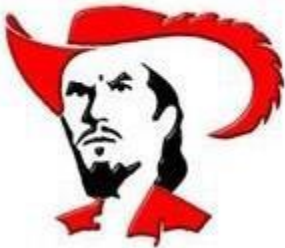


Danville Community College Dual Enrollment Instructor Handbook 2018-2019



Chatham High



DUAL ENROLLMENT INSTRUCTOR HANDBOOK

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Location/Office Hours

NOTE: Policies and procedures stated in the Danville Community College Catalog and the VCCS Policy Manual are official. If any discrepancies exist between those stated in this manual and official college publications, *the official publications take precedence.*

Danville Community College
1008 South Main Street
Danville, VA 24541
(434) 797-2222
434-688-4764-VP
TOLL-FREE: 1-800-560-4291
FAX: (434) 797-8514
www.danville.edu

NOTE: DID (direct-in-dialing) numbers for departments are listed in the Directory on Page 10.

All Roads Lead to Danville Community College

(See campus and area maps on Page 3)

Off-CAMPUS LOCATIONS

Regional Center for Advanced Technology and Training (RCATT)

121 Slayton Ave
Danville, VA 2541
(434) 797-6437

Gene Haas Center for Integrated Machining

230 Slayton Road
Danville, VA 24541

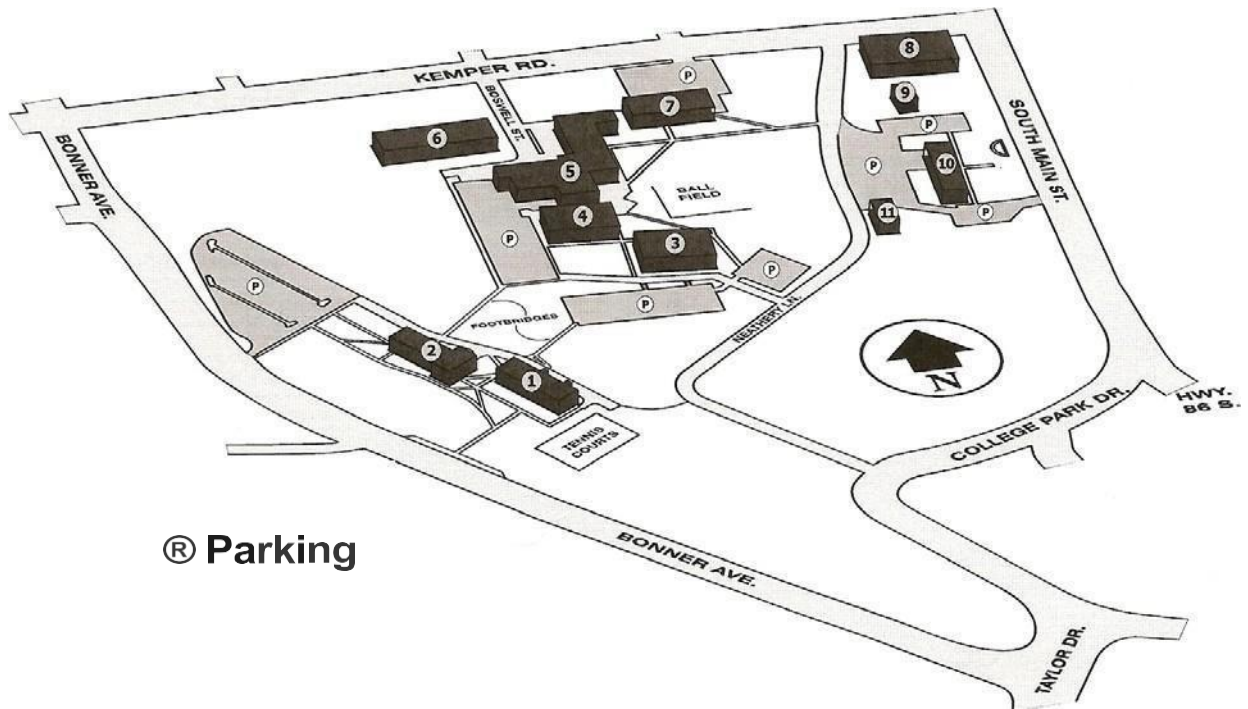
The Southern VA Higher Education Center

PO Box 739
South Boston, VA 24592
434-572-5456





Danville Community College



® Parking

As of Fall 2017

CAMPUS DIRECTORY

1 Taylor Building Business Division Office, Chemistry, Physics and Computer Lab	7 Hill Building Air Conditioning & Refrigeration, Graphic Imaging Technology
2 Temple Building Arts and Sciences Office, Oliver Hall (Auditorium), Biology, Math and Writing Labs	8 Foundation Hall Health Sciences, Educational foundation, Silverman Auditorium, Nursing, Dental Hygiene
3 Clement (LRC) Library, Learning Resource Center, Learning Assistance Center (LAC) -Tutoring & Testing, The Goal Center	9 Carrington Child Development Center
4 Student Center	10 Wyatt Building President, Vice President of Academic and Student Services, Admissions, Apprenticeship, Business Office, Counseling, Engineering, EOC, Financial Aid, Institutional Research, Middle College, Public Relations, Student Success
5 Hawkins (EIT) Engineering and Industrial Technology Office, Automotive Analysis and Repair, Bookstore, Precision Machining Technology	11 Womack Building Fitness Center, Security
6 Maintenance Maintenance, Buildings and Grounds, Deliveries	



DUAL ENROLLMENT INSTRUCTOR HANDBOOK

INTRODUCTION

The purpose of this handbook is to specify the details of Dual Enrollment/Dual Credit as it is operated by Danville Community College (DCC) and the public school systems in the DCC service region. The Virginia plan for Dual Enrollment/Dual Credit was initiated in 1989 by Donald J. Finley, Secretary of Education; S. John Davis, Superintendent of Public Instruction; and Jeff Hockaday, Chancellor of the Virginia Community College System. The purpose of the plan is to make available a wide range of course options for high school students to meet requirements for graduation while simultaneously earning college credit. In addition, an effort is made to avoid unnecessary duplication of programs in the transfer and vocational subject areas.

If you should need information that is not addressed in this publication, please contact your division dean, the Coordinator of Dual Enrollment, or any appropriate person at the College. Policies and procedures stated in the Danville Community College *Catalog* and the VCCS *Policy Manual* are official. If any discrepancies exist between those stated in this manual and official college publications, the official publications take precedent.

This publication is revised annually in August.

COLLEGE PUBLICATIONS

CATALOG

The current *Danville Community College Catalog* is for information purposes and does not constitute a contract with the student. It contains the rules and regulations of the College in effect at the time of publication. Changes that may occur will be available from your division dean.

<http://www.dcc.vccs.edu/Academics/Catalog/Catalog.htm>

DCC POLICY MANUAL

Effective Fall Semester 2003, the *Danville Community College Catalog* and the *Classified Staff Handbook* were combined to form the *DCC Policy Manual*. This manual is to be used as a guide for all employees. It is intended as an authoritative compilation of the privileges and rights which employees enjoy and the responsibilities incurred thereby; and the rules and regulations under which the College operates. This *Policy Manual* will be a better guide when used in conjunction with companion publications that provide some of the information in detail. The following publications are located in the Library and administrative offices: *DCC College Catalog*, DCC Affirmative Action Plan, and the *Student Handbook/Calendar*. The *Policy Manual* is available on the College's website at <http://www.dcc.vccs.edu/Documents/Documents.htm>

LECTURERS' HANDBOOK

The *Lecturer's Handbook* is a guide for adjunct faculty. Please visit the following website to view this handbook. <http://www.dcc.vccs.edu/Documents/Documents.htm>

STUDENT HANDBOOK

The *Student Handbook* is published annually. The rules and regulations stated in the *Handbook* are applicable to all students. The *Student Handbook* can be accessed on-line at

<http://www.dcc.vccs.edu/Documents/STUDENTHANDBOOK.pdf>

COLLEGE OFFICE HOURS

The Administrative offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m.

General Information

The College

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.

Danville Community College 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. Danville Community College prohibits sexual harassment including sexual violence. Inquiries related to the college's nondiscrimination policies should be directed to: Affirmative Action Officer, Danville Community College, 1008 S. Main St., Danville, VA 24541, 434-797-8524; toll free: 800-560-4291, ext. 8524, or email: cterry@dcc.vccs.edu.

Danville Community College values the multicultural 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 difference.

The College has an open admissions policy. You can enroll if you have a high school diploma or the equivalent, or have reached the age of 18 and can benefit from a program of study. In order to help you succeed, you may, however, be required to participate in developmental studies before beginning coursework in the particular field of study you have chosen.

