

# COLLEGE POLICIES

## chapter two

catalog 2016-2017



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## NONDISCRIMINATION

### 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 CCCC 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.

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. For more information about the sexual harassment policy, please see: [www.dvc.edu/harassment](http://www.dvc.edu/harassment) and for more information about equal opportunity policies and procedures, please see: [www.dvc.edu/eeoc](http://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)  
925-969-2005

Vice president of finance and administration  
(ADA Coordinator)  
925-969-2018

## 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.

# ACADEMIC REQUIREMENTS AND POLICIES

## Academic course requirements and credit

### 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 prior to the start of the class. Request to exceed unit limits may be made online. For fall or spring term, go to [www.dvc.edu/unitlimit](http://www.dvc.edu/unitlimit). For summer, go to [www.dvc.edu/unitlimit-SU](http://www.dvc.edu/unitlimit-SU).

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 coursework. 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 instructor 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

As a general rule, students may not enroll more than once in a credit course if the student received a satisfactory grade on the previous enrollment. An enrollment occurs when a student receives an evaluative or non-evaluative symbol in a credit course. Evaluative symbols include A, B, C, D, F, P, and NP. Non-evaluative symbols include I, IP, RD, and W. A satisfactory grade is an A, B, C, or P. Substandard work is course work for which the grading symbols D, F, NP, or NC have been recorded. A student receiving an A, B, C, or P typically cannot enroll in that course again, unless an exception to the general rule applies that allows the student an additional enrollment or enrollments in that course.

The following exceptions to the general rule permit a student receiving a satisfactory grade to enroll in the same credit course again:

- courses properly designated by a district as repeatable
- a subsequent enrollment due to significant lapse of time (three years)
  - legally mandated courses
  - courses necessary as a result of significant change in industry or licensure standards
  - courses needed due to recency requirements for a program
- variable-unit courses offered on an open-entry/open-exit basis
- extenuating circumstances
- occupational work experience courses
- students with disabilities repeating a special class

For an additional enrollment in the same course to be allowed, either the student must meet the circumstances specified for the exception or, in the case of repeatable courses, the course is properly designated as repeatable. Students must petition to be granted an exception that allows a subsequent enrollment. The petition is found online at: [www.dvc.edu/petition-to-repeat](http://www.dvc.edu/petition-to-repeat). If permission to repeat is granted, both grades will appear on the transcript and will be used in the grade point average calculation. Only the first course completed will be applied towards a degree or certificate requirement. Units for both courses will apply towards the 60 units required for the degree.

### Repeating courses with substandard grade

Students will be limited to enrolling in non-repeatable, credit courses a maximum of three times. This includes students earning substandard grades (“D”, “F”, or “NP”) or dropping with a “W”. Students who have received a substandard grade in a course should see the “improving a grade point average” on page 32 for more information. Students must petition for a third enrollment. The petition is found online at: [www.dvc.edu/petition-to-repeat](http://www.dvc.edu/petition-to-repeat).

### Repeatable courses:

There are three types that may be designated as repeatable by all students:

1. courses for which repetition is necessary to meet the major requirement of California State University (CSU) or University of California (UC) for completion of a bachelor’s degree,
2. intercollegiate athletics, and
3. intercollegiate academic or vocational competition.

See course descriptions to determine which courses may be repeated.

### Limitations on enrollment

Enrollment limits have been placed on certain types of courses offered within the Contra Costa Community College District. Students are limited to a total of four enrollments in courses that are considered “active participatory courses that are related in content.” At DVC, these limitations apply to certain courses with the subject codes:

- ART
- DANCE
- DRAMA
- KNACT
- KNDAN
- MUSIC

Within these subjects, courses that are “active participatory courses that are related in content” have been assigned to “families” and students are limited to four aggregate enrollments within the “family”. The “families” are district-wide and the limitation to four enrollments applies to courses taken at any college within the district. Refer to the discipline descriptions in this catalog for further information on “families” and enrollment limitations.

### 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.

### 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 higher 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 has successfully completed the course in a prior term or is enrolled in the co-requisite course in the same term.

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) or equivalent with a “C” grade or higher. 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.

### 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.



### Challenging a prerequisite or co-requisite

Prerequisites and co-requisites may be challenged for the following conditions:

- 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.
- The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite. The student has gained the knowledge and skills in another fashion, for example, through work or life experience.

