center Building. Please visit [www.dvc.edu/org/departments/math/mathlab](http://www.dvc.edu/org/departments/math/mathlab) for more information.

**San Ramon Valley Center** offers tutoring in biology, chemistry and reading and writing (across the curriculum). Please contact SRVC Office of Student Services for a current schedule and location or go to [www.dvc.edu/org/divisions/student-services/src-services/index.htm](http://www.dvc.edu/org/divisions/student-services/src-services/index.htm).

**EXTRACURRICULAR ACTIVITIES**

**Student activities**

**Associated Students of Diablo Valley College (ASDVC) - student government**

[www.asdvc.org](http://www.asdvc.org)  
ext. 2621

The Associated Students of Diablo Valley College (ASDVC) is the government of the students. ASDVC represents student needs, interests and concerns and helps ensure a vibrant campus life through planning events and sponsoring activities to benefit students. Board meetings are every Tuesday at 2 p.m. and everyone is invited to attend.

The ASDVC represents and advocates for student concerns to campus faculty, staff and administrators by serving on College Committees including the College Council and other shared governance committees and councils.

In addition to serving on college committees and councils, the ASDVC has its own committees to achieve its goals. These committees are open to all students. For meeting times, visit [www.asdvc.org](http://www.asdvc.org).

The ASDVC is supported by funds from the ASDVC sticker sales. Funding provides scholarships for students, co-sponsorship of campus events, multicultural programs, club events, and support for student athletes. ASDVC discount stickers are available for purchase and provide a discount at the DVC Book Center and some local merchants.

**Athletics**

DVC’s men’s and women’s teams compete in 11 intercollegiate athletic sports. To compete in intercollegiate athletics, students need to maintain a 2.0 grade point average and be actively enrolled in at least 12 units throughout the season of competition. Short-term classes only count if they are at
the beginning of the semester. Nine of the 12 units shall be in courses counting toward an associate degree, remediation, transfer, or certificate. A student athlete who has prior competition in a sport must have earned 24 units before competing in that sport for a second time. Eighteen of these units must be degree applicable. Pre-participation physicals are required for all team members and may be obtained at DVC for a nominal fee or with an independent physician.

All athletes must complete a Student Education Plan (SEP) prior to competing in any intercollegiate sport. For more information on SEPs, contact the dean of P.E., athletics and dance. www.dvc.edu/athletics.

**Men's teams**  
Men compete in baseball, basketball, football, swimming and diving, and water polo.

**Women's teams**  
Women compete in basketball, soccer, softball, swimming and diving, volleyball, and water polo.

**The DVC newspaper**  
The Inquirer, an award-winning, student-run newspaper, highlights the rich diversity of the DVC community through its provocative and lively news coverage. Students enrolled in Journalism 126 work as a team to create an online news site and a biweekly print issue each semester. These Inquirer staff members hone their leadership, communications and multimedia skills while learning the many jobs it takes to produce an online and print publication. They gain valuable professional training, whether they work as reporters, editors, photographers, videographers, graphic artists, page designers or advertising and business managers. Many of them transfer to four-year schools and pursue careers in journalism. For more information, contact the Inquirer at inquirer@dvc.edu or visit the newsroom in Humanities 102. The Inquirer is online at www.theinquireronline.com.

**Student Ambassadors**  
Student Ambassadors are current DVC students who assist with outreach activities at middle schools, high schools and the local community. They also provide campus tours to prospective students and school groups. The program is coordinated by the Relations with Schools Office. To learn more, visit www.dvc.edu/ambassadors.

**Student clubs**  
Most of the student activities at DVC are initiated by clubs or other student organizations. Over 50 student clubs help students make new friends, pursue special interests and gain experience organizing and working with others in social situations. Information about DVC student clubs (including how to start one) is available in the Student Life Office, the Student Services Office at the San Ramon Valley Center or at www.dvc.edu/student-life. A club handbook (Student Organizational Handbook) is available online by going to www.dvc.edu/student-life and clicking on Student Activities Coordinator.

**Cultural activities**

**College art**  
DVC is continuing to develop an outstanding, permanent collection of student artwork. Each year art pieces are selected and purchased from DVC student art exhibitions. The art collection is displayed and rotated throughout the college to improve the college’s visual environment with quality art.

**Art collections**  
The Art Department, in conjunction with the campus administration, has established three art collections: the permanent art collection featuring works by acclaimed artists, the faculty art collection, and the student art collection. Works from these art collections are installed throughout the campus.

**Art Gallery**  
The Art Gallery presents several shows each year, featuring work by faculty members, students and regional artists. Artist’s lectures, workshops, and visual presentations often accompany the exhibitions. Guest artists have included internationally-known sculptors, painters, photographers, and printmakers.
Studios
DVC’s Art Department offers a full range of working studios in painting, drawing, printmaking, digital imaging, photography, ceramics, sculpture and metal arts. The department presents art sales and exhibitions, workshops, and events throughout the year. For more information, contact the Art Department.

Campus performances

Dance performances
The Dance Department sponsors ballet, tap, modern dance, and jazz dance performances at the end of each term.

Music performances
Each term our Music Department presents a series of afternoon and evening concerts, many of which are free. DVC ensembles include the Masterworks Chorale, Concert Choir, Chamber Singers, Philharmonic Orchestra, Wind Ensemble, Symphonic Band, Chamber Ensemble, Piano Ensemble, Jazz Ensemble, Jazz Compos, Vocal Jazz Ensembles, and the Night Jazz Band. These groups perform on campus and throughout the state in concert, and at clubs and festivals. For more information go to the Music Department webpage at www.dvc.edu/music or contact the Music Department at 925-685-1230, ext. 2456.

Speakers
DVC sponsors a variety of community-oriented arts events, lectures, and public forums throughout the year, often at no cost. Topics are usually related to politics, social issues, and the arts.

Theater productions
DVC drama produces a season of at least five plays each academic year. The stage productions that make up the drama season are hand-selected to present a variety of theatrical genres and to utilize a wise-range of theatrical styles and techniques. DVC drama rehearses, builds and produces its season using the Performing Arts Center proscenium stage and the intimate theatre-in-the-round, Arena Theater. The year-round Educational Outreach Program offers a variety of resources to local area schools. The Drama Department provides backstage tours, outreach workshops, faculty guest speaking engagements and hosted and non-public performances with cast and crew talkbacks. Each spring advanced student directors produce a Brown Bag series of short scenes, plays and one-acts. Students direct, produce and mount their works in two separate rounds, one in the Main Stage and one in The Arena. For tickets for DVC drama productions call 925-687-4445 or visit the DVC Cashier's Office. Additional season and audience information is available at www.dvcdrama.net.

Community Resources

Observatory
Opened in 1975, the observatory is equipped with telescopes for students studying astronomy. Located in the Science Center, the observatory facilities are open for night observation several times each semester.

Planetarium
Our planetarium presents astronomy programs for astronomy classes and for local school and community groups. Reservations must be made ahead of time. There is a nominal fee. The planetarium is located next to the Physical Sciences Building.

Ticket Office
The Cashier’s Office/DVC Ticket Office is located adjacent to the Admissions and Records Office in the Student Services Center (SSC). Tickets may be purchased over the phone by calling the Cashier’s Office directly at 925-685-1230, ext. 2084. You may also leave a message on the Theater Box Office line at 925-687-4445. The Theater Box Office is located directly in front of the Performing Arts Center. It is open to sell tickets one hour before each performance. For more information regarding performance schedules, please go to www.dvc.edu and click on the Ticket Office link.

Service activities

Dental Programs Teaching Clinic
DVC’s dental programs teaching clinic offers many services to the general public including dental hygiene examinations, radiographs (x-rays), oral prophylaxis (cleaning), initial periodontal therapy, scaling and root planing, sealants, fluoride application, and teeth whitening. These services are provided at a reduced standard fee. Contact the dental hygiene clinic at ext. 2356 located in the Life and Health Sciences Building for an examination appointment.
Apprenticeship
Our apprenticeship program offers related and supplementary instruction in plumbing and steamfitting. These courses meet the requirements established by the State of California for indentured apprentices. All courses are taught off-site. Selection procedures for acceptance into these programs are in compliance with federal and state laws and are on file with the Division of Apprenticeship Standards. Enrollment in class is limited to registered apprentices.

Career pathways for high school students
Career Pathways are a sequence of courses that provide students with real-world application of studies, preparing them for a chosen career area. Diablo Valley College supports students in local high schools who plan to continue their education in a career pathway.