Disability Services

Danville Community College believes in promoting an atmosphere free of inequity and partiality in which all students have access to educational opportunity. DCC believes in creating an inclusive and welcoming community for all students. Danville Community College is committed to ensuring that all qualified students with disabilities have the opportunity to take part in educational programs and services on an equal basis. The College is committed to removing architectural barriers, but also strives to ensure that students with disabilities receive access to education and opportunities in this academic community. DCC facilitates access to reasonable accommodations for students with disabilities in accordance with their documented disabilities.

In order that the College may assess each student's needs and plan most effectively for his or her academic experience, the student should contact the Disability Services Office at (434)797-8572.

History

Danville Community College developed from two institutions, Danville Technical Institute and the Danville Division of Virginia Polytechnic Institute. 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. Beginning in the summer of 1966, all programs taught by Danville Technical Institute were brought under the Virginia Department of Community Colleges. Effective July 1, 1968, the Danville Division of Virginia Polytechnic Institute merged with the existing community college to provide more comprehensive programming.

Accreditation

Danville Community College 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. Danville Community College 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 Danville Community College. (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.)

Educational Foundation

The Danville Community College 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 to enhance the academic excellence of Danville Community College and to improve the College’s ability to serve the citizens of our area in accordance with the College’s mission. 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.

Vision Statement (as of 08/01/2018)

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

Mission Statement (as of 08/01/2018)

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.

Directory

<hr style="border-top: 2px dashed black;"/>	
President.....	Dr. Bruce Scism
Wyatt Building, 797-8400	e-mail: bscism@dcc.vccs.edu
Vice President of Academic and Student Services	Dr. Debra Holley
Wyatt Building, 797-8410	e-mail: dholley@dcc.vccs.edu
Vice President of Financial & Administrative Services	Mr. Charles Toothman
Wyatt Building, 797-8409	e-mail: charles.toothman@dcc.vccs.edu
Assistant Vice President of Workforce Services	Mr. Jimmie Tickle
RCATT Building / Hill Building, 797-8475	e-mail: jtickle@dcc.vccs.edu
Vice President of Institutional Advancement & Development.....	Mr. Shannon Hair
Foundation Hall, 797-8495	e-mail: shair@dcc.vccs.edu
Dean of Arts & Science and Business	Dr. Paul Fox
Temple Building, 797-8402 or-8462	e-mail: pfox@dcc.vccs.edu
Dean of Student Support Services	Ms. Cheryl Terry
Diversity Inclusion Coordinator, Title IX Coordinator/EEO Officer	
Wyatt Building, 797-6435	e-mail: cterry@dcc.vccs.edu

Director, CNC Precision Machining FlowCell TechnologyMr. Jeremiah Williams
Gene Hass Center, 766-6725 email: jewilliams@dcc.vccs.edu

Director of Learning Resources & Distance LearningMr. Christopher Ford
Whittington W. Clement Learning Resource Center Building, 797-8598
e-mail: cford@dcc.vccs.edu

Director of Institutional Planning, Research, & Effectiveness.....Vacant
Wyatt Building, 797-8576 e-mail: ir@dcc.vccs.edu

Director of Southern Piedmont Educational Opportunity Center Ms. Sharon Harris
Wyatt Building, 797-8570 e-mail: sharris@dcc.vccs.edu

Public Relations & Marketing Lead..... Mr. Bobby Roach
Wyatt Building, 797-8458 e-mail: bobby.roach@dcc.vccs.edu

Coordinator of Admissions (DUAL ENROLLMENT) Ms. Cathy D. Pulliam
Enrollment Management and Student Outreach
Wyatt Building, 797-8538 e-mail: cpulliam@dcc.vccs.edu

Dual Enrollment /Admissions Assistant Casey Moore
Wyatt Building Room 108, 797-8490 email:casey.moore@dcc.vccs.edu

Coordinator of Counseling, Counselor.....Mr. Howard Graves
Deputy Title IX Coordinator
Wyatt Building, 797-8443 e-mail: hgraves@dcc.vccs.edu

Counselor..... Ms. JoLane Tilley
Wyatt Building, 797-8481 e-mail: jtilley@dcc.vccs.edu

Counselor (ADA) Dr. Carl Amos
Coordinator of Community Services for the Deaf & Hard of Hearing
Veterans Affairs Specialist
Wyatt Building, 797-8572 e-mail: camos@dcc.vccs.edu

Coordinator of Financial Aid Services..... Ms. Angela Turner
Wyatt Building, 797-8439 e-mail: aturner@dcc.vccs.edu

Bookstore Manager..... Mr. Andre Jordan
EIT Building, 797-8432 e-mail: ajordan@dcc.vccs.edu

Divisions and Curricula Offerings

Arts & Science and Business Division

Dean..... Dr. Paul Fox

Temple Building

Telephone: 797-8402 or -8462, FAX: 797-8449, e-mail: pfox@dcc.vccs.edu

Curriculum Offerings - Arts & Science and Business Division

Administration of Justice (AAS Degree)
Administrative Support Technology (AAS Degree)
 Track I: General Office Specialization (AAS Degree)
 Track III: Medical Office Specialization (AAS Degree)
Advanced Database Development (Career Studies Certificate)
American Sign Language (Career Studies Certificate)
Basic Dental Assisting (Career Studies Certificate)
Brewing, Distillation and Fermentation (Career Studies Certificate)
Business Administration (AA&S)
Business Management (AAS)
 Track I: Management Specialization
 Track II: Graphic Imaging Management Specialization
 Track IV: Automotive Management Specialization
 Track V: Project Management Specialization
Cybercrime Investigation (Certificate)
Cyber Security Technician (Career Studies Certificate)
Dental Hygiene (AAS, offered with Virginia Western Community College)
Early Childhood Development (Career Studies Certificate)
Early Childhood Education (AAS Degree)
Engineering (AS)
General Education (Certificate)
General Office Studies (Career Studies Certificate)
Health Science with Specialization in Practical Nursing (AAS Degree)
Information Systems Data Analyst (Career Studies Certificate)
Information Systems Management (Career Studies Certificate)
Information Systems Technician (Career Studies Certificate)
Information Systems Technology (AAS)
 Track I: Software Development Specialization
 Track II: PC Technology Specialization
 Track III: Network Engineer Specialization
 Track IV: Gaming and Mobile Application Development Specialization
Information Technology Support Specialist (Career Studies Certificate)
Instrument (Guitar) Building Craft (Career Studies Certificate)
Law Enforcement (Certificate)
Liberal Arts (AA&S Degree)
 Humanities Specialization
 Social Science Specialization
Marketing (AAS)
 Track I: Warehousing & Distribution Specialization
 Track II: Electronic Commerce Specialization
Medical Laboratory Technology (AAS, offered with Reynolds Comm. Coll. for the DCC service region)
Medical Coding (Career Studies Certificate)
Medical Office Studies (Career Studies Certificate)
Metal Arts (Career Studies Certificate)
Mobile Application Development (Career Studies Certificate)

Network Technology Fundamentals (Career Studies Certificate)
 Networking with CISCO (Career Studies Certificate)
 Network Virtualization Technologies (Career Studies Certificate)
 Office Information Processing (Certificate)
 Pre-Teacher Education (Career Studies Certificate)
 Phlebotomy (Career Studies Certificate)
 Project Management (Career Studies Certificate)
 Nursing (AAS)
 Respiratory Therapy (AAS, *offered with Reynolds Comm. Coll. for the DCC service region*)
 Science (AA&S Degree)
 Science with Computer Science Specialization (AA&S Degree)
 Small Business Management (Career Studies Certificate)
 Venture Creation and Management aka "Build Your Business" (*Technical Studies AAS*)
 W eb Site Design (Career Studies Certificate)
 W eb Site Programming (Career Studies Certificate)

Discipline/Program Contact Persons - Arts & Science and Business Division

Administration of Justice	Ms. Vickie Taylor
Taylor Building, 797-8452	e-mail: vtaylor@dcc.vccs.edu
Administrative Support Technology	Ms. Richie J. Robertson
Taylor Building, 797-8428	e-mail: rrobertson@dcc.vccs.edu
American Sign Language	Dr. Carl Amos
Temple Building, 797-8572	e-mail: camos@dcc.vccs.edu
Business Administration	Mr. Matthew Nidiffer
Taylor Building, 797-8459	e-mail: mnidiffer@dcc.vccs.edu
Business Management.....	Dr. Vince Decker
Taylor Building, 797-8470	e-mail: vdecker@dcc.vccs.edu
Business Management.....	Ms. Linda Wilborne
Taylor Building, 797-8407	e-mail: lwilborne@dcc.vccs.edu
Dental Hygiene.....	Ms. Lynn Turner
Foundation Hall, 797-6427	e-mail: lturner@dcc.vccs.edu
Early Childhood Education.....	Ms. Traci Daniel
Carrington Child Care Center, 797-6434	e-mail: tdaniel@dcc.vccs.edu
Engineering.....	Dr. Neil Sallah
Temple Building, 797-8435	e-mail: nsallah@dcc.vccs.edu
English, ENF 1, 2, 3	Mr. Chad Bailey
Temple Building, 797-8552	email:cbailey@dcc.vccs.edu
Graphic Imaging Management	Ms. Sheila Wright
Hill Building, 797-8433	e-mail: swright@dcc.vccs.edu
Information Systems Technology/Network Specialist	Mr. Steve Carrigan

