

# DCC

**Danville Community College**  
Danville Virginia

**2020-2021**

# Lecturers' Handbook





**Danville Community College**

*Serving Danville • Halifax County • Pittsylvania County*

1008 South Main Street • Danville, Virginia 24541-4004  
434.797.2222 • TTY: 434.797.8542  
Fax: 434.797.8541 • [www.dcc.vccs.edu](http://www.dcc.vccs.edu)

Dear DCC Faculty Member:

I am grateful and elated to begin this journey with you as your President. As I begin my tenure, I look forward to meeting and building a strong relationship with all of you in the upcoming year. I plan to embark on a listening and learning campaign, engaging with faculty, staff, students, alumni and local community members. What I learn will inform institutional priorities for the next few years. As we enter this new academic year, I encourage each of you to embrace a growth mindset, both for ourselves and for all students. I believe that every person on this campus should always be growing and learning. Despite obstacles that may arise, we must always believe in our ability to rise above challenges and come out stronger on the other end.

I am so delighted that you are part of our amazing learning community. I welcome and value your positive energy and commitment to excellence in education. We are a thoughtful and caring community of educators who share the common goals of nurturing, exposing, and challenging students through the promotion of high-level learning. These goals support our mission to provide quality comprehensive higher education and workforce programs and services that promote student success and enhance business and community development.

I know each of us wants to make a difference in the lives of our students. You do this through the tremendous impact you have on the students in your classrooms. I appreciate you bringing your talents and experiences to DCC, and I want to thank every member of the DCC faculty for continuing to distinguish this college as a place where individual passions fuel a collective purpose - we are united.

I am deeply grateful to each of you for your contributions and extraordinary dedication to our students. It is an honor and privilege to serve as your president. Please stop by and say hello. Together, I know we will make this academic year one of growth and achievement for all students.



A handwritten signature in black ink, reading "Jacqueline Gill Powell".

Jacqueline Gill Powell, EdD  
President  
Danville Community College

## Location/Office Hours

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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 St  
Danville, VA 24541  
(434) 797-2222  
(434) 688-4764-VP  
1-800-560-4291 (TOLL-FREE)

FAX: (434) 797-8514  
[www.danville.edu](http://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) 797-8430

### **Gene Haas Center for Integrated Machining**

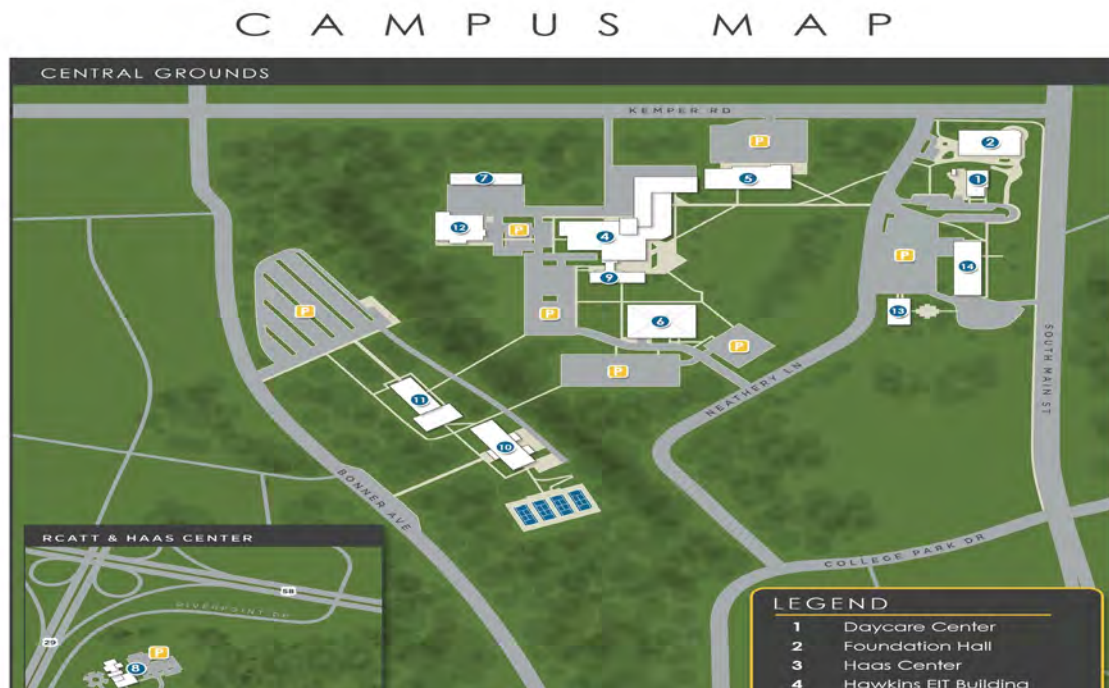
230 Slayton Road  
Danville, VA 24541

### **Southern Virginia Higher Education Center**

820 Bruce Street  
South Boston, VA 24592  
434-572-5456



# Danville Community College



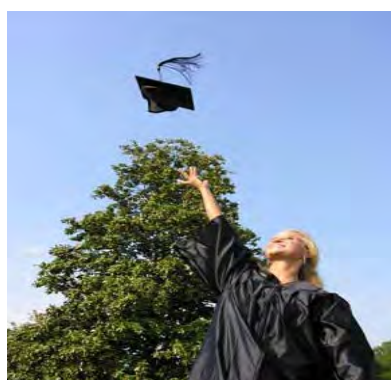
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**Revised: July 2020**



#### DCC ALERT SYSTEM

*Please visit the following URL to sign up for DCC Alert: [danville.edu/dccalert](http://danville.edu/dccalert)*

When an incident or emergency occurs, authorized senders will instantly notify you using DCC Alert. DCC Alert is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information. Danville Community College uses the Roam Secure Alert Network to immediately contact you during a major crisis or emergency. DCC Alert delivers important emergency alerts, notifications and updates to you on all your devices including e-mail account (work, home, other, cell phone, pager, and/or Smartphone/PDA (BlackBerry, Treo & other handhelds)). DCC Alert is a free service offered by Danville Community College. Your wireless carrier may charge you a fee to receive messages on your wireless device. You must know the name of your cell phone/wireless service provider in order to sign up.

# DANVILLE COMMUNITY COLLEGE – 2020 -2021 ACADEMIC CALENDAR

## FALL 2020

Advising by Appointment and Registration for Fall Semester .....	April 1-August 14
Final Week for Fall 2020 Registration.....	August 17-21
Last Day to Add New Class(es) .....	August 21
Payment of Tuition* .....	June 1-August 21
Faculty Planning and Preparation Days .....	August 17-21
Classes Begin .....	August 24
Swaps/Drops Only (Swaps cannot be processed without the approval of the instructor) .....	August 24-28
Holiday No Classes (Labor Day) .....	September 7
Last Day to Withdraw With Full Tuition Refund .....	September 9
No Classes - Faculty Planning and Preparation Day .....	October 20
Mid-term Grades Posted .....	October 19-23
Last Day to Withdraw Without Mitigating Circumstances ("W" Grade Issued) .....	October 29
Institutional Effectiveness Day .....	November 5
Advising by Appointment and Registration for Spring Semester .....	Nov. 2-Dec. 11, 2020 and Jan. 4-8, 2021
No Classes - Faculty Research Day .....	November 25
Holiday No Classes (Thanksgiving) .....	College Closes at 12 noon on November 25; November 26-27
Fall Graduation Application Deadline (no exceptions) .....	December 4
Classes End .....	December 11
Final Exams .....	December 14-18
Faculty Planning and Preparation Days .....	December 21-23
College Closed .....	December 24-31

## SPRING 2021

Holiday College Closed .....	January 1
Advising by Appointment and Registration for Spring Semester .....	Jan. 4-8, 2020
Final Week for Spring 2022 Registration .....	January 4-8
Last Day to Add New Class(es) .....	January 8
Payment of Tuition* .....	November 2, 2020 – January 8
Faculty Planning and Preparation Days .....	January 4-8
Classes Begin .....	January 11
Swaps/Drops Only (Swaps cannot be processed without the approval of the instructor).....	January 11-15
Holiday No Classes (Martin Luther King, Jr.) .....	January 18
Last Day to Withdraw With Full Tuition Refund .....	January 27
Spring Graduation Application Deadline (no exceptions) .....	February 19
No Classes - Spring Break .....	March 8-12
Mid-term Grades Posted .....	March 19; 22-25
Last Day to Withdraw Without Mitigating Circumstances ("W" Grade Issued) .....	March 26
Advising by Appointment and Registration for Summer Session .....	April 1-until Summer Semester Classes Begin
Institutional Effectiveness Day .....	April 14
Classes End .....	May 3
Exams .....	May 4-7, 10
Faculty Planning and Preparation Days .....	May 11-14
Graduation .....	Saturday, May 15

## SUMMER 2021

	<b>Full Session</b> (10 Weeks)	<b>1st Session</b> (5 Weeks)	<b>2nd Session</b> (5 Weeks)
Summer Graduation Application Deadline (no exceptions) .....	February 19.....	February 19.....	February 19
Advising by Appointment.....	April 1-May 21.....	April 1-May 21.....	April 1-June 28
Registration and Payment of Tuition for Summer Session*.....	April 1-May 21.....	April 1-May 21.....	April 1-June 28
Final Week for Registration.....	May 17-May 21.....	May 17-May 21.....	June 22-25; 28
Last Day to Add Class(es).....	May 21.....	May 21.....	June 28
Classes Begin.....	May 24.....	May 24.....	June 29
Swaps/Drops Only.....	May 24-26.....	May 24-25.....	June 29-30
+Swaps cannot be processed without the approval of the instructor			
Holiday No Classes (Memorial Day) .....	May 31.....	May 31	
Last Day to Withdraw With Full Tuition Refund.....	June 2.....	May 27.....	July 6
Last Day to Withdraw without Mitigating Circumstances^.....	July 4.....	June 13.....	July 19
^("W" Grade Issued)			
Holiday No Classes (Independence Day) .....	July 5.....		July 5
Classes End.....	Aug 2.....	June 28.....	Aug 2