Contact the Admissions and Records Office regarding information and forms for challenging prerequisites.

### Acceptance of transfer credits and alternative credit

#### Transfer of credit and coursework

In order to evaluate for equivalent coursework, DVC accepts transcripts from institutions currently recognized by the following regional accrediting organizations: Middle States Association of Colleges and Schools, Commission on Higher Education, New England Association of Schools and Colleges, Commission on Institutions of Higher Education, North Central Association of Colleges and Schools, the Higher Learning Commission, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, Commission on Colleges, Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities. DVC also follows the recommendations of the American Association of Collegiate Registrars and Admissions and Records Officers. The official transcript from the other college is required. Students must submit sealed unopened transcripts in person or by mail to the Admissions and Records Office of Diablo Valley College. Students must make a counseling appointment to review the evaluation of their transcripts. The appointment initiates the evaluation of the transcript by admissions and records; therefore, transcripts must be on file with admissions and records a minimum of two weeks prior to the scheduling of the appointment. It is recommended that students complete this process prior to or during their first term of enrollment at DVC.

Students are advised that:

1. Only courses and credit from accredited institutions will be considered for transfer to DVC.
2. Upper division courses may be applied to degree, certificate and transfer requirements under the following conditions:
  - a. Upper division coursework may be applied to satisfy DVC general education, major, and certificate requirements. A course substitution request form (available online) must be submitted to the Admissions and Records Office.
  - b. Upper division coursework may be applied to Intersegmental General Education Transfer Curriculum (IGETC) requirements under the following conditions:
    - I. When a University of California (UC) or California State University (CSU) campus has classified a course or series as upper-division but has requested that lower division transfer credit be allowed because an equivalent course is taught at a community college or because the preparation of the subject is desired prior to transfer. Current examples include economics, organic chemistry and abnormal psychology.
    - II. When a non-California Community College (CCC) course is determined comparable to one taught and approved for IGETC at a CCC, it may be applied to IGETC regardless of its upper-division status.
    - III. When a CSU uses an upper-division course in its "lower division" General Educational pattern.
  - c. Upper division coursework may be applied to California State University General Education (CSU GE) requirements under the following conditions:
    - I. When an upper-division course is equivalent to a lower-division course used to satisfy a CSU GE requirement.
    - II. When CSU uses an upper-division course in their CSU GE pattern.
3. Transfer credit and coursework may be applied towards the requirements of a degree or certificate program. Students are strongly encouraged to make a counseling appointment to determine applicability of courses taken elsewhere towards their program at DVC.
4. When courses completed at other institutions are determined to be equivalent to DVC courses but their unit value varies, students will not be required to "make up" missing units for DVC GE, major and/or certificate requirements. Students are always required to complete a minimum of 18 semester units for both major and general education requirements with three semester units in each GE area and 60 semester units for a degree.

5. Transfer coursework may be used to meet pre-requisites at Diablo Valley College. See the information on prerequisites on page 17.
6. Transfer credit and DVC credit together determine the student's overall GPA when applied to academic program requirements and financial aid and athletic eligibility. DVC will use plus/minus grades in GPA calculation.
7. Transfer credit from colleges and universities with different credit systems (quarter units) are converted to semester hours of credit.
8. DVC may accept Advanced Placement (AP), International Baccalaureate (IB) and College Level Examination Program (CLEP) scores to meet DVC general education and Transfer Studies certificate of achievement requirements as well as CSU GE and IGETC requirements. See the charts beginning on page 20. Students who wish to have AP, IB or CLEP scores evaluated by DVC must submit official score reports for consideration.
9. Coursework and credits that may transfer will be determined based on an evaluation that may include but is not limited to: course content, objectives, student learning outcomes, units, grades, course level and applicability toward degree, certificate or pre-requisite requirements as well as CSU GE and IGETC requirements.
10. Foreign transfer credit may be applied toward the 60-unit requirement for the DVC associate degree only after an evaluation by an approved credential evaluation service (for a list see: <http://www.naces.org>). Students are advised to meet with a counselor and obtain guidelines from DVC admissions and records before requesting such an evaluation. Evaluations must include a course-by-course report with semester unit equivalencies, distinguishing between upper and lower division coursework and including letter grades. Students who wish foreign coursework to be used to meet specific course requirements for prerequisites, DVC majors, general education, or certificate requirements must provide detailed course descriptions. Foreign coursework cannot be used to certify California State University General Education (CSU GE) or IGETC requirements, except for the IGETC Language Other Than English requirement. Transfer of credit policy varies from institution to institution. Students who intend to transfer are advised to review the policy of the receiving institution.