High school and college courses prepare students for their chosen career pathway using strategies that build real-world context for student learning. High school students may be concurrently enrolled in DVC classes (see the section of the catalog: Registering for courses).

Articulation agreements between high schools and DVC save students time and money by allowing them to earn college credit while attending high school.

High school students should verify requirements and procedures with their instructor and/or counselor to determine if their high school coursework qualifies for credit or non credit articulation. For a list of current articulation agreements visit www.dvc.edu/careerpathways or call 925-685-1230, ext. 2674.

College for Kids
This program provides enrichment activities for motivated young people in the fourth through the ninth grades. The activities take place on the DVC and SRVC locations and are scheduled like college classes. Two three-week sessions are offered in June and July.

Educational Talent Search (ETS)
Educational Talent Search is a federally funded program designed to assist low-income and first generation college-bound students between the ages of 11 and 27 with secondary school retention, graduation, re-entry and college placement. Students are provided with academic, college, financial aid, and career advising.

Special workshops are designed to teach parents and students about the college admissions and financial aid processes. The program offers test preparation strategies and assistance in preparing students for college entrance exams. Eligible students are provided with fee waivers to cover the cost of SAT and ACT college entrance exams as well as admissions applications. Students can receive assistance with study skills, time management, goal setting and self esteem development. www.dvc.edu/ets.

Emeritus College
This program is a non-profit, fee supported program that provides affordable, short-term (1-6 days) not-for-credit educational classes and activities designed especially for adults (50+).

The goal is learning for the fun of it. The curriculum covers a wide range of subjects including: art, cooking, foreign language, health, history, law, literature, music, travel, and world events. Classes are currently held in nine locations in Lafayette, Moraga, Pleasant Hill, Rossmoor and Walnut Creek.

Emeritus College offers lectures, concerts and other special events. To join the mailing list, please call ext. 2388. Class schedule is also posted on the website: www.dvc.edu/emeritus.

Learning communities
Colleges across the country have found that students in Learning Communities are more connected with their classes, teachers, and fellow students. Students in a Learning Community enroll in one or more classes that are linked together by a common thread. This thread could be of many types - for example, subject matter, personal interests, cultural perspective, or life goals. Concurrent enrollment is required in all class sections within a specific Learning Community, unless otherwise noted.
Students enhance their time at DVC by experiencing an innovative curriculum, academic and personal support, and the opportunity to make friends with a variety of people by sharing an enriched common educational experience.

Find out more about a specific learning community under the Learning Communities heading in the class listing.

**ECE Professional Development Program (PDP)**
The ECE Professional Development Program, with funding from First 5 Contra Costa, provides a learning community that supports the academic success of Early Childhood Education students. Participants enroll in designated “ECE Cohort” sections of math and English or ESL where GE requirements can be met in a small group setting with peer support, in-class tutoring, study groups, textbook loans and tuition reimbursement. The ECE ESL Learning Community offers the same support to English language learners who are completing ECE major requirements. For information about enrollment criteria and all PDP services, visit the ECE PDP office in FL-202.

**Puente program**
The Puente program is a one-year pre-transfer program open to all students who meet the eligibility criteria. The content of the course focuses on Mexican American/Latino authors and issues. All students will be required to participate in all courses and project activities, counseling and mentoring.

The program is based on three components that work together: English instruction, counseling and mentoring. English 118 and 122 help students with their writing skills, while counselors help with devising career options, an academic plan and identifying long-term goals. Mentors from the business or professional community share their personal, academic and career experiences with the students.

Since its founding in 1981, Puente has expanded to 50 plus community colleges throughout the state, including DVC. Studies indicate that community colleges with Puente programs transfer 44 percent more Latino students to the University of California than colleges without Puente. Contact the Puente counselor or the Puente English instructor.

**EOPS Summer Institute**
The EOPS Summer Institute is a learning community that provides an intensive six-week college readiness program for rising 11th and 12th graders and recent high school graduates. The program strengthens college English and math skills. A course in counseling also provides students with a plan for understanding and succeeding in college. The program is designed to serve potential EOPS students.

**Relations with Schools Office**
The Relations with Schools Office coordinates student outreach efforts with local schools and community groups. The office offers information about DVC programs and services and also provides campus tours to prospective students and their families. To learn more about the services available, call 925-685-1230, ext. 2336, or 925-866-1822, ext. 5135 at the San Ramon Valley Center.

**ROTC**
All DVC students interested in becoming commissioned officers in the United States Air Force, Army, or Navy may register for lower-division military science courses at UC Berkeley and have these credits applied toward a DVC’s associate degree. Credit is granted initially through UC Extension, but will be applied toward an associate degree at DVC when a transcript is received. Interested students should call UC Berkeley for more information.

**Study abroad programs**
DVC students have opportunities to study abroad in semester length programs in Florence, London, Paris and Spain. Courses are taught by DVC, CCC and LMC professors and most courses are UC and CSU transferable. Financial aid is available for selected programs.

In addition, DVC offers a short term summer program in Capetown, South Africa.

For more information, contact the Study Abroad Office located in FO-219, email studyabroad@dvc.edu, or call ext. 2735 or check the DVC website at www.dvc.edu/studyabroad.
ACADEMIC/INSTRUCTIONAL
POLICIES AND PROCEDURES

Academic policy
Students are expected to attend all class meetings, regardless of whether or not the instructor takes attendance. Students who miss more than two weeks of a term-length class may be dropped by the instructor. Students must contact the instructor directly to inform them of an absence. The college cannot relay such messages.

Attendance at the first class meeting
If a student wishes to secure a place in class, he or she 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 class. If students do not attend the first class meeting, it is still their responsibility to officially drop the class.

Field trips
If participating in a class field trip or other college sponsored activity causes a student to miss other classes, there will not be a penalty for the absence providing the work is made up and the student notifies all instructors of classes they will be missing in advance of the absence.

Leave of absence
Students who need to take a leave of absence during the term should ask a counselor for a petition and then receive written approval from their instructor(s) and the vice president of student services. A leave of absence is limited to 10 instructional days. Instructors may drop students who have been absent for the equivalent of two weeks of instruction without an approved leave of absence.

Academic dishonesty policy
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 including transcripts;

Fabrication - falsifying experimental data or results, inventing research or laboratory data or results for work not done, or falsely claiming sources not used; or falsifying participation in a class in any way;

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 inadequately distributing exams to other students.
Complaints about staff, managers or faculty

Individuals who are unable to directly resolve an issue with any classified staff member or manager and wish to complain may contact that employee’s supervisor to notify them of the issue and to seek appropriate resolution.

Individuals who are unable to directly resolve an issue with any faculty member and wish to complain may contact the appropriate department chair, whose responsibility it is to listen to student inquiries, complaints and grievances about department members and matters. The department chair will investigate and attempt to resolve matters on a department level. If the faculty member is also the department chair, direct the concerns to the academic dean.

Course requirements and credit

Course work and units

Course work and study time per unit
Units of credit are a measure of the amount of study performed in a course; grades are a measure of the quality of that study. Generally speaking, for each three-unit lecture class, students spend three hours each week in class and six hours of study time out of class. A four-unit course that includes a lab would add another three hours each week in the laboratory.

Full-time status
A student must carry a minimum of 12 units in the fall or spring term or four units in a 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
In fall or spring term, a full-time course load is considered to be at least 12 units. Students who wish to enroll in more than 19 units in the fall or spring term or 12 units in the summer term must have permission from the dean of counseling and student support services prior to the start of the class. Students may request to exceed unit limits through the counseling website under the forms category.

Veterans must carry a course load of at least 12 certifiable units in order to receive full veteran’s benefits.

International students must carry at least 12 certifiable units each term to maintain their F-1 status. Authorization to be below 12 units must be granted by a designated school official in the International Students Admissions and Services Office.

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.

Exemptions
Students enrolled in ESL courses or officially identified as having a learning disability are exempt from the 30 unit 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 and/or number of meetings; and the number of classes the student attends.

Repeating courses
If the student has received a satisfactory grade in a course that is not listed as repeatable, he or she may repeat the course only after a significant lapse of time (three years) or under extenuating circumstances. Students must appeal to the dean of outreach, enrollment and matriculation, prior to repeating the course. This appeal may be made online at www.dvc.edu/petition-to-repeat. If permission is granted, the new grade will appear on their transcript and the higher of the two grades may be calculated in their grade point average.

Repeating courses with substandard grade
Students who have received a substandard grade in a course should see the “improving a grade point average” section of this catalog.

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.