**Fall 2020 Advising by Appointment and Registration: April 1, 2020 until Fall Semester Classes Begin**



## Frequently Called Numbers

Admissions.....	797-8467
Arts, Sciences and Business Division .....	797-8402, 797-8462
Business Office .....	797-8418
Counseling.....	797-8460
Engineering Technologies .....	797-8440
Financial Aid .....	797-8567
Library .....	797-8555
Student Support Services .....	797-6435
Veterans Services .....	797-8572
Workforce Services .....	797-8430





## VIRGINIA COMMUNITY COLLEGE SYSTEM STATE BOARD FOR COMMUNITY COLLEGES

**Edward Dalrymple, Jr, Chair**  
**Nathaniel Bishop, Vice Chair**

State Board Members		
Rajiv Narang Vienna	Richard Reynolds, III Goochland	Nathaniel Bishop Christiansburg
Adnan Bokhari Virginia	David E. Broder Virginia	Darren Conner Virginia
Edward Dalrymple, Jr. Virginia	Brenda Calderon, Ph.D Virginia	Douglas M. Garcia Fairfax
Dana Beckton Pennsylvania	Terri Thompson Chesapeake	Peggy Layne Virginia
Eleanor Saslaw Springfield	Darius A. Johnson Richmond	Ashby Kilgore Virginia

*As of July 2020*

Danville Community College Board	
Dr. Jacqueline Gill Powell, President of Danville Community College	
Ms. Sheila Baynes	City of Danville
Ms. Toshia Fitzgerald	City of Danville
Mr. Robert David, Vice Chair	City of Danville
Ms. Ann Cassada	Pittsylvania County
Mr. John Mead	Pittsylvania County
Ms. Barbara Brown	Pittsylvania County
Mr. Kevin Shotwell	Halifax County
Mr. Carlyle Wimbish, Chair	Halifax County
Ms. Kathryn Roberts	Halifax County

*As of July 2020*

## Danville Community College Educational Foundation

### Board Members

Chair .....Elizabeth Spainhour  
 Vice Chair .....Brooks Powell, III  
 Secretary .....Gene Hayes  
 Treasurer .....Nan Freed  
 Past Chair .....Scott Batson

Shannon Hair, Vice President of Institutional Advancement Development

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Ms. Denise Derham	Dr. Albert Payne, DDS
Mr. Dan Farmer	Mr. Brooks Powell, III
Mr. Ed Fitzgerald	Mr. Tommy Pruett
Ms. Portia Fitzgerald	Dr. Carlyle Ramsey
Dr. Paul Fox	Ms. Elizabeth Spainhour
Ms. Nan Freed	Ms. Bobbye Raye Womack
Ms. Terri Hall	Mr. Landon Wyatt
Mr. Gene Hayes	

## Directory

President .....	<b>Dr. Jacqueline Gill Powell</b> Wyatt Building, 797-8400	e-mail: <a href="mailto:jackie.gillpowell@danville.edu">jackie.gillpowell@danville.edu</a>
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Director of Learning Resources & Distance Learning .....	<b>Mr. Christopher Ford</b> Whittington W. Clement Learning Resource Center Building, 797-8454	e-mail: <a href="mailto:Christopher.ford@danville.edu">Christopher.ford@danville.edu</a>
Director of Planning, Research, & Effectiveness .....	<b>Mr. Cory Potter</b> Wyatt Building, 797-8576	e-mail: <a href="mailto:cory.potter@danville.edu">cory.potter@danville.edu</a>



Director of Southern Piedmont Educational Opportunity Center ..... **Ms. Sharon Harris**  
Wyatt Building, 797-8570 e-mail: [sharon.harris@danville.edu](mailto:sharon.harris@danville.edu)

Diversity Inclusion Officer ..... **Ms. Cheryl Terry**  
Wyatt Building, 797-8524 e-mail: [cheryl.terry@danville.edu](mailto:cheryl.terry@danville.edu)

Director of Public Relations & Marketing ..... **Ms. Faith O'Neil**  
Wyatt Building, 797-8450 e-mail: [faith.oneil@danville.edu](mailto:faith.oneil@danville.edu)

Coordinator of Admissions ..... **Ms. Cathy D. Pulliam**  
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Wyatt Building, 797-8538 e-mail: [cathy.pulliam@danville.edu](mailto:cathy.pulliam@danville.edu)

Coordinator of Advising ..... **Mr. Bradley Prillaman**  
Temple Building 797-8554 e-mail: [bradley.prillaman@danville.edu](mailto:bradley.prillaman@danville.edu)

Coordinator of Counseling, Counselor ..... **Mr. Howard Graves**  
Deputy Title IX Coordinator  
Wyatt Building, 797-8443 e-mail: [howard.graves@danville.edu](mailto:howard.graves@danville.edu)

Counselor, ADA Coordinator ..... **Mr. Jonathan Evans**  
Wyatt Building, 797-8572 e-mail: [jonathan.evans@danville.edu](mailto:jonathan.evans@danville.edu)

Coordinator of Financial Aid Services ..... **Ms. Angela Turner**  
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Bookstore Manager ..... **Mr. Andre Jordan**  
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Title IX Coordinator/EEO Officer ..... **Ms. Cheryl Terry**  
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Veterans Affairs Specialist ..... **Mr. Jonathan Evans**  
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# Divisions and Curricula Offerings

## ARTS, SCIENCES AND BUSINESS

Dean ..... Dr. Paul Fox

Temple Building

Telephone: 797-8402 or -8462

FAX: 797-8449

e-mail: [paul.fox@danville.edu](mailto:paul.fox@danville.edu)

### Curriculum Offerings - Arts & Sciences and Business Division

Administration of Justice (AAS Degree)  
    Law Enforcement Specialization  
Administrative Support Technology (AAS Degree)  
    Track I: Medical Office Administrative Specialization  
    Track II: General Office Specialization  
    Track IV: Medical Office Coding Specialization  
Advanced Database Development (Career Studies Certificate)  
Advanced Early Childhood Development (Career Studies Certificate)  
Basic Dental Assisting (Career Studies certificate)  
Business Administration (AA&S)  
Business Management (AAS)  
    Track I: Management Specialization  
    Track II: Graphic Imaging Management  
    Track IV: Automotive Management  
    Track VI: Project Management  
Cyber Security (Certificate)  
Cybersecurity and Network Foundations (Career Studies Certificate)  
Cyber Security Technician (Career Studies Certificate)  
Cybercrime Investigation (Certificate)  
Dental Hygiene (AAS, offered with Virginia Western Community College for the DCC service region)  
Desktop Applications (Career Studies Certificate)  
Early Childhood Development (Career Studies Certificate)  
Early Childhood Education (AAS Degree)  
Engineering (AS)  
Foundations of Criminal Justice (Career Studies Certificate)  
General Education (Certificate)  
General Office Studies (Career Studies Certificate)  
Health Science with Specialization in Practical Nursing (AAS Degree)  
Information Systems Technology (AAS)  
    Track I: Software Development Specialization  
    Track III: Network Engineer  
    Track IV: Gaming and Mobile Application Development Specialization  
    Track V: Cyber and Network Security Specialization  
    Network Engineer - Cyber and Network Security Specialization  
Information Systems Data Analysis (Career Studies Certificate)  
Information Systems Technician (Career Studies Certificate)  
Information Technology Support Specialist (Career Studies Certificate)  
Information Systems Management (Career Studies Certificate)  
Law Enforcement (Certificate)  
Liberal Arts (AA&S Degree)  
    Humanities Specialization  
    Social Science Specialization /54  
Logistics Management (Career Studies Certificate)  
Marketing (AAS)  
    Track I: Warehousing & Distribution Specialization  
    Track II: Electronic Commerce Specialization  
Medical Laboratory Technology (AAS, offered with Sargeant Reynolds Community College for the DCC Service Region)

Medical Coding (Career Studies Certificate)  
 Medical Office Studies (Career Studies Certificate)  
 Mobile Application Development (Career Studies Certificate)  
 Network Technology (Career Studies Certificate)  
 Network Technology Fundamentals (Career Studies Certificate)  
 Network Virtualization Technology (Career Studies Certificate)  
 Networking with CISCO (Career Studies Certificate)  
 Nurse Aide Extended Care (Career Studies Certificate)  
 Office Information Processing (Certificate)  
 Phlebotomy (Career Studies Certificate)  
 Pre-Allied Health Advanced Nurse Aide (Career Studies Certificate)  
 Project Management (Career Studies Certificate)  
 Registered Nurse (AAS)  
 Respiratory Therapy (AAS, offered with Sargeant Reynolds Community College for the DCC service region)  
 Science (AA&S Degree)  
 Science with Computer Science Specialization (AA&S Degree)  
 Small Unmanned Aircraft Systems (sUAS) (Career Studies Certificate)  
 Software Development (Career Studies Certificate)  
 Venture Creation Management (AAS Degree)  
 Web Site Design (Career Studies Certificate)  
 Website Programming (Career Studies Certificate)