### Course substitution

Students may petition to substitute coursework completed within the Contra Costa Community College District and at other accredited institutions to meet DVC degree and certificate requirements. In order to initiate the process, students must submit the Petition for Course Substitution to the DVC Admissions and Records Office. Admissions and Records will forward the Petition for Course Substitution to the appropriate faculty for approval. Course substitutions are used for courses that are not equivalent in content to a program requirement.

Students are advised to meet with a counselor or program advisor to discuss the course substitution option and to complete the petition process well before they plan to apply for a degree or certificate. Students may be approved to substitute a course prior to completing the course. Students petitioning to substitute coursework from outside the district must provide official transcripts from such institutions; it is not necessary to provide documentation to substitute coursework completed within the Contra Costa Community College District.

Only courses and credit from accredited institutions will be considered for application to DVC degree and certificate requirements. When courses are substituted and their unit value varies, students will not be required to "make up" missing units for DVC GE, major, and/or certificate requirements. Students are always required to complete a minimum of 18 semester units for major and general education requirements, with three semester units in each area, and 60 semester units for a degree.

### Alternatives to course credit

DVC recognizes that some students have already reached a portion of their educational objectives through prior coursework. DVC offers five options for students to receive alternatives to course credit: advanced placement, international baccalaureate, 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.

### 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 GE and IGETC charts beginning on page 20 for use of AP exam credit towards meeting these general education requirements.

**Diablo Valley College** **College Credit for Advanced Placement (AP) Tests** **2016-2017**  
 Students may earn credit for College Entrance Examination Board Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE, and AA/AS general education (GE). Students must have the College Board send AP exam results to the Admissions Office (hand-carried copies will not be accepted) for use on the AA/AS or GE patterns.

All Units Denote Semester.

AP Exam	Minimum AP Score	AA/AS DVC GE Area Units	Units for DVC Associate Degree	CSU GE Areas Units	CSU Credit	IGETC GE Areas Units	UC Credit	UC Limitations toward Credit
<b>Art History</b>	3	Area III - Arts and Humanities 3 units	6	C1 or C2 3 units	6	3A or 3B 3 units	5.3	
<b>Art, Studio</b>	3	No GE Area	3	No GE Area	3	No GE Area	5.3	5.3 semester units max for all exams
	3	No GE Area	3	No GE Area	3	No GE Area	5.3	
	3	No GE Area	3	No GE Area	3	No GE Area	5.3	
<b>Biology</b>	3	Area II - Natural Sciences 4 units	6	B2 and B3 4 units	6	5B and 5C 4 units	5.3	
<b>Chemistry</b>	3	Area II - Natural Sciences 4 units	6	B1 and B3 4 units (6 units if taken prior to F09)	6	5A and 5C 4 units	5.3	
<b>Computer Science</b>	3	No GE Area	3 <sup>1</sup>	No GE Area	3 <sup>1</sup>	No GE Area	1.3	2.7 semester units max for both exams
	3	No GE Area	6 <sup>1</sup>	No GE Area	6 <sup>1</sup>	No GE Area	2.7	
<b>Economics</b>	3	Area IV - Social and Behavioral Sciences 3 units	3	D2 3 units	3	4B 3 units	2.7	
	3	Area IV - Social and Behavioral Sciences 3 units	3	D2 3 units	3	4B 3 units	2.7	
	3	Area IA - English Composition 3 units	6	A2 3 units	6	1A 3 units	5.3	5.3 semester units for both English Lang/Comp and Lit/Comp
<b>English Literature and Composition</b>	3	Area IA - English Composition and Arts and Humanities 6 units	6	A2 and C2 6 units	6	1A or 3B 3 units	5.3	
	3	Area II - Natural Sciences 4 units	4	B1 and B3 4 units  (May apply to either B1+B3 or B2+B3 if taken prior to F09.)	4	5A and 5C 3 units	2.7	

<sup>1</sup> If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.