Deadlines
Independent study forms must be submitted for approval to the division dean before the sixth week of the term.
Adding and dropping classes
Classes may be added and dropped online, by telephone or in person at the Admissions and Records Office. For information on adding and dropping courses, see the “Registering for classes” section of this catalog.

Auditing of classes
Diablo Valley College does not permit auditing of classes. All students must submit an application for admission to the college and officially register.

Course prerequisites and/or co-requisites
Students enrolling in a course with a prerequisite must complete that prerequisite with a “C” grade or better before they are allowed to register. A course has a prerequisite to ensure that a student has the appropriate body of knowledge to be successful. Courses with a co-requisite require that a student either has taken the co-requisite before or is taking it at the same time as the course.

Please note: Dropping a class with a co-requisite will result in a drop from both classes.

Usually a prerequisite is a course from a lower sequence of courses. For example: Students may not enroll in Math 142 (Elementary Statistics with Probability) without first passing Math 120 (Intermediate Algebra) with a “C” grade or better, or the equivalent. Usually, a co-requisite course is a lab or a course that provides supplemental instruction.

To see which courses have prerequisites and/or co-requisites see the individual course offerings in the catalog.

To register for a course with a prerequisite
Students who have completed the prerequisite course with a “C” grade or higher, at DVC fall 1999 or later, will have the prerequisite automatically cleared upon registration. If the prerequisite course was completed at DVC, CCC or LMC prior to fall 1999, contact the Admissions and Records Office.

If the prerequisite course was completed at another educational institution, the Admissions and Records Office must clear the requirement prior to registering either online or by telephone.

All prerequisite forms must have the appropriate documentation attached.

Online or telephone registration
There are two ways to do this:

1. submit an unofficial or official transcript with a prerequisite form to the Admissions and Records Office;

   OR

2. fax an unofficial transcript with a prerequisite form.

   If approved, the prerequisite will be cleared within two to three business days. If denied, the student will be notified.

Open/walk-in registration
Students may submit an official or unofficial transcript along with a prerequisite form during open/walk-in registration and register for the class.

Prerequisite and/or co-requisite challenge
Students who are denied enrollment in a class because they do not meet the prerequisite requirement may challenge the prerequisite. Challenge petitions are available in the Admissions and Records Office.

How to file a prerequisite or co-requisite challenge
Students must file their challenge form at the Admissions and Records Office at the time they register for the class. If space is available, the student will be enrolled in the class pending the outcome of the challenge.

• If the challenge is approved, the student will remain in the class.
• If the challenge is denied, then the student will be notified that he/she has been dropped from the class.
• If the challenge is not acted upon within five working days, then the student will be allowed to remain in the class.

Challenges for the following reasons are reviewed by the division dean who has final approval:

• The prerequisite is based on health or safety and is either not valid or does not apply to a particular student.
• The prerequisite is discriminatory on the basis of ethnicity, religious belief, political persuasion, age, gender, or sexual orientation.
• The prerequisite course has not been reasonably made available at DVC.
• The prerequisite was not established according to state law.

Challenges claiming that the student has gained the knowledge and skills in another fashion, for example through work or life experience, are reviewed by a faculty committee, whose decision is final.
Alternatives to course credit
We recognize that some students have already reached a portion of their educational objectives through prior schooling.

Substitute courses
In some cases, students are allowed to use courses other than the ones listed in order to meet the general education requirement for the associate degree. For more information about course substitutions, contact a counselor.

Alternate course credit
DVC offers four options for students to receive alternate course credit: advanced placement, CLEP, credit by exam, and military service credit.

Units awarded under any of these four categories may not be used to meet the residency requirement for the associate degrees.

1. Advanced placement (AP) - for the associate degree
Students who have earned a score of 3, 4, or 5 on certain college board advanced placement examinations, may receive credit toward an associate degree, and some examinations may be used in lieu of specific course requirements. An official copy of test score(s) must be sent to the Admissions and Records Office and a request made for this examination credit to be posted to the student record. Associate degree requirements may be met through AP exams. The number of units awarded for each exam are as follows:

Area I-A. English composition
A score of 3 on either the English Language and Composition or English Literature and Composition examinations meets the requirement: “Prerequisite: Eligibility for English 122.”

With a score of 4 on either the English Language and Composition or the English Literature and Composition exam, the “course requirement” will be met.

Area I-B. Communication and analytical thinking
With a score of 3, 4, or 5 on either the Calculus AB or BC exam or Statistics, the “course requirement” will be met.

Area I-C. Mathematics proficiency
With a score of 3, 4, or 5 on either the Mathematics AB or BC exam or Statistics, the proficiency requirement will be met.

Area II. Natural sciences
With a score of 3, 4, or 5 on the Biology or Chemistry or Physics B or Physics C exams, the “course requirement” will be met.

Units awarded toward a DVC associate degree:
Biology: Score of 3, 4, or 5 (3 units)
Chemistry: Score of 3, 4 or 5 (5 units)
English Language and Composition: Score of 3 or 4, (3 units); score of 5 (6 units).
English Literature and Composition: Score of 3 or 4, (3 units); score of 5 (6 units).
Mathematics AB: Score of 3, 4, or 5 (4 units)
Mathematics BC: Score of 3, 4, or 5 (8 units)
Physics B: Score of 3, 4, or 5 (3 units)
Physics C: Score of 3, 4, or 5 (3 units)
Statistics: Score of 3, 4 or 5 (4 units)

Advanced placement - for transfer requirements
Each four-year college or university determines the amount of credit that will be given for AP examinations and how that credit may be used. Students planning to transfer should consult the catalog of the college to which they plan to transfer for information on how these examinations can be used to meet admission, general education, and major requirements.

For students planning to transfer to a University of California or California State University campus, refer to the “CSU G.E” and “IGETC” student handouts for use of AP exam credit towards meeting these general education requirements.

2. CLEP
Students may petition the Admissions and Records Office for six units of ungraded elective credit for each general examination including: humanities, mathematics, natural science, and social science-history passed with a score of 500 or better in the college level examination program (CLEP) taken before 2001. The mathematics CLEP exam may also be used to satisfy the mathematics competency requirement of the associate degree. CLEP subject examinations in dental auxiliary education are available in selected areas. Students may also petition for a course substitute of appropriate associate degree general education requirements; these petitions must be approved by a faculty committee.
For students planning to transfer to a California State University campus, refer to the CSU G.E. student handout for use of CLEP credit towards meeting general education requirements.

To take the CLEP, students must contact the Educational Testing Service in Princeton, N.J., and ask for a bulletin of test dates and locations. Since use of CLEP is limited, students should consult with a counselor before pursuing this option.

Note: Credit is not granted in the same field for both the AP and CLEP exams.

3. Credit by exam
Students may earn credit through examinations available through DVC academic departments. These examinations are usually more comprehensive than the typical final examination for a course, and they may be prepared by national organizations.

To take these examinations students must submit a “Petition for Credit by Examination” form, available at the division offices, 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. They will forward the form to the department chair. Arrangements for administration of the examination will be made by department faculty. The examination itself may take any appropriate form such as written, oral, portfolio, demonstration, or a combination of methods.

In addition:

• The student should not already have taken the course or attempted an examination in the course, whether at DVC or elsewhere.
• 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 only petition to take the examination once.
• The course must not be a prerequisite for one the student has already taken or is now enrolled in.
• The student will be charged a fee for the examination equivalent to the enrollment fee for the class.

Grading shall be according to the regular grading system. 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 recorded on the permanent record and the student is not allowed to take the examination again. Substandard grades may be remediated by enrolling in the course. The petition form is retained in the student’s permanent file.

The following courses have been approved by the departments for credit by examination:

• Administration of Justice - ADJUS 120, 121, 122, 130, 221, 222, 230, 260
• Architecture - ARCHI 119, 126
• Art Digital Media - ARTDM 110
• Business Accounting - BUSAC 110
• Construction - CONST 135
• Education - EDUC 120
• Engineering - ENGIN 119, 126
• Music - MUSIC 122, 123

4. Military service credit
Veterans may apply for evaluation of military service for credit through the Admissions and Records Office. Credit may be granted toward an associate degree for the following training and examinations:

• Six units of elective credit for the completion of basic training and one year or more of active duty in the military service upon submission of DD-214 (separation papers) to the Admissions and Records Office.
• Students may earn units for training taken in armed service school. Units are determined by the “Guide to the Experiences in the Armed Services”, published by the American Council of Education.

