

# DVC

DIABLO VALLEY COLLEGE

Pleasant Hill Campus  
San Ramon Campus

## 2016-2017 CATALOG

Fall 2016 • Spring 2017 • Summer 2017

Sixty-seventh academic year

**accredited by**

Accrediting Commission for Community and Junior Colleges

American Culinary Federation Education Foundation  
Accrediting Commission

California Association for Alcohol/Drug Educators

California Association of Alcoholism and Drug Abuse Counselors

Commission on Dental Accreditation of the American Dental Association

**approved by**

The California State Department of Education

The Department of Homeland Security

## **ACCREDITATION**

### **Institutional**

Diablo Valley College is accredited by the Accrediting Commission for 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  
415-506-0234  
**[www.accjc.org](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](http://www.ada.org)**

California Association for Alcohol/Drug  
Educators  
5230 Clark Road, Suite 3  
Lakewood, California 90712  
707-722-2331  
**[www.caade.org](http://www.caade.org)**

Culinary Arts, Baking and Pastry,  
Restaurant Management  
The Accrediting Commission of the  
American Culinary Federation  
Education Foundation  
180 Center Place Way  
St. Augustine, Florida 32095  
**[www.acfchefs.org](http://www.acfchefs.org)**

California Association of Alcoholism and Drug  
Abuse Counselors  
3400 Bradshaw Road, Suite B  
Sacramento, California 95827  
916-368-9412  
**[www.caadac.org](http://www.caadac.org)**

## Contra Costa Community College District Administration

### DISTRICT GOVERNING BOARD 2016

Greg Enholm  
Tim Farley  
Vicki Gordon  
John E. Marquez  
John T. Nejedly  
Gary S. Walker, student trustee

### DISTRICT CHANCELLOR

Helen Benjamin

### DIABLO VALLEY COLLEGE PRESIDENT

Peter Garcia

# DVC

## DIABLO VALLEY COLLEGE

### 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](http://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](http://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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# GENERAL INFORMATION

## chapter one

catalog 2016-2017



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## GENERAL INFORMATION

Diablo Valley College (DVC) is one of three publicly supported two-year community colleges in the Contra Costa Community College District. The larger of DVC's two campuses is located near Interstate 680 in Pleasant Hill; the San Ramon Campus serves the south county in Dougherty Valley. Between its two campuses, DVC serves more than 22,000 students each semester with a wide variety of program options.

### Academic freedom statement

The Contra Costa Community College District affirms its belief in the academic freedom of faculty, management and students to teach, study, conduct research, write and challenge viewpoints without undue restriction.

Members of the college faculty are citizens, members of a learned profession and representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning with institutional affiliations, they should remember that the public may judge their profession and institution by their statements. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that they are not expressing their institution's views.

### 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.

### DVC Institutional learning outcomes

Diablo Valley College students will gain knowledge, skills, and an appreciation of ethical issues in the following areas:

- Language and Rationality - Students will develop the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.\*
- Natural Sciences - Students will examine the physical universe, its life forms, and its natural phenomena, develop an appreciation and understanding of the scientific method, and the relationships between science and other human activities.\*
- Arts and Humanities - Students will examine the cultural activities and artistic expressions of human beings, develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation, and develop an aesthetic understanding and an ability to make value judgments.\*

- Social and Behavioral Sciences - Students will examine social and behavioral sciences that focus on people as members of society, develop critical thinking skills related to the ways people act and have acted in response to their societies, develop an awareness of social and behavioral science methods of inquiry, and develop an appreciation of how societies and social subgroups operate and stimulate.\*
- Workplace Skills - Students will develop skills that will allow them to be viable participants in a competitive workplace, e.g. competence in relevant 21st century literacies and effective communication of new knowledge in an ethical and legal manner.

\*Title 5 (55063 Minimum Requirements for the Associate Degree)

### 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 change at any time. The college disclaims liability for any unintended errors in this publication.

Please see page 48 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.

## COURSE AND PROGRAM OFFERINGS

### Degree and certificate programs

DVC offers more than 50 associate degrees and 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](http://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](http://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](http://www.dvc.edu/online).

### Contract education courses

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 transcribed. 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 2016-17

Please check our website [www.dvc.edu/calendar](http://www.dvc.edu/calendar) and click on Academic/Calendar 16-17 for the most current dates and a more complete calendar.



<b>FALL TERM 2016</b>	
February 15	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 16	last day of instruction
December 21-January 2	Winter recess
<b>SPRING TERM 2017</b>	
September 15	applications accepted
November 21	spring registration begins
January 21	first day of instruction
January 16	Martin Luther King Jr. Day holiday
February 17	Lincoln Day holiday
February 18-19	no classes
February 20	Washington Day holiday
April 3-9	spring recess
May 26	last day of instruction
May 26	graduation
May 29	Memorial Day holiday
<b>SUMMER TERM 2017</b>	
February 15	applications accepted

## 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 an accredited 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 (CHSPE) 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](http://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](http://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](http://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 18 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 (including fees owed for current term) 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 11 for more information about transcript fees.



## STUDENT FEES AND OTHER FINANCIAL OBLIGATIONS

Enrollment fee (CA residents)	\$46 per unit
Enrollment fee (U.S. citizens or permanent residents who are not California residents, or students who are not U.S. citizens)	\$283 per unit
Student union fee	\$1 per unit (maximum \$10 per student per academic year)
Student activity fee (fall and spring)	\$5 per term (fee is voluntary)*
Student representation fee (fall and spring)	\$2 per term (fee is voluntary)**
Parking fees	\$3 a day or \$48 for the fall or spring terms or \$25 mid-semester (after the ninth week);  \$25 for summer;  \$25 per term for students who qualify for the Board of Governors Fee Waiver  Free parking is available at the San Ramon Campus
Books, supplies, and course material fees	\$250-\$350 estimate per term for full-time students.  Book and supply costs and requirements vary.
Course material fees	Some courses require additional materials fees. See schedule of classes for details.
Field trip fees	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.)
ASDVC Discount Sticker (fall and spring)	\$10 per term (optional) Purchase at Student Union Building, Book Center, or the Admissions and Records Office.