Taylor Building, 797-8528

e-mail: scarrigan@dcc.vccs.edu

Information Systems Technology/ PC Technology Specialization, Gaming & Mobile
Application Development Specialization, IST/Programming Specialization

..... **Ms. Cassandra Satterfield**
Taylor Building, 797-8526 email: csatterfield@dcc.vccs.edu

Liberal Arts **Ms. Sherry Gott**
Temple Building, 797-8566 e-mail: sgott@dcc.vccs.edu

Liberal Arts – Humanities Specialization **Dr. Theodore Maier**
Temple Building, 797-8507 e-mail: tmaier@dcc.vccs.edu

Liberal Arts – Social Science Specialization **Ms. Vickie Taylor**
Taylor Building, 797-8452 e-mail: vtaylor@dcc.vccs.edu

Marketing **Mr. David Bonebright**
Taylor Building, 797-8529 e-mail: dbonebright@dcc.vccs.edu

Mathematics **Mr. Constantine Terzopoulos**
Temple Building, 797-8463 e-mail: cterzopoulos@dcc.vccs.edu

Mathematics, Developmental **Ms. Mary Motley**
Temple Building, 797-6426 e-mail: mmotley@dcc.vccs.edu

Nursing **Ms. Cathy Barrett**
Foundation Hall, 797-8422 e-mail: cbarrett@dcc.vccs.edu

Office Information Processing **Ms. Richie J. Robertson**
Taylor Building, 797-8428 e-mail: rrobertson@dcc.vccs.edu

Respiratory Therapy/Medical Laboratory Technology **Dr. Paul Fox**
Temple Building, 797-8402 or 797-8568 e-mail: pfox@dcc.vccs.edu

SDV 100 – College Success Skills **Ms. Connie Richie**
email: crichie@dcc.vccs.edu

Science **Dr. David Balfour**
Temple Building, 797-8465 e-mail: dbalfour@dcc.vccs.edu

Web Page Design **Ms. Cassandra Satterfield**
Taylor Building, 797-8526 e-mail: csatterfield@dcc.vccs.edu

WORKFORCE SERVICES

Associate Vice President of Workforce Services.....Mr. Jimmie Tickle
RCATT Building / Hill Building, 797-8475 e-mail: jtickle@dcc.vccs.edu

Curriculum Offerings – Workforce Services

Air Conditioning and Refrigeration (Diploma)
Air Conditioning and Refrigeration Servicing (Certificate)
Automotive Analysis and Repair (Diploma)
Building Construction Trades (Career Studies Certificate)
Commercial Art (Career Studies Certificate)
CNC Flow Cell Machinery (Career Studies Certificate)
Digital Art & Design (Career Studies Certificate)
Digital Imaging and Photography (Career Studies Certificate)
Dimensional Inspection (Career Studies Certificate)
Electrical Concepts (Career Studies Certificate)
Electronic Concepts (Career Studies Certificate)
Electrical/Electronic Equipment Servicing (Diploma)
Electrical/Electronic Engineering Technology (Diploma)
Emergency Medical Services (Career Studies Certificate)
Factory Automation and Robotics (Career Studies Certificate)
Graphic Communications (Career Studies Certificate)
Graphic Imaging Technology (Diploma)
Integrated Machining Technology (AAS)
Industrial Electrical Principles (Certificate)
Industrial Electronic Principles (Certificate)
Industrial Maintenance Technology (Diploma)
Integrated Systems Technology (Certificate)
Maintenance Mechanic (Certificate)
Manufacturing Technician (Career Studies Certificate)
Metal Processing (Career Studies Certificate)
Nurse Aide (Career Studies Certificate)
Pharmacy Technician (Career Studies Certificate)
Printing Technology (Career Studies Certificate)
Precision Machining Technology (Diploma)
Welding (Career Studies Certificate)
Welding Technology (Certificate)
Workplace Readiness (Career Studies Certificate)

Air Conditioning and Refrigeration..... **Mr. Frederick “Derick” Vicks**
Hill Building, 797-8464 e-mail: fvicks@dcc.vccs.edu

Air Conditioning and Refrigeration Servicing**Mr. Mark Bryant**
Hill Building, 797-8473 e-mail: mbryant@dcc.vccs.edu

Auto Analysis & Repair..... **Mr. Ed Anthony**
Charles R. Hawkins Engineering & Industrial Technologies Building , 797-8521
e-mail: eanthony@dcc.vccs.edu

Automotive Analysis & Repair/Management..... **Mr. William J. “Bill” Roche**
Charles R. Hawkins Engineering and Industrial Technologies Building, 797-8534
e-mail: wroche@dcc.vccs.edu

Apprenticeship Coordinator **Mr. Phil Baughman**
RCATT Building, 797-8582 e-mail: pbaughman@dcc.vccs.edu

Building Construction Trades (Apprenticeship)..... **Mr. Jimmie Tickle**
RCATT Building, 797-8430 e-mail: jtickle@dcc.vccs.edu

CNC Precision Machining Flow Cell Technology **Mr. Jeremiah Williams**
Gene Hass Building, 766-6725 e-mail: jewilliams@dcc.vccs.edu

Dimensional Inspection **Mr. Josh Worthley**
Gene Haas Center, 434-766-6632 e-mail: joshua.worthley@dcc.vccs.edu

Electrical/Electronics **Mr. Teresa Hawker**
RCATT Building, 797-8425 e-mail: thawker@dcc.vccs.edu

Emergency Medical Services **Mr. Jimmie Tickle**
RCATT Building, 797-8430 e-mail: jtickle@dcc.vccs.edu

Factory Automation and Robotics **Mr. Jimmie Tickle**
RCATT Building, 797-8430 e-mail: jtickle@dcc.vccs.edu

Integrated Machining Technology **Mr. Tim Robertson**
Gene Haas Center, 434-766-6659 e-mail: trobertson@dcc.vccs.edu

Integrated System Technology **Mr. Jimmie Tickle**
RCATT Building, 797-8430 e-mail: jtickle@dcc.vccs.edu

Manufacturing Technician **Mr. Jimmie Tickle**
RCATT Building, 797-8430 e-mail: jtickle@dcc.vccs.edu

Nurse Aide **Mr. Jimmie Tickle**
RCATT Building, 797-8430 e-mail: jtickle@dcc.vccs.edu

Pharmacy Technician..... **Mr. Jimmie Tickle**
RCATT Building, 797-8430 e-mail: jtickle@dcc.vccs.edu

Precision Machining Technology..... **Mr. Joseph Distad**
Charles R. Hawkins Engineering and Industrial Technologies Building, 797-8486
email: jdistad@dcc.vccs.edu

Precision Machining Technology..... **Mr. Joshua McDowell**
Charles R. Hawkins Engineering and Industrial Technologies Building, 797-8519
email: jmcowell@dcc.vccs.edu

Precision Machining Technology. **Mr. Kevin Poole**
Charles R. Hawkins Engineering and Industrial Technologies Building , 797-8580
email: kpoole@dcc.vccs.edu

Precision Machining Technology..... **Mr. Todd Sanders**
Charles R. Hawkins Engineering and Industrial Technologies Building, 797-8530
tsanders@dcc.vccs.edu

Workplace Readiness **Mr. Jimmie Tickle**
RCATT Building, 797-8430 e-mail: jtickle@dcc.vccs.edu

Welding..... **Mr. John “Herb” Hardy**
Charles R. Hawkins Engineering and Industrial Technologies Building, 797-8545
e-mail: hhardy@dcc.vccs.edu

College Goals

The seven goals of the College are:

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

The following General Education Objectives apply to all certificate, diploma, and degree programs offered by the College.

DCC General Education Goals and Student Learning Outcomes*

Danville Community College 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. DCC graduates will demonstrate 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.

2. Critical Thinking

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. DCC graduates will demonstrate the ability to:

- 2.1 discriminate among degrees of creditability, 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. DCC graduates will demonstrate 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 who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. DCC graduates will demonstrate the ability to:

- 4.1 determine the nature and extent of the information needed;
- 4.2 access needed information effectively and efficiently;
- 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;
- 4.5 understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.

