

# WELCOME to DCC!

## *Vision:*

Danville Community College will be the college of choice in our region for exemplary educational programs and services.

## *Mission:*

Danville Community College is committed to providing quality comprehensive higher education and workforce programs and services to promote student success and to enhance business and community development.

DANVILLE  
COMMUNITY  
COLLEGE

**NOTE:** The printed catalog is provided as a guide and may not be a comprehensive and accurate listing of all available programs, course sequences, requirements, etc. after printing. Please check [www.dcc.vccs.edu/catalog](http://www.dcc.vccs.edu/catalog) for the most up-to-date information.

Danville Community College provides its website, catalog, handbooks, and any other printed materials or electronic media for your general guidance. DCC does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registrations of danville.edu is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor. In addition, a student's or prospective student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with DCC. Further, DCC reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise. Links or references to other materials and websites provided in the above-referenced sources are also for information purposes only and do not constitute the DCC endorsement of products or services referenced.

DCC promotes and maintains educational and employment opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. DCC prohibits sexual harassment including sexual violence. Member, Virginia's Community Colleges.

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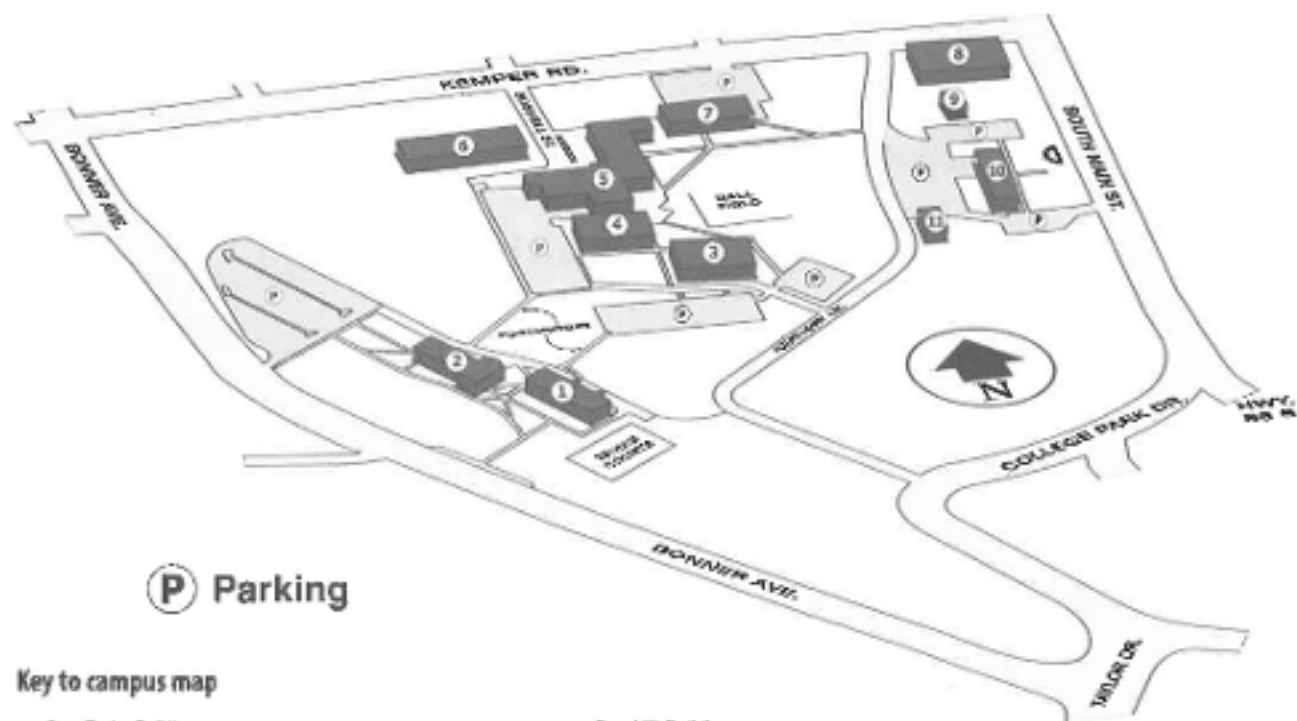
### Abbreviations:

**CSC: Career Studies Certificate** (A career-centered credential between 9 and 29 credit hours) • **D: Diploma** (A two-year program with an emphasis on a career/technical area)

**C: Certificate** (Minimum of 30 credit hours) • **A.A.S.: Associate of Applied Science** (Generally a two-year terminal degree program intended for immediate employment after graduation) • **A.A. & S.: Associate of Arts & Science** (Generally a two-year degree program intended for transfer to a four-year college/university)

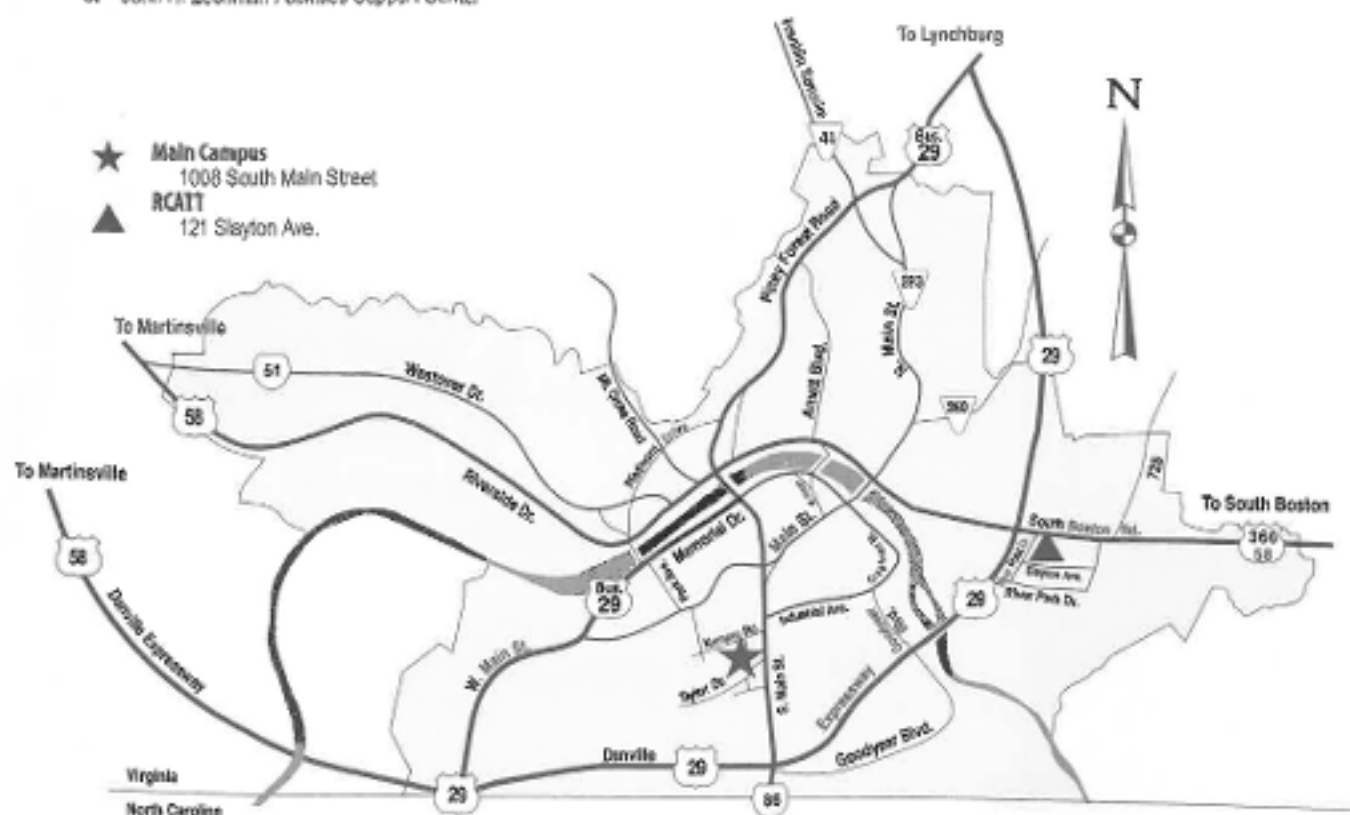
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# Campus/Area Maps



## Key to campus map

- |  |  |
|--|--|
| 1. Taylor Building   | 7. Hill Building                       |
| 2. Temple Building   | 8. Foundation Hall                     |
| 3. Whittington W. Clement Learning Resources Center                    | 9. Carrington Child Development Center |
| 4. Student Center  | 10. Wyatt Building                     |
| 5. Charles R. Hawkins Engineering and Industrial Technologies Building | 11. Wornack Hall                       |
| 6. John H. Zechman Facilities Support Center                           |  |



# Locations & Office Hours

## **Administrative Office Hours**

**8 a.m. to 5 p.m. Mon-Fri**

**Email:** [info@dcc.vccs.edu](mailto:info@dcc.vccs.edu)

**[www.danville.edu](http://www.danville.edu)**

## **Danville Main Campus**

1008 South Main St., Danville, VA 24541

434.797.2222 • Toll Free: 800.560.4291

434.688.0136 (vp) • FAX: 434.797.8514



## **Whittington W. Clement Learning Resources Center (Main Campus)**

### **Mary M. Barksdale Library Hours**

(During Full-Session Classes)

Mon - Thurs: 8 a.m. - 9 p.m.

Fri: 8 a.m. - noon • Sat: Closed • Sun: 1 - 5 p.m.

(Fall and Spring Semesters only)

### **Learning Assistance Center Hours**

Mon - Thurs: 7:30 a.m. - 6:30 p.m.

Fri: 8 a.m. - noon • Sat: Closed • Sun: 1 - 5 p.m.

(Fall and Spring Semesters only)



## **Regional Center for Advanced Technology & Training (RCATT)**

121 Slayton Ave., Danville, VA 24541

434.797.6437

## **Southern Virginia Higher Education Center**

820 Bruce Street

South Boston, VA 24592

434.572.5456 or 434.572.5451



# 2018-19 Academic Calendar

## FALL 2018

Advising by Appointment and Registration for Fall Semester.....	April 1-August 21
Final Week for Fall 2018 Registration.....	August 16-21
Last Day for New Student Registration.....	August 21
Payment of Tuition*.....	June 1-August 21
Faculty Planning and Preparation Days.....	August 13-17
Classes Begin.....	August 22
Swaps/Drops ( <i>Classes cannot be added without the approval of the instructor</i> ).....	August 22-28
Holiday - No Classes (Labor Day).....	September 3
Last Day to Withdraw With Full Tuition Refund.....	September 7
Institutional Effectiveness Day.....	October 4
No Classes - Faculty Planning and Preparation Days.....	October 16 and 18
Mid-term Grades Posted.....	October 17-21
Last Day to Withdraw w/o Mitigating Circumstances ("W" Grade Issued).....	October 30
Advising by Appointment and Registration for Spring Semester.....	Nov. 1-Dec. 11, 2018 and Jan. 2-4, 2019
No Classes - Faculty Research Day.....	November 21
Holiday No Classes (Thanksgiving).....	College closes at noon November 21; Closed November 22-23
Classes End.....	December 11
Final Exams.....	December 12-18
Faculty Planning and Preparation Days.....	December 19-21
College Closed.....	December 24-31

## SPRING 2019

Holiday - College Closed.....	January 1
Advising by Appointment and Registration for Spring Semester.....	Nov. 1-Dec. 11, 2018 and Jan. 2-4, 2019
Final Week for Spring 2018 Registration.....	January 2-4
Last Day for New Student Registration.....	January 4
Payment of Tuition*.....	November 1, 2018 – January 4
Faculty Planning and Preparation Days.....	January 2-4
Classes Begin.....	January 7
Swaps/Drops ( <i>Classes cannot be added without the approval of the instructor</i> ).....	January 7-11
Holiday - No Classes (Martin Luther King, Jr.).....	January 21
Last Day to Withdraw with Full Tuition Refund.....	January 23
Mid-term Grades Posted.....	March 4-10
No Classes - Spring Break.....	March 11-15
Last Day to Withdraw Without Mitigating Circumstances ("W" Grade Issued).....	March 22

## SPRING 2018 continued...

Advising by Appointment & Registration for Summer.....	April 1 until summer semester classes begin
Advising by Appointment & Registration for Fall.....	April 1 until fall semester classes begin
Institutional Effectiveness Day.....	April 10
Classes End.....	April 30
Exams.....	May 1-3; 6-7
Faculty Planning and Preparation Days.....	May 8-10; 13-15
Graduation.....	<b>Saturday, May 11</b>

## SUMMER 2019

	<b>Full Session</b> (10 Weeks)	<b>1st Session</b> (5 Weeks)	<b>2nd Session</b> (5 Weeks)
Advising by Appointment.....	April 1-May 10.....	April 1-May 10.....	April 1-May 10; May 21-June 25
Registration and Payment of			
Tuition for Summer Session*.....	April 1-May 17.....	April 1-May 17.....	April 1-June 22
Final Week for Registration.....	May 13-May 17.....	May 13-May 17.....	June 17-21
Last Day to Add Class(es).....	May 17.....	May 17.....	June 21
Classes Begin.....	May 20.....	May 20.....	June 27
Swaps/Drops Only+.....	May 21-24.....	May 22.....	June 24
+Swaps cannot be processed without the approval of the instructor			
Holiday - No Classes (Mem. Day).....	May 27.....	May 27	
Last Day to Withdraw			
with Full Tuition Refund.....	May 31.....	May 24.....	June 27
Last Day to Withdraw w/o			
Mitigating Circumstances^.....	July 1.....	June 7.....	July 12
^("W" Grade Issued)			
Holiday - No Classes (Indep. Day).....	July 4.....		July 4
Classes End.....	July 26.....	June 21.....	July 26

**\*Payment of Tuition:** (A) **Early registration:** Students are expected to have all payment arrangements, including financial aid, finalized at least 30 calendar days prior to the first day of classes.

