ACCREDITATION

Institutional
Diablo Valley College is accredited by the Accrediting Commission of Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC/WASC), which is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The contact information of the AACJC is provided below:

Accrediting Commission for Community and Junior Colleges
10 Commercial Boulevard, Suite 204
Novato, California 94949
415-505-0234
http://www.accjc.org

Programmatic
The following Diablo Valley College programs are accredited by programmatic accrediting bodies, which are responsible to determine license/certification eligibility.

Dental Assisting and Dental Hygiene
Commission on Dental Accreditation of the American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611-2678
www.ada.org

Culinary Arts
American Culinary Federation Education Foundation
180 Center Place Way
St. Augustine, Florida 32095
www.acfchefs.org
Contra Costa Community College District Administration

DISTRICT GOVERNING BOARD 2012
Greg Enholm
Vicki Gordon
Sheila A. Grilli
John E. Marquez
John T. Nejedly
Debora van Eckhardt, student trustee

DISTRICT CHANCELLOR
Helen Benjamin

DIABLO VALLEY COLLEGE PRESIDENT
Peter Garcia

MAILING ADDRESS
Pleasant Hill Campus
321 Golf Club Road
Pleasant Hill, CA 94523
Telephone: 925-685-1230
Fax: 925-685-1551
Website: www.dvc.edu

San Ramon Campus
1690 Watermill Road
San Ramon, CA 94582
Telephone: 925-866-1822
Fax: 925-866-8090
Website: www.dvc.edu/sanramon

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. The college disclaims liability for any unintended errors in this publication.
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chapter one

GENERAL INFORMATION

catalog 2013-2014

General information
Course, program and degree offerings
Admissions requirements
Student fees and other financial obligations
Student financial aid
Learning resources and services
Mission
Diablo Valley College 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.

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

About this catalog and program requirements
The DVC catalog specifies the requirements to earn a degree or certificate. The requirements in a specific academic year’s catalog are the student’s contract (catalog rights) with the college and that catalog defines which courses the student must complete to earn a degree or certificate.

The information in this catalog describes the anticipated programs, courses, rules, regulations, and fees of Diablo Valley College. These are subject to changes at any time. The college disclaims liability for any unintended errors in this publication.

Please see page 49 for more information on catalog rights and continuous enrollment for degrees and certificates.
Schedule of classes
The schedule of classes is presented in multiple formats. A pdf document containing DVC's class offerings is published online each semester prior to registration, and may be available to purchase in limited quantities at the Book Center. There is also an online searchable class schedule, which is updated daily and includes the most recent information.

Student Resource Guide
The Student Resource Guide is produced annually and contains important information about DVC procedures and resources. The guide is available online at www.dvc.edu/resourceguide.

For a list of items that were previously in the catalog but have been moved to the Student Resource Guide, please see page 359.

COURSE, PROGRAM, AND DEGREE OFFERINGS

Degree, certificate and transfer programs
DVC offers more than 40 A.A. and A.S. degrees in addition to articulation agreements with University of California (UC) and California State University (CSU) systems, and transfer credit to four year colleges. DVC offers more than 40 certificates of achievement, and a broad selection of certificates of accomplishment. Most associate degree programs can be completed in four terms of full-time study (15 units per term). Certificate programs are generally shorter in length. Length of time to completion will vary based on student course taking patterns. To see the complete list of programs, visit: www.dvc.edu/programs.

Day, evening, and summer classes
Classes are taught in the day and evening in full-term and short-term formats. A selection of day and evening classes are also taught during the summer. See the schedule of classes for more information: www.dvc.edu/schedule.

Online and hybrid courses
DVC's online classes are taught through the internet requiring students to attend very few face-to-face meetings and some classes do not require face to face meetings at all. Hybrid classes use a combination of class meetings and online instruction. To find out more about online classes visit www.dvc.edu/online.

Contract education course
A contract education course is one that a community college offers under contract pursuant to Education Code section 78021 with a public or private agency, corporation, association, or other organization (title 5, section, 55000). Such courses are not open to general enrollment.

Noncredit course
A noncredit course is one that is approved by the college and district as meeting the needs of enrolled students but that does not award college credit and is not transcripted. Such courses are limited to the following categories: Parent Education, Basic Skills, English as a Second Language, Immigrant Education, Education Programs for Persons with Substantial Disabilities, Short Term Vocational Programs with High Employment Potential, Education Programs for Older Adults, Family and Consumer Sciences, Health and Safety.