## Discipline/Program Contact Persons

### *Arts, Sciences and Business Division*

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Marketing ..... Taylor Building, 797-8529	<b>Ms. Linda Wilborne</b> e-mail: <a href="mailto:linda.wilborne@danville.edu">linda.wilborne@danville.edu</a>
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Mathematics, Developmental..... Temple Building, 797-6426	<b>Ms. Mary Motley</b> e-mail: <a href="mailto:mary.motley@danville.edu">mary.motley@danville.edu</a>
Nursing ..... Foundation Hall, 797-8422	<b>Ms. Cathy Barrett</b> e-mail: <a href="mailto:cathy.barrett@danville.edu">cathy.barrett@danville.edu</a>
Nurse Aide / Nurse Aide Extended Care..... Temple Building, 797-8557	<b>Ms. Rosa Wilson</b> e-mail: <a href="mailto:rosa.wilson@danville.edu">rosa.wilson@danville.edu</a>
Office Information Processing ..... Taylor Building, 797-8428	<b>Ms. Richie J. Robertson</b> e-mail: <a href="mailto:richie.robertson@danville.edu">richie.robertson@danville.edu</a>
Respiratory Therapy/Medical Laboratory Technology ..... Temple Building, 797-8402 or 797-8568	<b>Dr. Paul Fox</b> e-mail: <a href="mailto:paul.fox@danville.edu">paul.fox@danville.edu</a>
Science ..... Temple Building, 797-8465	<b>Dr. David Balfour</b> e-mail: <a href="mailto:david.balfour@danville.edu">david.balfour@danville.edu</a>
SDV 100 – College Success Skills .....	<b>Ms. Connie Richie</b> e-mail: <a href="mailto:connie.richie@danville.edu">connie.richie@danville.edu</a>
Web Page Design ..... Taylor Building, 797-8526	<b>Mr. Steven Carrigan</b> e-mail: <a href="mailto:steven.carrigan@danville.edu">steven.carrigan@danville.edu</a>

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## STUDENT SUPPORT SERVICES

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Wyatt Building, Room 213

Telephone: 797-8524

FAX: 797-8509

[cheryl.terry@danville.edu](mailto:cheryl.terry@danville.edu)

Administrative & Office Specialist – Ms. Penny Purnell, 797-6435

[penny.purnell@danville.edu](mailto:penny.purnell@danville.edu)

### **Activities:**

Mr. Kevin Gatewood, [kevin.gatewood@danville.edu](mailto:kevin.gatewood@danville.edu) 797-8588

### **ADA Counselor:**

Mr. Jonathan Evans, [jonathan.evans@danville.edu](mailto:jonathan.evans@danville.edu) 797-8572

Thornton

### **Admissions and Records:**

Coordinator of Admissions - Ms. Cathy Pulliam, [cathy.pulliam@danville.edu](mailto:cathy.pulliam@danville.edu) 797-8538

Registrar - Ms. Evonda, [evonda.thornton@danville.edu](mailto:evonda.thornton@danville.edu) 797-8420

Assistant Enrollment Navigator - Ms. Casey Moore, [casey.moore@danville.edu](mailto:casey.moore@danville.edu) 797-8467

Enrollment Navigator - Ms. Jazzmine Williams, [jazzmine.williams@danville.edu](mailto:jazzmine.williams@danville.edu) 797-8460

### **Career Placement:** The Goal Center

Vacant 434-797-8479

### **Career Coaches:**

Contact Ms. Cathy Pulliam for more information, [cathy.pulliam@danville.edu](mailto:cathy.pulliam@danville.edu) 797-8538

Mr. Jacob Hancock, Gretna High School, Chatham High School and PCTC,  
[jacob.hancock@danville.edu](mailto:jacob.hancock@danville.edu)

Mr. Frederick Johnson, George Washington High School, Dan River High School and  
Tunstall High School, [frederick.johnson@danville.edu](mailto:frederick.johnson@danville.edu)

Mr. Karl Staten, Halifax County High School, [karl.staten@danville.edu](mailto:karl.staten@danville.edu)

### **Counseling:**

Mr. Howard Graves, [howard.graves@danville.edu](mailto:howard.graves@danville.edu) 797-8443

### **Financial Aid:**

Ms. Angela Turner, [angela.turner@danville.edu](mailto:angela.turner@danville.edu) 797-8439

### **Student Success Coaches:**

Contact Mr. Howard Graves, [howard.graves@danville.edu](mailto:howard.graves@danville.edu) 797-8439

### **Title IX Coordinator/EEO Officer:**

Ms. Cheryl Terry, [cheryl.terry@danville.edu](mailto:cheryl.terry@danville.edu) 797-6435

### **Veteran's Counselor:**

Mr. Jonathan Evans, [jonathan.evans@danville.edu](mailto:jonathan.evans@danville.edu) 797-8572

## WORKFORCE SERVICES

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**Associate Vice President ..... Mr. Jimmie Tickle**

**RCATT Building / EIT Building**

**Telephone: 797-8430      FAX: 797-8583..... [jimmie.tickle@danville.edu](mailto:jimmie.tickle@danville.edu)**

### **Curriculum Offerings – Workforce Services**

Air Conditioning and Refrigeration (Diploma)  
Air Conditioning and Refrigeration Servicing (Certificate)  
Automotive Analysis and Repair (Diploma))  
Automation / Robotics (Technical Studies – AAS) (pending approval)  
Basic Welding (Career Studies Certificate)  
CNC Flow Cell Machinery (Career Studies Certificate)  
Commercial Art (Career Studies Certificate)  
Cosmetology (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)  
Electrical/Electronic Engineering Technology (Diploma)  
Electrical Utilities and Substation Technician (pending approval)  
Electronic Concepts (Career Studies Certificate)  
Emergency Medical Services (Career Studies Certificate)  
Graphic Communications (Career Studies Certificate)  
Graphic Imaging Technology (Diploma)  
Industrial Electrical Principles (Certificate)  
Industrial Electronic Principles (Certificate)  
Industrial Maintenance Technology (Diploma)  
Industrial Technician – Electrical (Technical Studies-AAS)  
Industrial Technician – Mechanical (Technical Studies-AAS)  
Integrated Machining Technology (AAS)  
Machining Skills (Career Studies Certificate)  
Maintenance Mechanic (Certificate)  
Manufacturing Technician (Career Studies Certificate)  
Medical Terminology (Career Studies Certificate)  
Nurse Aide (Career Studies Certificate)  
Pharmacy Technician (Career Studies Certificate)  
Precision Machining Technology (Diploma)  
Printing Technology (Career Studies Certificate)  
Welding (Career Studies Certificate)  
Welding Technology (Certificate)  
Welding (Diploma)

Air Conditioning and Refrigeration ..... **Mr. Elliot Baynes**  
Hill Building, 797-8464 e-mail: [elliott.baynes@danville.edu](mailto:elliott.baynes@danville.edu)

Air Conditioning and Refrigeration Servicing ..... **Mr. Mark Bryant**  
Hill Building, 797-8473 e-mail: [mark.bryant@danville.edu](mailto:mark.bryant@danville.edu)

Apprenticeship Coordinator ..... **Mr. Phil Baughman**  
RCATT Building, 797-8582 e-mail: [phillip.baughman@danville.edu](mailto:phillip.baughman@danville.edu)

Auto Analysis & Repair ..... **Mr. Ed Anthony**  
Charles R. Hawkins Engineering & Industrial Technologies Building, 797-8521  
e-mail: [ed.anthony@danville.edu](mailto:ed.anthony@danville.edu)

Automotive Analysis & Repair/Management ..... **Mr. William J. "Bill" Roche**  
Charles R. Hawkins Engineering Industrial Technologies Building, 797-8534  
e-mail: [bill.roche@danville.edu](mailto:bill.roche@danville.edu)

Automation / Robotics ..... **Mr. Vincent Kendrick**  
RCATT Building, 797-8425 e-mail: [jimmie.tickle@danville.edu](mailto:jimmie.tickle@danville.edu)

CNC Precision Machining Flow Cell Technology ..... **Mr. Jeremiah Williams**  
Gene Hass Center, 766-6725 e-mail: [jeremiah.williams@danville.edu](mailto:jeremiah.williams@danville.edu)

CNC Precision Machining Flow Cell Technology ..... **Mr. Tim Robertson**  
Gene Hass Center, 766-6725 e-mail: [tim.robertson@danville.edu](mailto:tim.robertson@danville.edu)

Cosmetology ..... **Mr. Jermon Russell**  
Whittington W. Clement Learning Resource Center Building, Lower Level LRC-3  
797-8479 e-mail: [jermon.rusell@danville.edu](mailto:jermon.rusell@danville.edu)

Dimensional Inspection ..... **Mr. Joshua Worthley**  
Charles R. Hawkins Engineering & Industrial Technologies Building, 434-766-6632  
e-mail: [joshua.worthley@danville.edu](mailto:joshua.worthley@danville.edu)

Electrical / Electronics / Electrical Utilities ..... **Ms. Teresa Hawker**  
RCATT Building, 797-8425 e-mail: [teresa.hawker@danville.edu](mailto:teresa.hawker@danville.edu)

Electrical / Electronics / Electrical Utilities ..... **Mr. William Soyars**  
RCATT Building, 797-8537 e-mail: [james.soyars@danville.edu](mailto:james.soyars@danville.edu)

Emergency Medical Systems - Basic ..... **Mr. Jimmie Tickle**  
RCATT Building, 797-8430 e-mail: [jimmie.tickle@danville.edu](mailto:jimmie.tickle@danville.edu)