(B) **Standard registration:** Students registering within 30 days of the first day of classes are expected to have all payment arrangements finalized, including financial aid, within seven calendar days of registration.

All students are expected to finalize tuition payment, including financial aid, with the appropriate DCC office prior to attending any class(es). Failure to pay for classes, including with financial aid, can result in classes being removed from the student's schedule.

# College Information



## General Information

Danville Community College is a two-year institution of higher education under the statewide Virginia Community College System. DCC's service area includes the City of Danville, Pittsylvania County, and Halifax County. The college, its employees, and students are governed by the policies established by the State Board for Community Colleges with the support and advice of the Danville Community College Board.

DCC promotes and maintains educational and employment opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. DCC prohibits sexual harassment, including sexual violence. Inquiries related to the college's nondiscrimination policies should be directed to: Title IX Coordinator/Affirmative Action Officer, Danville Community College, 1008 S. Main St., Danville, VA 24541, 434.797.8524; toll free: 800.560.4291, ext. 8524, or 434.688.0136 (VP); or email [titleix@dcc.vccs.edu](mailto:titleix@dcc.vccs.edu).

Danville Community College values the multi-cultural diversity of its students, faculty, and staff. We are committed to creating and nurturing a campus environment that both welcomes and empowers all individuals. We recognize cultural differences of background, experience, and national origin, and we seek to promote a genuine understanding and appreciation for these differences. We also seek to recognize and promote the common bonds of humanity, which cross the boundaries of cultural differences.

## History

Danville Community College developed from two institutions. Danville Technical Institute opened in 1936 as Danville Textile School, becoming Danville Technical Institute in 1941. The Danville Division of Virginia Polytechnic Institute first began as an engineering division in 1946, and was later expanded to include the first two years of coursework for all engineering, business administration, liberal arts, and science majors. DCC was one of the original four colleges to join the Virginia Community College System in 1966.

## Programs

DCC offers more than 100 programs in general education, college transfer, and career training, along with customized classes to meet the needs of business and industry.

## College Goals

1. Educational Programs: DCC will provide quality credit and non-credit educational programs and instruction.
2. Faculty and Staff: DCC will have an excellent and diverse faculty and staff.
3. Academic and Student Services: DCC will provide quality services to assist students in achieving their academic and personal goals.
4. Educational Environment: DCC will have facilities, equipment, and technology that enhance an effective learning environment.
5. Outreach Programs: DCC will have a comprehensive outreach program.
6. Community Relations: DCC will foster effective partnerships.
7. Resources: DCC will obtain and use resources to achieve its mission and goals.

## DCC General Education Goals and Student Learning Outcomes\*

DCC graduates will demonstrate competency in the following general education areas.

**1. Communication** A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood, including the ability to:

- 1.1 understand and interpret complex materials;
- 1.2 assimilate, organize, develop, and present an idea formally and informally;
- 1.3 use standard English;
- 1.4 use appropriate verbal and non-verbal response in interpersonal relations and group discussions;
- 1.5 use listening skills; and
- 1.6 recognize the role of culture in communication.

*\* Complements Virginia Community College System General Education Goals & Student Learning Outcomes (www.vccs.edu) Reaffirmed by DCC Curriculum Committee, October 28, 2014.*

**2. Critical Thinking** A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act, including the ability to:

- 2.1 discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data;
- 2.2 recognize assumptions, or presuppositions in any given source of information;
- 2.3 evaluate the strengths and relevance of arguments on a particular question or issue;
- 2.4 weigh evidence and decide if generalizations or conclusions based on the given data are warranted;
- 2.5 determine whether certain conclusions or consequences are supported by the information provided; and
- 2.6 use problem-solving skills.

**3. Cultural and Social Understanding** A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities, including the ability to:

- 3.1 assess the impact that social institutions have on individuals and culture—past, present, and future;
- 3.2 describe their own as well as others' personal ethical systems and values within social institutions;
- 3.3 recognize the impact that arts and humanities have upon individuals and cultures;
- 3.4 recognize the role of language in social and cultural contexts; and
- 3.5 recognize the interdependence of distinctive world-wide social, economic, geo-political, and cultural systems.

**4. Information Literacy** A person competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively, including the ability to:

- 4.1 determine the nature and extent of the information needed;
- 4.2 access needed information effectively and efficiently;

***Continued, next page...***

### ***Information Literacy, continued...***

4.3 evaluate information and its sources critically and incorporate selected information into his or her knowledge base;

4.4 use information effectively, individually, or as a member of a group, to accomplish a specific purpose; and

4.5 understand the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.

**5. Personal Development** A person engaged in personal development strives for physical well-being & emotional maturity, including the ability to:

5.1 develop and/or refine personal wellness goals;

5.2 develop and/or enhance the knowledge, skills, and understanding to make informed academic, social, personal, career, & interpersonal decisions.

**6. Quantitative Reasoning** A person competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with problems and issues, including the ability to:

6.1 use logical and mathematical reasoning within the context of various disciplines;

6.2 interpret and use mathematical formulas;

6.3 interpret mathematical models such as graphs, tables, and schematics, and draw inferences;

6.4 use graphical, symbolic, and numerical methods to analyze, organize, and interpret data;

6.5 estimate and consider answers to mathematical problems in order to determine reasonableness;

6.6 represent mathematical information numerically, symbolically, and visually, using graphs and charts.

**7. Scientific Reasoning** A person competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena, including the ability to:

7.1 generate consistent arguments based on empirical evidence;

7.2 distinguish between scientific and non-scientific arguments;

7.3 reason by deduction, induction, and analogy;

7.4 distinguish between causal and correlational relationships; and

7.5 recognize methods of inquiry that lead to scientific knowledge.

### **Accreditation**

DCC is one of 23 colleges in the Virginia Community College System. The associate degree curricula of the college have been approved by the State Council of Higher Education for Virginia. DCC is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033, telephone 404.679.4500 for questions about the accreditation of DCC.

***Note: The commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.***

### **Outcomes Assessment Requirements**

The Commonwealth of Virginia requires a comprehensive plan for student outcomes assessment. The DCC plan was approved by the State Council of Higher Education for Virginia in 1987 and has been reviewed each year. The plan includes procedures to ensure that DCC has an effective process for improving instructional and student development programs, including assessing general education competencies of associate degree-seeking students. Students are required to participate in the assessment procedures appropriate to their curricula. For additional information, contact the Director of Planning, Effectiveness and Research at 434.797.8576.

Degree-seeking students are required to take a core competency test designed to measure general education achievement competencies prior to graduation. No minimum score is required for graduation. Individual test results will remain confidential. Group scores will be used for accountability to the state and for improvement of academic programs.

# Enrollment Information



## WHO DO YOU WANT TO BE TOMORROW?

**Whatever your dreams,  
DCC can help you reach  
them. Start your journey  
with our easy online  
application process:**

**[www.danville.edu/  
BecomeAStudent](http://www.danville.edu/BecomeAStudent)**

## Admissions Information

**DCC has an open admissions policy.** Individuals are eligible if they are high school graduates or the equivalent, or if they are 18 years of age or older and show that they are able to benefit academically from college study, as demonstrated by assessment in reading, writing, and math. However, students may be required to participate in developmental studies before beginning coursework in a particular field of study.

Minimum scores:

	Virginia Placement Test (VPT)	Compass	Asset
Reading	ENF 1	62	35
Writing	ENF 1	32	35
Math	MTE 1	25	33

Exceptions to this policy may be made by the college president only for documented reasons.

## DCC ROCKS (Student Orientation)

DCC ROCKS (Registration, Orientation, Computer Knowledge and Support) sessions are mandatory for new students prior to the start of classes. After applying to DCC, students should sign up for DCC ROCKS at [www.dcc.vccs.edu/DCCROCKS](http://www.dcc.vccs.edu/DCCROCKS). This is a great opportunity to meet students, faculty and staff, and take care of the following all in one day:

- Meet with an advisor and choose a class schedule
- Learn how to use myDCC
- Take a tour of campus
- Obtain a DCC Student ID card and free parking permit

## Curricular Admission

### 1. Apply online at [www.danville.edu](http://www.danville.edu)

High school transcripts may be required for admission to the college and certain programs. Homeschool graduates must provide a graduation date and may be required to provide documentation of coursework.

### 2. Demonstrate readiness for placement.

#### A. Take the Virginia Placement Test.

Make an appointment for testing at 434.797.8460 or email [dcc\\_placement@dcc.vccs.edu](mailto:dcc_placement@dcc.vccs.edu). Students are strongly encouraged to complete the online practice tests at [www.dcc.vccs.edu/studentServices/Admissions/PlacementTesting](http://www.dcc.vccs.edu/studentServices/Admissions/PlacementTesting)

Students who take the math and/or English Virginia Placement Test and do not enroll in developmental courses are allowed to take one retest within 12 months. Students who attempt a developmental course will be ineligible for a retest. Exceptions to this policy may be made on a case-by-case basis in accordance with established college procedures.

#### B. Request a Placement Waiver

In determining students' readiness for college-level English and math courses, DCC will use the following means and measures. Transcripts and test scores should be sent to the Student Support Services Office for review. **For adult learners, see further info on placement waiver eligibility in the Multiple Measures 2.0 section.**

- Any student who has earned an associate degree or higher, or who has earned a C or better in college-level courses in math and/or English at a regionally accredited institution, will be exempt from placement testing provided they meet the prerequisites for the respective courses in their chosen program of study. Students must provide transcripts for approval.
- Any student who has successfully completed current developmental courses at a VCCS institution will be exempt from placement testing in those areas.
- Any student who has successfully

completed developmental courses at a non-VCCS institution may have coursework evaluated for placement. Students must provide transcripts for approval.

- Students enrolling in Career Studies Certificate programs may be waived from placement testing, unless a course in the program requires a reading, writing, or math prerequisite. Please contact the Admissions Office for more information regarding these programs.
- A recent (within past 5 years) high school or homeschool graduate may submit a high school/homeschool transcript or an approved test score for placement evaluation.

### NEW! Multiple Measures 2.0 for Adult Learners

Students who meet the following criteria may not have to take the Virginia Placement Test. Please speak to an academic advisor or counselor.

- High school graduate and been a graduate for at least five years or
- Active military personnel or veteran; or
- Have completed and earned an overall GPA of 2.5 or greater in the Career Studies Certificate that stacks within the chosen degree program.

Students participating in the Multiple Measures 2.0 project and enrolling in college-level courses without taking the placement test agree to participate in supportive learning assistance if or when they receive a grade below 80% on any major assignment in their class(es) during their first semester. Participation in this program includes the understanding that if the student does not participate in supportive learning assistance, as defined below, and does not earn a final course grade of "C" or better, the student will need to take the college placement test and will be placed in the mathematics or English course designated by the placement test. The placement test will need to be taken before registering for courses requiring prerequisites for the next semester.

## Math placement will be determined using one of the following measures:

Math Placement Measures #	HSGPA or Score Range	Placement
HSGPA and Algebra II and One Algebra Intensive Course*	3.0 or higher	MTE 1-9 Satisfied
*Algebra Intensive Courses above Algebra II: Trigonometry, Math Analysis, Pre-Calculus, <u>Calculus</u> , HSGPA and Algebra II	3.0 or higher	MTE 1-5 Satisfied
HSGPA and Algebra I	3.0 or higher	MTE 1-3 Satisfied
SAT – Math	530 or above	MTE 1-9 Satisfied
	510-520 range	MTE 1-5 Satisfied
ACT – Subject Area Test Math	22 or above	MTE 1-9 Satisfied
	19-21 range	MTE 1-5 Satisfied
GED – Math	165 or above	MTE 1-5 Satisfied
	155-165 range	MTE 1-3 Satisfied

# = Students may complete the VPT – Calculus for placement into Pre-Calculus II, Calculus, and 200-level Statistics. Placement directly into Pre-Calculus II, Calculus, and 200-level Statistics based on HSGPA and highest level courses taken will be at the discretion of the college.

