



Pleasant Hill Campus
San Ramon Campus

2022-2023 CATALOG

Fall 2022 • Spring 2023 • Summer 2023

Seventy-third academic year

approved by

The California State Department of Education
The Department of Homeland Security

ACCREDITATION

Institutional

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

Accrediting Commission for
Community and Junior Colleges
331 J Street, Suite 200
Sacramento, CA 95814
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.

Addiction Counselor Certification
Board of California
4182 N. Viking Way Suite 213
Long Beach, CA 90808
Phone Number: 562-304-5261
www.accbc.org

Culinary Arts, Baking and Pastry,
Restaurant Management
Accrediting Commission
180 Center Place Way
St. Augustine, Florida 32095
www.acfchefs.org

California Association for Alcohol/Drug
Educators
4195 N. Viking Way Unit 270
Long Beach, CA 90808
562-246-6690
www.dev.caade.org

Dental Assisting and Dental Hygiene
Commission on Dental Accreditation of
the American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611-2678
<https://coda.ada.org>

California Consortium of Addiction
Programs and Professionals
2400 Marconi Avenue, Suite C
Sacramento, California 95821
PO Box 214127
800-564-5927
www.ccapp.us

Contra Costa Community College District Administration

DISTRICT GOVERNING BOARD 2022

Dr. Judy E. Walters, President
Fernando Sandoval, Vice President
John E. Márquez, Secretary
Rebecca Barrett, Member
Andy Li, Member
Austin Green, Student Trustee

DISTRICT CHANCELLOR

Mojdeh Mehdizadeh, Interim Chancellor

DIABLO VALLEY COLLEGE PRESIDENT

Susan E. Lamb



MAILING ADDRESS

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

San Ramon Campus
1690 Watermill Road
San Ramon, CA 94582
Telephone: 925-866-1822
Fax: 925-242-0856
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 2022-2023



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GENERAL INFORMATION

Diablo Valley College (DVC) is one of the three publicly supported two-year community colleges that comprise the Contra Costa Community College District. DVC offers classes on its Pleasant Hill Campus, located near Interstate 680 in Pleasant Hill and at its San Ramon Campus, which serves the south county in Dougherty Valley. Between its two campuses, DVC serves more than 20,000 students each term with a wide variety of program options.

Academic freedom statement

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

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

Mission

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 wide variety 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 62 for more information on catalog rights and the continuous enrollment policy for degrees and certificates.

Schedule of classes

An online searchable class schedule is updated daily. This schedule provides the most recent and accurate information and is available on the DVC website.

COURSE AND PROGRAM OFFERINGS

Degree and certificate programs

DVC offers more than 100 associate degrees, more than 100 certificates of achievement, as well as 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 offered during the day and evening in full-term and short-term formats. A selection of day and evening classes are also offered 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. 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 2022-23

Please check our website www.dvc.edu/calendar and click on Academic/Calendar 22-23 for the most current dates and a more complete calendar.

FALL TERM 2022	
August 19	First day of instruction
September 5	Labor Day holiday
September 23	Native American Day holiday
November 11	Veterans Day holiday
November 24-25	Thanksgiving holiday
November 26-27	No classes
December 9	Last day of instruction
December 21- January 1	Winter recess
SPRING TERM 2023	
January 16	Martin Luther King Jr. Day holiday
January 23	First day of instruction
February 17	Lincoln Day holiday
February 18-19	No classes
February 20	Washington Day holiday
March 26-April 1	Spring recess
May 19	Last day of instruction
May 19	Graduation
May 29	Memorial Day holiday

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, placement, orientation, and advising prior to registering for classes. Please see page 36 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 find information on applying at 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/international/apply. International students pay the international tuition rate for courses in addition to the enrollment and college fees. International students must also pay the mandatory health insurance cost.

For admissions deadlines and more information please visit: www.dvc.edu/international or contact the International Student 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 21 for more information about transfer credit.

Transcripts

Release of student records

Students may have their DVC records released to them only if they 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.



STUDENT FEES AND OTHER FINANCIAL OBLIGATIONS

Enrollment fee (CA residents)	\$46 per unit
Enrollment fee (U.S. citizens or permanent residents who are not California residents, or students who are not U.S. citizens)	\$346 per unit
Student union fee	\$1 per unit (maximum \$10 per student per academic year)
Student activity fee (fall and spring)	\$5 per term (fee is voluntary)*
Student representation fee (fall and spring)	\$2 per term (fee is voluntary)**
Parking fees	\$3 a day or \$48 for the fall or spring terms or \$25 mid-term (after the ninth week); \$25 for summer; \$25 per term for students who qualify for the California Promise Grant Free parking is available at the San Ramon Campus
Books, supplies, and course material fees	\$250-\$350 estimate per term for full-time students. Book and supply costs and requirements vary.
Course material fees	Some courses require additional materials fees. See schedule of classes for details.
Field trip fees	Students are expected to pay entrance fees for theaters, galleries, and other activities as well as provide their own transportation. (Alternate assignments given for students who cannot afford the cost.)
ASDVC Discount Sticker (fall and spring)	\$10 per term (optional) Purchase at Student Union Building, Book Center, or the Admissions and Records Office.