Transcript fees	<p>Standard: FREE for first two (within district)</p> <p>\$5 each thereafter</p> <p>Rush: \$15 each (processed within 24 hours)</p> <p>Express: \$30 each (processed within one hour)</p>
Verification of enrollment fees	<p>FREE for first two verifications (within district)</p> <p>\$2 fee for each request thereafter</p> <p>\$5 per verification for 24 hour express service</p>
<p>*Allows student government to provide funding for student-related activities and services.</p> <p>**Allows student government to provide support for governmental affairs representatives of local or state-wide student body organizations.</p> <p>Refund forms are available online, at the Cashier's Office, Student Life Office and Welcome/Information Center. Waiver/refund request 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.</p>	

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 pay their registration fees and all other financial debts at the time of registration. Students who owe fees 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. All debts must be paid no later than the end the term in which the fees were incurred.

## 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.

### Residency reclassification and adjustment of fees

Students who believe they are coded as nonresidents in error have the opportunity to request residency reclassification, and if approved, reduce the charges on their account. Documentation is required. Residency reclassification can only be made during the current academic year. Retroactive reclassification for a prior academic year is not permitted.

### 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 and Records 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](http://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](http://www.fafsa.gov) or a California Dream Act Application (AB-540 students only) at [www.dream.csac.ca.gov](http://www.dream.csac.ca.gov). Additional requirements apply to specific programs listed below. Students must adhere to satisfactory academic progress policies and may be subject to financial aid funds policies when receiving financial aid. 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, the Financial Aid Office or Scholarship 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](http://www.va.gov), and DVC's website at [www.dvc.edu/veterans](http://www.dvc.edu/veterans).

#### Department of Rehabilitation Assistance

Students with disabilities that interfere 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](http://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.

<b>Learning resources and services</b>	<b>Telephone</b>	<b>Website address</b>
Admissions and Records Office	925-685-1310	<a href="http://www.dvc.edu/admissions">www.dvc.edu/admissions</a>
Assessment Center	925-969-2132	<a href="http://www.dvc.edu/assessment">www.dvc.edu/assessment</a>
CalWORKs Program	925-969-2119	<a href="http://www.dvc.edu/calworks">www.dvc.edu/calworks</a>
Career and Employment Services	925-969-2135	<a href="http://www.dvc.edu/career">www.dvc.edu/career</a>
Computer Center	925-969-2323	<a href="http://www.dvc.edu/computerlabs">www.dvc.edu/computerlabs</a>
Cooperative Work Experience Education (COOP)	925-969-2751	<a href="http://www.dvc.edu/coop">www.dvc.edu/coop</a>
Cooperative Agencies Resources for Education (CARE)	925-969-2117, 925-969-2123	<a href="http://www.dvc.edu/eops">www.dvc.edu/eops</a>
Counseling Center	925-969-2140	<a href="http://www.dvc.edu/counseling">www.dvc.edu/counseling</a>
Disability Support Services	925-969-2182	<a href="http://www.dvc.edu/dss">www.dvc.edu/dss</a>
Educational Talent Search	925-969-2189	<a href="http://www.dvc.edu/ets">www.dvc.edu/ets</a>
Enrollment Lab		<a href="http://www.dvc.edu/enrollmentlab">www.dvc.edu/enrollmentlab</a>
Extended Opportunity Programs and Services (EOPS)	925-969-2117, 925-969-2123	<a href="http://www.dvc.edu/eops">www.dvc.edu/eops</a>
Financial Aid	925-969-2009	<a href="http://www.dvc.edu/financialaid">www.dvc.edu/financialaid</a>
International Student Admissions Services (ISAS)	925-969-2196	<a href="http://www.dvc.edu/international">www.dvc.edu/international</a>
Library Services	925-969-2588	<a href="http://www.dvc.edu/library">www.dvc.edu/library</a>
Media and Audiovisual	925-969-2553	<a href="http://www.dvc.edu/media">www.dvc.edu/media</a>
Transfer Services	925-969-2135	<a href="http://www.dvc.edu/transfer">www.dvc.edu/transfer</a>
Tutoring Services		<a href="http://www.dvc.edu/tutoring">www.dvc.edu/tutoring</a>
Scholarship Office	925-969-2094	<a href="http://www.dvc.edu/scholarships">www.dvc.edu/scholarships</a>
Student Life Office	925-969-4267	<a href="http://www.dvc.edu/student-life">www.dvc.edu/student-life</a>
Study Abroad	925-969-2507 or 925-969-2508	<a href="http://www.dvc.edu/studyabroad">www.dvc.edu/studyabroad</a>
Upward Bound	925-969-2189	<a href="http://www.dvc.edu/ets">www.dvc.edu/ets</a>
Veteran's Services	925-969-2121	<a href="http://www.dvc.edu/veterans">www.dvc.edu/veterans</a>
Welcome Services	925-969-2106	<a href="http://www.dvc.edu/welcomeservices">www.dvc.edu/welcomeservices</a>
WorkAbility III Program	925-969-2207	<a href="http://www.dvc.edu/workabilityIII">www.dvc.edu/workabilityIII</a>