Academic Calendar 2013-14
Please check our website www.dvc.edu/calendar and click on Academic/Calendar 13-14 for the most current dates and a more complete calendar.

<table>
<thead>
<tr>
<th>FALL TERM 2013</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>applications accepted</td>
</tr>
<tr>
<td>April 30</td>
<td>fall registration begins</td>
</tr>
<tr>
<td>August 16</td>
<td>first day of instruction</td>
</tr>
<tr>
<td>September 2</td>
<td>Labor Day holiday</td>
</tr>
<tr>
<td>September 27</td>
<td>Native American Day holiday</td>
</tr>
<tr>
<td>November 11</td>
<td>Veterans Day holiday</td>
</tr>
<tr>
<td>November 19</td>
<td>spring registration begins</td>
</tr>
<tr>
<td>November 28-29</td>
<td>Thanksgiving holiday</td>
</tr>
<tr>
<td>November 24-25</td>
<td>no classes</td>
</tr>
<tr>
<td>December 17</td>
<td>last day of instruction</td>
</tr>
<tr>
<td>December 23-January 2</td>
<td>Winter recess</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING TERM 2014</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>January 12</td>
<td>first day of instruction</td>
</tr>
<tr>
<td>January 20</td>
<td>Martin Luther King Jr. Day holiday</td>
</tr>
<tr>
<td>February 14</td>
<td>Lincoln Day holiday</td>
</tr>
<tr>
<td>February 16-17</td>
<td>no classes</td>
</tr>
<tr>
<td>February 17</td>
<td>Washington Day holiday</td>
</tr>
<tr>
<td>March 18-24</td>
<td>spring recess</td>
</tr>
<tr>
<td>May 24</td>
<td>last day of instruction</td>
</tr>
<tr>
<td>May 24</td>
<td>graduation</td>
</tr>
<tr>
<td>May 26</td>
<td>Memorial Day holiday</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER TERM 2014</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>March 1</td>
<td>applications accepted</td>
</tr>
</tbody>
</table>
ADMISSION REQUIREMENTS

There are a number of steps necessary for successful enrollment in classes at DVC. Students are encouraged to complete the matriculation process, which includes admission, assessment, orientation, and advising prior to registering for classes. Please see page 33 for more information about the matriculation policy. For detailed information on how to enroll, please see the Student Resource Guide.

Admission eligibility
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
Non-resident students must pay a non-resident tuition fee in addition to the other usual college fees. Please see page 10 for more information about student fees.

International students
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 admissions deadlines and more information please visit: www.dvc.edu/international or contact the International Student Admissions and Services (ISAS) Office.

Transferring to DVC
DVC welcomes transfer students from other colleges. Transfer students should follow the general application procedures listed in the Student Resource Guide. Please see page 17 for more information about transfer credit.

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. Please see page 10 for more information about transcript fees.

Correcting academic transcripts
Please see page 27 for more information about the grading policy.
## Student Fees and Other Financial Obligations

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment fee (CA residents)</td>
<td>$46 per unit</td>
</tr>
<tr>
<td>Enrollment fee (U.S. citizens or permanent residents who are not California residents, or students who are not U.S. citizens)</td>
<td>$251 per unit</td>
</tr>
<tr>
<td>Student union fee</td>
<td>$1 per unit (maximum $10 per student per academic year)</td>
</tr>
<tr>
<td>Student activity fee (fall and spring)</td>
<td>$5 per term (fee is voluntary)*</td>
</tr>
<tr>
<td>Parking fees</td>
<td>$3 a day or $40 for the fall or spring terms; $20 for summer; $30 per term for students who qualify for the Board of Governors Fee Waiver</td>
</tr>
<tr>
<td>Free parking is available at the San Ramon Campus</td>
<td></td>
</tr>
<tr>
<td>Books, supplies, and course material fees</td>
<td>$250-$350 estimate per term for full-time students. Book and supply costs and requirements vary.</td>
</tr>
<tr>
<td>Course material fees</td>
<td>Some courses require additional materials fees. See schedule of classes for details.</td>
</tr>
<tr>
<td>Field trip fees</td>
<td>Students are expected to pay entrance fees for theaters, galleries, and other activities as well as provide their own transportation. (Alternate assignments given for students who cannot afford the cost.)</td>
</tr>
<tr>
<td>ASDVC Discount Sticker (fall and spring)</td>
<td>$8 per term (optional) Purchase at Student Union Building, Book Center, or the Admissions Office.</td>
</tr>
</tbody>
</table>