## English placement will be determined using one of the following measures:

English Placement Measures	HSGPA or Score Range	Placement
HSGPA	3.0 or higher	ENG 111
	2.7-2.9	ENF3/ENG 111
SAT-ERW (Evidence-Based Reading and Writing)	480 or above	ENG 111
	460-470 range	ENF3/ENG 111
ACT-Subject Area Tests English and Reading	18 or above	ENG 111
	15-17 range	ENF3/ENG 111
GED-English	165 or above	ENG 111

High school GPA (HSGPA) is valid for five (5) years after the date of high school graduation. SAT, ACT and GED Test scores are valid for five (5) years after the date of the test. Virginia Placement Test-English and Math scores are valid for five (5) years after the date of the test. Previously taken developmental courses will be valid for five (5) years after term taken.

## Non-Curricular Admission

Examples include specialized workforce training through an employer, personal interest courses, or summer courses taken by a student at another institution. Any student wishing to take a single course at the college must satisfy all required pre-requisites.

1. **For credit courses:** Complete an application for admission, including the Domicile Determination Form, at [www.danville.edu/BecomeaStudent](http://www.danville.edu/BecomeaStudent).

**For non-credit courses:** See course schedule and register online at <https://dcc.augusoft.net>, or call Workforce Services at 434.797.8430.

2. Acceptance by the college does not ensure admission to a specific curriculum or course. Non-curricular students must satisfy all required course prerequisites or placement testing requirements before enrolling in specific college-level courses.

3. Non-curricular students may meet with a DCC counselor to review course options.

## Admissions to Specific Curricula

In addition to the general admission requirements above, specific requirements are listed for each program of the college where applicable. Among items generally considered in determining students' eligibility for admission to a curriculum are their educational/ occupational experiences and other reasonable standards to ensure that they can successfully complete the program requirements. Students who do not meet the requirements for a specific program or course may improve chances of eligibility by completing developmental courses.

## Readmission

Former students who have not been enrolled for a period of three years or more must submit a new application: [www.danville.edu/BecomeAStudent](http://www.danville.edu/BecomeAStudent).

## Auditing a Course

Students who wish to attend a course without taking the exam or receiving credit may register to audit through the usual registration process and paying the normal tuition. Permission of the

division dean or another appropriate academic administrator is required. Audited courses carry no credit and do not count as part of the student's course load. Students desiring to change status in a course from audit to credit or from credit to audit must do so within the add/drop period for the course. Students seeking credit for a previously audited course must re-enroll in the course for credit and pay normal tuition to earn a grade other than "X." Advanced standing credit should not be awarded for a previously audited course.

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## Dual Enrollment (High School Student Admission)

Visit DCC's dual enrollment webpage at [www.dcc.vccs.edu/dualenrollment](http://www.dcc.vccs.edu/dualenrollment)

The main purpose of community colleges is to serve students who have graduated from or are beyond the compulsory age limit for public schools. However, qualified high school students may enroll at DCC, subject to the following conditions:

## Dual Enrollment Partnerships

Dual enrollment partnerships are governed by an annually renewable contractual agreement between the school/district and DCC to allow academically qualified high school juniors and seniors\* to enroll in college courses that are applicable to degree, diploma, certificate, or career studies certificate programs offered at DCC. Students from school divisions with whom the college has a current dual enrollment contractual agreement may enroll in DCC classes for dual enrollment credit. These courses will be listed on both the student's college and high school transcripts.

## High School-Based Dual Enrollment

DCC and school divisions may develop contractual agreements to offer dual enrollment program pathways, academies, and courses at the high school. Such offerings may be taught by approved high school teachers who meet VCCS faculty credential requirements and are qualified by the college to teach course(s) in the program of study.

DCC faculty and administrators are responsible for identifying high school dual enrollment program offerings; selecting and qualifying high school faculty to teach college courses; professional development of dual enrollment faculty; and oversight and evaluation of program standards, including assessment of student learning outcomes, program learning outcomes and instructional effectiveness.

### Early College, Dual Enrollment Programs and Academies

DCC and school divisions may develop contractual agreements to offer dual enrollment program pathways and academies on the college campus. Such courses are taught by full-time or adjunct community college faculty.

### Independent Dual Enrollment (Concurrent/Homeschooled Student Enrollment)

Independent dual enrollment allows individual high school students to enroll in courses at DCC without requiring a contractual agreement between the college and school or division. A qualified high school junior or senior\* may be admitted to any college-level credit-bearing course, with permission of the high school principal (or designee) and the parent/guardian. The student must meet dual enrollment admissions standards. Independent dual enrollment courses shall be listed on the student's college transcript.

Prior to admission, the college must receive a completed Concurrent Enrollment/Homeschooled

Student Enrollment Form approved and signed by the student, the student's parents and high school principal, and be approved by the DCC Admissions Committee. Students interested in independent dual enrollment should contact DCC Admissions.

### Dual Enrollment Student Admissions

Although high school and home school students are not normally qualified for general admission, DCC may offer admission to those students who meet additional criteria. Dual enrollment is restricted to high school juniors and seniors\* and home school students studying at the high school junior or senior levels. Home school students must also provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent or legal guardian declaring home school. Documentation of parental permission is required for all dual enrollment students.

Students enrolling in a dual enrollment course must meet all course prerequisites. DCC shall not enroll public or private high school students or homeschooled students in developmental courses.

*\*Admission of younger students: Because admitting freshman or sophomore students is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required. All students admitted under this section must demonstrate readiness for college by meeting the criteria below.*

Admission Criteria		VPT	Compass	Asset	PSAT	SAT	ACT	SOL
<b>Transfer Courses:</b>	English/writing	ENG 111	76	43	n/a	n/a	18	n/a
	Reading	ENG 111	81	42	n/a	n/a	18	n/a
	Writing/reading	ENG 111	n/a	n/a	390	480	n/a	n/a
	Mathematics	MTE 1	25	33	500	530	22	Algebra 1 - pass
<b>Career &amp; Technical Courses:</b>	English/writing	ENF 1	32	35	n/a	n/a	18	n/a
	Reading	ENF 1	62	35	n/a	n/a	18	n/a
	Writing/reading	ENF 1	n/a	n/a	390	480	n/a	n/a
	Mathematics	MTE 1	25	35	500	530	22	Algebra 1 - pass

## Senior Citizens Admission

Students are classified as senior citizens if they are 60 years of age or older and enrolled in credit or non-credit courses without tuition charge under provisions of the Senior Citizen Higher Education Act of 1974, as amended. To enroll tuition-free in credit or non-credit courses on a space-available basis, students should meet the following criteria (not to exceed three courses per semester):

- Be 60 years of age or older prior to the semester of enrollment;
- Be a legal resident of Virginia;
- Have had a taxable income not exceeding \$23,850 for income tax purposes for the year preceding enrollment (tax documents should be submitted for verification to the DCC Admissions Office); and
- Must be admitted to the college as a student.

Interested senior citizens should contact the DCC Admissions Office. Any person meeting the above criteria will be admitted to a course only after all tuition-paying students have been accommodated.

## International Student Admission

DCC is a two-year, nonresidential, commuter college that welcomes applications from qualified international students who meet the college's academic, financial, and language requirements. Before processing a request for admission and issuing a form I-20 for the F-1 Visa, the following documents must be submitted: Completed DCC application, proof of the equivalent of an American high school diploma, official TOEFL scores, verification of financial support sufficient to enroll as a full-time student without the need to work off campus, a doctor's statement certifying good health, a brief statement of desire to attend DCC, and a photocopy of the applicant's passport. After the student's I-20 is issued, the student must complete the college assessment test (VPT), enroll in a minimum of 12 credit hours in a transfer program and file a copy of the passport and I-94 card with the Admissions Office. Students seeking I-20 must be enrolled in a two-year program. International students are not able to sustain

employment at the school or in the community. International students are not allowed to receive financial aid and scholarships.

Applications and all required paperwork must be received by **April 30** for admission to the fall term; by **August 30** for admission to the spring term; or by **February 15** to be admitted for the summer term. No applications will be taken after the dates indicated for each semester.

## Other Immigrant Status Admission

It is the policy of Danville Community College to admit those applicants who are immigrants residing in Virginia who have graduated from a Virginia high school with a high school diploma or equivalent, even if they are not able to document their legal presence. Those who are undocumented will pay tuition at the out-of-state rate. DCC will follow State Council for Higher Education for Virginia Domicile Guidelines for establishing domicile.

## Domicile Requirements

The Virginia Community College System, including Danville Community College, is guided by the Code of Virginia and the regulations of the State Council of Higher Education on determining domicile. Each student applying for admission must complete a Domicile Determination Form in order to be declared legally domiciled in Virginia. Students must verify that one year before the date of entering the term for which they are requesting in-state tuition status, they have given up any previous domicile and were living in Virginia with the unqualified intention of remaining in Virginia. Please contact DCC Admissions for more information regarding residency requirements. It is the student's responsibility to submit documentation and provide clear and convincing evidence regarding their domicile. In the event that a student's circumstances change after a semester has begun, the student's tuition status may be eligible for reclassification. This reclassification shall be effective for the next academic semester or term following the date of the application for reclassification. Students should follow DCC's domicile appeals policy.

## Domicile Appeals Process

A student who disagrees with an initial tuition classification may submit a Domicile Reclassification Form to the Domicile Appeals Committee within 10 calendar days of the initial notification. The committee will respond to the appeal within 15 calendar days. The Domicile Appeals Committee shall consist of two members of the Student Services Office. No person who serves at one level of this appeals process shall be eligible to serve at any other level of this review. If the student still disagrees with the classification, he/she may file a final written appeal with the **Vice President of Academic and Student Services Dr. Debra Holley**, [dholley@dcc.vccs.edu](mailto:dholley@dcc.vccs.edu), which must be made within five calendar days of the student's notification of the first appeal. The VP will notify the student in writing of the final decision within 30 calendar days of receipt of the appeal. A student who is not satisfied with the outcome of the review by the VP may appeal to the appropriate circuit court. The student must file a petition for review with the court within 30 calendar days of receipt of the decision by the VP.

## DCC Policy Related to Legislation Regarding Admissions

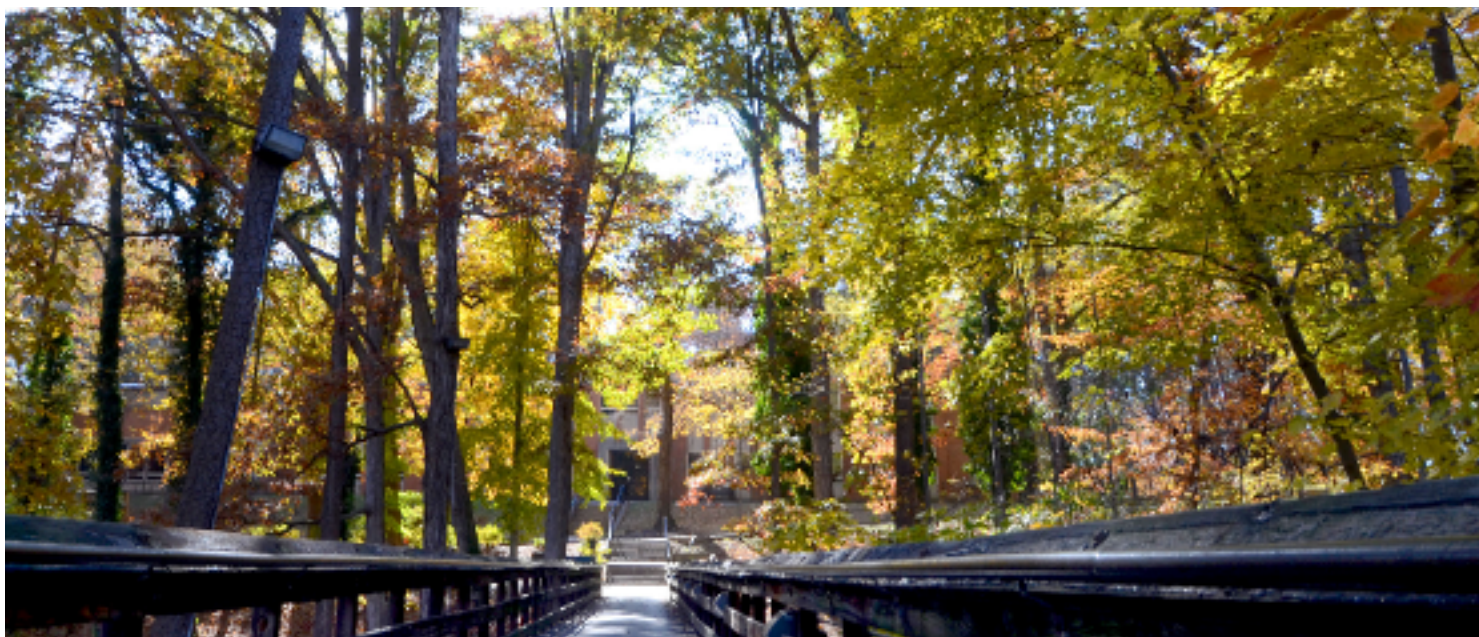
Language on the web application informs applicants that their information is being transferred to the State Police. In the event that the State Police determine a DCC applicant is listed on

the Sex Offender Registry, the State Police will notify DCC. When the college receives such notification, the following procedures apply:

1. The applicant will be denied admission to DCC in accordance with its admission policy as published in this catalog. The decision is final and not subject to appeal.
2. If the applicant registers for classes and becomes a student before the college receives notification from the State Police, the student will immediately be informed that he/she is being administratively withdrawn from classes and will receive a tuition refund. An applicant, in this instance, may invoke his/her right to an appeal.