Graphic Imaging Technology ..... **Ms. Sheila Wright**  
Hill Building, 797-8433 e-mail: [sheila.wright@danville.edu](mailto:sheila.wright@danville.edu)

Industrial Technician – Electrical ..... **Mr. Teresa Hawker**  
RCATT Building, 797-8425 e-mail: [teresa.hawker@danville.edu](mailto:teresa.hawker@danville.edu)

Industrial Technician – Mechanical ..... **Mr. Teresa Hawker**  
RCATT Building, 797-8425 ..... e-mail: [teresa.hawker@danville.edu](mailto:teresa.hawker@danville.edu)

Integrated Machining Technology ..... **Mr. Jeremiah Williams**  
Gene Haas Center, 434-766-6659 ..... e-mail: [jeremiah.williams@danville.edu](mailto:jeremiah.williams@danville.edu)

Manufacturing Technician ..... **Mr. Teresa Hawker**  
RCATT Building, 797-8565 ..... e-mail: [teresa.hawker@danville.edu](mailto:teresa.hawker@danville.edu)

Pharmacy Technician ..... **Ms. Rosa Wilson**  
Temple Building, 797-8557 ..... e-mail: [rosa.wilson@danville.edu](mailto:rosa.wilson@danville.edu)

Precision Machining ..... **Mr. Joe Distad**  
Charles R. Hawkins Engineering & Industrial Technologies, 797-8486  
e-mail: [joe.distad@danville.edu](mailto:joe.distad@danville.edu)

Precision Machining ..... **Mr. Josh McDowell**  
Charles R. Hawkins Engineering & Industrial Technologies, 797-8519  
e-mail: [josh.mcdowell@danville.edu](mailto:josh.mcdowell@danville.edu)

Precision Machining ..... **Mr. Kevin Poole**  
Charles R. Hawkins Engineering & Industrial Technologies, 797-8580  
e-mail: [kevin.poole@danville.edu](mailto:kevin.poole@danville.edu)

Precision Machining ..... **Mr. Todd Sanders**  
Charles R. Hawkins Engineering & Industrial Technologies, 797-8530  
e-mail: [todd.sanders@danville.edu](mailto:todd.sanders@danville.edu)

Welding ..... **Mr. John “Herb” Hardy**  
Welding Technologies Building, 797-8545 ..... e-mail: [herb.hardy@danville.edu](mailto:herb.hardy@danville.edu)

Welding Instructor..... **Mr. John Keatts**  
Welding Technologies Building, 797-8483 ..... e-mail: [john.keatts@danville.edu](mailto:john.keatts@danville.edu)

Workplace Readiness ..... **Mr. Jimmie Tickle**  
RCATT Building, 797-8430 ..... e-mail: [jimmie.tickle@danville.edu](mailto:jimmie.tickle@danville.edu)

Workforce Services WCG - Career Coach ..... **Mr. Chadrick Younger**  
RCATT Building, 797-8573 ..... e-mail: [chadrick.younger@danville.edu](mailto:chadrick.younger@danville.edu)



## 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: [cheryl.terry@danville.edu](mailto:cheryl.terry@danville.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**

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

### **Mission Statement**

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.

## College Goals

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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 Competencies and Outcomes\***

Danville Community College graduates will demonstrate competency in the following general education areas:

#### **1. Civic Engagement**

The ability to contribute to the civic life and well-being of local, national, and global communities as both a social responsibility and a life-long learning process. Degree graduates will demonstrate the knowledge and civic values necessary to become informed and contributing participants in a democratic society.

#### **2. Critical Thinking**

The ability to use information, ideas and arguments from relevant perspectives to make sense of complex issues and solve problems. Degree graduates will locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions.

#### **3. Professional Readiness**

The ability to work well with others and display situationally and culturally appropriate demeanor and behavior. Degree graduates will demonstrate skills important for successful transition into the workplace and pursuit of further education

#### **4. Quantitative Literacy**

The ability to perform accurate calculations, interpret quantitative information, apply and analyze relevant numerical data, and use results to support conclusions. Degree graduates will calculate, interpret, and use numerical and quantitative information in a variety of settings.

#### **5. Scientific Literacy**

The ability to apply the scientific method and related concepts and principles to make informed decisions and engage with issues related to the natural, physical, and social world. Degree graduates will recognize and know how to use the scientific method, and to evaluate empirical information.

#### **6. Written Communication**

The ability to develop, convey, and exchange ideas in writing, as appropriate to a given context and audience. Degree graduates will express themselves effectively in a variety of written forms.

*\*Complements Virginia Community College System General Education Competencies and Outcomes ([www.vccs.edu](http://www.vccs.edu))*

*Note: Reaffirmed by DCC Curriculum Committee, October 30, 2018*

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.



## **Guidelines for Academic Preparation of Faculty**

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The following is a guide as to what will occur during the semester. In a specific situation, the events may or may not occur in the order listed.

1. Following your verbal agreement to become a lecturer (part-time instructor), you receive a lecturer's contract from the Vice President of Academic and Student Services or Vice President of Workforce Services. The contract specifies the rate of pay, your tentative course schedule, and the name and telephone number of your division representative.
2. During your course planning conference with your division representative, be sure to:
  - a) Obtain a copy of the textbook and related instructional materials as appropriate.
  - 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) Obtain any master syllabi for your course from Division staff or the DCC website. Master syllabi may be attached to your course outline which needs to contain more specific grading policies, attendance policies, expectations and more specific semester information. See Page 95 for outline content.
3. All course syllabi shall be prepared by the appropriate faculty member and approved by their division dean. The course syllabus should contain at least the following:
  - a) The division in which the course is taught;
  - b) A listing of all curricula in which the course is required;
  - c) A course description as it appears in the College Catalog;
  - d) Dates for withdrawal including the date to withdrawal and receive a refund as well as the date to withdraw and receive a "W" grade;
  - e) The relationship of the course to the curricula objectives in the curriculum in which the course is taught;
  - f) Any special preparation required for enrollment including prerequisites and co-requisites;
  - g) The major topics that will be covered in the course;
  - h) The learner outcomes (competencies or objectives) that students will be expected to master in the course; and
  - i) Identify how each learner outcome will be measured.
4. Be sure to provide your division representative or division secretary with:
  - a) An application for employment
  - b) Copies of Federal and State tax cards
  - c) Background check form completed
  - d) Official transcripts from all colleges attended
  - e) Verification, by letter of other means, of your work experience



- f) Statement of qualifications
  - g) Employment eligibility verification (Form I-9)
5. Your division representative can provide you with the web link to the:
- a) Master Schedule of Course Offerings
  - b) DCC Catalog
  - c) Lecturer's Handbook.

The materials will be useful to you in meeting your first class, answering general student questions, and becoming familiar with DCC and its programs. The DCC Policy Manual and the *Virginia Community College System Policy Manual* can be accessed online at <http://www.danvillecc.edu/>. You can expect to receive a tentative class roll before or at your first class meeting. Since registration may continue beyond the first class meeting, you will receive a final class roll when registration is complete.

6. Your division representative will inform you of the number of students you must have in order for the course to materialize. If a sufficient number of students are present, you should proceed with the class. With less than a sufficient number of students, a division representative will meet with you in the classroom to make a decision on the course. (The division representative will be responsible for assisting students in completing drop/adds and withdrawals.) If the course is held open for additional registration, you will need to assist the division representative by providing him/her with a list of names, social security numbers, (EMPLID's) addresses, and telephone numbers (day and night) of those students present. The division representative will utilize this listing to notify students, before registration closes for the semester, of the status of the course. He/she, in turn, will keep you informed. A representative will also work with you in case of an over-enrollment.
7. Assuming your course materializes, make sure your students know:
- a) That you will be available before and after class to provide individualized assistance; (one hour per class per week)
  - b) That they should see their faculty advisor or a counselor if they have to drop the course or withdraw from the College (see withdrawal policy in section on Policies and Procedures);
  - c) That smoking is **not** permitted in buildings;
  - d) Food and drinks are not permitted in computer lab rooms;
  - e) Vending machines are located in EIT, Foundation Hall, Hill, Taylor, Temple, and Wyatt Buildings; and
  - f) That the **Student Center** is located between the EIT and LRC and the operating hours are posted in the DCC News; and
  - g) Depending upon the time of the year, school closings caused by **inclement weather** are announced on all local radio and television stations. (Radio Stations include: WBTM and WAKG - Danville; WHLF - South Boston; and WMMA - Gretna. Television Stations include: WSET, WSLS, WDBJ and WFMY) or students can call **(434) 797-8595** for a recorded message concerning College closings and/or delays, or check the DCC web site at <http://www.danville.edu>, or social media sites Facebook, Twitter and Instagram.
8. DCC does have a "college-wide" attendance policy which is listed on page 59 of this

publication. If your policy differs from the standard policy you need to communicate it to your students. In addition, make sure your students know how their final grades will be determined.