5. Personal Development

An individual engaged in personal development strives for physical well-being and emotional maturity. DCC graduates will demonstrate the ability to:

- 5.1 develop and/or refine personal wellness goals; and
- 5.2 develop and/or enhance the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decisions.

6. Quantitative Reasoning

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and to make well-reasoned decisions. DCC graduates will demonstrate 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 from them;
- 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; and
- 6.6 represent mathematical information numerically, symbolically, and visually, using graphs and charts.

7. Scientific Reasoning

A person is 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.

DCC graduates will demonstrate the ability to:

- 7.1 generate consistent arguments based on empirical evidence;
- 7.2 distinguish a scientific argument from a non-scientific argument;
- 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.

**Complements Virginia Community College System General Education Goals and Student Learning Outcomes (www.vccs.edu)*

Note: Reaffirmed by DCC Curriculum Committee, October 2017.

As an instructor it is important for you to understand that your classes should promote development of these competencies as well as discipline specific course content. Structuring assignments to develop and assess these competencies, as well as develop discipline specific knowledge and skills, is desirable and encouraged. Of course, not all courses can support each general education competence. Faculties in the Arts and Sciences Division have identified in the Master Syllabi for their courses core competencies to be supported. Faculty should review these syllabi and ensure that their course outlines support the identified competencies.

SUPPORT SERVICES

ADMISSIONS

The Admissions Office is located in the WYATT Building, Room 108, on South Main Street. The telephone number is 797-8420. Admissions personnel are responsible for admitting students to the College, processing registrations, issuing transcripts (credit), and verifying graduation. The Admissions Office is open from 8:00 a.m. until 5:00 p.m. Monday-Friday.

COUNSELING

The Counseling Office is located in the WYATT Building, Room 108, on South Main Street. The telephone number is 797-8460. As a service to current and prospective students, the College has counselors and faculty advisors who are committed to helping students with their academic, personal, career, and vocational plans. As part of this assistance, students are provided appropriate tests, inventories, college transfer information, and occupational/technical information. The Counseling Office is open from 8:00 a.m. until 5:00 p.m., Monday through Friday.

ACADEMIC ADVISING

Each academic division provides academic advising for all students enrolled in a program. Students not enrolled in a program normally receive assistance from members of the Counseling Department.

FINANCIAL AID OFFICE

The Financial Aid Office is located in the Wyatt Building, Room 101, on South Main Street. The telephone number is 797-8567. The Financial Aid Coordinator is responsible for administering all financial aid programs including Federal PELL grants, Federal SEOG, Commonwealth Awards (COMA and VGAP), federal work-study and federal student loans. The office is open from 8:00 a.m. until 5:00 p.m., Monday through Friday

BOOKSTORE

The Bookstore is located in the Castle in Charles R. Hawkins Engineering and Industrial Technologies Building. Operating hours are from 8:00 a.m. until 6:00 p.m., Monday through Thursday and 8:00 a.m.-1:00 p.m. on Fridays. Extended hours are posted at the beginning of each semester. You may call the Bookstore at (434) 797-8426.

BUSINESS OFFICE

The Business Office is located in the Wyatt Building, Room 103, on South Main Street. The telephone numbers for this office are as follows: Business Manager, 797-8434; Personnel, 797-8477; and Payroll, 797-8417. The Business Office is responsible for accounts receivable, payroll, personnel and is also the office where all tuition and fees are paid. This office is open from 8:00 a.m. until 5:00 p.m. Monday-Friday.

LEARNING RESOURCES CENTER AND DISTANCE LEARNING

The Library, Learning Assistance Center (LAC), Audiovisual Services and Tutoring are located in the Learning Resources Center. Personnel in these offices are responsible for providing a wide variety of instructional resources and support services. LRC's fall and spring semester hours are as follows:

Mary M. Barksdale Library Hours		LAC Hours	
Mon.-Thurs.	8:00 a.m.-8:00 p.m.	Mon.-Thurs.	8:00 a.m.-8:00 p.m.
Friday	8:00 a.m.-12 noon	Friday	8:00 a.m.-12 noon
Saturday	Closed	Saturday	Closed
Sunday	1:00 p.m.-5:00 p.m.	Sunday	1:00 p.m.-5:00p.m.
Tutoring Center			
Mon.-Thurs.		8:00 a.m. -4:30 p.m.	
Friday		8:00 a.m.-12 noon	
Saturday		Closed	
Sunday		Closed	
Holidays and Special Hours:			
The LRC will be closed whenever the college is closed. Special hours for holidays, faculty planning and preparation days, and other special occasions will be posted. The LRC is closed on Sunday during the summer term.			

Contact Chris Ford, Director of Learning Resources and Distance Learning, for additional information, 797-8598.

LIBRARY

The Library is located on the upper level of the Whittington W. Clement LRC Building. In addition to the print collection, the library provides a large collection of digital resources, a collection of anatomical models, individual and group study areas, a small conference room, two private viewing rooms, and a small archives. For more information call the main desk at 797-8555 or link to <http://www.danvillecc.edu/lrc/library/library.htm>

Circulation of Material

- Most books circulate for a period of two (2) weeks and can be renewed once if returned on or before the date due. Most print materials circulate to faculty and staff for one semester and are renewable.
- Software is available for use in the LRC in the form of video tapes, DVDs, and compact discs. Compact discs circulate for two weeks. Compact discs are not renewable. All other software is available for loan to instructors for classroom use. Video tapes and DVD's may be checked out by faculty and staff for two days and are not renewable.

Fines

Exercising its discretion (*VCCS Policy Manual 4.6.0*), Danville Community College has chosen **not to charge fines.**

Reserve Materials

The LRC has established a reserve system for those materials which will be in heavy demand throughout the semester. Materials placed on reserve should be those in which specific assignments are to be given. Loan periods for reserve items are determined by the faculty

member and may be desk reserve (use in LRC only). Instructors are reminded to allow at least 24 hours between sending a reserve request to the LRC and notifying a class that the material is available.

Collection Development

The LRC staff **welcomes** and **encourages** the participation of **all** DCC instructors in building a current and comprehensive collection of materials to support student research. Please send any requests or suggestions for collection improvement to **Chris Ford, the LRC Director**.

Inter-Library Loan

Faculty, staff, and students may use the LRC's on-line Inter-Library LOAN (ILL) service to acquire research materials that are not in the DCC collection. Contact the Library Circulation Desk for more information (797-8555).

Computerized Information Retrieval

The LRC provides electronic access to thousands of online magazine titles through VIVA. VIVA, the Virtual Library of Virginia, allows researchers to do online searches of over 9,000 full text periodical titles in a broad spectrum of subject areas. Databases are kept current with frequent updates. Search results can be printed or downloaded as needed. VIVA also provides online access to a wide variety of other resources, including over 25,000 e-books. VIVA also provides access to the resources of the Internet.

Information Skills Instruction

Library and information skills instruction is available for individuals and groups. To schedule a class visit to the library for research or information skills instruction, please call 797-8555.

LEARNING ASSISTANCE CENTER (LAC)

The DCC Learning Assistance Center (LAC) is located in the upper-level of the Whittington W. Clement Learning Resources Center. This large, multipurpose area provides support and resources for student learning and instruction. An open computer lab is available for student, staff, and public users. Other services include the Testing Center and group study areas. BlackboardadministrationandtrainingisalsoprovidedbytheLAC.

For information call Beth Astin at (434)797-8404 or C. J. Olp (434)797-8556 or link to <http://www.vccs.edu/lrc/LAC/LearningAssistanceCenter.htm>.

Testing Service

The DCC Testing Center provides proctored testing services for make-up testing, distance learning exams, and the College's placement test (Virginia Placement Test).

Tests will be proctored during regular LAC hours. Individual make-up test are left in the LAC, along with directions from the instructor specifying time limits and if books or calculators are allowed. Completed tests are filed in folders for the instructor to pick up.

NOTE: The LAC testing service is not designed or equipped to handle testing for a class in the instructor's absence. For additional information, contact the LAC at (434)797-8404 or email the Testing Center at dcctestcenter@dcc.vccs.edu or link to <http://www.dcc.vccs.edu/LRC/LAC/LearningAssistanceCenter.htm>. The College's placement testing is administered by Student Services. For information, please contact (434)797-8460 or visit Counseling in Wyatt 108.

BLACKBOARD

Blackboard is a Web-based learning management system (LMS) designed to support fully online courses or provide a space for face-to-face course supplementation. Blackboard provides many types of tools and features for enriching the learning experience.

Blackboard administration is in the LAC. The LAC Specialist also provides training for faculty and staff in the use of Blackboard. The telephone number is 797-8556.

Basic Instructions for accessing Blackboard can be found in Appendix I.