# Academic requirements and policies

AP Exam	Minimum AP Score	AA/AS DVC GE Area Units	Units for DVC Associate Degree	CSU GE Areas Units	CSU Credit	IGETC GE Areas Units	UC Credit	UC Limitations toward Credit
Mathematics	Latin	Area III - Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	2.7	
	Latin: Vergil (Only if taken Prior to F12)	Area III - Arts and Humanities 3 units	3	C2 3 units	3	3B and 6A 3 units	2.7	
	Latin Literature (Only if taken prior to F09)	Area III - Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	2.7	
	Spanish Language (Only if taken prior to S14)	Area III - Arts and Humanities 3 units	6	C2 6 units	6	3B and 6A 6 units	5.3	
	Spanish Language and Culture	Area III - Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	5.3	
	Spanish Literature (Only if taken prior to S13)	Area III - Arts and Humanities 3 units	6	C2 6 units	6	3B and 6A 6 units	5.3	
	Spanish Literature and Culture	Area III - Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	5.3	
	Calculus AB	Area IB - Communication and Analytical Thinking 3 units and Area IC - Mathematics Comprehension	3 6 units max for both Calculus exams	B4 <sup>1</sup> 3 units	3 <sup>1</sup>	2A 3 units	2.7	5.3 semester units max for both Math AB and the Math BC exams; 2.7 units for both Math AB and the Math AB subscore.
	Calculus BC	Area IB - Communication and Analytical Thinking 3 units and Area IC - Mathematics Comprehension	6 6 units max for both Calculus exams	B4 <sup>1</sup> 3 units	6 <sup>1</sup>	2A 3 units	5.3	
	Calculus BC/AB Subscore	Area IB - Communication and Analytical Thinking 3 units and Area IC - Mathematics Comprehension	3 6 units max for both Calculus exams	B4 <sup>1</sup> 3 units	3 <sup>1</sup>	2A 3 units	2.7	
Music Theory	3	No GE Area	6	C1 3 units (Only if taken prior to F09)	6	No GE Area	5.3	Credit for full Music Theory exam. Students who earn only a subscore will not receive exam credit.

<sup>1</sup> If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.

AP Exam	Minimum AP Score	AA/AS DVC GE Area Units	Units for DVC Associate Degree	CSU GE Areas Units	CSU Credit	IGETC GE Areas Units	UC Credit	UC Limitations toward Credit
<b>Physics</b>	<b>Physics 1</b>	Area II - Natural Sciences 4 units	4 6 units max for all Physics exams	B1 and B3 <sup>2</sup> 4 units	4	5A and 5C 3 units	2.7	5.3 semester units max for all Physics exams
	<b>Physics 2</b>	Area II - Natural Sciences 4 units	4 6 units max for all Physics exams	B1 and B3 <sup>2</sup> 4 units	4	5A and 5C 3 units	2.7	
	<b>Physics B</b> (Only if taken prior to F15)	Area II - Natural Sciences 4 units	6 6 units max for all Physics exams	B1 and B3 <sup>2</sup> 4 units (6 units if taken prior to F09)	6	5A and 5C 4 units	5.3	
	<b>Physics C: Electricity and Magnetism</b>	Area II - Natural Sciences 4 units	4 6 units max for all Physics exams	B1 and B3 <sup>2</sup> 4 units	4	5A and 5C 3 units	2.7	
	<b>Physics C: Mechanics</b>	Area II - Natural Sciences 4 units	4 6 units max for all Physics exams	B1 and B3 <sup>2</sup> 4 units	4	5A and 5C 3 units	2.7	
<b>Psychology</b>	3	Area IV - Social and Behavioral Sciences 3 units	3	D9 3 units	3	4I 3 units	2.7	
<b>Seminar</b>	3	No GE Area	3	No GE Area	3			
<b>Statistics</b>	3	Area IB - Communication and Analytical Thinking 3 units and Area IC - Mathematics Comprehension	3	B4 3 units	3	2A 3 units	2.7	

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<sup>2</sup>If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

Diablo Valley College College Credit for College-Level Examination Program (CLEP) Exams

Students may earn credit for College-Level Examination Program (CLEP) exams with scores of 50 or higher. CLEP credit can be used to meet CSU GE and AA/AS general education (GE) and/or major requirements. Students must have College Board send CLEP exam results to the Admissions Office (hand-carried copies will not be accepted) for use on the AA/AS or GE patterns. UC does not accept CLEP exams.