9. When you print your class roll from PeopleSoft, verify it with the names of students attending your first class. **If there are any discrepancies, inform your dean or division representative immediately.** (For example, students taking a two-day class must be registered by 5:00 p.m. on the first day the class meets or by 5:00 p.m. on the Monday following the first Saturday class.) PeopleSoft instructions can be found in Appendix G.
10. You are expected to be present for all class meetings. In case of illness or emergency, contact your division representative or division office. (Please obtain a list of your students' telephone numbers (day and night) and email addresses, so that they can be contacted by phone or through Canvas email as necessary. Please give a copy of student's contact information to the appropriate division secretary.)
11. Lecturers have mailboxes in the building where the majority of their classes are taught. Mailboxes should be checked at least weekly for updated College communications.
12. For audio-visual service, see the section headed Audio-Visual Services.
13. At mid-term all faculty must provide mid-term grades to their students in one of three ways:
  - a) Post mid-term grades by some method that only the student would recognize; for example, assign each student a number or other identifying code prior to the posting of grades. (We are not allowed to use Social Security numbers or EMPLIDs), or
  - b) Give each student a form with his/her name and mid-term grade. Forms will be printed and delivered to each division office.
  - c) Post them on Canvas.
14. Your division secretary will provide you with student opinion survey of instruction or evaluation forms to be completed by students. You will receive specific instructions from your division representative on the handling of these forms.
15. Discuss payment for your instructional services with your dean. To prevent a delay in payment, make sure your personnel folder is current.
16. DROP/ADD/WITHDRAWALS You will, more than likely, have students ask about DROP/ADD/WITHDRAWAL PROCEDURES. The drop/add/withdrawal and other policies are presented in the section headed "Policies and Procedures." When you are unsure about a specific policy or procedure, instruct the student to contact the Admissions Office at DCC, 797-8467

17. If textbooks are required for short-term courses, students will be notified through the Workforce Services schedule of courses each semester. Students should purchase textbooks in advance from the College Bookstore located in the EIT Building.
18. All adjuncts are given email accounts and should check their email regularly for receipt of important college information. See Appendix H for instructions on how to access your email.



## **Virginia Community College System Qualifications of Faculty**

Qualifications for faculty in the Virginia Community College System are aligned with the Principles of Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). SACS states:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

### **Credential Guidelines:**

1. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctors or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)
2. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

In addition to the above two categories of faculty specified by SACCOCS, the VCCS adds the following:

3. Faculty teaching courses designed for non-associate degree occupational fields: high school diploma or equivalent with demonstrated competencies in the teaching field.
4. Faculty teaching developmental courses: bachelor's degree in a discipline related to the teaching assignment and either teaching/occupational experience related to the teaching assignment or graduate training in developmental education.

The accompanying chart (VCCS-29) specifies the normal minimum criteria for each faculty rank. This chart applies to teaching faculty and administrators. For administrators and professional faculty (counselors, and librarians), "teaching effectiveness" refers to effective performance in the primary area of responsibility and "teaching experience" includes professional service in the primary area of responsibility. The chart should be used and interpreted in conjunction with the above general principles, Section 3.2 (Faculty Qualifications) of the VCCS Policy Manual, and the following interpretive specifications

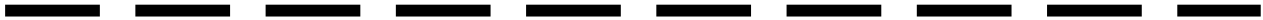
### **Interpretive Specifications**

- ◆ Fulfillment of normal minimum criteria does not guarantee original placement in, or promotion to, a given rank.
- ◆ Minimum degree requirements for original appointments and promotions must be met.

◆ The following are appropriate substitutions for requirements beyond the minimum degree specified for a given rank, which may be used at the discretion of the college.

- a) Teaching experience beyond the minimum required may be used in lieu of occupational experience at the rate of one year of teaching experience being considered equivalent to a required year of occupational experience.
- b) Occupational experience beyond the minimum required may be used in lieu of teaching experience at the rate of one year of related occupational experience being considered equivalent to a required year of teaching experience.
- c) Educational preparation above the requirements for initial placement in rank may fulfill requirements for occupational experience and/or teaching experience at the rate of 30 undergraduate credits being considered equivalent to one year of teaching or occupational experience, and 24 graduate credits being considered equivalent to one year of teaching or occupational experience.

VCCS-29 Normal Minimum Criteria for Each Faculty Rank Effective July 1, 2005





## VCCS-29: Normal Minimum Criteria for Each Faculty Rank

May 2013

	Faculty in Humanities, Social Science, Natural Science, Health, Environmental Studies, Engineering Second Language, Administrative and Professional Faculty, Paraprofessionals		Faculty in Specialized Professional or Technical Associate in Applied Sciences or Art Degree Fields		Faculty in Non-Associate Degree Occupational Fields	
	Initial Appointment/ Promotions	Promotions	Initial Appointment/ Promotions	Promotions	Initial Appointment/ Promotions	Promotions
	Column 4	Column 5	Column 4	Column 5	Column 5	Column 6
<b>ASSISTANT INSTRUCTOR</b>	Appointment on a temporary or emergency basis for a period of one year for persons who meet most of the minimum requirements for the instructor rank and who show evidence of being able to complete such requirements within one year.					
<b>ASSOCIATE INSTRUCTOR</b>	Appointment as a Level 1 associate instructor requires the same credentials as an instructor or assistant professor. Appointment as a Level 2 associate instructor requires the same credentials as an associate or full professor					
<b>INSTRUCTOR</b>						
Teaching Effectiveness	Demonstrates Potential		Demonstrates Potential		Demonstrates Potential	
Academic Preparation	Master's in field or Master's 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.)		Bachelor's in teaching field <u>or</u> Associate's in the teaching field with demonstrated competency in teaching field		H.S. diploma or equivalent; Associate's or equivalent in teaching field preferred.	
Experience:						
Related Occupational Experience	0 years		2 years		5 years current experience	
Total Teaching Experience	0 years		0 years		0 years	
FIT Community College Experience	0 years		0 years		0 years	
<b>ASSISTANT PROFESSOR</b>						
Performance Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation
Academic Preparation	Master's + 24 graduate semester hours obtained subsequent to the Master's for a total of 27 graduate semester hours in the teaching field	Master's + 15 graduate semester hours obtained subsequent to the Master's for a total of 27 graduate semester hours in the teaching field	Bachelor's in teaching field + 24 graduate semester hours obtained subsequent to the Bachelor's	Bachelor's in teaching field + 15 graduate semester hours obtained subsequent to the Bachelor's	Associate's or equivalent (Major in teaching field)	High school or equivalent + 30 semester hours toward Assoc. Degree
Experience:						
Related Occupational Experience	0 years	0 years	2 years	2 years	5 years	5 years
Total Teaching Experience	0 years	3 years	0 years	3 years	0 years	3 years
FIT Community College Experience	0 years	3 years	0 years	3 years	0 years	3 years
<b>ASSOCIATE PROFESSOR</b>						
Performance Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation
Academic Preparation	Doctorate (36 graduate semester hours in teaching field)	Master's + 36 graduate semester hours obtained subsequent to the Master's for a total of 36 grad hours in teaching field	Master's related to teaching field + 15 graduate semester hours obtained subsequent to the Master's	Master's related to teaching field	Bachelor's related to the teaching field	Assoc. related to the teaching field or equiv. + 30 semester hours obtained subsequent to the Associate's
Experience:						
Related Occupational Experience	0 years	0 years	2 years	2 years	5 years	5 years
Total Teaching Experience	6 years	0 years	6 years	6 years	6 years	6 years
FIT Community College Experience	0 years	6 years	0 years	3 years	0 years	3 years
Minimum VCCS Experience in Previous Rank	0 years	3 years	0 years	3 years	0 years	3 years
<b>PROFESSOR</b>						
Performance Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation
Academic Preparation	Doctorate (36 graduate semester hours in teaching field)	Doctorate (36 graduate semester hours in teaching field)	Master's related to teaching field + 36 graduate semester hours obtained subsequent to the Master's	Master's related to teaching field + 36 graduate semester hours obtained subsequent to the Master's	Master's related to the teaching field	Master's related to the teaching field
Experience:						
Related Occupational Experience	0 years	0 years	2 years	2 years	5 years	5 years
Total Teaching Experience	9 years Postsecondary	9 years	9 years Postsecondary	9 years	9 years Postsecondary	9 years
FIT Community College Experience	0 years	3 years	0 years	3 years	0 years	3 years
Minimum VCCS Experience in Previous Rank	0 years	3 years	0 years	3 years	0 years	3 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

3-7

5/13

## LECTURER SCALE

Effective  
8/16/2017

	STEPS	BASE	1	2	3	4	5	6	7	8	Max
Assistant Instructor	<b>Adjunct I</b>	<b>558</b>	-	-	-	-	-	-	-	-	<b>686</b>
Instructor	<b>Adjunct II</b>	<b>670</b>	<b>723</b>	<b>775</b>	<b>828</b>	<b>880</b>	<b>933</b>	<b>985</b>	<b>1038</b>	<b>1090</b>	<b>1143</b>
Assistant Professor	<b>Adjunct III</b>	<b>759</b>	<b>812</b>	<b>864</b>	<b>917</b>	<b>969</b>	<b>1022</b>	<b>1074</b>	<b>1127</b>	<b>1179</b>	<b>1232</b>
Associate Professor	<b>Adjunct IV</b>	<b>838</b>	<b>892</b>	<b>947</b>	<b>1001</b>	<b>1055</b>	<b>1110</b>	<b>1164</b>	<b>1218</b>	<b>1273</b>	<b>1327</b>
Professor	<b>Adjunct V</b>	<b>920</b>	<b>975</b>	<b>1030</b>	<b>1084</b>	<b>1139</b>	<b>1194</b>	<b>1249</b>	<b>1303</b>	<b>1358</b>	<b>1413</b>

### I. Procedure to determine Lecturer Entry Level Salaries

- A. The following procedure shall be used to determine the entry level lecturer rate within each academic rank upon initial appointment:

1. Determine the academic rank which is to be extended utilizing the VCCS 29.
2. The lecturer may be awarded step increments based on the following formula for utilizing additional qualifications beyond those used in rank placement.