TUTORING CENTER

The Tutoring Center provides free tutoring to currently enrolled DCC students in a wide range of subject areas. Trained peer and professional tutors are available to tutor specific subject areas and to assist students in developing effective learning strategies. Individual and small group tutoring for most courses is available on an appointment basis. Students may sign-up at any time during the semester; however, encourage your students to seek tutoring early. DCC's Tutoring Center is nationally certified by the College Reading and Learning Association. In addition to on-campus tutoring, the Tutoring Center also provides online tutoring using Smarthinking. Smarthinking is an online tutoring services that Danville Community College offers for free to its students. Smarthinking provides tutoring in a variety of subjects, many of which are available 24/7. The Tutoring Center is located in the upper level of the Learning Resources Center. For more information on tutoring services, call Letitia Lunsford at (434) 797-6432 or link to <http://www.danvillecc.edu/lrc/tutoring/tutoringcenter.htm>.

DISTANCE LEARNING

Coordinated through the Learning Resources Center, the College's distance learning program gives students the opportunity to attend accredited college classes in a flexible way. The college 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 their coursework and earn college credits at home or at convenient off-campus locations. Distance learning courses are designed to be comparable to traditional on-campus courses. The primary difference between traditional courses and distance learning courses centers on the degree of freedom and 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 appropriate learning resources and student-support services.

Virginia Community College System Qualifications of Faculty

May 2013

VCCS-29: Normal Minimum Criteria for Each Faculty Rank

	Faculty in Humanities, Social Sciences, Natural Sciences, Math, Developmental Studies, English as a Second Language, Administrative and Professional Faculty, Quaternary, Librarians		Faculty in Specialized Professional or Technical Associate in Applied Sciences or Art Degree Fields		Faculty in Non-Associate Degree Occupational Fields	
	Initial Appointments/Promotions Column 1	Promotions Column 2	Initial Appointments/Promotions Column 3	Promotions Column 4	Initial Appointments/Promotions Column 5	Promotions Column 6
ASSISTANT INSTRUCTOR ASSOCIATE INSTRUCTOR INSTRUCTOR						
Teaching Effectiveness						
Academic Preparation	Masters in field or Masters with 18 graduate semester hours in teaching field (The minimum requirement for faculty teaching ESL & developmental courses at the instructor level is a baccalaureate degree related to the teaching field.) 0 years 0 years 0 years	Demonstrates Potential Bachelors in teaching field Associates or equivalent in teaching field with demonstrated competency in teaching field.	Demonstrates Potential H.S. diploma or equivalent Associates or equivalent in teaching field preferred.			
Experience: Related Occupational Experience Total Teaching Experience FT Community College Experience	Meets Expectations on Most Recent Evaluation Masters = 24 graduate semester hours obtained subsequent to the Masters for a total of 27 graduate semester hours in the teaching field 0 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Bachelors in teaching field = 34 graduate semester hours obtained subsequent to the Bachelors 2 years 0 years 0 years	5 years current experience 0 years 0 years	Meets Expectations on Most Recent Evaluation Associates or equivalent (Major in teaching field) High school or equivalent = 30 semester hours toward an Assoc. Degree 5 years 0 years 0 years		
ASSISTANT PROFESSOR Performance Evaluation						
Academic Preparation	Meets Expectations on Most Recent Evaluation Masters = 15 graduate semester hours obtained subsequent to the Masters for a total of 27 graduate semester hours in the teaching field 0 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Bachelors in teaching field = 15 graduate semester hours obtained subsequent to the Bachelors 2 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Associates or equivalent (Major in teaching field) High school or equivalent = 30 semester hours toward an Assoc. Degree 5 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Associates or equivalent (Major in teaching field) High school or equivalent = 30 semester hours toward an Assoc. Degree 5 years 0 years 0 years		
Experience: Related Occupational Experience Total Teaching Experience FT Community College Experience	Meets Expectations on Most Recent Evaluation Masters = 15 graduate semester hours obtained subsequent to the Masters for a total of 27 graduate semester hours in the teaching field 0 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Bachelors in teaching field = 15 graduate semester hours obtained subsequent to the Bachelors 2 years 0 years 0 years	5 years current experience 0 years 0 years	Meets Expectations on Most Recent Evaluation Associates or equivalent (Major in teaching field) High school or equivalent = 30 semester hours toward an Assoc. Degree 5 years 0 years 0 years		
ASSOCIATE PROFESSOR Performance Evaluation						
Academic Preparation	Meets Expectations on Most Recent Evaluation Doctorate (36 graduate semester hours in teaching field) 0 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Masters related to teaching field = 15 graduate semester hours obtained subsequent to the Masters 2 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Masters related to teaching field 2 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Masters related to teaching field 2 years 0 years 0 years		
Experience: Related Occupational Experience Total Teaching Experience FT Community College Experience	Meets Expectations on Most Recent Evaluation Doctorate (36 graduate semester hours in teaching field) 0 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Masters related to teaching field = 15 graduate semester hours obtained subsequent to the Masters 2 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Masters related to teaching field 2 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Masters related to teaching field 2 years 0 years 0 years		
Minimum VCCS Experience in Previous Rank	0 years	0 years	0 years	0 years	0 years	0 years
PROFESSOR Performance Evaluation						
Academic Preparation	Meets Expectations on Most Recent Evaluation Doctorate (36 graduate semester hours in teaching field) 0 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Masters related to teaching field = 30 graduate semester hours obtained subsequent to the Masters 2 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Masters related to teaching field 2 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Masters related to teaching field 2 years 0 years 0 years		
Experience: Related Occupational Experience Total Teaching Experience FT Community College Experience	Meets Expectations on Most Recent Evaluation Doctorate (36 graduate semester hours in teaching field) 0 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Masters related to teaching field = 30 graduate semester hours obtained subsequent to the Masters 2 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Masters related to teaching field 2 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Masters related to teaching field 2 years 0 years 0 years		
Minimum VCCS Experience in Previous Rank	0 years	0 years	0 years	0 years	0 years	0 years

(1): Administrative and Professional Faculty must receive at least a "good" summary evaluation rating on the most recent evaluation to be considered for promotion.

ACADEMIC FREEDOM AND RESPONSIBILITY

To ensure the College an instructional program marked by excellence, the Virginia Community College System supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, College faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. The faculty member is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching matters which have no relation to his/her field. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

The system also recognized that commitment to every freedom carries with it attendant responsibilities. The faculty member must fulfill his/her responsibility to society and to his/her profession by manifesting academic competence, professional discretion, and good citizenship. When he/she speaks or writes as a citizen, he/she will be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a professional educator, he/she must remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, he/she should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he/she is not an institutional spokesperson.

At no time shall the principle of academic freedom prevent the institution from making proper efforts to assure the best possible instruction for all students in accordance with the objective of the institution.

EMPLOYMENT OF LECTURERS TEACHING DUAL ENROLLMENT CLASSES

The responsibility for employing lecturers and making recommendations to the President concerning their employment rests with the Vice President for Academic and Student Services who in turn may rely upon recommendations from the appropriate Division Deans. Other criteria applicable to the employment of lecturers are included below:

1. Lecturers teaching credit courses must meet the same requirements for professional, experiential, and scholarly preparation as their full-time counterparts teaching in the same discipline.
2. Division Deans are responsible for maintaining an academic employment file for lecturers. The file must include an application for employment, official transcripts from all colleges attended, and evaluation reports.
3. A commitment to a lecturer is made subject to adequate enrollment in his/her class or classes as determined by approved guidelines.
4. Lecturers do not participate in the College's fringe benefits program.

FUNCTIONS AND DUTIES OF FACULTY POSITION TITLE: INSTRUCTIONAL DUAL ENROLLMENT FACULTY

FUNCTIONS AND DUTIES: The primary responsibility of a faculty member in the Virginia Community College System shall be to provide quality instruction for the students. The major emphasis shall be on good teaching by working with students in classrooms, laboratories, individual conferences, and related activities—to help the student develop his/her interests and his/her abilities to his/her fullest capacity in order to become a better person, a better worker and a better citizen. As part of the primary responsibility, the college expects each faculty member to:

- meet assigned classes regularly,
- submit required records and reports routinely,
- teach the prescribed courses of study with the established texts,
- conduct requisite student conferences,
- establish and maintain positive working relationships with colleagues and supervisors,
- adhere to the statement on professional ethics in accordance with College policies, procedures, and regulations,
- participate in the assessment of students on the material taught (in cooperation with full-time faculty at DCC).

CHRONOLOGY

The following is a guide to events and activities that should occur during a semester. They may not, however, always occur in the order listed.