Course substitution policy for students with disabilities for DVC associate degrees or certificates
On occasion students, because of their disabilities, are unable to complete a course required of DVC’s associate degree or certificate programs. Those wishing to apply for a course substitution should review the college’s complete course substitution policy. This policy is available in the Disability Support Services (DSS) Office located in the Student Services Center SSC-202. To initiate an application, please make a counseling appointment with a DSS counselor by calling 925-685-1230, ext. 2276.
DVC is “a drug-free” campus

The DVC Student Code of Conduct prohibits the possession, consumption, sale, distribution or delivery of any alcoholic beverage in college buildings or on college grounds, or at college-sponsored or supervised activities, regardless of their location, unless authorized by college officials. The code also prohibits the use, sale, distribution, or possession on campus of, or presence on campus under the influence of, any controlled substances, as listed in Schedules I through IV of Section 202 of the Controlled Substances Act (21 U.S.C. Section 812) on district property or at any district-sponsored event. This includes student participation in field trips, athletic competition and/or any activity sponsored by the college. Any violations will be cause for disciplinary action up to and including expulsion. For additional information about the health risks associated with the use of illicit drugs and the abuse of alcohol, and the applicable legal sanctions under local, state or federal law, please visit: www.dvc.edu/policies/alcohol-drugs. Any student who needs information about substance abuse may consult a campus counselor, or the dean of student life who can provide the student with information about available treatment resources.

Equal opportunity policy and grievance procedures

DVC does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Educational Amendments of 1972 (pertaining to sex), Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975 (pertaining to age), and CCCCCD Board Policy 2001. This nondiscrimination policy covers admission and access to, as well as treatment and employment in the college’s programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances, or requests for a copy of the college’s grievance procedures may be directed to the following: disability support services coordinator for disability related issues; Title IX, Sexual Harassment Title VI, discrimination based on race, color, or national origin, the vice president of student services, Administration Building, or the dean of student life in the Student Union Building.

This procedure affords students an opportunity to resolve a variety of complaints, including those alleging discrimination based on race, sexual orientation, color, national origin, sex, handicap, and age. Students who require assistance in the use of this procedure or any of the above-mentioned policies should contact the vice president of student services or dean of student life. For more information about the sexual harassment policy, please see: www.dvc.edu/policies/harassment and for more information about equal opportunity policies and procedures, please see: www.dvc.edu/eeoc.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the district’s compliance with those provisions may also be directed to the vice chancellor, human resources and organizational development, Contra Costa Community College District, 500 Court Street, Martinez, CA 94553, or U.S. Department of Education, Office of Civil Rights, 221 Main Street, Suite 1020, San Francisco, CA, 94105.

For more information or to initiate a grievance contact:

- Vice president of student services (504, Title IX, Sexual Harassment; Title VI Coordinator and EEOC Officer)
  925-685-1230, ext. 2232
- Vice president of finance and administration
  (ADA Coordinator)
  925-685-1230, ext. 2533
- Dean of student life (EEOC Officer)
  925-685-1230, ext. 2445
- Disability support services manager
  925-685-1230, ext. 2926

Freedom of expression policy

It is the policy of the district and DVC to allow and protect reasonable and legal expressions, speeches and actions according to federal and state laws and Education Code section 76120. Students have the right to exercise free expression, including the use of bulletin boards, the distribution of printed materials and the wearing of buttons, badges or other insignia. The policy excludes expression that is obscene, libelous or slanderous according to current legal standards or that incites students to create a clear and present danger or to commit unlawful acts on community college premises or damage to persons or property. Inciting students to riot, or the violation of lawful community college regulations or the substantial disruption of the orderly operation of the community college, is also prohibited. Copies of the district and college policies are available at the Student Life Office.

Grading

Grade policy

The assignment of grades is the exclusive responsibility of the individual instructor. Our grading policies are based on our faculty’s philosophy, California Administration Code, Title 5 (Sec. 51300-51325), and the Contra Costa Community College District Board Policy 4001.

We use the following evaluative grades and non-evaluative symbols:

<table>
<thead>
<tr>
<th>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>
</tbody>
</table>

academic/instructional policies and procedures
D — Passing, less than satisfactory — 1
(Not a recommending grade for continuation in sequential courses)

F — Failing — — — — — — — — — 0

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

I — Incomplete — — — — — — — — — 0
P — Pass — — — — — — — — — — — — — 0
(At least satisfactory or a C grade; units not counted in GPA)

NP — No Pass — — — — — — — — — — — 0
(Less than satisfactory; units not counted in GPA)

The following are non-evaluative symbols:

W — Withdrawal — — — — — — — — — 0
(The symbol assigned to students who withdraw from a class within the allowed time.)

IP — In Progress — — — — — — — — — 0
(Symbol indicating the course was in progress beyond the end of the term.)

RD — Report Delayed — — — — — — — — 0
(Symbol indicating delay in reporting grade.)

Grades earned on non degree applicable courses are not included in the degree applicable grade point average.

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 and upper division courses) is maintained at the end of the semester in which the student has applied to graduate. A student intending 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 grades
An incomplete grade must be made up no later than one calendar year following the grade assignment or it will automatically revert to the alternate grade assigned by the instructor. Students who receive an “I” grade can not 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 with instructor approval. The instructor must notify the Admissions and Records Office.

Pass/no pass grades (P/NP)
These grades are not used in the calculation of grade point averages, although the units for P grades are applied toward the 60 required for an associate degree. Four-year colleges often limit the number of P units that they will accept from transfer students. To determine if there are any negative implications to choosing a P/NP grading, students are advised to refer to the policies of the college to which they intend to transfer. P/NP grade option cannot be reversed after 25 percent of the class has passed.

Student choice (SC)
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 grade. Students must complete a form in the Admissions and Records Office to take the course for a P/NP grade. If students do not choose the P/NP option before the deadline, they will be issued a letter grade for the course. It is often best to discuss this choice with a counselor.

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

Non credit courses
Non credit courses are open to all students for registration. There are no enrollment fees for non credit courses, but an application for admission is necessary. Non credit courses are not graded and are non degree applicable.

Fairness in grading
During the first week of each class, instructors will give their students a copy of their class syllabus, which will include their grading policies. Students may expect instructors to:

- 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 class 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 (exception in cases of violations of DVC’s academic dishonesty procedure 4001.04).
Grade 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 if the student’s grade should be changed.

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 class prior to the drop deadline.

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 classes. 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 (described in the college catalog under “fairness of grading”). Difficulties occasionally arise between students and faculty members about grades. Most misunderstandings are resolved amicably and the college urges students to discuss problems directly with faculty members. Because some disagreements cannot be resolved informally, DVC has a procedure for resolution of grade complaints that the student must initiate.

Grounds for grade changes

The most common problems are those concerning the grade assigned for class work. According to state law, a 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). Pass/no pass grades cannot be changed to letter grades once 25 percent of the class has passed.

The informal steps below (1 and 2) 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.

The “fairness in grading policy” section (under academic policies) clearly explains the grading guidelines a student can expect. At the beginning of each class, instructors must 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 his/her work, he/she may pursue a complaint under the description of mistake, fraud, bad faith, or incompetence. The student has the option of having a representative present at this and/or subsequent meetings.

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/her. If the instructor agrees to a grade change he/she fills out a grade change report in accordance with 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 for the student is 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, he/she may request a formal hearing before a complaint review committee, which is the president’s designee. The student must submit his/her 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 instructional 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 either 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 party(ies) and the vice president 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. Copies of the recommendations will be sent to the student, the faculty member, and all members of the committee.

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.

c. 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 his/her 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.

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.

5. 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.

Steps for resolution of grade complaints:
1. Meet with instructor for an explanation. If unresolved, then,
2. Request department chair mediation. If unresolved, then,
3. Request division dean mediation. If unresolved, then,
Academic/instructional policies and procedures

4. Request formal hearing with complaint review committee by submitting a formal written complaint to the office of the vice president of instruction.
   a. Hearing with committee
   b. Committee recommendation to college president
   c. President's review and decision
5. Student and faculty member have appeal rights.
6. Final decision.

Improving a grade point average

Course repetition
When students receive a substandard grade ("D," "F," or "NP") for a course, they may enroll in it a second time without being required to request permission. If it becomes necessary for students to attempt a course for the third time, they must request special permission to do so. This request may be made online at www.dvc.edu/petition-to-repeat. Under no circumstances may a student repeat a course more than two times to alleviate a substandard grade (Title 5, section 55042).