## Admission Denied / Revoked

DCC reserves the right to evaluate and document special cases and to refuse or revoke admission if the college determines that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the college community, or if such refusal or revocation is considered to be in the best interest of the college. DCC also reserves the right to refuse admission for applicants who have been expelled or suspended from, or determined to be a threat, potential danger or significantly disruptive by another college. The decision to refuse or deny admission is final and not subject to appeal. Students whose admission is revoked after enrollment will be given due process.



## Appeals Process for Revoked Admission

When a student's admission is revoked, he/she may invoke the appeal process. Students who have registered for class but not yet started classes will be administratively withdrawn, and an appropriate service indicator will be placed on the student's record that will prevent the student from registering for classes. If the student is already attending classes, DCC will reserve class enrollment until the appeal process is complete, but the individual will not be allowed to attend class during the appeal process. The college will make every effort to expedite the appeals timeline.

1. The student will receive a certified letter with return receipt from the Dean of Student Support Services notifying the student of the revoked admission and outlining the appeal process.

2. The student may write a letter of appeal to the Dean of Student Support Services, Ms. Cheryl Terry, in which he/she (1) provides justification for consideration of admission/reinstatement and (2) discloses the nature of the offense and/or conviction serving as the basis for DCC's action to revoke admission. If the student is a convicted sex offender, the letter should include a statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated. ***The letter of appeal must be submitted to the Dean of Student Support Services within seven (7) business days of notification by DCC.***

3. A panel of five (5) full-time faculty and/or administrators will review the information submitted and make a decision by a simple majority vote within fourteen (14) business days of receiving the letter of appeal. The Dean of Student Support Services will serve as the convener of the panel and will be a member of the panel. Panel discussions will be confidential.

4. If the panel determines that the withdrawn student represents a threat or potential danger to the college and/or the revoked admission/withdrawn enrollment is considered to be in the

best interest of the college, the following apply:

1. The student's admission to DCC will remain revoked.
2. Student will be administratively withdrawn from classes, if classes have been held.
3. An enrolled student will receive a tuition refund. Tuition refunds will not be granted for students removed from DCC for disciplinary reasons.
5. The Dean of Student Support Services will inform the student by certified letter/return receipt requested of the decision of the appeals panel. The decision of the appeals panel shall be final.

### APPEALS CONTACT:

**Ms. Cheryl Terry**

Dean of Student Support Services

Wyatt Building 111, 434.797.6435

[cterry@dcc.vccs.edu](mailto:cterry@dcc.vccs.edu)

## Advanced Standing Credit

### NEW! DCC Expressway Programs

Work at your own pace • Get credit for job experience or prior learning • DCC Expressway programs provide the same learning opportunities as traditionally structured classes but offer the flexibility for students to work at their own pace, to show competencies through prior learning credit, and/or satisfactory completion of assessments meeting certain minimum criteria. Students interested in the DCC Expressway program should make their intentions known when applying DCC. The student will then be directed to the appropriate program advisor. If a student decides the DCC Expressway program is not a good fit, he/she will have the option to enroll in the traditional program at any time before or after beginning the program.

### AP (Advanced Placement)

Many area high schools offer AP or honors courses, giving high school students the opportunity to complete college-level work. A minimum AP score of 3 is required for credit at DCC. An official copy of

the AP transcript must be submitted to the DCC Admissions Office in order to obtain credit. Unofficial, student copies, or high school transcripts noting the AP credit will not be accepted.

### **CLEP (College Level Examination Program)**

CLEP is a national examination-based program that allows students to obtain college credit for prior academic achievement. DCC accepts most of the CLEP-offered exams and uses the American Council on Education recommended minimum score of 50 for awarding credit. An official copy of the CLEP transcript must be submitted to the DCC Admissions Office. Unofficial or student copies of transcripts will not be accepted. CLEP examinations are not offered through DCC.

### **IBO (International Baccalaureate)**

Students who have completed the Standard Level certificate with a score of 5 to 7 in the International Baccalaureate program may be granted credit for a variety of courses. Students must have an official transcript sent from the IBO to the DCC Admissions Office in order to be considered.

### **Police Academy Certificates**

Per the Articulation Agreement between the VCCS and the Virginia Department of Criminal Justice, students who have satisfactorily documented successful completion of the Virginia State Police Academy or a regional and independent certified training academy shall be awarded appropriate credit. Relevant documentation must be submitted to the Dean of Arts, Sciences, & Business, Dr. Paul Fox ([pfox@dcc.vccs.edu](mailto:pfox@dcc.vccs.edu)).

### **Credit for Military Training**

Prior military training, courses, and occupational specialty may all be considered for college credit. As a member of Service Members Opportunity Colleges (SOC), DCC follows the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military service as applied to the student's program of study. Credit in certain technical areas may require approval by the division administrator.

Credit may be granted as recommended by college faculty, ACE, the National College Credit Recommendation Service, or other organization approved by the college.

In addition to the above, DCC may award academic credit to any enrolled student who has successfully completed a military training course or program as part of military service that is applicable to DCC program requirements and is:

- Recommended for academic credit by a national higher education association that provides academic credit recommendations for military training courses or programs;
- Noted on the student's military transcript issued by any of the U.S. Armed Forces; or
- Otherwise documented in writing by any of the U.S. Armed Forces.

In order to receive military training credit, the student must submit a military transcript which includes the ACE recommended credit and initiate a request for evaluation to the DCC Admissions Office. ***Note: If the student submits only the DD214 and no military transcript, only credit for HLT/PED electives will be awarded.*** Students who have completed basic training, regardless of the date, may receive credit for HLT/PED electives.

### **Previous Completion Credit (Work Experience/ Experiential Learning Credit)**

Students may be awarded college credit if they can demonstrate that previous educational study or training/work experience entitles them to credit for specific courses applicable to their program of study. Documentation must be submitted with the request for credit and will be retained in the student's file. The supporting documentation must include samples of work or projects completed. Students wishing to be awarded previous completion credit for a specific course should contact the division office in which the course is taught. DCC reserves the right to place a time limit on credit for prior learning experiences. The academic administrator, in consultation with the admissions coordinator, will determine if courses taken more than five years previously can be used in the student's current program of study.

## **Using Advanced Standing for Graduation Requirements**

A limit of 75% of the number of program credits may be awarded through advanced standing credit. Credit for portfolio-based prior experiential learning may be awarded for no more than 25% of the required program credit hours. Advanced standing credits may not be used to fulfill the graduation residency requirement. A minimum of 25% of the credit required for graduation in the curriculum must be earned at DCC. All accepted advanced standing credits will be acknowledged and recorded on the student's permanent record with the transferring agency or other source of credit identified. No unsuccessfully attempted advanced standing applications or examination results will be recorded on the student's permanent record. The following shall apply:

1. To earn credit for prior learning, student must be admitted to the curriculum in which advanced standing is requested.
2. Advanced standing will be awarded only for courses in which a student is not currently and has not been previously enrolled.

### **Course Acceptance Policy**

1. The program administrator responsible for evaluating a student's previous coursework shall:
  - Determine the acceptability of each course the student wishes to transfer or apply toward the program requirements based upon his/her knowledge of any changes that have occurred since the course(s) was completed;
  - Give particular attention to courses in areas that have had significant technological changes in recent years (e.g., electronics, automotive, graphic imaging, information systems, administrative support technology);
  - As deemed appropriate, seek the input of faculty or other administrators regarding the proper course of action.
2. Courses which are determined to have outdated information and whose acceptance would not assure the student of having current skills may be

used to meet elective credit requirements.

3. Students who have kept their educational training current through their job activities may have their coursework given special consideration for acceptance.
4. Because of the diversity of courses offered and the differences in changes that occur over a given time, no specific time frame can be established for courses whose content may have become obsolete. However, it is recommended that all courses taken more than five years ago be carefully reviewed for their current relevance.
5. The decision to accept/not accept a course(s) should be made with the idea that a student's graduation indicates current and relevant competencies in the program of study.

### **Advanced Standing and Prior Learning Credit Appeals**

Student who disagree with the decision on acceptance of prior learning credit or advanced standing should discuss their concerns with the instructor or administrator who rendered the decision within 10 calendar days of receiving the decision. If the student's concerns are not resolved in this manner, he/she may appeal the decision within seven (7) calendar days to the appropriate division administrator, or to the Vice President for Academic and Student Services (if it was the division administrator rendered the decision). The administrator or VP will conduct a review. The second appeal decision is final.

# Registration

Registration is held prior to the beginning of each semester or term. Specific registration dates are listed in the college's academic calendar in this catalog and at [www.danville.edu](http://www.danville.edu). Students may only add classes that **have not yet met** unless instructor approval is obtained. Once classes start, students who need to drop/add classes may do so during the Swaps and Drops period.

All students are encouraged to register online through MyDCC. Curricular (program-placed) students should contact their academic advisor to register. For more information, contact Admissions at 434.797.8467 or [admissions@dcc.vccs.edu](mailto:admissions@dcc.vccs.edu).

## Course Offerings

DCC reserves the right to cancel, withdraw, or combine classes when necessary. Classes with insufficient enrollment normally are canceled the first week of class (see Tuition Refund Policy).

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### Tuition Rates as of Fall 2017:

Virginia residents	\$153.25/credit hour
Out-of-state residents	\$350.85/credit hour
Out-of-state business contract rate*	\$234.25/credit hour
E-rate (in-state residents)**	\$153.25/credit hour
E-rate (out-of-state)**	\$256.25/credit hour
Veterans & dependents of active-duty military	\$153.25/credit hour
Out-of-state military contract rate	\$174.25/credit hour

For current costs, contact the DCC Business Office at 434.797.8418 or visit [www.dcc.vccs.edu/studentServices/FeesandExpenses.htm](http://www.dcc.vccs.edu/studentServices/FeesandExpenses.htm).

# Tuition & Fees

Tuition rates and fees are established by the State Board for Community Colleges.

## Payment of Tuition and Fees

Students must pay all tuition and fees on the same day that they register for classes, or risk cancellation of their registration. Students who have not paid tuition and fees are not allowed to attend class(es).

**All students are assessed mandatory "Non-E&G" fees by the college as follows:**

**Student Activity Fee:** \$2 per credit hour. Funds are used for social, cultural, and educational student activities.

**Maintenance Fee:** \$1 per credit hour. Funds are used to maintain college parking lots.

**VCCS Technology Fee:** \$8.50 per credit hour for which they enroll. Funds support acquisition of technology for academic purposes.

**Capital Fee:** Students with out-of-state residences are charged \$21 per credit hour.

**E-rate Tuition:** Applicable to designated distance learning courses delivered entirely online and designated as W in the class section.

*Students are responsible for any college property that they damage or lose (such as laboratory or shop equipment, supplies, library books, and materials).*

## Tuition Rate notes:

\* The business contract rate applies to Virginia employers and federal agencies located in Virginia. It allows the business contract rate to be charged to employers for employees who have an out-of-state domicile. Charges to employers for in-state domiciled employees are at the in-state tuition rate. All mandatory E&G fees apply (including capital fee on those employees with an out-of-state domicile). It is for students who do not qualify for in-state tuition rates and are enrolled in classes provided in a contract between their employers and Danville where the employer pays the students' tuition directly to the college. The contract rate is only applicable to Virginia employers; any employers physically located outside of Virginia that choose to send employees to Danville will be billed at out-of-state tuition rates.

\*\*The e-rate applies to designated online courses.

## **Nonpayment of Tuition & Fees, or Other College Debts**

A student's continued attendance at DCC is dependent upon proper settlement of all debts owed the college. Transcripts, certificates, diplomas, or degrees will not be issued, nor will students be permitted to complete registration, until accounts are cleared satisfactorily with the Business Office, Bookstore, or Library. Should the student fail to satisfy all due and payable amounts for tuition and fees, college loans, fines, or other debts owed the college, DCC may initiate disciplinary action in accordance with the Code of Student Conduct and Discipline Policy.