### Transcript Fees
- Standard: FREE for first two (within district)
- $5 each thereafter
- Rush: $15 each (processed within 24 hours)
- Express: $30 each (processed within one hour)

### Verification of Enrollment Fees
- FREE for first two verifications (within district)
- $2 fee for each request thereafter
- $5 per verification for 24 hour express service

*Allows student government to provide funding for student-related activities and services. Refund forms are available online, at the Cashier's Office, Student Life Office and Welcome/Information Center. Refund forms must be submitted in person or by U.S. mail to the DVC Cashier's Office ONLY. Request for refund forms must be received within the first two weeks of instruction for a full term class, or before 10 percent of the class time for a short-term class. Refund checks will be issued monthly after the first two weeks of instruction each term.

Please note: All fees are subject to change by the state legislature. Check [www.dvc.edu/fee](http://www.dvc.edu/fee) for updated fee information.

### 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.
Refund of Fees

Enrollment fee and non-resident tuition refunds
To receive a fee refund, students must withdraw from school or drop class(es) by the deadline. To qualify for an enrollment fee refund, students must officially drop units:

- within the first two weeks of a term for full-term classes (fall and spring),
- within the first 10 percent of the length of the class for short-term and summer classes.

Refunds are issued automatically within this time period. The refund policy complies with and is based upon Title 5 regulation and the California Education Code.

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

- officially drop all units within the first two weeks of the term (fall and spring).
- return the parking permit to the Cashier’s Office at the Pleasant Hill Campus.

Course material fee refunds
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 at the Pleasant Hill Campus or at the Admissions Office in San Ramon.

STUDENT FINANCIAL AID

Diablo Valley College has a broad range of financial aid programs. Pleasant Hill students should go to the Financial Aid, EOPS, or Scholarship Offices at the Pleasant Hill Campus, and San Ramon students can go to the West Lobby, the Learning Commons, or the Admissions and Records Office. Students may also visit www.dvc.edu/financialaid.

The following programs are administered through the Financial Aid Office, and require students to complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. Additional requirements apply depending on each program listed below. Please visit the Financial Aid Office website for more information.

Grants
There are six grants and a fee waiver available to students. Qualifications, availability, and limits vary. Please visit the Financial Aid Office website for more information.

- Board of Governors’ Fee Waiver
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Cal Grant B (entitlement and competitive)
- Cal Grant C
- California Chafee Grant

Work-Study
Federal Work-Study (FWS) - students can work 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.

Loans
Federal loans are available and both students and parents can apply.
Other aid and benefits
All available financial aid and benefit opportunities are too numerous to list, and may be available through specific academic programs. Students should check with their instructors, division dean or in the Financial Aid Office for other options that may apply.

Veterans benefits
Various federal and state agencies determine eligibility for veterans benefits, depending on whether the student is a veteran or a dependent of a veteran. Interested students should speak with a staff member in the Veterans Office or contact the Department of Veterans Affairs at 925-313-1481 or 800-827-1000 or visit the website at www.va.gov, and DVC’s website at www.dvc.edu/veterans.

Department of Rehabilitation Aid
Students considered by the State of California to have a condition that interferes with their ability to find and keep a job, may receive assistance through the State Department of Rehabilitation (DOR). For more information contact the WorkAbility III Office.

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 established by local, state, and national organizations as well as individual sponsors. Call or visit the Scholarship Program Office for more information. www.dvc.edu/scholarships.
LEARNING RESOURCES AND SERVICES

DVC offers a wide variety of resources and services to support and enhance student success. All of these services are described in greater detail in the Student Resource Guide and on the DVC website. The web address and contact information are listed with each service below.