#### Full-Time Experience

#### Step Increment

For each academic year of relevant teaching experience

one

For each two years of other related occupational experience. (Only applicable to appropriate columns of VCCS 29)

one

For each year of education (24 semester credit hours), not to exceed two steps. This must be in a planned program in the discipline or field and must have a definite objective

one



B. General Provisions

1. Entry Level Rate -- The entry level rate should not exceed Step 5 of the range for the rank under consideration.
2. Fractions of Years -- Fractions of years beyond a whole number do not apply; therefore, use next lower number of years.
3. Crediting Experience -- No more than one year of experience, teaching or related occupational, may be credited in a single 12-month period. Therefore, no more than one year of experience credit may be given for a combination of teaching and related occupational experience in the same year.
4. Teaching Experience -- Teaching experience shall be computed on the basis of full-time employment in an academic year. (See below for computing part-time teaching experience.)
5. Related Experience -- A year of related occupational experience must contain twelve months and shall be computed on the basis of equivalent full-time employment in a position closely related to the area of instruction.
6. Part-Time Teaching Experience -- Part-time teaching may be counted in computing total experience to be applied towards the initial appointment. Only that part-time experience which can be verified from previous employment may be allowed. Part-time teaching experience will be calculated on the basis of 30 semester hours being equivalent to one year.

II. Salary Adjustments and Promotion

- A. Lecturers will be eligible for a one step-increase when they meet the following criteria:
1. Have taught at least two semesters (consecutive not required) at their present pay step and
  2. Have taught a minimum total of 12 semester workload credits at their present pay step.

No more than one step-increase will be awarded within a 12-month period. This same equivalent will be used for determining a year of teaching experience so that lecturers may be promoted.

- B. A lecturer receiving a promotion in academic rank will be moved to the appropriate row on the lecturer scale and remain in the same step.
- C. NOTE: Statements "A" and "B" above are implemented only within budgetary constraints.

Name: \_\_\_\_\_

## DCC LECTURER SALARY PLACEMENT FORM

### Entry Level First-time ONLY

**1. Lecturer Base Pay (Using VCCS-29 — check one)**

- |                         |                |  |
|-------------------------|----------------|--|
| A. Assistant Instructor | (Lecturer I)   | Please check the Column  |
| B. Instructor           | (Lecturer II)  | from the VCCS-29 used:   |
| C. Assistant Professor  | (Lecturer III) | <input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 |
| D. Associate Professor  | (Lecturer IV)  |  |
| E. Professor            | (Lecturer V)   |  |

**2. Experience**

- A. Total years occupational experience.....\_\_\_\_\_
- B. Total years occupational experience related to teaching field.....\_\_\_\_\_
- C. Total years related occupational experience required for  
initial appointment (See VCCS-29).....\_\_\_\_\_
- D. Subtract 2C from 2B.....\_\_\_\_\_
- E. Total years teaching experience.....\_\_\_\_\_
- F. Total years teaching experience required for  
initial appointment (See VCCS-29).....\_\_\_\_\_
- G. Subtract 2F from 2E.....\_\_\_\_\_
- H. Total number of college hours.....\_\_\_\_\_
- I. Total number of college hours required for  
initial appointment (See VCCS-29).....\_\_\_\_\_
- J. Subtract 2I from 2H.....\_\_\_\_\_

**3. Step Calculation**

- A. Add one step for each two years in Line 2D.....\_\_\_\_\_
- (Not applicable if Columns 1 and 2 are used on the VCCS-29)*
- B. Add one step for each year in Line 2G.....\_\_\_\_\_
- C. Add one step for each 24 semester hours in 2J (Max-2 steps).....\_\_\_\_\_
- D. Steps for demand in the field *(Please attach explanation.)*  
*(Requires approval from Dean of Instruction & Student Development)*.....\_\_\_\_\_
- E. Total steps [(3A + 3B + 3C + 3D) up to a maximum of 4].....\_\_\_\_\_

**4. Using the calculated steps insert beginning salary from lecturers' scale**

\$ \_\_\_\_\_

**5. Appointment begins:** \_\_\_\_\_

Lecturer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security No: \_\_\_\_\_

Division Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VP of Academic and Student Services

*(If required-3D)*

Revised 7/2008

Date: \_\_\_\_\_

## **EMPLOYMENT OF LECTURERS**

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The responsibility for employing lecturers and making recommendations to the President concerning their employment rests with the Vice President of Academic and Student Services who in turn may rely upon recommendations from the appropriate academic dean. 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. The academic deans are responsible for maintaining an employment file for lecturers. The file must include an application for employment, copies of Federal and State tax cards and forms, official transcripts from all Colleges attended, statement of qualifications, statement of qualifications supplement, employment eligibility verification (Form I-9) salary placement form, faculty qualifications report (unique experience), faculty qualifications report (non-compliance), lecturer contracts, and evaluation reports. I-9 will be kept in a separate file.
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 are paid according to the rate approved by the State Board for the Virginia Community College System.
5. Lecturers do not participate in the College's fringe benefits program.
6. Professional development is encouraged and must be demonstrated. Lecturers, including dual enrollment faculty, are eligible to take DCC classes at no charge based on the guidelines established in the Danville Community College Professional Development Plan which follows.

Based on guidelines established in the *DCC Professional Development Plan*, educational aid is available to part-time employees for courses offered by Danville Community College approved by the appropriate supervisor, the Vice President of Academic and Student Services, and the President. The educational aid form (VCCS-16) needs to be properly completed prior to taking the course.

A part-time employee may request educational assistance for up to six (6) semester credits in the fall and spring semesters and a maximum of twelve (12) credits in the summer term.

Exceptions to this policy must be submitted in writing to the appropriate vice president for the President's approval.

Listed below is the policy in effect for employees requesting educational aid for courses taken at Danville Community College:

1. An educational aid request form, (VCCS-16—form on following page) must be completed and approved beginning at the immediate supervisory level and ending with the appropriate vice president level. Final approval will come from the President's office.
2. The form with all approvals must be on file in the College Business Office before the employee registers for classes. The employee will not pay for the course, but will receive a validated Registration Identification (R.I.) form when registering.
3. After completion of the coursework, it is the responsibility of the employee to provide **his/her supervisor** with a copy of the grade report.
4. The employee must complete the course with a grade of "C" or better or "P"/"S" in order to take additional courses in the next semester or summer session.
5. **Adjunct faculty** are eligible to take DCC classes under VCCS policy. Adjunct faculty [Click Here](#) for a copy of the Educational Aid Request Form (VCCS-16) for part-time instructors.  
IMPORTANT INSTRUCTIONS: Once the approved request form is received by the dual enrollment instructor, the instructor should:
  - (1) Follow the regular registration procedures; and
  - (2) Immediately submit a copy of the approved VCCS-16 form along with a copy of their class schedule to the Cashier in the DCC Business Office. Contact your division dean with any questions.
6. **Dual enrollment instructors** are eligible to take DCC classes by completing the DCC Teacher Educational Assistance Scholarship form. Dual enrollment instructors [Click Here](#) for the Teacher Educational Assistance Scholarship form. Approved scholarship forms will be signed and provided to the Coordinator of Admissions, Enrollment Management and Student Outreach, who will return to the form to the dual enrollment instructor.  
IMPORTANT INSTRUCTIONS: Once the approved scholarship form is received by the dual enrollment instructor, the instructor should:
  - (1) Follow the regular registration procedures; and
  - (2) Immediately submit a copy of the approved scholarship form along with a copy of their class schedule to the Cashier in the DCC Business Office. Contact your division dean with any questions.

## **FUNCTIONS AND DUTIES OF FACULTY**

**Position Title: Instructional Faculty**

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**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 teaching by working with students in classrooms, laboratories, individual conferences, and related activities--to help the student develop his/her interests and abilities to fullest capacity to become a better person, a better worker, and a better citizen. To accomplish this goal, the following workloads are expected of faculty:

1. Meet assigned classes regularly
2. Submit required records and reports routinely
3. Teach the prescribed courses of study with the established texts
4. Conduct requisite student conferences
5. Hold required office hours (one hour per class per week)
6. Contribute to the development of the program of instruction
7. Establish and maintain positive working relationships with colleagues and supervisors
8. Adhere to the statement on professional ethics in accordance with College policies, procedures, and regulations
9. Participate in professional development activities

10.  
course  
division



Submit  
outlines to appropriate  
office

## **SUPPORT SERVICES**

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### ***STUDENT SERVICES***

#### **ADMISSIONS**

**The Admissions Office is located in the WYATT Building, Room 108, on South Main Street.** The telephone number is 797-8467. email: [admissions@danville.edu](mailto:admissions@danville.edu) 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 111, 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

#### **Student Success Program**

Provides personal coaching designed to help students achieve their personal, academic, and career goals by identifying and accessing on and off campus resources. Provides a variety of workshops, activities, and one-on-one services related to career planning. Located on the first floor of the Temple Building. The office number 434-797-8479

### **The DCC Castle Bookstore**

**The Bookstore is located in the Charles R. Hawkins Engineering and Industrial Technologies Building.** Operating hours are from 8:00 a.m. until 5:00 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.

### **The DCC Castle Café**

The Bookstore manages the Castle Café, located in the Student Center. A variety of breakfast and lunch menu items are available at affordable prices for students and staff. The Castle Café is closed until further notice due to COVID-19.



## **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, purchasing 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.