If students repeat a course, only the better of the two grades will be used in the GPA calculation. (If both grades are the same, then only one will be counted). However, both grades will appear on the transcript, and the units for the course will only be counted once. An "R" notation will appear next to the lower of the two grades indicating that the course has been repeated.

Academic renewal without course repetition
Academic renewal allows students to have up to 24 units of substandard grades ("D," "F," or "NP") excluded (without the student having to repeat the course) from their grade point averages. To be eligible, students must have completed 20 units of satisfactory work ("C" grade or better) that has been completed within the Contra Costa Community College District or any other accredited college or university, since receiving the last substandard grade (the unit count begins the semester after the substandard grade is received). The student must not have received any "D's", "F's" or "NP" since the substandard work (minimum 2.0 since substandard work). Students interested in academic renewal should request a petition from the Admissions and Records Office (Title 5, section 55046) and must have a counselor sign the form before submitting it to the Admissions and Records Office.

Instructional material policy
Students enrolled in credit or non credit courses and programs may be required to provide certain 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 in the production of an 'end product' that has continuing value to the student outside the classroom setting. Excerpted from Board policy 5017.

Instructors' rights policy
If a student is disrupting class, the instructor may have him or her removed, and the instructor may also remove that student from the next class meeting. For more information about removal, see the "student code of conduct" section.

The instructor must give permission before a student can use a tape recorder in class.

Instructors have the exclusive responsibility for assigning grades. For more information, see the "grade policy" section of the catalog.

Matriculation rights and responsibilities

Student rights
The student has the right to the following matriculation services: admissions, 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:

1. Assessment: Students are allowed to submit scores from assessment tests taken at another California community college within the last two years in lieu of taking the assessment at DVC, if the assessment instrument is state-approved and correlation with DVC courses can be established. Title 5 Section 55530(c).

2. Prerequisites: A student may challenge a required course prerequisite. (Please refer to the "prerequisites" section.)

3. Complaints: A student may file a complaint if he or she believes DVC has failed to make a good faith effort to develop an educational plan or provide specified services once the student has declared a specific educational goal. Title 5 Section 55525(d).
Student responsibilities
As part of the State of California Title 5 Matriculation Regulations, Section 55530 (d), all students are expected to participate in the matriculation process unless they are exempt (see “exemption” below) or waive the right to participate (see “waiver, appeal, and complaint procedures” below). Through the matriculation process at Diablo Valley College, students agree to the following responsibilities:

• to express at least a broad educational intent at the time of registration and state a specific educational goal upon completion of 12 units of course work;

• to complete a first-semester individual educational plan with the assistance of a counselor prior to registering for courses. This is usually done in the orientation and advising class (Counseling 095) for new students;

• to attend and complete courses: all students are expected to attend their classes regularly, complete assigned course work on time and complete their courses each semester. Students are expected to maintain regular progress toward their educational goal;

• to seek counseling at least once per semester and as needed to review, update, and expand their educational plans and goals. It is particularly important for the following students to seek counseling:
  • students on academic or progress probation
  • students enrolled in developmental courses. (generally achieved through counselor visits to such classes during the term or can be achieved in consultation with the instructor or instructor advisor in the department);
  • students who have not declared an educational goal. Such students are sent a letter explaining options available in identifying and updating their educational goal.

Exemption
Some students may choose to be exempted from assessment, orientation or counseling. Typically students seeking an exemption from matriculation services meet one of the following criteria:

• the student has earned an associate degree or higher;

• the student is enrolled in a job-related course;

• the student has one of the following educational goals: to learn or update job skills, to maintain certificate or license, or to pursue a special personal interest;

• the student is enrolled in six units or less.

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 Student Disciplinary and Due Process Procedures.)

1. Initial review of waiver, appeal, or complaint
   a. The student should contact the office of the dean of outreach, enrollment and matriculation and complete an “appeal or request for waiver” form or file a complaint regarding matriculation rights.
   b. The dean 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 his/her rights to further appeal and the correct procedures to follow.

2. 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.

Open course policy
It is the policy of the Contra Costa Community College District that unless specifically exempted by statute or regulation, every course, course section, or class reported for state funding, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets the prerequisites as may be established pursuant to regulations contained in Title 5 Section 55200.
Parking policy
All parking requires a parking decal or a daily permit, which must be displayed on the student’s vehicle. Parking permits are required 6 a.m. Monday through 5 p.m. Friday. Students may park only in student parking lots. Parking is available on a first-come, first-served basis, and having a permit does not guarantee that a student will find a parking space. Separate summer permits are also required. Parking permits are not required at the San Ramon Valley Center. For more information, contact police services, or visit www.4cd.edu/crpa/pd.

Probation and dismissal policy

Academic probation
We expect our students to make steady progress toward their educational goals by maintaining a “C” average or better in their courses. If a student’s cumulative record shows that he or she has completed 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 one probation will be mailed information encouraging them to view the short probation video in the Media Center and to schedule a meeting with a counselor. Students on stage two probation will be mailed information addressing additional requirements.

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 are prohibited from attending DVC for two consecutive terms.

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 (this includes letter grades and units assigned the symbols “W,” “I,” “P,” “NP,” “IP,” or “RD”). Students on stage one probation will be encouraged to view the short probation video in the Media Center and schedule a meeting with a counselor. Students on stage two probation will be mailed information addressing additional requirements.

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 probation. Students on dismissal status are prohibited from attending DVC for two consecutive terms.

Appeals and readmission
Students who are placed on probation or dismissal are notified in writing. The notification includes the process for appealing the dismissal to the dean of student life or SRVC senior academic/student services manager. Dismissed students who wish to appeal their dismissal status must watch a brief video (located in the Media Center or the Learning Commons at the San Ramon Valley Center) explaining the probation process and file a “request for reinstatement” form with the dean of student life. 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.

Sexual harassment policy
It is the policy of the college to provide a work and study environment free from sexual harassment. The campus community should be aware that the college will not tolerate any conduct that constitutes sexual harassment and will take measures to ensure compliance with all applicable federal and state regulations. Formal complaints may be filed with the district, using the district unlawful discrimination form.

Sexual harassment refers to sexually oriented verbal or nonverbal behavior that is not welcome, that is personally offensive, that debilitates morale, and that therefore interferes with the behavioral effectiveness of members of the campus community. Sexual harassment is discriminatory and unlawful.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education, (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting
that individual, (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, educational, or living environment.

Accountability for compliance with this policy rests with all members of the campus community. The president’s designee shall take appropriate steps to disseminate this policy, and the campus community shall be regularly informed of the policy.

Any member of the campus community who believes he or she has been sexually harassed should promptly report the facts of the incident or incidents and the name or names of the individual or individuals involved to the president’s designee. All such claims will be investigated and appropriate action will be taken. Please note that sexual harassment is a violation of the law; should an individual choose to proceed through the district, substantiated complaints may result in disciplinary action. For more information about the sexual harassment policy, please see: www.dvc.edu/policies/harassment.

References/authority: Title VII, Section 703; Title IX of the Education Amendments of 1972. Procedures for complaints may be obtained from the vice president of student services’ office or from the Student Life Office or from the SRVC Student Services Office.

Smoking policy

In recognizing the serious health risks associated with smoking, wishing to discourage both students and staff from becoming smokers, and recognizing the rights of non-smokers to a reasonably smoke-free environment, the following policy applies:

At the Pleasant Hill campus, smoking is allowed only in the parking lots. At the San Ramon Valley Center, smoking is allowed only in the student parking lots. Restrictions at other educational sites are established by those sites and by state and local law.

Adherence to the restrictions relies on the initiative of non-smokers to politely request that smokers comply and on the courtesy of smokers to acknowledge the restrictions and comply. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board is a violation of the Student Code of Conduct and is punishable by disciplinary action. State law also prohibits smoking within 20 feet of all doorways and windows. Smoking generally means inhaling, exhaling, burning or carrying any lighted cigar, cigarette or pipe.

Student Code of Conduct - Student Services Procedure 3027

I. Introduction

The Student Code of Conduct is a statement of the Contra Costa Community College District's expectations regarding student standards of conduct, both academic and non-academic. Students are expected to obey all laws and district policies and regulations. Students shall be subject to discipline for violation of these laws, policies, and regulations. Student misconduct may also be subject to other regulations of the district, including but not limited to regulations regarding complaints of harassment and discrimination.