Transcript fees	<p>Standard: FREE for first two (within district) \$7.50 each thereafter</p> <p>Rush: \$17.50 each (processed within 24 hours)</p> <p>Express: \$32.50 each (processed within one hour)</p>
Verification of enrollment fees	<p>FREE for first two verifications (within district)</p> <p>\$2 fee for each request thereafter</p> <p>\$5 per verification for 24 hour express service</p>
<p>*Allows student government to provide funding for student-related activities and services.</p> <p>**Allows student government to provide support for governmental affairs representatives of local or state-wide student body organizations.</p> <p>Refund forms are available online, at the Cashier's Office, Student Life Office and Welcome/Information Center. Waiver/refund request forms must be submitted in person or by U.S. mail to the DVC Cashier's Office ONLY. Request for refund forms must be received within the first two weeks of instruction for a full term class, or before 10 percent of the class time for a short-term class. Refund checks will be issued monthly after the first two weeks of instruction each term.</p>	

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

Student debts to the college

Students are expected to pay their registration fees and all other financial debts at the time of registration. Students who owe enrollment fees or other debt will not be permitted to register for classes and will not receive a diploma until their debts are paid.

Refund of Fees

Enrollment fee and non-resident tuition refunds

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

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

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

Residency reclassification and adjustment of fees

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

Parking permit refunds

In order to obtain a refund, students must:

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

Course material fee refunds

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



STUDENT FINANCIAL AID

Diablo Valley College has a broad range of financial aid programs. Pleasant Hill students should go to the Financial Aid 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.studentaid.gov or a California Dream Act Application (AB-540 students only) at <https://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 return of 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 College 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
- First-time + Full-time = Free Tuition (FT3 Program)

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, so check with the Financial Aid Office to see if you qualify for this program.

Loans

Federal loans are available and both students and parents can apply. Visit www.dvc.edu/financialaid for more information.

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.

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, email 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.

Learning resources and services	Program Description
Admissions and Records Office 925-685-1310 www.dvc.edu/admissions	The admissions and records office assist both new and returning students with enrollment into the college. In addition, have the ability to assist students when requesting/submitting documents to change or alter information on record.
Assessment Center 925-969-2132 www.dvc.edu/assessment	The assessment center, assist new students who have graduated high school or who have certain circumstances to be able to be placed in the appropriate class based on a placement test. The placement test allows students to help guide them to take classes in the categories of both Math and English based on their results.
CalWORKs Program 925-969-2120 www.dvc.edu/calworks	The CalWORKs program allows for students to undergo training that will allow them to gain skills to become self-sufficient / to reach personal goals. This would allow them to have the ability to use these newly learned skills in possible job environments or even just for self-improvement for possible future endeavors.
Career Services 925-969-2135 www.dvc.edu/career	<p>The career center strives to help students discover possible path they can take when they feel that they're unsure of what major they want.</p> <p>In addition, students will have the ability to take on possible internships they may be interested in that are posted by employers outside of our campus.</p> <p>This is not limited to student but, Faculty and Staff are able to get information that can be used to assist students when a meeting is held.</p>
Computer Center 925-969-2323 www.dvc.edu/computerlabs	
Cooperative Agencies Resources for Education (CARE) 925-969-2117 www.dvc.edu/eops	<p>The CARE's Program strive to assist single parent students with both financial and educational support in order for them to reach their personal goals.</p> <p>CARE's students can receive grants, vouchers for books, and many more essentials that will assist them in their academic career.</p>
Counseling Center 925-969-2140 www.dvc.edu/counseling	<p>The Counseling office provide students with a resource to get academic help and allow students to create an education plan that the student can use.</p> <p>Students can also receive other types of support in forms of emotional or even veteran status support.</p>

Learning resources and services

Learning resources and services	Program Description
<p>Disability Support Services 925-969-2182 www.dvc.edu/dss</p>	<p>Disability Support Services, provides students with disabilities additional assistance in order for them to achieve academic success. This includes needed equipment or even possible one on one counseling with one of the staff members in the DSS.</p> <p>Additional, help can be provided through DSS's counseling service, and if student believe that they may have a disability testing is provided to determine it.</p>
<p>Educational Talent Search 925-969-2189 www.dvc.edu/ets</p>	<p>DVC's Educational Talent Search Program is a federal funded program that assist students from the grade 6 – 12 and provide them with information about college and possible career paths they might be interested in.</p> <p>In addition, these students will undergo different types of activities/ workshops that will teach them skills they can use when applying to their desired college in the future.</p>
<p>Enrollment Lab www.dvc.edu/enrollmentlab</p>	<p>The enrollment lab is a space where new students can use computers to enroll for classes at DVC.</p> <p>The lab provided face to face assistance with the staff in order to receive quick answers for possible questions that need to be answered when enrolling.</p>
<p>Extended Opportunity Programs and Services (EOPS) 925-969-2117 www.dvc.edu/eops</p>	<p>The EOPS program wants to help students be successful by providing resources that they can used to ensure a safe environment for students</p> <p>These resources can range from financial support to overall the student's health in order for them to grow.</p>
<p>Financial Aid 925-969-2009 financialaid@dvc.edu www.dvc.edu/financialaid</p>	<p>The Financial Aid Office is here to help students learn about and apply for the resources available to pay for a DVC education. Financial assistance is available to eligible students in the form of grants, loans, and work-study opportunities.</p>
<p>International Student Office 925-969-2196 www.dvc.edu/international</p>	<p>The International Student Office provides those who enrolled to DVC internationally a place that can receive support when it comes to their academic semester.</p> <p>There will be support advisors that will assist international students with any needs or questions they might have about the school.</p>
<p>Library Services 925-969-2588 www.dvc.edu/library</p>	
<p>Media and Audiovisual 925-969-2576 www.dvc.edu/media</p>	

