ACCREDITATION

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

Accrediting Commission for Community and Junior Colleges
10 Commercial Boulevard, Suite 204
Novato, California 94949
415-506-0234
www.accjc.org

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

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

California Association for Alcohol/Drug Educators
5230 Clark Road, Suite 3
Lakewood, California 90712
707-722-2331
www.caade.org

Culinary Arts, Baking and Pastry, Restaurant Management
The Accrediting Commission of the American Culinary Federation Education Foundation
180 Center Place Way
St. Augustine, Florida 32095
www.acfchefs.org

California Consortium of Addiction Programs and Professionals
PO Box 214127
Sacramento, California 95821
916-338-9460
www.ccapp.us
Contra Costa Community College District Administration

DISTRICT GOVERNING BOARD 2019
Vicki Gordon, President
Andy Li, Vice President
John E. Márquez, Secretary
Rebecca Barrett
Greg Enholm
Jocelyn Villalobos, Student Trustee

DISTRICT CHANCELLOR
Dr. Fred E. Wood

DIABLO VALLEY COLLEGE PRESIDENT
Susan E. Lamb

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

San Ramon Campus
1690 Watermill Road
San Ramon, CA 94582
Telephone: 925-866-1822
Fax: 925-242-0856
Website: www.dvc.edu/sanramon

Notice: The information contained in this catalog describes the anticipated programs, courses, rules, regulations, and fees of Diablo Valley College. These are subject to change at any time. The college disclaims liability for any unintended errors in this publication. This catalog sets forth college policies for all college programs and services in accordance with the California Education Code, California Code of Regulations (Title 5), and District and college policies.
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GENERAL INFORMATION
chapter one
catalog 2019-2020
MISSION
We inspire, educate, and empower students to transform their lives and their communities.

We guide students to achieve their goals by awarding degrees and certificates, preparing them for transfer to four-year colleges and universities, facilitating entrance to and advancement in careers, and fostering personal growth.

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

• **Communication and Collaboration** - A student with effective communication skills will be a good listener and speaker. They will be able to communicate orally, through writing, and visually using an appropriate medium. A student with collaboration skills will be able to work with teams comprised of a diverse set of people. They will develop leadership skills and the ability to work with groups on the completion of a diverse set of projects. Includes effective written and visual message construction, media choices, leadership skills, and the ability to work with others on projects.

• **Empathy Mindset** - A student with an empathy mindset will be able to build relationships through understanding and valuing others with diverse backgrounds and cultures. They will be connected and active in their community and will act in accordance with ethical norms. Includes social and diversity awareness, civic engagement, and ethics.
• Growth Mindset - A student with a growth mindset is willing to take risks, learn from mistakes, and has a drive to complete tasks. They set goals and priorities for actions and are flexible and able to respond to changes. A person with a growth mindset believes that abilities and intelligence can be developed through practice, training, and effort. Includes adaptability, resilience, self-awareness, and entrepreneurial mindset.

• Information and Technology Fluency - A student who is information and technology fluent will utilize appropriate technology to locate and critically evaluate information from a variety of sources, to formulate responses to issues, reach informed decisions, and communicate effectively. Includes being flexible and strategic in the use of technology, as well as the accurate and ethical use of written and visual materials.

• Solution Mindset - A student with a solution mindset will think critically and evaluate information sources for accuracy and usefulness. They will think critically about data and information. They will be able to design and implement appropriate solutions for situations they face. Includes understanding methods of inquiry and analysis of available choices.

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

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

Please see page 50 for more information on catalog rights and continuous enrollment for degrees and certificates.

Schedule of classes
The schedule of classes is presented in multiple formats. A pdf document containing DVC’s class offerings is published online each term prior to registration, and may be available to purchase in limited quantities at the Book Center. There is also an online searchable class schedule, which is updated daily and includes the most recent information.