II. Definitions

For the purpose of these rules and regulations, the following words and terms are defined as follows:

A. “Student” shall mean all persons enrolled in any courses at the colleges in the district, regardless of where courses are taught, whether they are enrolled full-time or part-time, for credit or non-credit or not-for credit or contract education, and whether or not s/he is planning to earn a degree, certificate of achievement or other certification. Persons who are enrolled in online or hybrid courses are also considered ‘students’. Persons who are not officially enrolled for a particular term, but who have been admitted to the college and enroll in courses from time to time, and have a continuing relationship with the college are considered ‘students’.

B. “Governing board” shall mean the Governing Board of the Contra Costa Community College District.

C. “District” shall mean the Contra Costa Community College District, including but not limited to its administrative staff and each of its colleges.

D. “College” shall mean a college operated and maintained by the district.

E. “Member of the college community” shall mean the district trustees, the academic, support staff, and administrative personnel of the district, the students of the district and any other person while on district or college property or at a district or college function or activity.

F. “Day” shall refer to a college instructional day unless otherwise noted.

G. “Good cause” includes, but is not limited to the following offenses:

1. continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel;
II. Grounds for disciplinary action

A. Acts of academic dishonesty, including, but not limited to, cheating, tampering, fabrication, plagiarism, or assisting others in an act of academic dishonesty. Cheating is defined as unauthorized copying or collaboration on a test or assignment, or the use or attempted use of unauthorized materials. Tampering is defined as altering or interfering with evaluation instruments or documents. Fabrication is defined as falsifying experimental data or results, inventing research or laboratory data or results for work not done, or falsely claiming sources not used. Plagiarism is defined as representing someone else’s words, idea, 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 is defined as 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;

2. other forms of dishonesty, such as lying, knowingly furnishing false information, or reporting a false emergency to any college official, faculty or staff member or office or to the district;

3. forgery, alteration, misappropriation or theft, misuse of any district or college document, record, key, electronic device, or identification, including, but not limited to, unauthorized grade changes and forged signatures on official college forms.

4. misrepresentation of oneself or of an organization to be an agent of the district;

5. obstruction or disruption of teaching or the district’s educational process, administrative process, disciplinary procedures, or other district functions and activities on or off district property;

6. disruptive or abusive behavior, such as verbal harassment, habitual profanity or vulgarity, physical abuse, intimidation, hazing, or stalking of any member of the college community;

7. vandalism, graffiti, or other willful misconduct which results in cutting, defacing, or other damages to any real or personal property owned by the district or a member of the college community;

8. assault, battery, violence or threat of violence, or any willful misconduct which results in an injury or death of a student or district personnel or behavior that threatens the health and safety of any member of the college community;

9. theft of district property, or property in the possession of, or owned by, a member of the college community;

10. violation of district or college policies or regulations including but not limited to those concerning the formation and registration of student organizations, the use of college facilities or the time, place, and manner of public expression or the distribution of leaflets, pamphlets, or other materials;

11. failure to comply with the directions of the district or college officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so;

12. the use, sale, distribution, or possession on campus of, or presence on campus under the influence of, any controlled substances, or any poison classified as such by Schedule D section 4160 of the Business and Professions Code;
13. possession, consumption, sale, distribution or delivery of any alcoholic beverage in college buildings or on college grounds, or at college-sponsored or supervised activities, regardless of their location, unless authorized by college officials;

14. possession or use of explosives, dangerous chemicals, or deadly weapons on district property or at a campus function, without prior authorization of the college president;

15. engaging in lewd, indecent, or obscene behavior on district-owned or controlled property or at a district-sponsored or supervised function;

16. rape, date rape, sexual harassment, sexual assault, or threat of an assault upon a student or member of the college community on district property, or at a college or district-sponsored or supervised function;

17. unauthorized use of, or misuse of district property, including, but not limited to, unauthorized possession, duplication or use of district keys and/or unauthorized entry into district property;

18. willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board or college;

19. knowingly assisting another person in the commission of a violation of the student code of conduct;

20. misuse of computers and networks which includes but is not limited to utilizing an unauthorized account, password, campus network, interfering with normal computer operations, circumventing data protection schemes or uncovering security loopholes, or violating terms of the software agreements;

21. willful disruption of the orderly operation of the campus;

22. leading or inciting others to disrupt scheduled and/or normal authorized activities;

23. obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised events;

24. unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym locker room or a restroom;

25. any other cause identified as good cause by Education Code section 76033, not identified above; or any applicable penal code sections, or other applicable local, state, or federal laws;

26. any other ground constituting good cause.

C. Violation of parking laws, regulations, or rules shall not be cause for the removal, suspension, or expulsion of a student (Ed. Code § 76036).

D. Nothing in these procedures shall preclude a student with a disability from receiving appropriate accommodations as identified by Disability Support Services.

IV. Types of disciplinary action

The following discipline may be imposed, individually or in various combinations, on any student found to have violated the Student Code of Conduct.

**Warning:**
A warning is a written or oral notice to the student that continuation or repetition of certain conduct may result in further disciplinary action.

**Restitution:**
Restitution is reimbursement by the student for damage to, loss of or misappropriation of property. Reimbursement may take the form of appropriate service by the student to repair property or otherwise compensate for damage.

**Projects and assignments:**
Projects and assignments may include educational projects, service to the college, and other related discretionary assignments.

**Disciplinary probation:**
Probation is a status imposed for a specific period of time in which a student must demonstrate his or her conduct conforms to district standards of conduct as set forth in these regulations. Conditions may be imposed at the discretion of the district or the president’s designee. Misconduct during the probationary period or violation of any conditions of the probation may result in more serious disciplinary action, such as loss of privileges, suspension, or expulsion.

**Loss of privileges:**
Loss of privileges is the denial of extra-curricular activities or other special privileges for a designated period of time. Violation of any conditions or campus regulations during the period of sanction may result in far more serious disciplinary action, such as suspension or expulsion.

**Removal:**
Removal of a student from class by an instructor or with the assistance of police services, if necessary.

**Suspension:**
Suspension is a separation from the district for a designated period of time after which the student will be eligible to return. A suspension may consist of
a. a period of time from one or more classes for a period up to ten (10) days of instruction;
b. from one or more classes for the remainder of the school term; and
c. from all classes or activities of the college for one or more terms for up to three years.

Expulsion:
Expulsion is the permanent termination of student status by the governing board for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others. A student who is expelled is prohibited from participating in any college activities or programs and from entering district premises.

Revocation of degree or certification:
A degree or certificate awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining a degree or certification, or for other serious violations committed by a student prior to graduation.

V. Reciprocity of sanctions
During a period of suspension or expulsion, a student shall not be enrolled in any other college within the district. Disciplinary actions or sanctions shall apply to the student at all district colleges.

VI. Conduct related to college
After a hearing, the president’s designee may impose an immediate suspension on a student when such action is required in order to protect property, safety, and to ensure the maintenance of order on the campus or at a campus function.

No student may be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance.

VII. Record of disciplinary action
In accordance with Education Code section 76220, community college districts shall establish, maintain and destroy student records according to regulations adopted by the Board of Governors of the California Community Colleges. The president’s designee will create a record of disciplinary actions, along with relevant supporting documents and evidence. Consistent with the Family Educational Rights and Privacy Act and District Student Services Procedure 3009, this record shall be maintained as a confidential student education record and may not be released without the permission of the student, except as permitted by law and policy. The student shall have a right to inspect the record and to challenge the contents. Disciplinary records shall be retained in a manner consistent with state law, and will be destroyed following the third college year after the college year in which it originated.

In accordance with Education Code section 76234, whenever there is included in any student record information concerning any disciplinary action taken by the college or district in connection with any alleged sexual assault or physical abuse or any conduct that threatens the health and safety of the alleged victim, the alleged victim of the sexual assault or physical abuse shall be informed within three (3) days of the results of any disciplinary action by the college and the results of any appeal.

VIII. Removal by instructor
An instructor, for good cause, may remove a student from his or her class for the day of the removal and the next class meeting. (Ed. Code §§ 76032 and 76033.)

A. Procedures before the removal
1. The instructor shall notify the student of the instructor’s consideration of the removal from class and the reasons for the proposed removal.
2. The instructor may remove the student from the classroom immediately. Under normal conditions, the instructor should permit the student an opportunity to present a rebuttal to the accusation or otherwise offer relevant comment on the proposed removal. There need be no delay between the time notice is given to the student and the time of such a review.
3. The instructor shall decide whether or not to proceed with the proposed removal after hearing the student’s explanation and considering all of the information relative to the issue. There need be no delay between the time notice is given to the student and the removal.
4. The decision may be given to the student either orally or in writing.
5. The instructor’s decision is final and may not be appealed.