1. **Course planning conference.** During this meeting with your division representative, you should:
 - (a) receive a copy of the textbook (if applicable) and related instructional materials;
 - (b) discuss the syllabus and course outline for your course; and,
 - (c) discuss specific division policies and procedures that may pertain to your course and/or laboratory situation;
 - (d) discuss available student support services

All course outlines shall be prepared by the appropriate faculty and approved by the division dean. The course outline should contain at a minimum the following items:

- (a) course title and course number;
 - (b) attendance policy (*here include the high school policy, if applicable*);
 - (c) grading policy (*state the impact of the course on both high school and college grades*);
 - (d) course objectives and evaluation methods;
 - (e) textbook; and,
 - (f) course content and subject,
 - (g) course policies and consequences for academic dishonesty,
 - (h) special needs statement.
2. Even though you will be teaching at the high school, in order to ensure that your qualifications are properly documented, the College will need the following:
 - (a) an application for employment;
 - (b) official transcripts from all colleges attended;
 3. Your division representative will provide you with:
 - (a) a *DCC Catalog* (*available online at www.danville.edu*); and,
 - (b) access information for the *Dual Enrollment Instructor Handbook*, available online at www.dcc.vccs.edu.

These materials will be useful to you in answering general student questions, and in becoming familiar with DCC and its programs.

4. Since registration continues into the first week or so of the semester, you will not receive a **final class roster** until registration is complete. When you receive your final DCC class roster, verify it with your high school roster, immediately inform your principal or his/her designee **and** DCC's Coordinator for Dual Enrollment if there are errors or discrepancies.
5. Make sure your students know:
 - (a) that you will be available at times outside of class to provide individualized assistance;
 - (b) that they must process through the high school counselor's office and DCC Admission's Office if they wish to drop the course or withdraw from the College (see **withdrawal policy** in section on *Policies and Procedures*).
 - (c) how to access student support services at the high school and at DCC.
6. Dual enrollment students should abide by the high school's attendance policy.
7. Inform students in the course syllabus how their final grade will be determined.
8. To submit final grades, instructors will use the online student information system, PeopleSoft. **Be sure to observe the deadline specified for submitting your grades.** It is important that you work with full-time faculty in coordinating end-of-semester course evaluations.
9. Dual enrollment instructors must participate in the assessment of students on the material taught (in cooperation with full-time faculty at DCC).
10. The College's drop/add/withdrawal and other policies are presented in the section headed "**POLICIES AND PROCEDURES.**"
11. Each instructor will have his/her students complete the **Student Opinion Survey of Instruction**, and return them to your Division Dean at the end of each semester.
12. If you are unsure about any College policy or procedure, inform your principal or his/her designee, contact your division representative, or contact the Coordinator for Dual Enrollment.

POLICIES AND PROCEDURES

ADMISSION POLICY FOR DUAL ENROLLMENT

Dual Enrollment: Danville Community College may enter a contractual agreement with high schools in the service region and offer college-level courses through the high school. In accordance with the Virginia Community College System statewide agreement on dual enrollment, students enrolled in these courses may earn both high school and college credit.

Dual Enrollment Student Admissions

Although high school and home school students are normally not qualified for general admission, colleges 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. Documentation of parental permission is required for all dual enrollment students.

Because **admitting freshmen and sophomores** 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 **for admitting freshmen or sophomores**.

All students admitted under this section must demonstrate readiness for college by meeting the criteria below.

Students enrolling in a dual enrollment course must meet all course pre-requisites.

Admission Criteria for Transfer Courses							
	Virginia Placement Test (VPT)	COMPASS	ASSET	PSAT	SAT	ACT	SOL
English / Writing	ENG 111	76	43	N/A	N/A	18	N/A
Reading	ENG 111	81	42	50	500	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 I - Pass

Admission Criteria for CTE Courses							
	Virginia Placement Test (VPT)	COMPASS	ASSET	PSAT	SAT/NEW SAT	ACT	SOL
English / Writing	ENF 1	32	35	50	500/ 560 (ERW)	18	N/A
Reading	ENF 1	62	35	50	500	18	N/A
Writing / Reading	ENF 1	N/A	N/A	390	480	N/A	N/A
Mathematics	MTE 1	25	33	52	520/ 550	22	Algebra I - Pass

REGISTRATION

The College will coordinate registration with the high school principal or his designee. Generally, the Coordinator of Dual Enrollment or his/her designee will conduct the registration at a time and location agreeable to the high school.

VERIFYING CLASS ROSTERS (ADD/DROPS)

Each Dual Enrollment instructor has the responsibility of checking and reporting to his/her principal or his/her designee and then to the DCC's Coordinator of Dual Enrollment any discrepancies in class rolls and those actually attending classes. The Coordinator of Dual Enrollment will deliver class rosters to each Dual Enrollment instructor for verification after registration is completed each semester. Instructors may at any time during the semester check their class rosters using the student information system, Peoplesoft.

GRADING SYSTEM

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

W Withdrawal No credit

A grade of "W" (withdrawal) implies that the student was making satisfactory progress in the course at the time of the withdrawal or that the withdrawal was officially made before the "deadline" date specified for the course. See WITHDRAWAL POLICY herein.

X Incomplete No credit

The "I" grade is to be 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 Vice President for Academic and Student Services.

A student must complete the course by the end of the next term or another grade (A, B, C, D, F, P, R, S, U, or W) may be awarded by the instructor. In the case of "I" grades earned at the end of the Spring Semester, students shall have through the end of the subsequent Fall Semester to complete the requirements. This new grade would be based upon coursework which has been completed. The W grade should be awarded only under mitigating circumstances which must be documented and a copy placed in the student's academic file.

WITHDRAWAL POLICY

Danville Community College's Coordinator of Dual Enrollment will handle withdrawals through the high school counselor. The counselor must be notified by the teacher that a student wants to withdraw. The high school counselor should then coordinate the paperwork through the Coordinator of Dual Enrollment.

Withdrawing from a course without an official form automatically results in course failure. *Withdrawals must be approved by the dual enrollment instructor and reported to the Coordinator of Dual Enrollment at the time of withdrawal, not at the end of the semester.* The official date of withdrawal is the date the withdrawal form is received in the Admissions Office and not the date of initiation of the form unless the two coincide.

If a student withdraws from a class prior to the termination of the add/drop period for the session, the student is removed from the class roster and no grade is awarded. After the add/drop period, but prior to the completion of sixty percent 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." After that time, if a student withdraws or is withdrawn from a course(s) or the College, a grade of "F" will be assigned.

Exceptions to this policy may be made under mitigating circumstances; such circumstances must be documented and a copy of the documentation placed in the student's academic file. If mitigating circumstances cause the withdrawal, and if the student is making satisfactory progress at the time of withdrawal, the grade of "W" will be given.

Grade Policies You Should Review:

"I" and "W" Grades

- "I" and "W" grades cannot be assigned using the online grade roster. Please submit the proper forms to the Admissions Office to process a grade of "I" or "W"

Students Not on the Final Grade Roster:

- If the name of a student, who attended your class and received a grade, is not on the final grade roster, contact **Cathy Pulliam in the Admissions Office. 434-797-8538.**

All Grades are due within 24 hours after the final exam.

GRADE CHANGE REQUEST

Instructors enter final grades into the VCCS SIS (Peoplesoft). If a grade is entered and submitted incorrectly, the instructor may complete a *Grade Change Request Form* and submit it to the Admissions and Records Office.

STUDENT TRANSCRIPTS

Official records of the student's college credits and grades are maintained by the Office of Admissions and Records at DCC. Students may request official transcripts of these records to be sent to another college by signing a request form. This form is available from the Office of Admissions and Records. Dual enrollment instructors are encouraged to obtain copies of the form for all of their students and to encourage students to use them appropriately.

LECTURER EVALUATION

Lecturers are evaluated during the first semester of employment and following the initial evaluation, at least once during each fiscal year in which employed. Lecturers are given a copy of their evaluation, and a copy of the evaluation is placed in their personnel file.

ACCESS TO myDCC/ SIS

Instructors will be responsible for submitting final course grades by accessing the VCCS Student Information System, Peoplesoft.

COLLEGE FORMS

College forms including the following can be accessed online at <http://www.dcc.vccs.edu/forms/Forms.htm>.

- Add/Drop Form
- Incomplete Grade Form
- Grade Change forms are available by contacting Cathy Pulliam at 434.797.8538 or cpulliam@dcc.vccs.edu.
- Admissions Applications can be completed online at www.dcc.vccs.edu/BecomeaStudent

DCC Title IX (Sexual Harassment and Misconduct): Your Rights and How to Make a Report

Consistent with its mission, Danville Community College is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community. Sexual misconduct, which encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another in any form will not be tolerated. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, and sexual violence. Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Thus, sexual harassment prohibited by Title IX can include conduct such as touching of a sexual nature; making sexual comments, jokes, or gestures; writing graffiti or displaying or distributing sexually explicit drawings, pictures, or written materials; calling students sexually charged names; spreading sexual rumors; rating students on sexual activity or performance; gender-based stalking or bullying; conditioning a benefit on submitting to sexual advances; or circulating, showing, or creating e-mails or websites of a sexual nature. Under Title IX, this constitutes sexual misconduct and includes rape or sexual assault.