All Units Denote Semester.

CLEP Exam	CLEP Score	AA/AS DVC GE Area Units	Units for DVC Associate Degree	CSU GE Areas Units	CSU Credit
<b>American Government</b>	50	Area IV - Social and Behavioral Sciences 3 units	3	D8 3 units	3
<b>Biology</b>	50	Area II - Natural Sciences 3 units	3	B2 3 units	3
<b>Business</b>	50	No GE Area	3	No GE Area	3
Financial Accounting	50	No GE Area	3	No GE Area	3
Information Systems and Computer Applications	50	No GE Area	3	No GE Area	3
Introductory Business Law	50	No GE Area	3	No GE Area	3
Principles of Accounting	50	No GE Area	3	No GE Area	3
Principles of Management	50	No GE Area	3	No GE Area	3
Principles of Marketing	50	No GE Area	3	No GE Area	3
<b>Chemistry</b>	50	Area II - Natural Sciences 3 units	3	B1 3 units	3
<b>Economics</b>	50	Area IV - Social and Behavioral Sciences 3 units	3	D2 3 units	3
Principles of Macroeconomics	50	Area IV - Social and Behavioral Sciences 3 units	3	D2 3 units	3
Principles of Microeconomics	50	Area IV - Social and Behavioral Sciences 3 units	3	D2 3 units	3
<b>English<sup>1</sup></b>	50	Area III - Arts and Humanities 3 units	3	C2 3 units	3
American Literature	50	Area III - Arts and Humanities 3 units	3	C2 3 units	3
Analyzing and Interpreting Literature	50	Area III - Arts and Humanities 3 units	3	C2 3 units	3
English Literature (Only if taken prior to F11)	50	Area III - Arts and Humanities 3 units	3	C2 3 units	3
<b>History<sup>2</sup></b>	50	Area IV - Social and Behavioral Sciences 3 units	3	D6 and US-1 3 units	3
United States I	50	Area IV - Social and Behavioral Sciences 3 units	3	D6 and US-1 3 units	3
United States II	50	Area IV - Social and Behavioral Sciences 3 units	3	D6 and US-1 3 units	3
<b>Western Civilization I</b>	50	Area III - Arts and Humanities or Area IV - Social and Behavioral Sciences 3 units	3	C2 or D6 3 units	3
<b>Western Civilization II</b>	50	Area IV - Social and Behavioral Sciences 3 units	3	D6 3 units	3
<b>Human Growth and Development</b>	50	Area IV - Social and Behavioral Sciences 3 units	3	E 3 units	3

<sup>1</sup> CLEP College Composition - Modular, English Composition (no essay), English Composition with Essay and Freshman College Composition are not accepted for general education units or elective credits.

<sup>2</sup> CLEP Social Sciences and History exam is not accepted for general education units or elective credits.