COURSE AND PROGRAM OFFERINGS

Degree and certificate programs
DVC offers more than 90 associate degrees and more than 80 certificates of achievement, and a broad selection of certificates of accomplishment. Most associate degree programs can be completed in four terms of full-time study (15 units per term). Certificate programs are generally shorter in length. Length of time to completion will vary based on student course-taking patterns. To see the complete list of programs, visit: www.dvc.edu/programs

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

Fully online and partially online classes
An online class in the Contra Costa Community College District is a class offered fully online and has no required face-to-face meetings. In the schedule of classes these courses are listed as online. A partially online class in the Contra Costa Community College District is a class that offers instruction both online and on campus. Required in-person class meetings are included in the schedule of classes following a predictable pattern (on the same day(s) of the week and at the same time). In the schedule of classes these classes are listed as partially online. To find out more about online classes visit www.dvc.edu/online.

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

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

Academic Calendar 2019-20
Please check our website www.dvc.edu/calendar and click on Academic/Calendar 19-20 for the most current dates and a more complete calendar.
ADMISSION REQUIREMENTS

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

Admission eligibility

A student is eligible for admission if he or she:

- has graduated from a regionally accredited high school, or
- is 18 years of age or older and is no longer in high school, or
- has passed the State of California Certificate of Proficiency Test (CHSPE) or the General Educational Development Test (GED).

California residence status

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

Non-residence status

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

International students interested in applying to DVC can download and print out the application from [www.dvc.edu/international](http://www.dvc.edu/international). International students are required to comply with immigration regulations and must submit supporting documents for admission purposes.

A checklist to ensure that students understand what they need to submit to be admitted as an international student to DVC is available at [www.dvc.edu/isas-checklist](http://www.dvc.edu/isas-checklist). International students must pay the international student rate for courses in addition to the usual college fees. International students must also pay the mandatory insurance cost.

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

Transferring to DVC

DVC welcomes transfer students from other colleges. Transfer students should follow the general application procedures listed in the Student Resource Guide. Please see page 18 for more information about transfer credit.

Transcripts

Release of student records

Students may have their DVC records released to them only if they have no outstanding debts (including fees owed for current term) and can show positive picture identification, in the form of a current student ID card, a California Driver’s License, or a California ID card.

If a student wants his or her DVC records released to someone else, that person must show the Admissions and Records Office positive picture identification and an original permission note or release form that has been signed by the student. Please see page 11 for more information about transcript fees.

<table>
<thead>
<tr>
<th>STUDENT FEES AND OTHER FINANCIAL OBLIGATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment fee (CA residents)</td>
</tr>
<tr>
<td>Enrollment fee (U.S. citizens or permanent residents who are not California residents, or students who are not U.S. citizens)</td>
</tr>
<tr>
<td>Student union fee</td>
</tr>
<tr>
<td>Student activity fee (fall and spring)</td>
</tr>
<tr>
<td>Student representation fee (fall and spring)</td>
</tr>
<tr>
<td>Parking fees</td>
</tr>
<tr>
<td>Books, supplies, and course material fees</td>
</tr>
<tr>
<td>Course material fees</td>
</tr>
<tr>
<td>Field trip fees</td>
</tr>
<tr>
<td>ASDVC Discount Sticker (fall and spring)</td>
</tr>
</tbody>
</table>
Transcript fees

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>FREE for first two (within district)</td>
</tr>
<tr>
<td></td>
<td>$7.50 each thereafter</td>
</tr>
<tr>
<td>Rush</td>
<td>$15 each (processed within 24 hours)</td>
</tr>
<tr>
<td>Express</td>
<td>$30 each (processed within one hour)</td>
</tr>
</tbody>
</table>

Verification of enrollment fees

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>FREE for first two verifications (within district)</td>
</tr>
<tr>
<td></td>
<td>$2 fee for each request thereafter</td>
</tr>
<tr>
<td></td>
<td>$5 per verification for 24 hour express service</td>
</tr>
</tbody>
</table>

*Allows student government to provide funding for student-related activities and services.