**Bad Check/Dishonored Payment:** DCC assesses a \$35 service charge for handling returned checks or dishonored credit/debit card payments for accounts not in past-due collection status, or \$50 when the account is in past-due collection status.

## **Waived Tuition**

23.1-609. Surviving spouses and children of certain individuals; tuition and fee waivers.

**Effective *until* January 15, 2018:** The surviving spouse and any child between the ages of 16 and 25 of an individual who was killed in the line of duty while employed or serving as a (i) law-enforcement officer, including as a campus police officer appointed under Article 3 (§ 23.1-809 et seq.) of Chapter 8, sworn law-enforcement officer, firefighter, special forest warden pursuant to § 10.1-1135, member of a rescue squad, special agent of the Department of Alcoholic Beverage Control, state correctional, regional or local jail officer, regional jail or jail farm superintendent, sheriff, or deputy sheriff; (ii) member of the Virginia National Guard while serving on official state duty or federal duty under Title 32 of the United States Code; or (iii) member of the Virginia Defense Force while serving on official state duty, and any individual whose spouse was killed in the line of duty while employed or serving in any of such occupations, is entitled to a waiver of undergraduate tuition and mandatory fees at any public institution of higher education under the conditions in the next section.

**Effective as of January 15, 2018:** The surviving spouse and any child between the ages of 16 and 25 of an individual killed in the line of duty while employed or serving as a (i) law-enforcement officer, including a campus police officer appointed under Article 3 (§ 23.1-809 et seq.) of Chapter 8, sworn law enforcement officer, firefighter, special forest warden pursuant to § 10.1-1135, rescue squad member, special agent of the Virginia Alcoholic Beverage Control Authority, state correctional, regional or local jail officer, regional jail or jail farm superintendent, sheriff, or deputy sheriff; (ii) member of the Virginia National Guard while serving on official state duty or federal duty under Title 32 of the United States Code; or (iii) member of the Virginia Defense Force while serving on official state duty, and any individual whose spouse was killed in the line of duty while employed or serving in any of such occupations, is entitled to a waiver of undergraduate tuition and mandatory fees at any public institution of higher education under the following conditions:

### **Conditions**

1. The chief executive officer of the deceased individual's employer certifies that such individual was so employed and was killed in the line of duty while serving or living in the Commonwealth; and
2. The surviving spouse or child is admitted to, enrolls at, and is in attendance at DCC and applies for the waiver. Waiver recipients who make satisfactory academic progress are eligible for renewal of such waiver.

Certification must be submitted to Student Accounts/Cashier so that a determination can be made on the request for waived tuition and fees.

**For further information, contact the DCC Office of Veterans' Affairs (Dr. Carl Amos, 434.797.8429 or [camos@dcc.vccs.edu](mailto:camos@dcc.vccs.edu)).** All recipients of veterans' benefits must be in an approved curriculum as recognized by the Veterans' Administration and must maintain a GPA of no less than 1.5 after 12 credit hours have been completed, excluding developmental classes.

# Transcripts & Grading



## Official Transcripts

Students and alumni can request official transcripts online via MyDCC (if attendance was within past 10 years), by mail (Admissions Office, Wyatt Building, 1008 South Main St., Danville, VA 24541), or by fax (434.797.8451). In order to release transcripts, the student must provide the following:

- Student name at time of enrollment
- Student ID number (EMPLID #) or Social Security Number
- Date of enrollment (if prior to 1984)
- Student signature

Transcripts will not be released to third parties without written permission from the student.

## Unofficial Transcripts

Students and alumni who attended within the last 10 years may obtain an unofficial transcript via MyDCC.

## Grading System

The quality of performance in any academic course is reported by a letter grade assigned by the instructor. The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of

credits attempted. Grades denote the character of study and are assigned points as follows:

- A** Excellent - 4 grade points per credit
- B** Good - 3 grade points per credit
- C** Average - 2 grade points per credit
- D** Poor - 1 grade point per credit
- F** Failure - 0 grade point per credit
- P** Pass - No grade point credit (applies to special courses. P/U Option: No more than 7 credits can count toward graduation.)
- R** Re-enroll - No grade point credit (used only for Developmental Studies courses).
- S** Satisfactory - No grade point credit (used only for Developmental Studies courses).
- U** Unsatisfactory - No grade point credit (applies to specialized courses and seminars).
- W** Withdrawal - No credit ("W" implies that the student was making satisfactory progress in the course at the time of withdrawal or that the withdrawal was officially made before the "deadline" date published in the college calendar.) See Withdrawal Policy in the next section.

*Continued, next page...*

### ***Grading system, continued from previous page...***

**I** Incomplete - No grade point credit. Used only for verifiable, unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an "I" grade, the student must (1) have satisfactorily completed more than 50% of the course requirements and (2) must request the faculty member to assign the "I" grade and indicate why it is warranted. The faculty member has the discretion to decide whether the "I" grade will be awarded. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student. In assigning the "I" grade, the faculty member must complete documentation that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default grade (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the chief academic officer of the campus. The student will be provided a copy of the documentation.

Colleges will establish procedures to ensure that all "I" grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade assigned by the faculty member. An "I" grade will be changed to a "W" only under documented mitigating circumstances, which must be approved by the VP for Academic and Student Services.

**X** Audit - No credit (Permission of the division dean is required to audit a class.)

**CR** Prior Credit - Credit received by exam and/or credit received for prior learning

### **Grading – Developmental Studies Courses**

**S** (Satisfactory) shall be assigned for satisfactory completion of the course.

**R** (Re-enroll) shall be assigned to a student who

makes satisfactory progress during the term but has not completed course objectives. This grade, used only for developmental studies, is to permit re-enrollment for completion of course objectives.

**U** (Unsatisfactory) shall be assigned to a student not making satisfactory progress. Developmental Studies academic advisors, with the concurrence of the Dean, will determine the subsequent sequence of courses for the student receiving a "U" grade.

**A student may enroll no more than twice in any single developmental course.** Appeal for a third and final enrollment must be addressed to the academic division.

### **Grade Appeals**

Students may appeal final course grades for the following reasons:

- Grade miscalculation
- Inconsistency between what is written in the syllabus and what is practiced
- Errors in the final exam, if a change in the final exam grade would cause a change in the course grade

***Students may not appeal disagreements with teaching methodologies, attendance policies, or grade weighting methods.***

The grade appeal must be made and resolved before the end of the semester following the semester in which the grade was awarded using the following procedures:

1. The student submits a written appeal to the instructor who assigned the grade stating the basis on which the appeal is made. After submitting the written appeal, the student will schedule an appointment to meet with the instructor to discuss the appeal and any supporting documentation. If the discrepancy is resolved, the instructor will initiate grade change action as appropriate.
2. If the discrepancy is not resolved, the student may appeal the decision of the instructor to the appropriate division administrator. The appeal should be written and include the basis for the appeal and any supporting documentation. After submitting the written appeal, the student will

schedule an appointment to discuss the appeal with the division administrator. The administrator may include the instructor in the meeting. The administrator will respond in writing to the student.

3. If the discrepancy is not resolved at the division level, the student may submit a written appeal to the Vice President for Academic and Student Services, Dr. Debra Holley ([dholley@dcc.vccs.edu](mailto:dholley@dcc.vccs.edu)), along with any supporting documentation. After review, the Vice President will make a written response to the student, the instructor, and the division administrator from step 2. All decisions at this level are final.

### **Course Credit**

The credit for each course is indicated after the title in the course description. One credit is equivalent to one collegiate semester-hour credit. Each semester hour of credit given for a course is based on the "academic hour," which is 50 minutes of formalized, structured instructional time in a particular course weekly for 15 weeks. This is a total of 750 minutes of instruction. In addition to instructional time, appropriate evaluation will be required. If this evaluation is a final examination, a minimum of one hour will be scheduled for each semester hour of credit generated by the course, not to exceed three academic hours (150 minutes). Credits may be assigned to course activities as follows:

**1. Lecture** – One academic hour of lecture (including lecture, seminar, discussion, or other similar activities) per week, generally for 15 weeks, plus the evaluation or examination period, equals one collegiate semester-hour credit.

**2. Laboratory** – Two to five academic hours, depending on the discipline, of laboratory, clinical training, supervised work experience, coordinated internship, or other similar activities per week, generally for 15 weeks, plus the evaluation or examination period, equals one collegiate semester-hour credit.

**3. Asynchronous Distance Learning Courses** – In the case of asynchronous distance learning course offerings or hybrid courses that employ a mix of

traditional contact hours and learning activities with students and faculty separated by time and place, colleges must demonstrate through faculty peer review that content and competency coverage and student outcomes are equivalent to those of traditional sections of the same class. In the event that the only section of the course being taught in the VCCS is an asynchronous or hybrid course, faculty peer review will be employed to confirm that content and competency coverage and student outcomes are appropriate for the course credits awarded.

**4. General Usage Courses** – Variable academic hours from one to five credits.

**5. Variable Credits** – A college may request that a course vary from the existing credit value, but by no more than one credit. Existing variable credit ranges may not be extended. Credit variability will not be approved for purposes of deleting laboratory hours or of making laboratory hours optional. General usage courses and courses numbered 1-99 are exempt from this policy.

### **Repeating a Course**

A student is normally limited to two enrollments in the same credit course. If special circumstances warrant consideration of a third enrollment, the student must submit the Third Enrollment Form to the appropriate academic division. All such requests must be submitted and acted upon before the first day of classes for the term of enrollment. The student will be notified in writing of the decision.

### **GPA for Repeat Courses**

A student's GPA will reflect only the last grade received for repeat courses initially taken since summer 1994. "General Usage" courses, such as 099, 199, etc., are not counted. Repeat courses not figured in the GPA will be designated on the transcript with the words "repeated course" under the class.

# Withdrawal & Tuition Refunds

**Withdrawal from a course may negatively affect your financial aid award.** Students should check with the Financial Aid Office to determine the impact of course withdrawal on their financial aid.

**Note:** This policy only relates to tuition, so the student may be responsible for bookstore charges.

Withdrawals can be completed by telephone, online, or in person. If a student withdraws from a class prior to the refund date of the term, the student is removed from the class roll and no grade is awarded. After the add/drop period, but prior to the completion of 60% of a session (nine weeks for regular session), a student who withdraws or is withdrawn from a course will be assigned a grade of "W." A student who withdraws after the last day to receive a tuition refund will receive a "W" grade and will not receive a tuition refund.

If the student is receiving Financial Aid, a Return to Title IV calculation will be completed in the PeopleSoft SIS system, to determine the percent of aid earned by the student based on the withdraw or last date of attendance. The unearned portion of aid will be returned to the Department of Education, and the student will be responsible for any remaining tuition and/or bookstore charges.

After the 60% point, if a student withdraws or is withdrawn from a course(s) or the college, a grade of "F" will be assigned. Exceptions may be made under mitigating circumstances, which must be documented. If mitigating circumstances cause the withdrawal, and the student is making satisfactory progress at the time of withdrawal, the grade of "W" will be given at the determination of the division administrator.

Students withdrawn by the college for disciplinary reasons are not eligible for a refund. A student expelled from the college after the designated refund date forfeits all payments for tuition/fees incurred for the semester the incident occurred.

Effective May 21, 2015, the State Board of Community Colleges approved a revision to the

VCCS Tuition Refund Policy listed in the *VCCS Policy Manual* Section 4.3.2. It directs that course registrations shall not be deleted for students who receive a tuition refund for extenuating circumstances after the end of the add/drop period, but a grade of "W" would be assigned instead.

Students are eligible for a pro-rated tuition refund if they drop classes or withdraw from college **on or before the published refund date** as indicated in the academic calendar. Classes of shorter duration may have a different withdrawal deadline. DCC will not consider tuition refunds after that date except under one of the following circumstances:

- A medical issue that prevents the student from continuing his/her studies,
- The student's death or the death of an immediate family member,
- National emergency declared by the President of the United States,
- An administrative error made by the college, or
- Extreme financial hardship on the part of the student.

**Students who request to be withdrawn with a tuition refund after the stated deadline must submit a request to the Vice President of Academic & Student Services, Dr. Debra Holley (Wyatt Building 211, [dholley@dcc.vccs.edu](mailto:dholley@dcc.vccs.edu))** with supporting documentation. Requests must be submitted within 30 days following the official drop date for the class(es). The student must document extenuating circumstances as follows:

- Medical Emergency, such as:

- An extended illness or major medical issue affecting the student or members of student's immediate family (mother, father, sister, brother, wife, child or grandparent) occurring during the semester in which the student is registered, which requires hospitalization, is life-threatening, or is contagious and a danger to the remainder of the college community. Written

verification on letterhead by the attending physician is required and must include the initial date of the problem, a statement that the student is required not to attend class, and the duration of the problem.