CLEP Exam	CLEP Score	AA/AS DVC GE Area Units	Units for DVC Associate Degree	CSU GE Areas Units	CSU Credit
<b>Humanities</b>	50	Area III – Arts and Humanities 3 units	3	C2 3 units	3
<b>Language Other than English</b>					
<b>French Level I</b>	50	No GE Area	6	No GE Area	6
<b>French Level III</b>	59	Area III – Arts and Humanities 3 units	9 (12 if taken prior to F15)	C2 3 units	9 <sup>3</sup> (12 <sup>3</sup> if taken prior to F15)
<b>German Level I</b>	50	No GE Area	6	No GE Area	6
<b>German Level II</b>	60	Area III – Arts and Humanities 3 units	9 (12 if taken prior to F15)	C2 3 units	9 <sup>3</sup> (12 <sup>3</sup> if taken prior to F15)
<b>Spanish Level I</b>	50	No GE Area	6	No GE Area	6
<b>Spanish Level II</b>	63	Area III – Arts and Humanities 3 units	9 (12 if taken prior to F15)	C2 3 units	9 <sup>3</sup> (12 <sup>3</sup> if taken prior to F15)
<b>Mathematics<sup>4</sup></b>					
<b>Calculus</b>	50	Area IB – Communication and Analytical Thinking 3 units and Area IC – Mathematics Comprehension	3	B4 3 units	3
<b>College Algebra</b>	50	Area IB – Communication and Analytical Thinking 3 units and Area IC – Mathematics Comprehension	3	B4 3 units	3
<b>College Algebra – Trigonometry</b>	50	Area IB – Communication and Analytical Thinking 3 units and Area IC – Mathematics Comprehension	3	B4 3 units	3
<b>Pre-Calculus</b>	50	Area IB – Communication and Analytical Thinking 3 units and Area IC – Mathematics Comprehension	3	B4 3 units	3
<b>Trigonometry (Only if taken prior to F06)</b>	50	Area IB – Communication and Analytical Thinking 3 units and Area IC – Mathematics Comprehension	3	B4 3 units	3
<b>Natural Sciences</b>					
<b>Psychology</b>					
<b>Introductory Psychology</b>	50	Area II – Natural Sciences 3 units	3	B1 or B2 3 units	3
<b>Introduction to Educational Psychology</b>	50	Area IV – Social and Behavioral Sciences 3 units	3	D9 3 units	3
<b>Introductory Sociology</b>	50	No GE Area	3	No GE Area	3
	50	Area IV – Social and Behavioral Sciences 3 units	3	D10 3 units	3

Approved by Curriculum Committee February 8, 2016.

<sup>3</sup> If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

<sup>4</sup> CLEP College Mathematics exam is not accepted for general education units or elective credits.

**Diablo Valley College** **College Credit for International Baccalaureate (IB) Exams** **2016-2017**  
 Students may earn credit for International Baccalaureate (IB) Higher Level exams with scores of 5, 6, or 7. IB credit can be used to meet IGETC, CSU GE, and AA/AS general education (GE). Students must have the International Baccalaureate Organization send IB exam results to the Admissions Office (hand-carried copies will not be accepted) for use on the AA/AS or GE patterns.

All Units Denote Semester.

IB Exam	Minimum IB Score	AA/AS DVC GE Area Units	Units for DVC Associate Degree	CSU GE Areas Units	CSU Credit	IGETC GE Areas Units	UC Credit	UC Limitations toward Credit
Biology HL	5	Area II – Natural Sciences 3 units	6	B2 3 units	6	5B 3 units	5.3	The units granted for IB exams are not counted toward the maximum number of credits required for declaration of a major or the maximum number of units a student may accumulate prior to graduation. Students who enter the UC with IB credit do not have to declare a major earlier than other students, nor are they required to graduate earlier.
Chemistry HL	5	Area II – Natural Sciences 3 units	6	B1 3 units	6	5A 3 units	5.3	
Economics HL	5	Area IV - Social and Behavioral Sciences 3 units	6	D2 3 units	6	4B 3 units	5.3	
Geography HL	5	Area IV - Social and Behavioral Sciences 3 units	6	D5 3 units	6	4E 3 units	5.3	
History (any region) HL	5	Area III – Arts and Humanities or Area IV - Social and Behavioral Sciences 3 units	6	C2 or D6 3 units	6	3B or 4F 3 units	5.3	
Language A1 (any language, except English) HL	5 <sup>1</sup>	Area III – Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	5.3	
Language A2 (any language, except English) HL	5 <sup>1</sup>	Area III – Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	5.3	
Language A Literature HL (Prior to F13 known as Language A1 (any language) HL)	5 <sup>1</sup>	Area III – Arts and Humanities 3 units	6	C2 3 units	6	3B 3 units	5.3	
Language A Language and Literature HL (Prior to F13 known as Language A2 (any language) HL)	5 <sup>1</sup>	Area III – Arts and Humanities 3 units	6	C2 3 units	6	3B 3 units	5.3	
Language B (any language) HL	5 <sup>1</sup>	Area III – Arts and Humanities 3 units	6	No GE Area 3 units	6 <sup>2</sup>	6A 3 units	5.3	
Mathematics HL	5 <sup>1</sup>	Area IB - Communication and Analytical Thinking 3 units and Area IC - Mathematics Comprehension	6	B4 3 units	6	2A 3 units	5.3	
Physics HL	5	Area II - Natural Sciences 3 units	6	B1 3 units	6	5A 3 units	5.3	
Psychology HL	5	Area IV - Social and Behavioral Sciences 3 units	3	D9 3 units	3	4I 3 units	5.3	
Theatre HL	5 <sup>1</sup>	Area III – Arts and Humanities 3 units	6	C1 3 units	6	3A 3 units	5.3	

Approved by Curriculum Committee 12-8-2014

<sup>1</sup>For CSU, an IB score of 4 or higher may meet this requirement.