**The Library, Distance Learning Services, Testing Center, and Tutoring Center 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:

<b>Learning Resource Center Hours</b>	
<b>Mon.-Thurs.</b>	<b>8:00 a.m.-8:00 p.m.</b>
<b>Friday</b>	<b>8:00 a.m.-12 noon</b>
<b>Saturday</b>	<b>Closed</b>
<b>Sunday</b>	<b>1:00 p.m.-5:00 p.m.</b>
<b>Holidays and Special Hours:</b> <b>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.</b>	

**Contact the Director of Learning Resources and Distance Learning, for additional information, 797-8598.**

## **Mary M. Barksdale 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 <https://danville.edu/library>

## **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. • 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 {used 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.

See our Faculty Services Page: <https://danville.libguides.com/facserv>

## **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 **the LRC Director**.

## **Inter-Library Loan**

Faculty, staff, and students may use the LRC's online Inter-Library LOAN (ILL) service to acquire research materials that are not in the DCC collection. Contact a staff member at the Library Circulation Desk for more information (797-8555). Use our online form on the Library web page: <https://danville.libguides.com/ILL>

## **Online Library Resources**

The Library contains a huge amount of online resources. Please see the Library web page for more information: <https://danville.edu/library>

## **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.

## **Testing Center**

The DCC Testing Center provides proctored testing services for make-up testing and distance learning exams.

Tests will be proctored during regular LRC hours. Individual make-up test are dropped off or sent to the Testing Center 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 LRC testing service is not designed or equipped to handle testing for a class in the instructor's absence. For additional information, contact the LRC at (434)797-8404 or email the Testing Center at [testingcenter@danville.edu](mailto:testingcenter@danville.edu) or link to <https://danville.edu/testing-center>

Placement tests are conducted by the Testing Center

## **Testing Center Regulations**

In order to ensure the integrity of testing in the Testing Center, Vice President's Council has discussed and approved the following **guidelines**.

1. Tests left in the Testing Center should be different from the tests administered in the classroom.
2. Tests should have the testing center's *Test Slip* (Appendix A.12) attached, listing any special instructions. The student's name should be written on the test itself as well as the instruction slip.
3. No unauthorized items will be allowed into the testing area including books, book bags, purses, scratch paper, etc.). All required test taking materials must be noted on the Testing Slip that is completed by the instructor. The Testing Center staff will provide scratch paper upon request.
4. Students will be asked to show a picture ID (preferably driver's license) before they are given a test.
5. All books, book bags, purses, etc. must be placed in the locker that corresponds to the student's cubicle (oversized book bags are to be placed on top of lockers). Cell phones must be turned off completely and placed in locker.
6. Tests must be delivered to the Testing Center and returned to the instructor in a secure manner.

*(Adopted by VP Council on September 25, 2012)*

If you have questions regarding the procedures listed above, please contact Dr. Debra Holley or your dean/director.

## **CANVAS**

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

Canvas administration is in the LRC. The LRC Specialist also provides training for faculty and staff in the use of Canvas. The telephone number is 797-8556 or [canvas@danville.edu](mailto:canvas@danville.edu).

Basic Instructions for accessing Canvas can be found on the library website under Distance Learning Support: <https://danville.libguides.com/canvas>

## **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. The Tutoring Center is located in the upper level of the Learning Resources Center. For more information on tutoring services, call (434)797-6432 or link to [dcctutoringcenter@danville.edu](mailto:dcctutoringcenter@danville.edu)

## **DISTANCE LEARNING Services**

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.

## **WORKFORCE SERVICES**

**The Workforce Services office is located in the REGIONAL CENTER FOR ADVANCED TECHNOLOGY AND TRAINING (RCATT) Building** located at 121 Slayton Ave. Offices are open from 8:00 a.m. until 5:00 p.m., Monday through Friday. The telephone numbers are (434) 797-6437 and (434) 797-8430. Personnel in these offices are responsible for administering credit and non-credit "non-traditional" educational activities. Workforce Services provides a wide variety of educational opportunities for companies and organizations. Services also include on-campus or on-site tailored training programs, short courses, workshops, and seminars; high-tech training using state-of-the-art equipment; management and supervisory development training, teleconferencing, and use of College facilities for company-sponsored training.

## **CONTINUING EDUCATION**

**Continuing Education is part of Workforce Services and includes special courses for college credit and non-credit activities** for which the Continuing Education Unit (CEU) is awarded. These courses and activities are intended primarily for adults who want to upgrade their technical skills, improve their employability, increase their earnings, acquire new skills, or meet educational requirements for job certification. The telephone number is 797-8430.

## **APPRENTICESHIP TRAINING**

**The Apprenticeship Training Office is located in the Womack Building** located directly behind the Wyatt building. The telephone number is 797-8582. Personnel in this office are responsible for administering all Apprenticeship programs. The office is open from 8:00 a.m. until 5:00 p.m. Monday through Friday. Appointments are recommended.

Apprenticeship training is coordinated through Danville Community College in partnership with the Virginia Department of Labor and Industry. Apprenticeship is a voluntary training system which assists businesses and their employees with obtaining training in the technologies. The apprentices learn the "how to" of their occupation on the job and learn the "why" in related technical instruction taught in the classroom. For more information, contact the Apprenticeship Coordinator at 797-8582.

## DIRECTIONS TO DANVILLE COMMUNITY COLLEGE'S REGIONAL CENTER FOR ADVANCED TECHNOLOGY AND TRAINING



<b>From East (South Boston) on Hwy 58 West</b>	
Travel West on US-360 W / US-58 W toward Danville	27.6 miles
Turn LEFT onto RIVER POINT DR. (Wendy's will be on your right. This is immediately prior to crossing the Hwy265 Bypass/Future I85 Corridor)	0.5 miles
Turn LEFT onto SLAYTON AVE.	0.1 miles
End at Danville Community College's Regional Center for Advanced Technology & Training, 121 Slayton Ave, Danville, VA 24540 (on your left)	
<b>From West (Martinsville) on Hwy 58 East</b>	
Travel East on US-360 W / US-58 W/Riverside Drive through Danville	
Turn RIGHT onto RIVER POINT DR. (Wendy's will be on your left. This is immediately after crossing the Hwy265 Bypass/Future I85 Corridor)	0.5 miles
Turn LEFT onto SLAYTON AVE.	0.1 miles
End at Danville Community College's Regional Center for Advanced Technology & Training, 121 Slayton Ave, Danville, VA 24540 (on your left)	
<b>From South (Greensboro) taking Hwy265 Bypass/Future I85 Corridor toward Lynchburg/South Boston</b>	
Take the Dan Daniel Park Exit, at the end of the exit ramp take a right	0.1 miles
Turn LEFT onto RIVER POINT DR.	0.5 miles
Turn Right onto SLAYTON AVE.	0.1 miles
End at Danville Community College's Regional Center for Advanced Technology & Training, 121 Slayton Ave, Danville, VA 24540 (on your left)	
<b>From North (Lynchburg) taking Hwy265 Bypass/Future I85 Corridor toward Greensboro/South Boston</b>	
Take the Dan Daniel Park Exit, at the end of the exit ramp take a left	0.2 miles
Turn LEFT onto RIVER POINT DR.	0.5 miles
Turn Right onto SLAYTON AVE.	0.1 miles
End at Danville Community College's Regional Center for Advanced Technology & Training, 121 Slayton Ave, Danville, VA 24540 (on your left)	



All new students at Danville Community College now have access to an academic planning software called Navigate. Navigate will guide students through the onboarding process and offer tools to help them choose (or confirm) the right major, register for classes, and keep track of campus deadlines and events. Information is delivered in plain English instead of confusing academic jargon.

Danville Community College uses the “guided onboarding” portion of Navigate, which streamlines student intake from the initial application to the first day of classes. It is designed to reduce confusion while connecting students with helpful resources to guide them in picking a program of study. As part of making this important decision, students have access to comprehensive state-level employment data for their fields of interest, including employment prospects, average salaries, and required credentials. To keep them on track during the school year, Navigate reminds students of important dates, such as dropping/withdrawing from a course, meeting with an advisor, registering for their next term, studying for finals, and more.

We encourage instructors to take a look at Navigate from the student point of view. Test accounts have been made available for faculty and staff. If you would like to test it out, please email Vince Decker at [vdecker@danville.edu](mailto:vdecker@danville.edu) for the web address of the DCC Navigate test site and the test username and password.

When a student asks you about Navigate, the following “scripting guide” will enable you to answer the most commonly asked questions.



## Navigate Student FAQ Scripting Guide

### What is Navigate?

Navigate is an online platform specifically created for community college students. The purpose of the technology is to guide students through the onboarding process (which many find to be very confusing) to choose the right major, pick the right classes, and create a schedule that balances school, work, and study time—all in one easy-to-use platform.

### Who can use Navigate?

Navigate is for all DCC students. Whether you're brand-new to campus or have attended before, this technology is meant to guide you through some of the most difficult parts of college: Choosing (or confirming) the right major, juggling your class schedule, keeping track of upcoming deadlines, and getting plain-English descriptions of confusing vocabulary.

### Why use Navigate? What's the benefit?

Navigate has made choosing classes easy and much more personalized to your goals and interests. It's the ultimate guide to build a path to graduation—and stay on that path.