- A psychiatric/psychological emergency or severe, extended illness occurring during the semester the student is registered, which requires hospitalization or that prevents the student from attending classes. Written verification on letterhead by the attending mental health therapist is required and must include the initial date of the problem, a statement that the student is not required to attend class, and the duration of the problem.

- Death of the student or a member of the student's immediate family (mother, father, sister, brother, husband, wife, child or grandparent). A copy of the death certificate or obituary should accompany the request.

- National emergency or mobilization declared by the President of the United States and in

accordance with Section 23-9.6.2 of the Code of Virginia. Attach a copy of military activation orders. Please see policy on Military Service.

- Administrative error by the college\*. The request should explain the circumstances of the error, including dates, names of employees, and publications, if applicable.

- Extreme financial hardship on the student. The request should explain the circumstances, outlining the financial issues and provide documentation as appropriate. Certain information, such as tax returns, bill copies, foreclosure documents and/or employment termination documentation may be required prior to determination.

***\*Disagreements with faculty, teaching methods or style, treatment, or grading procedures are not considered administrative errors and must be resolved by contacting the division administrator or through the college's student complaint and grievance procedures.***



## **Mitigating Circumstance Tuition Refund Process**

1. Student withdraws from class with mitigating circumstances after the last day to receive a tuition refund as stated in the college calendar.
2. Student submits partial tuition request to the **Vice President of Academic & Student Services, Dr. Debra Holley (dholley@dcc.vccs.edu)**, within 30 days after the official withdrawal date. This request should include a typed letter and supporting documentation.
3. The VP will notify the student of the decision.
4. The VP will notify Admissions via the Withdrawal with Tuition Refund form. Admissions will notify the Business Office if the partial refund is approved.
5. For students receiving Federal Financial Aid, the Return to Title IV process is completed and adjustments are submitted to the Business Office. A write-off entry will be made on the account for the approved tuition refund based on the calculated days of award earned. If a tuition or bookstore balance remains, the student will be notified and billed.
6. For students who have paid out-of-pocket, the withdrawal code will be changed by Admissions upon receipt of the approved Withdrawal with Tuition Refund form. Partial tuition of 25, 50, or 75% will be refunded based on the amount of time the student has remained in the class.

## **Policy on Refunds, Credits & Reinstatement due to Military Service**

This policy concerns military students in the event that military service requires sudden withdrawal or prolonged absence from their enrollment. Military service is defined as service on active duty in the Armed Forces, including by a member of the National Guard or Reserve, when mobilized or deployed for a period of more than 30 days. Dependents of military members may also be given consideration under this policy. Dependents are defined as any civilian qualifying as a military dependent under 37 USC 401 currently or as otherwise amended. DCC shall provide for:

**A. Tuition and Required Fees:** Should a student (as

defined above) request to be withdrawn from the college after the census date, the student may elect either to be deleted from the registration file and be awarded a full refund, or to be administratively withdrawn with no refund and assigned a grade of "W". DCC shall also have a policy regarding the granting of refunds of Misc. Education, General program, Auxiliary Services and Student Activity fees to students. DCC shall provide, at the option of the student, for such refunds to be retained and be applied to tuition and fees charged in the semester/term in which the student returns to DCC.

**B. Deposits:** DCC shall have a policy regarding the granting of refunds of deposits to students.

**C. Textbooks:** DCC shall process refunds for textbooks according to contractual arrangement with local vendors.

**D. Academic Credits and Grades:** Students as defined above should have the opportunity to receive an incomplete grade ("I"). All course requirements shall be completed within one year from the date of release from active duty or mobilization. Students may be given the option of taking their exams prior to regularly scheduled times. Careful consideration should be given and special options are advised for students who receive student financial aid or Veterans Administration benefits.

**E. Reinstatement:** Students as defined above shall be assured a reasonable opportunity to be reinstated in the same programs of study without having to re-apply for admission if they return to DCC after a cumulative absence of not more than five years, so long as the student provides notice of intent to return to the college not later than three years after the completion of the period of service.

**F. Dissemination of Information:** DCC officials shall make every effort to ensure that the aforementioned VCCS policies are well disseminated and carefully explained in accordance with the Code of Virginia, Section 23-9.6:2, and the Virginia Tuition Relief, Refund, and Reinstatement Guidelines in the appropriate college publications. DCC's Student Support Services office ensures that these policies are properly disseminated and administered.

## Notification of Student Rights

DCC shall establish and publish information release policies that respect the rights of individual privacy, confidentiality of records, and the best interests of the student and institution. As provided by the Family Educational Rights and Privacy Act (FERPA), colleges may disclose the following VCCS directory information without the student's prior consent:

1. Student's name
2. Participation in officially recognized activities and sports
3. Weight and height of members of athletic teams
4. Degrees, honors, and awards received
5. Major field of study

6. Dates of attendance
7. Grade level
8. Most recent educational institution attended
9. Number of credit hours enrolled
10. Photos

Students must provide official written notification to the Admissions Office to prevent the disclosure of directory information. **Questions pertaining to FERPA may be directed to the Dean of Student Support Services, Cheryl Terry, at 434.797.6435 or [cterry@dcc.vccs.edu](mailto:cterry@dcc.vccs.edu).**

*Updated 7/1/18 in accordance with Virginia HB1.*

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# Workforce Services

DCC's Workforce Services division provides a wide variety of educational opportunities to meet the region's occupational, professional, and personal interests and needs. Programs begin at various times throughout the year and vary in length.

Services include custom training programs; short workshops and seminars; high-tech training; management and supervisory development; basic career skills; teleconferencing; and use of college facilities for company-sponsored training. The college's Regional Center for Advanced Technology and Training (RCATT) facility on Slayton Ave. houses many of these programs.

Financial aid and grant funding may be available for certain workforce programs. For more information, contact 434.797.8430.

## Apprenticeship

Apprenticeship training is coordinated through DCC in partnership with the Virginia Department of Labor and Industry. Apprenticeship is a training system that assists businesses and employees with skills development. Apprentices learn the "how" of their occupation on the job and learn the "why" in related technical instruction taught in the classroom. For more information, contact 434.797.8565.



# Graduation



## Degrees, Diplomas, and Certificates

DCC offers the following credentials for students who successfully complete approved programs:

1. An Associate of Arts and Science Degree (A.A.& S.) is awarded to students majoring in Business Administration, Liberal Arts, or Science, who plan to transfer to four-year colleges or universities after completing their DCC program.
2. An Associate of Applied Science Degree (A.A.S.) is awarded to students majoring in the occupational-technical programs and who plan to obtain employment immediately upon graduation.
3. An Associate of Science Degree (A.S.) is awarded to students majoring in Engineering who plan to transfer to a baccalaureate program at a university.
4. A Diploma is awarded to students who complete a two-year non-degree occupational curricula.
5. A Certificate is awarded to students who complete one of the approved non-degree curricula, usually less than two years in length. DCC also offers Career Studies Certificates for programs that can be completed in less than one year.

***See the Programs of Study section of this catalog for more information.***

## Catalog Year Determination

All students are placed in a catalog year at the same time that they are initially placed in a program (including Developmental Studies). The catalog year determines program requirements.

- A student who is accepted for Summer 2018, Fall 2018, or Spring 2019 will be placed in the 2018-2019 catalog year.
- Students who attended in a non-curricular status will be placed in the catalog year corresponding to their program placement, not the year they became a non-curricular student.
- Students previously in a program who dropped out of DCC for one year or more, or changed programs and then asked to be readmitted to the original program after one year, will be placed in the program as it exists at the time of their readmittance. Students who drop out for less than one year or request readmittance to a program within a year after dropping out of it will be readmitted under the original catalog year unless there have been significant changes to program requirements as determined by the counselor and division administrator.

## Double Majors

Students who wish to declare more than one major (outside of a pathway) must meet one of the following criteria:

1. Entering students must be placed in college-level courses (no developmental requirements) or complete at least 12 credit hours earning a GPA of 2.5 or higher; or
2. Returning students must meet and maintain satisfactory academic progress (GPA of 2.5 or higher) in order to be placed in a second major.

## Requirements for Graduation

In order to graduate from DCC, students must:

- a) Fulfill all of the course and credit-hour requirements of the curriculum with at least 25% of credit hours acquired at DCC;

- b) Be certified by an appropriate college official for graduation;
- c) Earn a GPA of at least 2.0 in all studies attempted which apply toward graduation in their curricula;
- d) Meet any other competency requirements established by DCC;
- e) Meet any DCC graduation application requirements; and
- f) Resolve all financial obligations to the college and return all library and college materials.

## Graduation Honors and Awards

GPA	Honor
3.2	Cum Laude (with honors)
3.5	Magna Cum Laude (with higher honors)
3.8	Summa Cum Laude (with highest honors)

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# Academic Information

## Academic Load

The normal course load during a regular semester is 15-18 credit hours. A student must register for at least 12 credits to be considered full-time. A student seeking to enroll in 19 or 20 semester hours must have a 3.0 or higher GPA and/or the approval of the division administrator.

During the summer session, a student is restricted to two regular courses each summer term, or 12-14 semester hours for the entire summer session. Students wishing to enroll in 15 semester hours must have a 3.0 or higher GPA and/or the approval of the appropriate division administrator.

Under exceptional circumstances, a student may be allowed to enroll in more than 20 credit hours during a regular (fall/spring) semester or more than 15 hours during the summer. A written request, supported by written statements from the student's advisor and division administrator, should be submitted to the Vice President of Academic & Student Services, Dr. Debra Holley, at [dholley@dcc.vccs.edu](mailto:dholley@dcc.vccs.edu).

## Academic Honors

**President's Honors List:** Students must be enrolled for six or more credit hours for the semester during which the honor is extended, have achieved a cumulative GPA of at least 3.0, a semester GPA of 3.75 or higher, and have completed 24 semester hours or more at DCC.

**Vice President's Honors List:** Students must be enrolled for six or more credit hours for the semester during which the honor is extended, have achieved a cumulative GPA of at least 3.0, a semester GPA of 3.0 to 3.74, and have completed 24 semester hours or more at DCC.

## Honors Institute

DCC invites motivated students to enroll in its Honors Institute. Students may earn "Honors Scholar" designation on their diplomas and transcripts by completing a minimum of 12 credit hours of honors work and achieving an overall GPA of 3.0 or higher. Honors work must be completed one week before the end of the semester.

*Continued, next page...*

### ***Honors Institute, continued from previous page...***

Students are eligible for honors work if they meet all of the following criteria:

1. Completed all developmental coursework (if required)
2. 3.25 or higher high school GPA
3. 3.0 or higher overall GPA in non-honors courses
4. Satisfied prerequisites of each Honors Community course
5. Endorsement of two DCC faculty members

Honors projects are negotiated with faculty and the Honors Institute Chair. These projects can be done in any non-honors course and typically focus on topics of special interest to the student and require appropriate additional or alternative assignments which go beyond regular coursework. For more information, contact the Honors Institute Chair, 434.797.8497.

### **Academic Standing**

Students are considered to be “in good academic standing” if they maintain a semester minimum GPA of 2.00; are eligible to re-enroll at DCC; and are not on academic suspension or dismissal status.

### **Academic Warning**

Students who fail to attain a minimum GPA of 2.0 for any semester shall be placed on academic warning. Students should see their advisor/counselor and take advantage of academic support services provided by the college.

### **Academic Probation**

Students who fail to maintain a cumulative GPA of 1.50 shall be on academic probation until such time as their cumulative average is 1.75 or better. The statement “Academic Probation” shall be placed on their permanent records. Students on probation are ineligible for appointive or elective office in student organizations unless special permission is granted by the Vice President of Academic and Student Services. Students may be required to carry less than a normal load for the following semester and are required to consult with their advisor/counselor. Students shall be placed on

probation only after they have attempted 12 semester credits.

### **Academic Suspension**

Students on academic probation who fail to attain a semester GPA of 1.50 or better shall be placed on suspension for one semester only after they have attempted 24 semester credits. The statement “Academic Suspension” shall be placed on the student's permanent records. Students who wish to appeal should follow the DCC appeal process. Suspended students may be reinstated at the conclusion of the suspension period. Students who have been reinstated from academic suspension must achieve a 2.0 GPA or better for the semester of their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement “Subject to Dismissal” shall be placed on the student's permanent records. Students who have been reinstated from academic suspension will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor.

### **Academic Dismissal**

Students who do not attain at least a 2.0 GPA for the semester of reinstatement following academic suspension shall be dismissed. Students who achieve at least a 2.0 GPA for the semester of their reinstatement must earn at least a 1.75 GPA in each subsequent semester of enrollment. Failure to attain a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 shall result in academic dismissal. The statement “Academic Dismissal” shall be placed on the student's permanent records. Academic dismissal is normally permanent. In exceptional circumstances, students may appeal and be reinstated. Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load and are required to consult with their advisor/counselor.