<sup>2</sup>The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.



### 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.

Refer to course descriptions on page 62 to determine which courses are approved as eligible for credit by exam.

### 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) with a discharge other than dishonorable, to the Admissions and Records Office.
- Three of the six elective units may be applied towards the fulfillment of CSU General Education requirement "E. Lifelong Understanding a Self Development."
- 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.

### 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.

### Attendance policy

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

### Attendance at the first class meeting

If a student wishes to secure a place in class, 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, the student will not be penalized for the absence. Students must be allowed to make up any class work or point earning opportunities that they have missed (including exams, quizzes, and participation points) provided they have notified their instructor a minimum of two weeks in advance of their impending absence (or as soon as possible if there are extenuating circumstances such as post-season intercollegiate competition or rain make-ups, or field trips within the first two weeks of the term).

# Academic requirements and policies

## Leave of absence

Students who need to take a leave of absence during the term may obtain the request form from the DVC website at [www.dvc.edu/studentleave](http://www.dvc.edu/studentleave) and then receive written approval from each of their instructors. Then the student must discuss the petition with a counselor and obtain their signature, as well as the signature of the vice president of student services. A leave of absence is limited to 10 instructional days. Instructors may drop students who have been absent for more than the equivalent of two weeks of instruction without an approved leave of absence.

## Course substitution policy for students with disabilities for DVC associate degrees or certificates

Students, because of their disabilities, may be 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. To initiate an application, please make a counseling appointment with a DSS counselor by calling 925-969-2140.

## Grading

### Grade policy

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

DVC uses the following evaluative grades and non-evaluative symbols:

Grade	Grade points per unit
A — Excellent	4
B — Good	3
C — Satisfactory	2
D — Passing, less than satisfactory <i>(Not a recommending grade for continuation in sequential courses)</i>	1
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:

An "I" followed by a grade of B, C, D, F, or N is an incomplete grade that has not yet expired. The grade that follows will be issued if the incomplete is not made up or the incomplete contract expires.

I — Incomplete	0
IB	
IC	
ID	
IF	
IN	

P — Pass	0
<i>(At least satisfactory or a C grade; units not counted in GPA)</i>	
NP — No Pass	0
<i>(Less than satisfactory; units not counted in GPA)</i>	

The following are non-evaluative symbols:

W — Withdrawal	0
<i>(Assigned to students who withdraw from a class within the allowed time.)</i>	

MW — Military Withdrawal	0
<i>(Assigned when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses.)</i>	

IP — In Progress	0
<i>(Indicates the course was in progress beyond the end of the term.)</i>	

RD — Report Delayed	0
<i>(Indicates delay in reporting grade.)</i>	

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 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).

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

### 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,
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](http://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 a student repeats the same course one time, the previous grade will not be used in the GPA calculation. Should the student repeat the same course two or more times, only the two previous grades may be disregarded from the GPA calculation. When a course is repeated all grades will appear on the transcript. An "R" notation will appear next to the first grade, (and a second grade if the course is attempted three times) 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 term after the substandard grade is received, in-progress terms cannot be included). The student must not have received any "D's," "F's" or "NP" since the substandard work (minimum 2.0 since substandard work). RD and I grades must be resolved before submitting a petition. 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.

Academic renewal may be granted one time within the Contra Costa Community College District. Once applied, academic renewal may not be reversed.

### 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 record in class using an audio or video device.

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



### Instructors' 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.

### Probation and dismissal policy

#### Academic probation

Students are expected to make steady progress toward their educational goals by maintaining a "C" average or higher in their courses. If a student's cumulative record shows that he or she has 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 a short probation video and to schedule a meeting with a counselor. Students on stage two probation will be blocked from enrollment in future semesters until they have either arranged a meeting with a counselor to develop a plan for improvement or reviewed the information on the DVC website at <http://www.dvc.edu/communication/policies/academic/probation-dismissal.html> and passed a short quiz.