<table>
<thead>
<tr>
<th>Learning resources and services</th>
<th>Telephone</th>
<th>Website address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions and Records Office</td>
<td>925-685-1310</td>
<td><a href="http://www.dvc.edu/admissions">www.dvc.edu/admissions</a></td>
</tr>
<tr>
<td>Assessment Center</td>
<td>925-969-2132</td>
<td><a href="http://www.dvc.edu/assessment">www.dvc.edu/assessment</a></td>
</tr>
<tr>
<td>CalWORKs Program</td>
<td>925-969-2119</td>
<td><a href="http://www.dvc.edu/calworks">www.dvc.edu/calworks</a></td>
</tr>
<tr>
<td>Career and Employment Services</td>
<td>925-969-2135</td>
<td><a href="http://www.dvc.edu/career">www.dvc.edu/career</a></td>
</tr>
<tr>
<td>Computer Center</td>
<td>925-969-2323</td>
<td><a href="http://www.dvc.edu/computerlabs">www.dvc.edu/computerlabs</a></td>
</tr>
<tr>
<td>Co-op Education</td>
<td>925-969-2751</td>
<td><a href="http://www.dvc.edu/coop">www.dvc.edu/coop</a></td>
</tr>
<tr>
<td>Cooperative Agencies Resources for Education (CARE)</td>
<td>925-969-2117, 925-969-2123</td>
<td><a href="http://www.dvc.edu/eops">www.dvc.edu/eops</a></td>
</tr>
<tr>
<td>Counseling Center</td>
<td>925-969-2140</td>
<td><a href="http://www.dvc.edu/counseling">www.dvc.edu/counseling</a></td>
</tr>
<tr>
<td>Disability Support Services</td>
<td>925-969-2182</td>
<td><a href="http://www.dvc.edu/dss">www.dvc.edu/dss</a></td>
</tr>
<tr>
<td>Educational Talent Search</td>
<td></td>
<td><a href="http://www.dvc.edu/ets">www.dvc.edu/ets</a></td>
</tr>
<tr>
<td>Enrollment Lab</td>
<td>-</td>
<td><a href="http://www.dvc.edu/enrollmentlab">www.dvc.edu/enrollmentlab</a></td>
</tr>
<tr>
<td>Extended Opportunity Programs and Services (EOPS)</td>
<td>925-969-2117, 925-969-2123</td>
<td><a href="http://www.dvc.edu/eops">www.dvc.edu/eops</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>925-969-2009</td>
<td><a href="http://www.dvc.edu/financialaid">www.dvc.edu/financialaid</a></td>
</tr>
<tr>
<td>International Student Admissions Services (ISAS)</td>
<td>925-969-2196</td>
<td><a href="http://www.dvc.edu/international">www.dvc.edu/international</a></td>
</tr>
<tr>
<td>Library Services</td>
<td>925-969-2588</td>
<td><a href="http://www.dvc.edu/library">www.dvc.edu/library</a></td>
</tr>
<tr>
<td>Media and Audiovisual</td>
<td>925-969-2553</td>
<td><a href="http://www.dvc.edu/media">www.dvc.edu/media</a></td>
</tr>
<tr>
<td>Transfer Services</td>
<td>925-969-2135</td>
<td><a href="http://www.dvc.edu/transfer">www.dvc.edu/transfer</a></td>
</tr>
<tr>
<td>Tutoring Services</td>
<td>-</td>
<td><a href="http://www.dvc.edu/tutoring">www.dvc.edu/tutoring</a></td>
</tr>
<tr>
<td>Student Life Office</td>
<td>925-969-2095</td>
<td><a href="http://www.dvc.edu/student-life">www.dvc.edu/student-life</a></td>
</tr>
<tr>
<td>Study Abroad</td>
<td>925-969-2507 or 925-969-2508</td>
<td><a href="http://www.dvc.edu/studyabroad">www.dvc.edu/studyabroad</a></td>
</tr>
<tr>
<td>Veteran’s Services</td>
<td>925-969-2121</td>
<td><a href="http://www.dvc.edu/veterans">www.dvc.edu/veterans</a></td>
</tr>
<tr>
<td>Welcome Services</td>
<td>925-969-2106</td>
<td><a href="http://www.dvc.edu/welcomeservices">www.dvc.edu/welcomeservices</a></td>
</tr>
<tr>
<td>WorkAbility III Program</td>
<td>925-969-2203</td>
<td><a href="http://www.dvc.edu/workabilityIII">www.dvc.edu/workabilityIII</a></td>
</tr>
</tbody>
</table>

For more campus resource and facilities information, see the Student Resource Guide or visit the college website at www.dvc.edu/resourceguide.

For items that were formerly in the catalog but have been moved to the Student Resource Guide, see page 359.