## Academic Renewal

Students who return to DCC after a separation of five years or more may petition for academic renewal. The request must be in writing on the Academic Renewal Selection Form available in the Admissions Office. The purpose of this policy shall be to adjust the cumulative GPA of eligible students with enrollments from 1984 onward. If a student is deemed eligible for academic renewal, "D" and "F" grades earned prior to re-enrollment will be deleted from the cumulative and curriculum GPA, subject to the following conditions:

1. Prior to petitioning for academic renewal, the student must demonstrate renewed academic interest and effort by earning at least a 2.5 GPA in the first 12 semester hours completed after re-enrollment.
2. All grades received at DCC will be part of the student's official transcript.
3. Students will receive degree credit only for courses in which grades of "C" or better were earned prior to academic renewal, provided that the courses meet current curriculum requirements.
4. Total hours for graduation will be based on all coursework taken at DCC after readmission, as well as former coursework for which a grade of "C" or better was earned, and credits transferred from other colleges or universities.
5. Academic renewal may be used only once and cannot be revoked once approved. All students should be warned about the pitfalls of this process. (Example: A student may have a "D" in a course that is needed for graduation, but cannot get credit for the course if it is part of Academic Renewal. The course will have to be repeated.)

A student denied Academic Renewal may appeal the decision to a committee chaired by the Dean of Student Support Services, with the other two committee members appointed annually. A written appeal should be sent to the Dean within seven days of denial.

### APPEALS CONTACT:

**Ms. Cheryl Terry**

Dean of Student Support Services

Wyatt Building 111, 434.797.6435

[cterry@dcc.vccs.edu](mailto:cterry@dcc.vccs.edu)

## Prerequisites and Corequisites

Many courses at DCC require prerequisites and corequisites; meaning that in order to be successful in a certain course, the student must have acquired (or be in the process of acquiring) certain other skills or knowledge. Any such requirements are listed in the course description section.

A **prerequisite** is a course that a student must take **before enrolling in a particular course**. Example: BIO 101 is a prerequisite for BIO 102. Students must successfully complete 101 before taking 102.

A **corequisite** is a course which a student must take **while they are taking another course** if they have not already completed it. Example: MTE 3, MTE 4, and MTE 5 are corequisites for Biology 101, meaning they must be taken while taking Biology 101 if one has not completed them already.

## Attendance

Student/faculty interactions are critical to the learning process. Regular class attendance is thus expected of students. Students missing 25% or more of the total time allocated for classes and/or labs may be administratively withdrawn from the course upon recommendation of the instructor. Students administratively withdrawn prior to the completion of 60% of the classes and/or labs will be issued a grade of "W." After that point, students who are administratively withdrawn will be issued a grade of "F." Faculty have the discretion to establish more restrictive policies published in the course outline. Faculty also may excuse a student when documented, mitigating circumstances prevent the student from attending a class or lab session.

***Failure to attend classes will negatively affect one's financial aid award.***

## Examinations

Students are expected to take all examinations, including final examinations, at the regularly scheduled time. Exceptions cannot be made without permission of the instructor.

## Academic Honesty

Students are expected to maintain complete honesty and integrity in their experiences in the classroom. Any student found guilty of dishonesty in academic work is subject to disciplinary action, as stated in the Student Handbook

1. DCC may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to the following:

- Copying from another student's test paper or other academic work.
- Using materials not authorized by the person giving the test.
- Collaborating without authorization with another student during an exam or in preparing academic work.
- Knowingly using, buying, selling, stealing,

transporting, or soliciting, in whole or part, the contents of an unadministered test.

- Substitution for another student, or permitting another student to substitute for oneself, to take a test or prepare other academic work.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- The appropriation of another's work without acknowledging the incorporation of another's work in one's own written work (plagiarism).

2. A student who receives a failing grade ("F") in a course as a result of academic dishonesty may not withdraw from that course with a "W" or receive a refund. This policy applies to any student in a particular course deemed to have committed an act of academic dishonesty during any part of a semester, regardless of whether he/she has turned in any graded work. Mitigating circumstances do not apply in such cases. A student may follow the appeal process outlined in the DCC Student Handbook to appeal the failing grade.



# Financial Aid

DCC is committed to the belief that qualified students should have an opportunity to pursue higher education, regardless of their financial situation. All students should complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and submit it to DCC by entering **003758** for the federal school code. Computers are available for completing the FAFSA in the Financial Aid Office in the Wyatt 101 during business hours. To be eligible for financial aid, the student must enroll in an eligible curriculum and make satisfactory academic progress.

For more information, visit the Financial Aid website: [http://dcc.vccs.edu/studentservices/FinancialAid/financial\\_aid.htm](http://dcc.vccs.edu/studentservices/FinancialAid/financial_aid.htm)

DCC Financial Aid offers an online self-help portal with articles, frequently asked questions, online chat with a member of the support team, and a login to check the status of your financial aid. <https://mysupport.dcc.vccs.edu>

Have questions about financial aid or your student account? DCC's Financial Aid hotline is available 24 hours a day, 7 days a week to help you!

**855-844-3634**

*Did you know?* In a student survey, **96% of users** reported that calling the hotline answered their questions, and **90%** were satisfied with the experience.

## Types of Financial Aid

### Federal Work-Study Program

Students who show sufficient financial need may be employed as work-study employees on campus while attending college. Students who are enrolled at least half time and not working outside of campus may work an average of 12-15 hours per week. For information or to apply, visit the Financial Aid office in Wyatt 101.

### Federal Pell Grant Program

Full- and part-time students who show sufficient financial need and are enrolled in eligible curricula may receive non-repayable aid under this program.

### Federal Supplemental Educational Opportunity Grant Program

Students who show sufficient financial need may qualify for this non-repayable grant.

### Direct Federal Student Loan Program

Students who do not receive sufficient grant aid to attend college may request a student loan. Forms are available in the Financial Aid Office or online.

### State Grants

**The Commonwealth Award (COMA) Grant:** Preference is given to students with exceptional need. Recipient must be domiciled in Virginia and enroll for at least six (6) credits.

**The Virginia Guaranteed Assistance Program (VGAP) Grant** recipient must be: A first-time freshman, a dependent, a high school graduate with a high school GPA of at least 2.5, a Virginia resident, and demonstrate financial need. Recipients must be enrolled as a full-time student, must maintain a minimum of a 2.0 GPA each semester, and must complete a minimum of 24 semester hours each academic year to remain eligible for consideration during the next academic year.

**The Part-time Tuition Assistance Program Grant** is a VCCS program awarded to eligible students enrolled for 1-6 credits a semester. These grants are need-based and for tuition and fees only.

## Return to Title IV Funds Policy For Financial Aid Recipients

Federal regulations require DCC to have a written policy for the return of federal (Title IV) financial aid by students who withdraw during a term for which federal financial aid was awarded. This policy applies to all financial aid recipients who withdraw or are dismissed from DCC, or who stop attending before completing 60% of the enrollment period. Title IV programs subject to this policy are Federal Pell, Federal SEOG, and Direct Federal Student Loans. Financial aid recipients are required to attend all classes in which they enroll. Students who fail to begin attendance are not eligible to receive any portion of the financial aid awarded and may be required to repay all financial aid funds used for tuition, fees, or bookstore charges as well as any cash received for the non-attended course(s). A student's enrollment status at the end of the drop/add period determines the student's financial aid for the term. Students who stop attending should withdraw from DCC following official withdrawal procedures outlined in this catalog. Financial aid students must notify the Financial Aid Office before withdrawing.

## DCC Educational Foundation

The DCC Educational Foundation is a tax-exempt, non-profit organization governed by a Board of Directors composed of concerned citizens, donors and alumni. The Foundation was established in 1982 to enhance the academic excellence of DCC and improve the college's ability to serve the citizens of our area. Objectives of the Foundation include: Awarding student scholarships, providing professional development for faculty and staff, ensuring that instructional equipment keeps pace with technological changes, strengthening the academic programs, and encouraging cultural activities.

### DCC Educational Foundation Scholarships

More than 100 scholarship funds are administered through the DCC Educational Foundation. **Last year, the Foundation awarded more than \$600,000 to DCC students, averaging \$2,500 per student!** For more information, contact the Foundation Office at 434.797.8495 or 434.797.8437. The full list of scholarships and the application are available on the Foundation's webpage:

[www.dcc.vccs.edu/foundation/foundation.htm](http://www.dcc.vccs.edu/foundation/foundation.htm)

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# Student Support Services

## Counseling

DCC's counselors are committed to helping current and prospective students with academic, personal, and career plans. Academic counselors review placement test scores with students in addition to placing them in a program of study. They can also help students with general concerns such as developing educational plans, lifestyle transitions related to education, and problems that are interfering with progress in college. For more information, please visit the Counseling office on the first floor of the Wyatt Building or call 434.797.8460.

## Accessibility Services

DCC believes in creating an inclusive and welcoming community where all qualified students with disabilities have the opportunity to take part in educational programs and services on an equitable basis. The ADA/Accessibility Services office provides students with comprehensive and ongoing support, advocacy efforts, and assistance with the transition to the college environment.

Accommodations available to qualifying students will depend on the nature of their documented disability and will be determined on a case-by-case basis by the ADA counselor. For more information on accessing these services, contact the ADA office at 434.797.8572.

## Library & Tutoring Services

**The Whittington W. Clement Learning Resources Center (LRC)** provides information and instructional support services. Centrally located on campus, the LRC opened to students, faculty, and the community in October 1994. Housing the Library, Learning Assistance Center (LAC), Audio-Visual Services, Tutoring Center, and the Teaching, Learning and Technology Center, the LRC incorporates the latest in educational technology to offer a unique mix of traditional and nontraditional resources for learning and teaching.

For more information, call 434.797.8454 or visit [www.dcc.vccs.edu/LRC/LRC/LearningResourcesCenter.htm](http://www.dcc.vccs.edu/LRC/LRC/LearningResourcesCenter.htm)

**The Mary M. Barksdale Library** houses a collection of more than 58,000 items in support of DCC instructional programs, including books, non-print media, periodicals, government documents, and more. As a member of VIVA, students and faculty have online access to databases including thousands of digital and print journals, books, and reference sources. Audio-visual equipment is available for previewing audio and video programs. The library offers strong reference support, and the staff is available to instruct individuals or groups in the use of resources. For more information, please call 434.797.8555.

The **Learning Assistance Center (LAC)**, a large multipurpose area located on the upper level of the LRC, provides support and resources for teaching and learning. An open computer lab is available for students, staff, and the public. The LAC also provides placement testing, make-up testing and testing for distance learning courses. Students are encouraged to use the LAC for group study. For more information, please call 434.797.8404.

**Audio-Visual Services:** Located on the lower level of the LRC, this department provides installation and maintenance of audio-visual equipment as well as faculty and staff training. For more information, call 434.797.8454.

**Distance Learning:** Coordinated through the LRC, DCC's distance learning program gives students the

opportunity to attend accredited college classes in a flexible way. DCC employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. Distance learning students use a variety of learning resources including videos, textbooks, study guides, Interactive Television, and the internet to complete coursework and earn college credit at home or at convenient off-campus locations. Distance learning courses are designed to be comparable to traditional on-campus courses. The primary difference centers on the degree of responsibility the student accepts when taking a distance learning course. For some, this aspect makes distance learning courses an ideal way of continuing their education because it alleviates many time constraints and scheduling conflicts. All distance learning courses have an assigned instructor. In addition, distance learning students have access to campus learning resources and student support services.

**The Teaching, Learning & Technology Center** provides assistance to faculty who wish to use instructional technologies in their teaching. Located in the lower level of the Mary M. Barksdale Library, the college's librarians work directly with instructors to develop applications and also provide information technology training for faculty and staff. For more information, call 434.797.8598.

DCC's **Tutoring Center**, which is nationally certified by the College Reading and Learning Association, provides free tutoring to currently enrolled DCC students to support their DCC coursework. Tutoring is provided by trained professional and peer tutors. Both one-on-one peer tutoring and small group tutoring are available. The Tutoring Center is located on the upper level of the LRC. For more information on tutoring services, call 434.797.6432. Students may also access **Smarthinking**, on or off-campus, for tutoring assistance through Blackboard. Smarthinking offers online tutoring in various subjects, some available 24/7, with a staff of more than 2000 tutors worldwide.

## Veterans

Programs and courses of study (including Career Studies Certificates) at DCC are approved by the Virginia Department of Education and the Veterans Administration for payment of veteran's educational benefits. Programs include the Montgomery GI Bill, Vocational Rehabilitation, and the Educational Benefits for Dependents and Spouses and Active Duty Tuition Assistance. For information about VA educational benefits, contact the DCC Veteran's Affairs Specialist at 434.797.8489 or the Veteran's Administration in Roanoke (1.800.827.1000). Free tuition is available for dependents of certain disabled or deceased (service-related) veterans through the Virginia War Veterans Department.