**Allows student government to provide support for governmental affairs representatives of local or state-wide student body organizations.

Refund forms are available online, at the Cashier’s Office, Student Life Office and Welcome/Information Center.

Waiver/refund request forms must be submitted in person or by U.S. mail to the DVC Cashier’s Office ONLY. Request for refund forms must be received within the first two weeks of instruction for a full term class, or before 10 percent of the class time for a short-term class. Refund checks will be issued monthly after the first two weeks of instruction each term.

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

### Refund of Fees

#### Enrollment fee and non-resident tuition refunds

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

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

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

#### Residency reclassification and adjustment of fees

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

#### Parking permit refunds

In order to obtain a refund, students must:

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

#### Course material fee refunds

In order to obtain a refund, students must officially drop the class within the first two weeks of the term length class. Refunds can be requested at the Cashier’s Office at the Pleasant Hill Campus or at the Admissions and Records Office in San Ramon.

### Student debts to the college

Students are expected to pay their registration fees and all other financial debts at the time of registration. Students who owe fees for overdue library books, returned checks, or other debts will not be allowed to use college services (such as registering for classes or obtaining official transcripts) until their debts are paid. All debts must be paid no later than the end of the term in which the fees were incurred.
STUDENT FINANCIAL AID

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

The following programs are administered through the Financial Aid Office, and require students to complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov or a California Dream Act Application (AB-540 students only) at www.dream.csac.ca.gov. Additional requirements apply to specific programs listed below. Students must adhere to satisfactory academic progress policies and may be subject to financial aid funds policies when receiving financial aid. Please visit the Financial Aid Office website for more information.

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

  - California Promise Grant
  - Federal Pell Grant
  - Federal Supplemental Educational Opportunity Grant (FSEOG)
  - Cal Grant B (entitlement and competitive)
  - Cal Grant C
  - Student Success Completion Grant
  - California Chafee Grant

Work-Study
Federal Work-Study (FWS) - students can work up to 20 hours per week to help meet their educational costs. Work-study jobs are available at a variety of on-campus and off-campus locations. The funds are limited.

Loans
Federal loans are available and both students and parents can apply.

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

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

Scholarships
The DVC scholarship program
High school students entering Diablo Valley College, continuing DVC students, and students transferring to four-year colleges and universities will find many opportunities to compete for scholarships established by local, state, and national organizations as well as individual sponsors. Call or visit the Scholarship Program Office for more information. www.dvc.edu/scholarships.
LEARNING RESOURCES AND SERVICES