If you have been the victim of sexual harassment or other sexual misconduct, you have certain rights under Title IX. For additional information regarding your rights, please consult the DCC Title IX website at http://www.dcc.vccs.edu/News/Title_IX/Title_IX_and_Sexual_Misconduct.htm.

In accordance with College policy and federal law, all faculty and staff members are required to report incidents of sexual harassment including sexual violence to one of the individuals below whose responsibility it is to investigate all complaints. In addition, you can contact these individuals for a complaint against a Danville Community College faculty or staff member for sexual harassment, sexual assault, sex discrimination, or other forms of sexual misconduct:

Title IX Coordinator:
Ms. Cheryl Terry
Wyatt Building, Room 111F
434.797.8524
cterry@dcc.vccs.edu

Deputy Title IX Coordinator
Mr. Howard Graves
Wyatt Building, Room 108
434.797.8443
titleix@dcc.vccs.edu or hgraves@dcc.vccs.edu

RESOURCES

GOVERNING PRINCIPLES FOR

<http://cdn.vccs.edu/wp-content/uploads/2017/03/Governing-Principles-Technical-Corrections.10.3.2016.pdf>

DUAL ENROLLMENT CONTRACTS (contract between DCC and the School System)

Please contact the office of the Vice President of Academics and Student Services for more information.

DUAL ENROLLMENT Admissions Application

www.dcc.vccs.edu/DualEnrollment

COURSE MASTER SYLLABI

Arts & Sciences Division Master Syllabi: <http://www.dcc.vccs.edu/Departments/A&S/Syllabi/syllabi.htm>

Business and Engineering & Industrial Technology Division Syllabi:
<http://www.dcc.vccs.edu/Departments/B&EIT/Syl/master.htm>

Workforce Services:
http://www.dcc.vccs.edu/Workforce/Programs/Syllabi/Master_Syllabi.htm

COURSE OUTLINE

ALL dual enrollment instructors must complete and submit a course outline to the appropriate division dean before the start of classes. Course outlines should be distributed to students in the course during the first week of class. Sample on page 27

AP and Dual Enrollment Classes

Instructors teaching courses considered Dual Enrollment/AP should have the following statement on their course outline:

This class is designated as a dual enrollment course that is offered by Danville Community College. However, some students are also pursuing advance placement (AP) and are following the additional AP requirements as set forth by the high school teacher for the course.

Dual enrollment students are taking the course for college credit and are not required to complete the advance placement exam. Students pursuing the AP option may of course select to take the AP exam at a time offered by the school division. Any students or parents with questions should contact Dr. Debra Holley, Danville Community College (dholley@dcc.vccs.edu, 434-797-8410).

STUDENT OPINION SURVEY

All faculty will receive Student Opinion Surveys for all students in their class towards the end of the semester. The surveys should be completed and returned DCC in a timely manner. page 29

Accessing SIS page 30

Dual Enrollment Instructor Educational Aid Request Form page 34



COURSE OUTLINE {SAMPLE}

Danville Community College

Course:

Semester:

Section No.:

Course Title:

Course Description:

Course Prerequisite (s):

Instructor Name:

Phone:

Email:

Office Number:

Office Hours/Availability:

Instructional Material: *Textbooks, Other Reference Materials* (List textbooks, readings, and materials all students are required to provide):

Course Content

Attendance Requirements: (include dates for withdrawal from the class to receive a full refund and withdrawal from the class to receive a "W" grade)

Course Evaluation / Grade Procedure: (list the methods to be used to measure student progress in achieving the course objectives)

Make-up Examination:

Medical Conditions and ADA Accommodations:

- A. If you are a student with special medical needs, please inform me as to how I can best assist you. All information will be considered confidential.
- OR
- B. If you are a student who needs special ADA-related accommodations, please inform the DCC ADA Counselor at 434-797-8572. All information will be considered confidential.

DCC Title IX (Sexual Harassment and Misconduct): Your Rights and How to Make a Report:

Consistent with its mission, Danville Community College is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community. Sexual misconduct, which encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another in any form will not be tolerated. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, and sexual violence. Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Thus, sexual harassment prohibited by Title IX can include conduct such as touching of a sexual nature; making sexual comments, jokes, or gestures; writing graffiti or displaying or distributing sexually explicit drawings, pictures, or written materials; calling students sexually charged names; spreading sexual rumors; rating students on sexual activity or performance; gender-based stalking or bullying; conditioning a benefit on submitting to sexual advances; or circulating, showing, or creating e-mails or websites of a sexual nature. Under Title IX, this constitutes sexual misconduct and includes rape or sexual assault.

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Title IX Coordinator:
Ms. Cheryl Terry
Wyatt Building, Room 111
434.797.8524

titleix@dcc.vccs.edu or cterry@dcc.vccs.edu

Deputy Title IX Coordinator
Mr. Howard Graves
Wyatt Building, Room 108
434.797.8443

titleix@dcc.vccs.edu or hgraves@dcc.vccs.edu

Plagiarism and Academic Dishonesty:

- A. Students will be expected to maintain complete honesty and integrity in their academic work in this class. Acts of academic dishonesty, such as cheating, plagiarism, or inappropriately using the work of others to satisfy course requirements, will be not tolerated. Students who maintain their enrollment in this class agree that such acts will be managed at the discretion of the instructor according to the severity or the infraction. (Faculty may here specify the sorts of actions you will take in the event of a violation of academic dishonesty

OR

- B. Academic dishonesty includes collaborating with other students on take-home examination or other non-collaborative assignments; presenting the work of others as your own; failing to document adequately any research from printed materials or internet sources; and cheating on tests. Disciplinary action will be pursued for all acts of academic dishonesty and may result in the failure of affected assignments, and this class, as determined by the instructor.

*** Some instructors present course contracts with policy statement on academic honesty. Students sign the contract and return it to the faculty member.

Learning Outcomes: *Schedule of concepts (paste in DCC master course syllabus)*

DANVILLE COMMUNITY COLLEGE STUDENT OPINION SURVEY OF INSTRUCTION

This survey is designed to obtain your opinions of this course. Your responses will be kept confidential and there will not be an opportunity for your instructor to see the results until your grades have been turned in to the Admissions and Records Office.

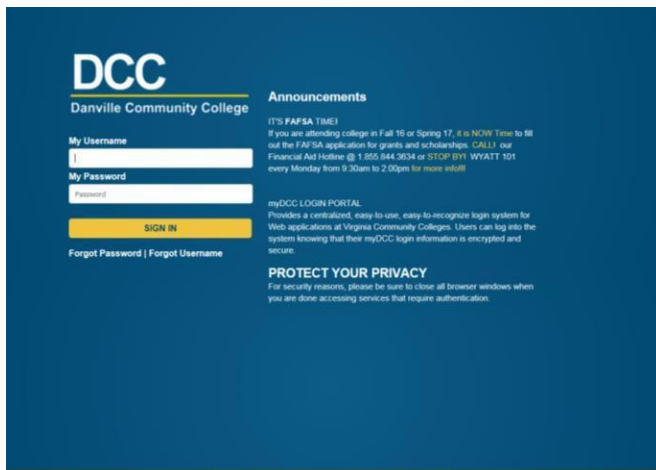
Please indicate the extent to which you agree or disagree with the following statements by **PENCILING IN THE APPROPRIATE NUMBER ON THE SCANTRON SHEET.**

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. The course syllabus or course outline clearly stated course objectives, grading policy and important dates.	1	2	3	4	5
2. The textbook was appropriate for the course.	1	2	3	4	5
3. The instructor was prepared for the course and the individual class sessions.	1	2	3	4	5
4. The instructor's presentations were enthusiastic and stimulating.	1	2	3	4	5
5. The instructor's lectures and explanations were clear and understandable.	1	2	3	4	5
6. Assignments were beneficial.	1	2	3	4	5
7. The instructor allowed sufficient time for student questions.	1	2	3	4	5
8. The instructor showed concern and respect for students as individuals.	1	2	3	4	5
9. The instructor treated students fairly and without favoritism.	1	2	3	4	5
10. The instructor's tests were representative of the assigned material.	1	2	3	4	5
11. The instructor evaluated and returned student work in a reasonable amount of time (within two weeks).	1	2	3	4	5
12. I have learned a great deal in this course.	1	2	3	4	5
	Poor	Adequate	Good	Very Good	Excellent
13. What is your overall rating of the instructor's performance?	1	2	3	4	5

Please let me know how you feel about your learning experience in this class (facilities, instructor, book, etc...). Write your comments in the "comments" section on the scantron sheet.