DCC is a member of the Servicemen's Opportunity College (SOC) Network and recognizes that learning occurs in extra-institutional and non-instructional settings. As an SOC institution, DCC awards credit for CLEP, DSST, ECE and DANTES as appropriate for each veteran student's program of study. All veterans receive a physical education credit for basic training. DCC is dedicated to recognizing the experience, training and education of veterans and will on a case-by-case basis evaluate each individual to ensure that they receive the maximum allowable credits.

### Post 9/11 GI Bill (Chapter 33)

The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. Honorable discharge required for eligibility. For more information, visit [www.gibill.va.gov/GI\\_Bill\\_Info/benefits.htm](http://www.gibill.va.gov/GI_Bill_Info/benefits.htm).

### Transfer of Post 9/11 GI Bill Benefits to Dependents (TEB)

Service members enrolled in the Post 9/11 GI Bill program are able to transfer unused educational benefits to their spouses or children effective August 1, 2009. For more information, visit [www.gibill.va.gov/GI\\_Bill\\_Info/Ch33/Transfer.htm](http://www.gibill.va.gov/GI_Bill_Info/Ch33/Transfer.htm).

## Academic Residency Requirement for Active Duty Service Members:

DCC limits academic residency to no more than 25% of the degree requirements for all associate degrees for active-duty service members. Academic residency can be completed at any time while active-duty service members are enrolled. Reservists and National Guardsmen on active-duty are covered in the same manner. The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Virginia while attending a school located in Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in Virginia while attending a school located in Virginia (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Virginia while attending a school located in Virginia (regardless of his/her formal state of residence).

- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Virginia while attending a school located in Virginia (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679 as amended.

## **Additional Campus Resources**

### **Career Services**

The Greater Opportunities for Achievement in Learning (GOAL) Center joins with other campus departments to provide students with a variety of career-focused activities and one-on-one services, including résumé help, job interview techniques, financial coaching, professional clothing donations, and job fairs. For more information, call 434.797.8520 or visit [www.dcc.vccs.edu/CareerCenter/career\\_center.htm](http://www.dcc.vccs.edu/CareerCenter/career_center.htm).

### **Career Coaches**

High school career coaches work within local schools and provide students with individualized career and college planning.

### **Student Success Coaches**

DCC Success Coaches help underserved students in their first year of study. The coaches are assigned a caseload targeting students who have 14 or fewer credits and who meet one or more of three criteria: Race/ethnicity, Pell status, and first generation college students. Coaches work closely with faculty and counselors to ensure that students are progressing and receive any support services needed. Visit the webpage for more information:

[www.dcc.vccs.edu/studentservices/student-success-program.htm](http://www.dcc.vccs.edu/studentservices/student-success-program.htm)

### **Middle College**

The Middle College offers individuals aged 18-24 years old who do not have a high school credential the opportunity to obtain a GED and workforce preparation. Middle College also helps students

with the financial aid process; career counseling; selecting a program of study at DCC; and earning a certificate, diploma or associate degree. For information, call 434.797.6433.

### **Southern Piedmont Educational Opportunity Center (EOC)**

The EOC provides services aimed at low-income and first-generation college students throughout southern Virginia. Headquartered at DCC, the EOC offers assistance completing admission and financial aid applications to any college or university, information on GED programs, scholarship information, career counseling and assessments, and academic advising. For more information, call 434.797.8577 or stop by the office on the first floor of the Wyatt Building.

### **Student Activities**

Student activities are designed to provide meaningful educational, cultural, and social experiences. A current list of campus clubs and organizations may be found at [www.danville.edu](http://www.danville.edu). All clubs, organizations and activities have a staff advisor and/or sponsor. Official recognition is given only to those clubs and organizations which have been approved by the Student Government Association and the Dean of Student Support Services. Should a sufficient number of students desire a particular activity, they must petition the Student Government Association for official recognition.

### **Student Handbook**

The student handbook describes student activities, student rights and responsibilities, and college rules and regulations. Students are bound by the policies set forth therein. The handbook is widely distributed across campus and is available in the Admissions Office as well as online. Information includes DCC's Drug and Alcohol Abuse Policy, Campus Security and Crime Awareness, animals (Pets) on campus, IT resources, parking, the Prohibition of Weapons on Campus and the Policy for the Prohibition of Sexual Misconduct, Sexual Violence, Domestic Violence and Stalking (Title IX).

# DCC Castle Bookstore

The DCC bookstore offers a variety of products including books, school supplies, clothing, and computer items. Students can access course material information, including ISBN, prices, and the ability to order online, by visiting <http://dccbookstore.dcc.vccs.edu/home.aspx>.

## Return and Refund Policy

Cash register receipts must be submitted for a refund for state audit purposes. All refunds are made by check and will be mailed within 4-6 weeks of the return date. New books and related materials must be in new, resalable condition to obtain a refund. Names should not be written in books. If no receipt, exchanges may be permitted for equal value.

**Textbooks** may be returned for a refund until the last day of the add/drop period. An official drop form along with the dated bookstore receipt is required.

**General books** such as trade paperbacks, hardcover fiction, and non-fiction are non-refundable.

**Calculators and Electronics:** Refunds on calculators are not available. Defective items are not replaced after 30 days of purchase. Merchandise must be returned with its carton, product materials (instructions, warranty, etc.) and the dated sales receipt. For defective merchandise purchased and held for more than 30 days, the manufacturer or local service outlet must be contacted directly.

**Computer software** in its original shrink-wrap and that is the current version may be returned within five days of the purchase date. There are no refunds on opened software.

## General Merchandise

Merchandise other than the above is non-refundable. Defective items may be exchanged for like items.

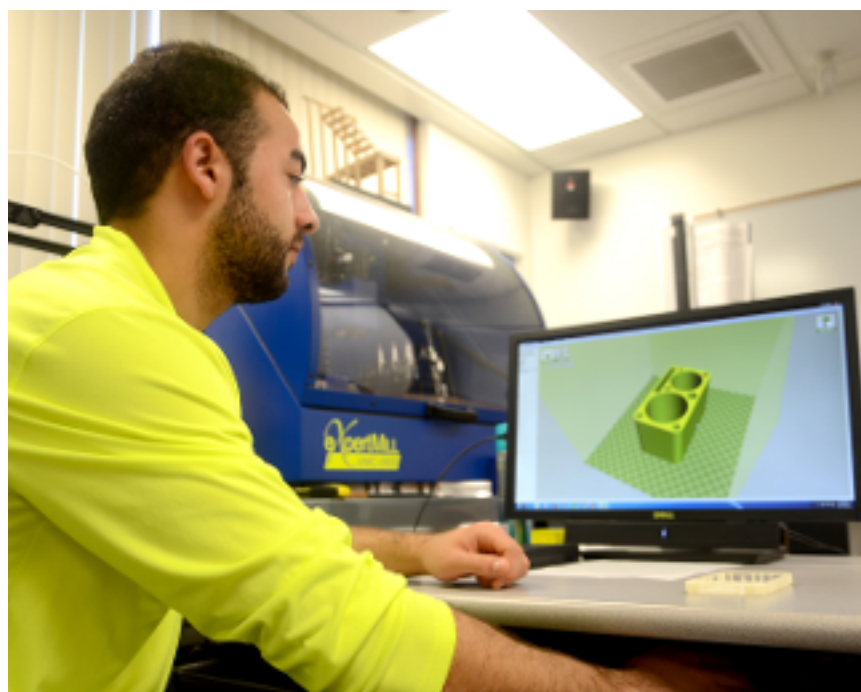
## Used Books

The bookstore buys and resells used books to provide more reasonable prices for students. Buy-back dates are posted around the campus prior to each book-buy. Used book purchases are based on the need for specific books.



# Programs of Study

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# Programs Alphabetical by Credential Type

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## **Associate of Arts & Sciences (A.A. & S.)**

Business Administration

Liberal Arts:

- Humanities specialization
- Social Science specialization

Science

Science – Computer Science

## **Associate of Science**

Engineering

## **Associate of Applied Science (A.A.S.)**

Administration of Justice

Administrative Support Technology:

- General Office specialization
- Medical Office Administration specialization
- Medical Office Coding specialization

Business Management:

- Automotive Management specialization
- Graphic Imaging specialization
- Management specialization
- Project Management specialization

Cyber & Network Security

Dental Hygiene\* (*Degree awarded by Virginia Western Community College*)

Early Childhood Education

Health Science - Practical Nursing

Integrated Machining Technology

Information Systems Project Management

Information Systems Technology:

- Gaming & Mobile Application Development specialization
- Network Engineer
- Software Development specialization

Marketing:

- Electronic Commerce specialization
- Marketing specialization
- Warehousing & Distribution specialization

Medical Laboratory Technology\* (*Degree awarded by J. Sargeant Reynolds CC*)

Nursing

Respiratory Therapy\* (*Degree awarded by J. Sargeant Reynolds CC*)

Technical Studies:

- Industrial Maintenance Technician
- Venture Creation & Management ("Build Your Business")

## **Diplomas**

Air Conditioning & Refrigeration

Automotive Analysis & Repair

Electrical/Electronics Engineering Technology

Electrical/Electronic Equipment Servicing

Graphic Imaging Technology

Precision Machining Technology

Welding

## **Certificates**

Air Conditioning & Refrigeration Servicing

Cyber Crime Investigation

Cyber Security

General Education

Industrial Electrical Principles

Industrial Electronic Principles

Law Enforcement

Maintenance Mechanics

Office Information Processing

Welding Technology

## **Career Studies Certificates**

Advanced Database Development

Advanced Product Design & Development

Advanced Welding

American Sign Language

Basic Dental Assisting

Basic Welding

Brewing, Distillation, and Fermentation

Building Construction Trades

CNC Flow Cell Machining

Commercial Art

Cosmetology

Culinary Arts

Cyber Security Technician

Desktop Applications

Digital Art & Design

Digital Imaging & Photography

Dimensional Inspection

### **Career Studies Certificates, continued...**

Early Childhood Development  
Electrical Concepts  
Electronic Concepts  
Emergency Medical Services – Basic  
Factory Automation and Robotics  
Food Service Management Trainee  
General Office Studies  
Graphic Communications  
Hospitality and Food Service  
Information Systems Data Analyst  
Information Systems Management  
Information Systems Technician  
Information Technology Support Specialist  
Instrument (Guitar) Building Craft  
Logistics Management  
Manufacturing Technician  
Medical Coding

Medical Office Studies  
Metal Arts  
Metals Processing  
Mobile Application Development  
Network Technology  
Networking with Cisco/CCNA  
Networking Technology Fundamentals  
Network Virtualization Technologies  
Nurse Aide – Extended Care  
Pharmacy Technician  
Phlebotomy  
Printing Technology  
Project Management  
Small Business Management  
Software Development  
Website Design  
Website Programming  
Welding



**Get qualified for hot jobs in weeks or months, not years!** DCC's short-term career training options range from 6 weeks to 10 months:

#### **6 weeks**

- Truck Driving

#### **10 weeks**

- Nurse Aide - Extended Care
- Manufacturing Technician

#### **4 months**

- Basic Dental Assisting
- Logistics Management
- Phlebotomy
- Project Management
- Welding

#### **7 months**

- CNC Flow Cell Machining

#### **9 months**

- Dimensional Inspection (Metrology)

#### **10 months or less**

- Cosmetology
- Culinary Arts
- Cyber Security Technician
- Digital Art & Design
- Early Childhood Development
- Electrical/Electronic Concepts

#### **10 months or less, continued...**

- Instrument (Guitar) Building
- IT Support Specialist
- Law Enforcement (certificate)
- Metal Arts
- Mobile App Development
- Networking
- Pharmacy Technician
- Printing Technology
- Small Business Management
- Website Design
- Website Programming

***and more!***

# Online/Hybrid Programs - *Learn from anywhere!*

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## Short-term programs:

Cyber Crime Investigation (Certificate)  
Cyber Security Technician (CSC)  
Cyber Security (Certificate)  
Logistics Management (CSC) - ***self-paced!***  
Networking with Cisco/CCNA (CSC)  
Project Management (CSC) - ***self-paced!***  
Software Development (CSC)

## Associate degrees:

Administration of Justice  
Business Management  
IST - Gaming & Mobile Applications  
Liberal Arts

***\*Note: Some science requirements may not be available online.***

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# Advanced Programs *Take your career to the next level!*

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**These programs may require prior education or work experience relevant to the field. Enrollment eligibility may be determined by the instructor/program coordinator.**

Advanced Database Development (CSC)  
Advanced Product Design & Development (CSC)  
Advanced Welding (CSC)  
Automotive Analysis & Repair - Light Diesel Mechanics (CSC)

CNC Flow Cell Machining (CSC)  
Cyber Crime Investigation (Certificate)  
Cyber Security (Certificate)  
Cyber Security Technician (CSC)  
Information Technology Support Specialist (CSC)  
Logistics Management (CSC)  
Network Virtualization Technologies (CSC)  
Project Management (CSC)