#### 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 higher. When their overall grade point average rises to 2.0 or higher, students are removed from academic probation. Students on dismissal status are prohibited from attending DVC for two consecutive terms.

#### Progress probation

Students are expected 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. Students are placed 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 a short probation video and schedule a meeting with a counselor. Students on stage two probation will be blocked from enrollment in future semesters until they have either arranged a meeting with a counselor to develop a plan for improvement or reviewed the information on the DVC website at [www.dvc.edu/org/info/policies/probation-dismissal.htm](http://www.dvc.edu/org/info/policies/probation-dismissal.htm) and passed a short quiz.

#### 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 counseling and enrollment services or SRC dean. Dismissed students who wish to appeal their dismissal status must watch a brief video explaining the probation process and file a "request for reinstatement" form with the dean of counseling and enrollment services. 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.

## STUDENT RIGHTS AND RESPONSIBILITIES

### Academic integrity 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 inappropriately distributing exams to other students.

### 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.

### 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.

### 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 as long as they meet the challenge conditions. (Please refer to the "prerequisite" section, page 17.)
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 rights and responsibilities

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### 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 coursework;
- 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 coursework 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 counseling and enrollment services 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.

### 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, personally offensive, debilitates morale, and 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/harassment](http://www.dvc.edu/harassment).

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

## 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. For more information about the sexual harassment policy, please see [www.dvc.edu/code](http://www.dvc.edu/code)

### 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 fulltime 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;
  2. assault, battery, or any threat of force or violence upon a student or college personnel;
  3. willful misconduct, which results in injury or death of a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district;
  4. use, sale, or possession on campus of, or presence on campus under the influence of any controlled substance, or any poison classified as such by Schedule D in section 4160 of the Business and Professions Code;
  5. willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board;
  6. persistent serious misconduct where other means of correction have failed to bring about proper conduct;
  7. other behavior that has grounds for disciplinary action.



## Student rights and responsibilities

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### III. Grounds for disciplinary action

- A. Students shall conduct themselves consistent with the Student Code of Conduct while on campus or participating off campus in online or hybrid courses, or at college sponsored events or programs, including but not limited to field trips, student conferences, debate competitions, athletic contests, club-sponsored events, and international study programs, regardless of location. Students shall also conduct themselves consistent with the Student Code of Conduct in any matter related to school activity or attendance. Students shall be suspended or expelled only for good cause.
- B. The following constitute misconduct and grounds for disciplinary action:
1. 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 or other California laws, on district property or at any district-sponsored event. This regulation does not apply when the person named on the prescription possesses the drugs or narcotics or when the drugs or narcotics are permitted for and are being used in research, instruction, or analysis;
  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.

# Student rights and responsibilities

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## 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 services or the vice president of student services at Diablo Valley College, or 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).
  - 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.



## Student rights and responsibilities

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**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:

1. the student charged;
2. the hearing authority;
3. an advisor for the student charged, if so desired;
4. the president's designee;
5. a witness, while presenting evidence;
6. an on-campus advisor for a witness while presenting evidence.

**G.** An official audiotape recording of the hearing shall be kept. 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 at his or her own expense.

### **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;



## Student rights and responsibilities

- 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 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.

Directory information includes:

- student name
- student participation in officially recognized activities and sports, including weight, height, and high school of graduation of athletic team members
- degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition.

For more information about FERPA regulations go to:

[www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

## 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](http://www.4cd.edu/crpa/pd/docs/Campus Crime Awareness Report.pdf) and [www.4cd.edu/crpa/pd/righttoknow.aspx](http://www.4cd.edu/crpa/pd/righttoknow.aspx).

## GRIEVANCE AND COMPLAINT PROCEDURES

### 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.

### 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, page 15). For further information, contact the office of the vice president of student services.

## GENERAL COLLEGE POLICIES

### 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/alcohol-drugs](http://www.dvc.edu/alcohol-drugs). Any student who needs information about substance abuse may consult a campus counselor who can provide the student with information about available treatment resources.

### Parking policy

All campus 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 Campus. For more information, contact police services, or visit [www.4cd.edu/crpa/pd](http://www.4cd.edu/crpa/pd).

### 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 Campus, 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.