B. Procedures after the removal
1. Immediately following the removal, the instructor must notify the college president or president’s designee of the removal.
2. If the student removed is a minor, the college president or president’s designee shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference.
3. The instructor may request that the student meet with the college president or president’s designee, within three (3) days of removal, prior to returning to class.
4. During the period of removal, the student shall not be returned to the class without the concurrence of the instructor.
IX. Preliminary procedures for suspension by president’s designee

The following procedures shall be taken before suspension except in the event that an emergency/interim suspension is made as set forth in Section XIV.

A. Administration. The president’s designee shall administer these procedures and take appropriate action, subject to the approval of the college president and the governing board if required herein or otherwise by law.

B. Disciplinary action that may be imposed. The president’s designee may suspend or impose a lesser sanction on a student. A suspension may consist of a period of time as follows:
1. from one or more classes for a period up to ten (10) days of instruction;
2. from one or more classes for the remainder of the school term;
3. from all classes and activities of the college for one or more terms. A suspension shall not exceed three (3) years.

C. Reporting of conduct. Alleged student misconduct shall be reported to the president’s designee. The president’s designee shall be the vice president of instruction or the senior dean of student services at Contra Costa College, the dean of student life at Diablo Valley College, and the senior dean of student services at Los Medanos College. Other officials may be designated as the president’s designee, whenever necessary for the efficient operation of the district.

D. Investigation. Upon receiving a report of alleged student misconduct, the president’s designee shall initiate an investigation.

E. Notice. Before imposing discipline, the president’s designee shall give or make reasonable efforts to give the student oral or written notice of the reason for the proposed disciplinary action. If the student is a minor, the president’s designee shall also notify the parent or guardian of the investigation and charges.

F. Preliminary hearing. Within a reasonable period of time (normally within five (5) days following the delivery to the student of the notice referred to above), the president’s designee shall offer the student an opportunity to attend a meeting (“preliminary hearing”) at which time the student may present a rebuttal to the accusation or otherwise offer relevant comment on the proposed discipline. There need be no delay between the time of the notice given to the student and the time of the meeting. If the student fails to arrange a preliminary hearing (or if he/she fails to appear for a preliminary hearing he/she has arranged), the decision of the president’s designee will be final and not subject to a further Appeal Hearing.

G. Determination after preliminary hearing. Based on the evidence presented, the president’s designee shall decide whether or not to proceed with the proposed suspension and/or to recommend expulsion after hearing the student’s explanation and considering all of the information. If the decision is to suspend for up to five (5) days, the president’s designee may inform the student of the decision and send a written confirmation to the student’s last known address within five (5) working days. The confirmation shall include a statement that the decision to impose a suspension for five (5) days or less, or a lesser sanction, is not appealable. If the decision is to suspend for more than five (5) school days or to recommend expulsion, the president’s designee shall send the student a written notice via personal delivery or certified mail to the student’s last known address as set forth below.

H. Notice to the college president. The president’s designee shall report any disciplinary action imposed to the college president.

I. Notification after a suspension of more than five (5) days. If the president’s designee imposes a suspension of more than five (5) days, the president’s designee shall promptly send the student a letter of notification that is hand delivered or sent via certified mail to the student’s last known address. The notification shall include:
1. a statement of the charges, the reason for the suspension or recommended expulsion offer, and a description of facts related to the misconduct, including the evidence against the student, the date of the incident(s), time of the incident(s), and location of the offense(s);
2. a copy of the Student Code of Conduct;
3. an explanation that a student who has been suspended for more than five (5) days is entitled to appeal the decision and has a right to a further hearing (“appeal hearing”). The notification shall also state that a request for an appeal hearing shall be filed within five (5) days of the service or mailing of the notification, whichever is earlier. The written request for an appeal hearing must be submitted to the president’s designee, and must cite the specific ground(s) for the appeal (from those listed below), and provides information which substantiates the ground(s) on which the appeal is being made;
4. Grounds for appeal - A student may appeal the decision of the president’s designee on grounds that:
a. Fair consideration was not provided to the student, (i.e., there is evidence that some aspect of the hearing was prejudicial, arbitrary, or capricious).
Academic/instructional policies and procedures

b. New and significant information, not reasonably available at the time of the initial hearing, has become available.

c. The sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal hearing.

5. A statement that the student has the right to be accompanied at an “appeal hearing” by an on-campus advisor of his or her choice. If the student decides to be accompanied by an advisor, the name and address of that advisor must be submitted to the president’s designee at the time the appeal is filed;

6. The president’s designee may note that he or she will also recommend expulsion;

7. The notification shall include the date, time, and location of an appeal hearing if requested by the student.

J. Student right to appeal a suspension of more than five (5) days. The student may accept a suspension in excess of five (5) days without admitting the conduct charged. In such a case, the decision of the president’s designee will be final and not subject to a further appeal hearing. Should the student not accept a suspension in excess of five (5) days, the student has a right to appeal. A suspension appeal must be filed by the student no later than five (5) business days from the date the notification letter is personally served or mailed.

K. Schedule of hearing. The president’s designee shall schedule an appeal hearing no later than ten (10) working days from the date of the suspension.

X. Hearing authority for appeal hearing

A. The college president will assign either an administrative hearing officer or may utilize a student discipline committee (“committee”) to conduct appeal hearings at the college (“hearing authority”).

B. An administrative hearing officer shall be a college official.

C. A committee shall include: one faculty member, one administrator or manager, and one student. The selection process for the committee, if any, will normally occur at the beginning of each academic school year.

1. The academic senate will select a faculty representative and alternate(s). Vacancies will be filled by an action of the academic senate.

2. The associated student body will select a student representative and alternate(s). Vacancies of student members shall be filled by an action of the associated student body.

3. The college president will select the administrative or management representative and alternate(s). The administrative or management representative will serve as the committee chair. The student or the college staff member shall notify the committee if he or she has a conflict of interest because he or she is involved in the discipline matter and, therefore, is unable to service as a neutral party.

4. Alternate faculty, administrative, and student members shall be appointed to ensure that a standing committee can always be convened promptly.

XI. Appeal hearing procedures

A. The president’s designee shall submit to the hearing authority: a description of the charges, notices, evidence, and a copy of the proposed decision. The president’s designee shall present relevant evidence regarding the alleged misconduct. The accused student may then present any relevant evidence. Each party may call, examine, and cross-examine witnesses. Written statements, if any, shall be submitted under penalty of perjury. The hearing authority may also question witnesses. Opening and closing statements shall be limited to five (5) minutes. The president’s designee shall speak first, followed by the student.

B. The hearing authority shall rule on all questions of procedure and admission of evidence.

C. Hearings need not be conducted in accordance with strict rules of evidence or formality of a court hearing.

D. The hearing authority shall consider no evidence other than that evidence received at the hearing. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but shall not be sufficient in itself, to support a finding.

E. A student may be accompanied by an advisor of his or her choosing, at the student’s request. The role of the advisor is passive in this procedure. The advisor may be present at the hearing and may counsel the student. The advisor may not address the hearing authority and shall not be permitted to participate in any way during the hearing except to offer counsel to the student. If the student decides to be accompanied by an attorney, the name and address of that attorney must be submitted to the president’s designee at the time the request for hearing is filed.

F. The appeal hearing shall be closed to protect the privacy and confidentiality of everyone involved unless the student and district agree in writing to have a public hearing at least five (5) days in advance of the hearing. A closed hearing will be closed to everyone except the following:
XII. Hearing authority’s consideration and recommendation

Following presentation of the evidence, the hearing authority shall privately consider the evidence with all persons excluded. The hearing authority shall send a written report to the college president within five (5) working days of the termination of the hearing. The report shall contain the following information:

A. a summary of factual findings and a determination that the accused student did or did not commit the act(s) charged;
B. a finding that the student’s act(s) did or did not constitute a violation of the Student Code of Conduct;
C. a recommendation for upholding or modifying the proposed discipline. The hearing authority may also recommend further investigation.

XIII. College president’s decision

A. The college president shall reach a decision after reviewing the report submitted by the hearing authority. The college president may refer the matter back to the committee or hearing officer for further clarification on details of the case, such as evidence and findings of fact. The college president may uphold the suspension, uphold the recommendation by the hearing authority, or adopt a lesser sanction, if appropriate. A written statement of the decision shall be sent via certified or registered mail to the student’s last known address within three (3) working days of the college president’s receiving the hearing authority’s recommendation.