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

<table>
<thead>
<tr>
<th>Learning resources and services</th>
<th>Telephone</th>
<th>Website address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions and Records Office</td>
<td>925-685-1310</td>
<td><a href="http://www.dvc.edu/admissions">www.dvc.edu/admissions</a></td>
</tr>
<tr>
<td>Assessment Center</td>
<td>925-969-2132</td>
<td><a href="http://www.dvc.edu/assessment">www.dvc.edu/assessment</a></td>
</tr>
<tr>
<td>CalWORKs Program</td>
<td>925-969-2119</td>
<td><a href="http://www.dvc.edu/calworks">www.dvc.edu/calworks</a></td>
</tr>
<tr>
<td>Career and Employment Services</td>
<td>925-969-2135</td>
<td><a href="http://www.dvc.edu/career">www.dvc.edu/career</a></td>
</tr>
<tr>
<td>Computer Center</td>
<td>925-969-2323</td>
<td><a href="http://www.dvc.edu/computerlabs">www.dvc.edu/computerlabs</a></td>
</tr>
<tr>
<td>Cooperative Agencies Resources for Education (CARE)</td>
<td>925-969-2123 or 925-969-2117</td>
<td><a href="http://www.dvc.edu/eops">www.dvc.edu/eops</a></td>
</tr>
<tr>
<td>Counseling Center</td>
<td>925-969-2140</td>
<td><a href="http://www.dvc.edu/counseling">www.dvc.edu/counseling</a></td>
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<tr>
<td>Disability Support Services</td>
<td>925-969-2182</td>
<td><a href="http://www.dvc.edu/dss">www.dvc.edu/dss</a></td>
</tr>
<tr>
<td>Educational Talent Search</td>
<td>925-969-2189</td>
<td><a href="http://www.dvc.edu/ets">www.dvc.edu/ets</a></td>
</tr>
<tr>
<td>Enrollment Lab</td>
<td></td>
<td><a href="http://www.dvc.edu/enrollmentlab">www.dvc.edu/enrollmentlab</a></td>
</tr>
<tr>
<td>Extended Opportunity Programs and Services (EOPS)</td>
<td>925-969-2123 or 925-969-2117</td>
<td><a href="http://www.dvc.edu/eops">www.dvc.edu/eops</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>925-969-2009</td>
<td><a href="http://www.dvc.edu/financialaid">www.dvc.edu/financialaid</a></td>
</tr>
<tr>
<td>International Student Admissions Services (ISAS)</td>
<td>925-969-2196</td>
<td><a href="http://www.dvc.edu/international">www.dvc.edu/international</a></td>
</tr>
<tr>
<td>Library Services</td>
<td>925-969-2588</td>
<td><a href="http://www.dvc.edu/library">www.dvc.edu/library</a></td>
</tr>
<tr>
<td>Media and Audiovisual</td>
<td>925-969-2576</td>
<td><a href="http://www.dvc.edu/media">www.dvc.edu/media</a></td>
</tr>
<tr>
<td>Transfer Services</td>
<td>925-969-2135</td>
<td><a href="http://www.dvc.edu/transfer">www.dvc.edu/transfer</a></td>
</tr>
<tr>
<td>Tutoring Services</td>
<td></td>
<td><a href="http://www.dvc.edu/tutoring">www.dvc.edu/tutoring</a></td>
</tr>
<tr>
<td>Scholarship Office</td>
<td>925-969-2094</td>
<td><a href="http://www.dvc.edu/scholarships">www.dvc.edu/scholarships</a></td>
</tr>
<tr>
<td>Student Life Office</td>
<td>925-969-4270</td>
<td><a href="http://www.dvc.edu/student-life">www.dvc.edu/student-life</a></td>
</tr>
<tr>
<td>Student Transition and Academic Retention Team (START) - Foster Youth</td>
<td>925-969-2203</td>
<td><a href="http://www.dvc.edu/fosteryouth">www.dvc.edu/fosteryouth</a></td>
</tr>
<tr>
<td>Student Veteran Resource Center</td>
<td>925-969-2237</td>
<td><a href="http://www.dvc.edu/veterans">www.dvc.edu/veterans</a></td>
</tr>
<tr>
<td>Study Abroad</td>
<td>925-969-2507</td>
<td><a href="http://www.dvc.edu/studyabroad">www.dvc.edu/studyabroad</a></td>
</tr>
<tr>
<td>Upward Bound</td>
<td>925-969-2189 or 925-969-2194</td>
<td><a href="http://www.dvc.edu/ets">www.dvc.edu/ets</a></td>
</tr>
<tr>
<td>Veteran Services</td>
<td>925-969-2121</td>
<td><a href="http://www.dvc.edu/veterans">www.dvc.edu/veterans</a></td>
</tr>
<tr>
<td>Welcome Services</td>
<td>925-969-2106</td>
<td><a href="http://www.dvc.edu/welcomeservices">www.dvc.edu/welcomeservices</a></td>
</tr>
<tr>
<td>Work Experience Education</td>
<td>925-969-2026</td>
<td><a href="http://www.dvc.edu/wrkx">www.dvc.edu/wrkx</a></td>
</tr>
</tbody>
</table>