Accessing myDCC/SIS:

Go to danvillecc.edu, click on the myDCC tab.



Use your DCC assigned username and password. For help call 434-797-8423.

Once you have access you should see this screen (you may not have access to all of these icons):

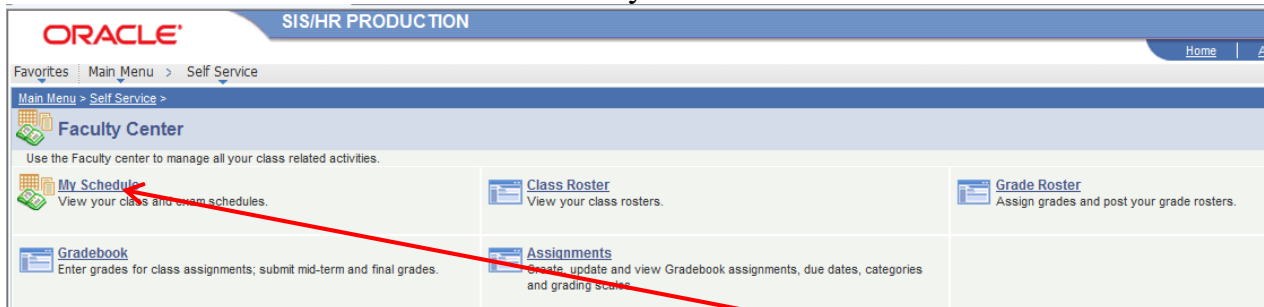


SIS (Student Information System) is where you can access your class roster and submit grades.

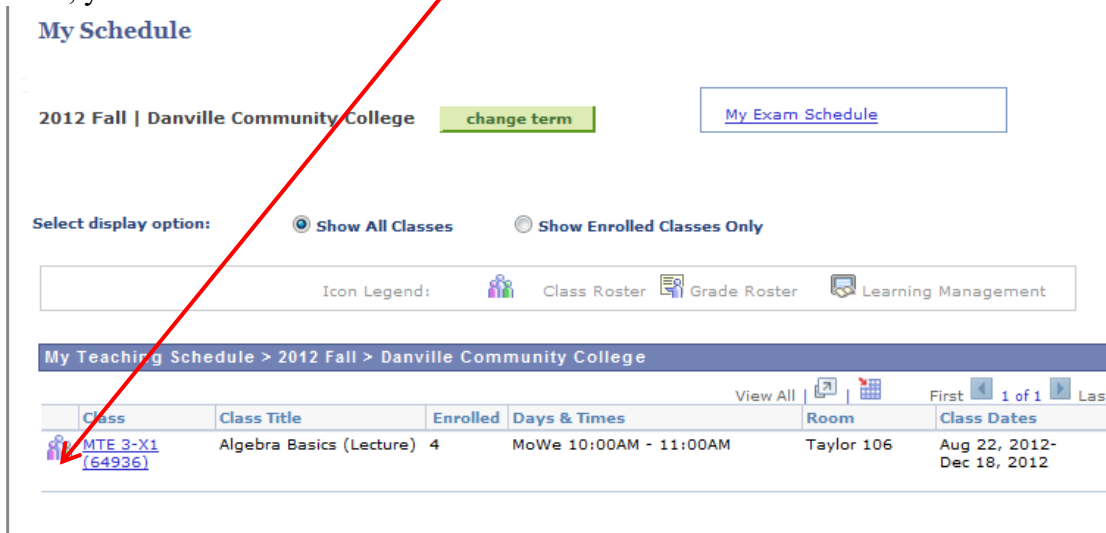
Accessing Class Rosters:

Navigate to:

Main Menu **7** Self Service **7** Faculty Center



From here, you will be able to access your class roster by clicking on My Schedule. Next, you will click the “Roster Icon”



You should then see your Class Roster:

MTE 3 - X1 (64936) [change class](#)

Algebra Basics (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 10:00AM-11:00AM	Taylor 106	Lisa Ebarb Goode	08/22/2012 - 12/18/2012

*Enrollment Status **Enrolled**

Enrollment Capacity 18 Enrolled 4

Notify	ID	Name	Email	Main Phone	Business Phone	Home Phone	Grade Basis	Units	Program and Plan	Advisor(s)
<input type="checkbox"/>	4	ANES, JEREMY DANIEL	jde2318@email.vccs.edu				Development	1.00	Non-Curricular - High School-Dual Enrolled	
<input type="checkbox"/>	7	EBARB, LAKRYSTA FELITA MARIE	lfe268@email.vccs.edu				Development	1.00	Curricular - Science (A.A. & S.)	Sanderford, Mark V
<input type="checkbox"/>	5	GRAY, CLAIRE ELIZABETH	ceg22739@email.vccs.edu				Development	1.00	Non-Curricular - High School-Dual Enrolled	
<input type="checkbox"/>	9	HYLER, NICOLE AMY	nah25668@email.vccs.edu				Development	1.00	Non-Curricular - High School Student-Comb.	

[Select All](#) [Clear All](#)

[Printer Friendly Version](#)

Posting Grades:

Navigate to:

Main Menu **7** Self Service **7** Faculty Center **7** Grade Roster

Grade Roster



[View FERPA Statement](#)

MTE 3 - X1 (64936) [change class](#)

Algebra Basics (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 10:00AM-11:00AM	Taylor 106	Lisa Ebarb Goode	08/22/2012 - 12/18/2012

Display Options:

*Grade Roster Type **Final Grade**

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status **Not Reviewed**

ID	Name	Roster Grade	Last Date of Attendance	Official Grade	Grade Basis	Program and Plan	Level
4	ANES, JEREMY DANIEL				DEV	Non-Curricular - High School-Dual Enrolled	Freshman
7	EBARB, LAKRYSTA FELITA MARIE				DEV	Curricular - Science (A.A. & S.)	Freshman
5	GRAY, CLAIRE ELIZABETH				DEV	Non-Curricular - High School-Dual Enrolled	Freshman
9	HYLER, NICOLE AMY				DEV	Non-Curricular - High School Student-Comb.	Freshman

View All | [Download](#) | Rows 1 - 4 of 4

[Select All](#) [Clear All](#)

[Printer Friendly Version](#)

The Grade Roster type should read **Final Grade**.

Enter a grade for each student using the drop down boxes in the Roster Grade column. You may be required to enter a “**Last Date of Attendance**” depending on the grade. After all of the grades are entered, change the **Approval Status** to “**Approved**” and press save.

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Approved save

Student Grade [Filter]

	ID	Name	Roster Grade	Last Date of Attendance	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1	EANES, JEREMY DANIEL	S			DEV	Non-Curricular - High School-Dual Enrolled	Freshman
<input type="checkbox"/>	2	EBARB, LAKRYSTA FELITA MARIE	S			DEV	Curricular - Science (A.A. & S.)	Freshman
<input type="checkbox"/>	3	GRAY, CLAIRE ELIZABETH	R	12/18/2012		DEV	Non-Curricular - High School-Dual Enrolled	Freshman
<input type="checkbox"/>	4	HYLER, NICOLE AMY	U	12/18/2012		DEV	Non-Curricular - High School Student-Comb.	Freshman

View All | [Download](#) | Rows 1 - 4 of 4

Revised 06/2016

**Danville Community College
Teacher Educational Assistance Scholarship
(for Dual Enrollment Instructors)**

This application is for the Danville Community College Teacher Educational Assistance Scholarship for K-12 teachers teaching Danville Community College classes.

Guidelines

- This application is for DCC credit classes only.
- Instructor must have a current credit application.
- Instructor should complete this form for each course taken.
- Approved funding will be for course tuition only.
- Instructor must be currently teaching (same academic year).
- Scholarship application should be completed at least 2 weeks prior to the start of classes.
- Approval is dependent upon the availability of five or more seats in the requested course.

Employee Name	Original Appointment Date	High School
Student Number (EMPLID#)		

Position Title	Division	Teaching Field

Does the instructor teach dual enrollment courses? Yes No

Course Number	Course Title	Semester Hours*	Start Date	End Date	Tuition Costs

*Limit of 6 credit hours per semester

Teacher's Signature Date of Request Division Approval Date

Vice President's Approval Date

Approved requests (forms) will be provided to the Coordinator of Admissions, Enrollment Management and Student Outreach to forward to the dual enrollment instructor.

IMPORTANT INSTRUCTIONS: Once the approved form is received by the dual enrollment instructor, the instructor should follow the regular registration procedures

and submit a copy of this document along with a copy of their class schedule to the Cashier in the DCC Business Office. Please contact your division dean with any questions. Thank you.