B. The decision of the college president to suspend or impose a lesser sanction shall be final and not subject to further appeal.

C. The college president shall report a disciplinary suspension of any student to the governing board at its next regular meeting after the suspension has been imposed. A copy of the suspension determination, including the reasons for the suspension, shall be placed in the student’s permanent disciplinary record (not the transcript).

D. If the college president determines that a student should be expelled, he or she will forward that recommendation through the chancellor, to the District governing board for determination.

E. In the event that a college president is or will be unavailable for the making of a prompt decision, the college president may appoint an unbiased designee to act on the appeal.

XIV. Emergency interim suspension

A. An emergency/summary suspension is an immediate suspension imposed upon a student for good cause. (Ed. Code § 66017)

B. Notwithstanding the foregoing, the college president or the president’s designee may impose an emergency/summary suspension. It is an extraordinary measure and shall be utilized when necessary to protect lives or property and to ensure the maintenance of order pending a hearing.

C. A preliminary hearing shall be provided within ten (10) calendar days of an emergency/summary suspension. (Ed. Code § 66017) The procedures set forth in Sections IX and X shall apply to the preliminary hearing and any appeal hearing.

D. An emergency/summary suspension shall be reported to the District governing board at its next regular meeting after such suspension has been imposed. A copy of the suspension may be placed in the student’s permanent record at the discretion of the college president.

XV. Notification

The college president or president’s designee shall, upon suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the school is situated of any acts of the student that may be in violation of section 245 of the Penal Code. (Ed. Code § 76035)

XVI. Extensions of time

Calendar restraints may be extended with the agreement of both parties.

XVII. Expulsion

The District governing board has the sole authority to expel a student. If the college president determines that a student should be expelled, he or she shall send the recommendation through the chancellor to the District governing board.

A. Within 30 instructional days of the receipt of the recommendation from the college president, and with the agreement of the chancellor, the District governing board shall conduct an appeal hearing in closed session with the accused student and the college president (or president’s designee).
1. The hearing shall be closed to protect the privacy and confidentiality of everyone involved, unless
   a. the accused student requests an open hearing, in writing, within 48 hours of being notified of the hearing, and
   b. it is determined that holding the hearing in open session would not lead to the giving out of information concerning students which would be in violation of state or federal law regarding the privacy of student records.

2. A closed hearing will be closed to everyone except the following:
   a. the student charged;
   b. an advisor/advocate for the student charged, if so desired. If the student chooses to be accompanied by an attorney, the student must notify the district in writing of his/her intent to bring an attorney at least five (5) business days prior to the hearing. Failure to notify the district will result in a waiver of the right to be accompanied by an attorney, or a one month postponement of the hearing;
   c. the college president and/or president’s designee;
   d. the District governing board;
   e. the chancellor and/or district legal advisor
   f. the student’s parent(s) or guardian, if the student is a minor;

B. The accused student shall be notified in writing of the date and time of the hearing, and shall be provided with a copy of this policy. The notice shall be mailed via certified or registered mail, or served personally, if the student is a minor.

C. The hearing shall be conducted in accordance with the following procedures:
   1. The president of the District governing board will serve as chair of the hearing, and will rule on all questions of procedure and admission of evidence.
   2. Hearings need not be conducted in accordance with strict rules of evidence or formality of a court hearing.
   3. Before commencement of the hearing, the District governing board shall review a description of the charges, notices, evidence, findings, and a copy of the proposed decision from the college-level disciplinary appeal hearing. The District governing board shall consider no evidence other than that evidence received in the hearing process.
   4. The college president (or the president’s designee) shall make a brief statement to the District governing board, referring to relevant evidence regarding the alleged misconduct.
   5. The accused student may then make a brief statement to the District governing board and present any relevant evidence.
   6. The statements shall be limited to five (5) minutes.
   7. Upon completion of these statements, the District governing board will have an opportunity to ask questions of both the student and the college president (or president’s designee).
   8. The District governing board will conclude the hearing, dismiss the parties, and privately deliberate as to a decision.
   9. The District governing board shall issue a statement of decision including findings of fact and a determination that the accused student did or did not commit the act(s) charged, a finding that the student’s act(s) did or did not constitute a violation of the Student Code of Conduct, and a decision as to whether the expulsion proposed by the president would be upheld or modified. The District governing board may also recommend further investigation. Pursuant to Education Code section 72122, regardless of whether the matter is heard in open or closed session, the final action of the District governing board shall be taken in open session, and the result of that action shall be a public record. The name of the student, however, shall not be released.
   10. The Chancellor’s Office will send a written statement of the District governing board’s decision via certified or registered mail to the student’s last known address within three (3) working days of the hearing.
   11. If the District governing board’s decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the decision. This statement shall become a part of the student’s records.
   12. The decision of the District governing board is final, and not subject to further appeal.
   13. The hearing shall be electronically recorded. The record shall be the property of the district. The student charged may listen to the tape at a mutually agreeable location at the college. An accused student may, upon request, be provided a copy of the recording at his or her own expense.

Education Code, Sections 66017, 66300, 66301, 72122, 76030-76037, 76234

Historical annotation: adopted 03/02/04
Revised 6/17/08
Related board policy: board policy 3012
Related procedures: student services procedures 3009, 3026
Student grievance policy
(non-instructional)
The Diablo Valley College staff is dedicated to serving particular educational needs, which can be appropriately met by a college functioning in accordance with the broad purposes and regulations set forth in the education code of California. Accordingly, any student who believes there has been a violation of the regulations as stated in Title IX of the Education Act of 1972 or Section 504 of the Rehabilitation Act of 1973 may initiate a grievance (see “equal opportunity policy and grievance procedures”). For further information, contact the vice president of student services.

Student privacy rights
The Family Educational Rights and Privacy Act (FERPA) is designed to protect students from having their records released to persons or institutions without the student’s written consent. FERPA also provides students with the right to review their education records to insure that no inaccurate or otherwise inappropriate information has been included in their file. If the student discovers that there is inaccurate information in their record, they can challenge the content of such record.

Under FERPA, 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.

FERPA rights extend to both current and former students and are implemented as follows:

- **Review of records:** students may request to review their records by filing a written request with the Admissions and Records Office. Within five working days the education records will be made available for inspection.
- **Directory information:** directory information, as defined by the college, may be released without prior notice to the student unless the student provides a written notice to the Admissions and Records Office that they do not want such information to be released without their consent.

Student right-to-know and campus security act
It is the policy of the district to comply with the Student Right-to-Know and Campus Security Act (Public Law 101-542) signed into law November 8, 1990.

The district shall make available the completion or graduation rates of certificate or degree seeking, full-time students entering any of the colleges, to current students, and to each prospective student upon request prior to that student's enrolling or entering into any financial obligation, beginning July 1, 1993, and annually thereafter.

Students, faculty and staff may obtain information about campus crime and safety issues at www.4cd.edu/crpa/pd/docs/Campus Crime Awareness Report.pdf and www.4cd.edu/crpa/pd/righttoknow.aspx.

OTHER POLICIES
Please check our website www.dvc.edu for a complete listing of all current DVC policies.

ACADEMIC CALENDAR
2011-2012
Please check our website www.dvc.edu/calendar and click on Academic/Calendar 11-12 for most current dates and a more complete calendar.

**Summer term 2011**
March 2 . . . . . . . . . . . . applications accepted
April 11 . . . . . . . summer registration begins
July 5 - July 21 . . . . . . . 3 week session
June 13 - July 21 . . . . . . . 6 week session

**Fall term 2011**
March 2 . . . . . . . . . . . . applications accepted
May 2 . . . . . . . . . . . . . . . fall registration begins
August 12 . . . . . . . first day of instruction
September 5 . . . . . . . Labor Day holiday
September 23 . . . . Native American Day holiday
November 11 . . . . Veterans Day holiday
November 24 - 25 . . . Thanksgiving holiday
November 26 - 27 . . . no classes
December 18 . . . . . . . last day of instruction
December 21-25 . . . . winter recess

**Spring term 2012**
November 21 (proposed) . . . spring registration begins
January 16 . . . . . . . . Martin Luther King Jr. Day holiday
January 21 . . . . . . . . . first day of instruction
February 17 . . . . . . . . Lincoln Day holiday
February 18, 19 . . . . . . no classes
February 20 . . . . . . . . Washington Day
April 2-8 . . . . . . . . . . . . spring recess
May 25 . . . . . . . . . . . . last day of instruction
May 25 . . . . . . . . . . . graduation
May 28 . . . . . . . . . . . Memorial Day holiday