Learning resources and services	Program Description
PUMA Center 925-969-4320 www.dvc.edu/current/learning-community/puma/	The PUMA (Puente, Umoja, and MESA Achievement) Center is the home for three college access and success programs – Puente, Umoja, and MESA. PUMA was established in 2015. As a vibrant center, the PUMA Center serves students from underserved/underrepresented backgrounds by building and nurturing community through embracing and validating students' cultural identity and humanity, with an emphasis on holistic development, equity, and social justice. The Center focuses on interdisciplinary collaboration, integrating instruction and support services to address the students' various needs, while fostering student leadership, providing mentoring, and raising cultural awareness.
Scholarship Office 925-969-2094 scholarships@dvc.edu www.dvc.edu/scholarships	The Scholarship Office is available to assist students with applying for DVC and external scholarships. Scholarships may be awarded based on academic achievement, financial need, field of study, community service, or other criteria.
SRC Information Desk srcinfo@dvc.edu www.dvc.edu/sanramon	The San Ramon College Information Desk provides high school graduates/ current students with information about the DVC's second location being San Ramon College. There are resources provided to students about the campus along with their own courses and program of information with staff, classes, etc.
Student Life Office 925-969-4270 www.dvc.edu/student-life	The Student Life Office supports student engagement opportunities in clubs, student government, workshops, leadership development and more. Stop by the Student Union Building to get your student ID card, relax, study, use the computer lab, or visit the Food Pantry.
Student Transition and Academic Retention Team (START) - Foster Youth Services 925-969-2203 www.dvc.edu/fosteryouth	The START program focuses on assistance those students that are under foster care and strive to help them to become academically successful. They look for ways to help you get an academic start to DVC and provide different resources that will relieve foster students from struggling. Staff of the program will also try to help foster student to engage in school events so that they can feel welcomes to the school along with other types of help.
Student Veteran Resource Center 925-969-2237 www.dvc.edu/veterans	DVC's Veteran Resource Center provides student veterans with a chance to receive support for the sacrifice they made when out for service. So, DVC is giving back assisting Veterans with educational support so they can strive to reach aa higher education.
Study Abroad 925-969-2507 www.dvc.edu/studyabroad	

Learning resources and services

Learning resources and services	Program Description
<p>Transfer Services 925-969-2135 www.dvc.edu/transfer</p>	<p>DVC's Transfer Services assist students who are in the process of transferring to a 4-year college, and provide them with up to date information about the many 4-year colleges and what would need to be done to be able to smoothly transfer.</p> <p>There are both in person and online help that student can receive when it comes to the process of transferring and having possible questions before proceeding forward.</p>
<p>Tutoring Services www.dvc.edu/tutoring</p>	<p>With DVC's Tutoring Services students are able to receive academic assistance with possible questions they might have with different subjects like Math and Science.</p> <p>Students have full access to both online help or in person help depending on the subject they need assistance with and different locations like the MatLAB or English Tutoring Center.</p>
<p>Upward Bound 925-969-2189 925-969-2194 www.dvc.edu/ets</p>	<p>The Upward Bound Program assist specifically high school student grades 9th-12th with the process of being prepared for college when graduating.</p> <p>The program provides high school students with information about the process of entering college and the requirement that are needed in order to graduate college.</p> <p>Along with college trips and resources that allow for the students to have greater knowledge of the college the student may want to enroll at and be prepared to move forward with their choice.</p>
<p>Veteran Services 925-969-2121 www.dvc.edu/veterans</p>	<p>(See Student Veteran Resource Center)</p>
<p>Welcome Services 925-969-2106 www.dvc.edu/welcomeservices</p>	<p>The Welcome Services is the main center that most new students should start since it will provide guidance for new students that may have questions about the campus.</p> <p>Students have the opportunity learn more about the community that DVC has to offer with students just like them to guide them through the semester.</p>
<p>Work Experience Education 925-969-2026 www.dvc.edu/wrkx</p>	<p>Work Experience Education provides students with an opportunity to make what they do as job a class.</p> <p>This Program allows student to make their job a class and be able to earn college credits for the job / internship they are currently doing.</p>