1. **Guides You to Day 1 of Class:** Navigate provides all the steps to successfully starting classes in one easy view. Now there's a clear timeline of what you need to do, and when!
2. **Helps You Find the Right Fit:** Navigate's Major Exploration tool connects your interests and goals to the right major at DCC. Fill out a short survey, and Navigate takes it from there!
3. **Makes Scheduling Easy:** Eventually, you'll use Navigate's Scheduler tool to take into account your responsibilities outside of school, including work, family, and even commuting time.
4. **Getting You Ready to Register:** Once you complete the other steps, you'll arrive at a page that clearly outlines your course selections and schedule—bring this to your advisor for approval and registration.

## **Policies and Procedures**

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### **Accidents or medical incidents:**

If minor injury – First Aid Kits are available in Division offices

If serious injury – Emergency response kits are available in Division Offices

- 1) Call 911 (9-911 from a DCC phone)
- 2) Call Security at 8533
- 3) If a student is involved - Call Student Services at 8460  
If an employee is involved - Call Human Resources at 8477
- 4) Call VP's Office at 8409 or Building and Grounds at 8427

### **Emergencies**

In emergency situations, call..... 911

Life Saving Crew.....911

Fire Department.....911

Police Department.....911

In case of serious injury, notify the Vice President of Academic and Student Services. Telephone Number: 797-8410.

In case of fire or theft, notify the Vice President of Financial and Administrative Services. Telephone Number: 797-8409.

### **Off-Campus emergency numbers are:**

In emergency situations in Halifax-South Boston and Pittsylvania County, call.....911

### ***Non-emergency numbers are:***

<b><u>Location</u></b>	<b><u>Life Saving Crew</u></b>	<b><u>Fire</u></b>	<b><u>Police</u></b>
<b><i>Gretna</i></b>	<b><i>656-6100</i></b>	<b><i>656-1122</i></b>	<b><i>656-6123</i></b>
<b><i>South Boston</i></b>	<b><i>572-3969</i></b>	<b><i>572-4921</i></b>	<b><i>572-3951</i></b>

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### **DCC ALERT SYSTEM**

When an incident or emergency occurs, authorized senders will instantly notify you using DCC Alert. DCC Alert is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information. Danville Community College uses the Roam Secure Alert Network to immediately contact you during a major crisis or emergency. DCC Alert delivers important emergency alerts, notifications and updates to you on all your devices including e-mail account (work, home, other), cell phone, pager, and/or Smartphone/PDA (BlackBerry, Treo & other handhelds). DCC Alert is a free service offered by Danville Community College. Your wireless carrier may charge you a fee to receive messages on your wireless device. You must know the name of your cell phone/wireless service provider in order to sign up.

*Please visit the following URL to sign up for DCC Alert:*

[danville.edu/dccalert](http://danville.edu/dccalert)

### **Inclement Weather**

When the weather creates hazardous travel conditions, announcements regarding the operation of the College are made on area radio stations. Announcements are as specific as possible with regard to class cancellations, faculty and staff, and administrative operations.

COURSES OFFERED OFF-CAMPUS AUTOMATICALLY CANCELED WHEN THOSE SCHOOLS ARE CLOSED.
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DCC classes at the Southern Virginia Higher Education Center (SVHED) follow the SVHED schedule. When Pittsylvania County Schools are closed, classes at the GRETNNA Office located at the Riddle Center are cancelled.
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### **Classroom Responsibilities**

Instructors are expected to meet all classes promptly and to hold classes for the entire scheduled period of time. No scheduled class is to be dismissed, canceled, or changed as to time or place without approval of the appropriate dean.

### **Class Location**

Classes should always meet in the room assigned unless approved in advance by the appropriate dean.

### **Smoking**

***ALL buildings on the DCC campus are tobacco and smoke free and smoking, including e-cigarettes, is prohibited within 25 feet of all building entrances.***

### **Registration**

Information regarding procedures for student registration is published each semester with the class schedule. Students should register online @[dcc.my.vccs.edu](http://dcc.my.vccs.edu).

### **Attendance Policy**

Faculty are required to take and keep attendance of all class meetings. It is the philosophy of Danville Community College that student and faculty interactions are critical to the learning process. Class attendance enhances this process. Regular attendance is thus expected of students. Students missing twenty-five percent (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 who are 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 which will be published in the

course outline. Faculty also have the option to excuse a student when documented, mitigating circumstances prevent the student from attending a class or lab session. Administrative withdrawal forms are available online at <http://danville.edu/forms/Forms.htm>. Completed forms should be submitted to Evonda Thornton in the Admissions Office at 797-8420 or [evonda.thornton@danville.edu](mailto:evonda.thornton@danville.edu)

### **Grading System**

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades denote the character of study and are assigned quality 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 courses.	No grade point credit (used only for Developmental Studies ( <i>See below</i> )).
S	Satisfactory	No grade point credit (used only for satisfactory completion of a Developmental Studies course).
U	Unsatisfactory	No grade point credit (applies to specialized courses and seminars).
W	Withdrawal	No credit (A grade of withdrawal 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.

I	Incomplete	<p>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</p> <p>(1) have satisfactorily completed more than 50% of the course requirements; and</p> <p>(2) must request the faculty member to assign the “I” grade and indicate why it is warranted.</p> <p>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 the 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 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 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. 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. (3) specifies the date by which the work must be completed; and (4) identifies the default (A, 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</p>
X	Audit	<p>No credit (Permission of the Division Dean is required to audit a class.)</p>

The grades of A, B, C, D, P, and S are passing grades. Grades of F and U are failing grades. R and W are final grades carrying no credit. I grades are temporary and will be replaced with a final grade.

***Plagiarism Policy: A student who receives a failing grade (“F”) in a course as a result of academic dishonesty (such as plagiarism) 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, and regardless of whether he/she has turned in any graded work. Mitigating circumstances do not apply in such cases. However, a student may follow the appeal process outlined in the DCC Student Handbook to appeal the failing grade.***

### **Grade Point Average**

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.

Example: A student registered for 14 semester hours taking the following courses received these grades:

<b>COURSE</b>	<b>SEMESTER HOURS</b>	<b>GRADE</b>	<b>GRADE POINT</b>
English	3	B (3 g.pt.)	3 x 3 = 9
Computer Information System	4	B (3 g.pt.)	4 x 3 = 12
Mathematics	3	B (3 g.pt.)	3 x 3 = 9
Psychology	3	C (2 g.pt.)	3 x 2 = 6
Orientation	1	A (4 g.pt.)	1 x 4 = 4
<b>TOTAL</b>	<b>14</b>		<b>40</b>

Formula: Grade Points Earned Divided by Semester Hours Attempted Equals Grade Point Average (GPA).

Thus: 40 divided by 14 = 2.86 GPA

### **Grading - Developmental Studies Courses**

**A grade of "S" (Satisfactory)** shall be assigned for satisfactory completion of the developmental studies course. **A grade of "R" (Re-enroll)** shall be assigned to a student who makes satisfactory progress during the term, but has not completed the course objectives. This grade, which is to be used only for developmental studies, is to permit re-enrollment for the completion of the course objectives. **A grade of "U" (Unsatisfactory)** shall be assigned to a student not making satisfactory progress. The Developmental Studies academic advisors, with the concurrence of the Director of Student Success, will determine the subsequent sequence of courses for the student who receives a grade of "U." 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 Student Success and Academic Advancement of the College.

### **Withdrawal Policy**

If a student withdraws from a class prior to the end of the swap/drop period for the session, the student is removed from the class roll and no record of the class or the grade is recorded.

After the swap/drop period, but prior to completion of 60% of a session, (nine weeks for regular sessions) 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 from 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 the withdrawal, the grade of "W" will be given.

The following withdrawal procedures are used after 60% of a session is completed:

**Curriculum students** who withdraw from a course (s) or who withdraw from the College should initiate the withdrawal request in their division dean's office where the dean will decide whether the reason for withdrawal is mitigating and in consultation with the faculty if satisfactory progress is being made. **Non-curricular** students should initiate their withdrawals in the Counseling Office where a counselor will decide if the reason is mitigating and in consultation with faculty if satisfactory progress is being made. In all cases, mitigating circumstances must be documented. **In order to withdraw from a course; the student should drop the course online through the Student Information System or come to the Admissions Office. Withdrawals cannot be completed by telephone.**

### **Add/Drop/Swaps**

All instructors should fully understand the procedure by which students can add or change classes. They should inform students of the consequences of not properly withdrawing from classes.

#### **A. Curricular Students**

During the first week of classes (date in catalog as "swap/drops only"), a



student may add/drop and swap classes using SIS on the DCC website, or by completing a drop/add form in the appropriate Division's main office. Swaps cannot be processed without the approval of the instructor after the last day for new registration. Changes will be reflected on the "final" class rolls, which should be printed after the refund date of the term. Each instructor has the responsibility of checking and reporting to Admissions any discrepancies in class rolls and those actually attending classes. After the refund date for the class instructors should print the final class rolls from SIS, approve the rolls by signing them and submit the rolls to the appropriate Division Administrative Assistant.

B. Non-Curricular and Evening Students

Swap/drops are initiated in the Admissions Office.

Reporting Last Date of Attendance on Grade Roster

Effective fall 2011, the Last Date of Attendance (LDA) field is required when entering a grade of F, R, U on the Grade Roster. Below is how the placeholder dates must be used to be compliant effective summer 2012:

- **When possible, the actual last date of attendance should be used in lieu of the following placeholder dates.**
- **1/1/1900 would now be defined as an unknown LDA.** In this case, the faculty member does not know if/when the student stopped attending and the Financial Aid staff member would use the midpoint of the student's period of enrollment if the student was identified as an R2T4 candidate. This mirrors federal guidance for colleges not required to take attendance and again equates to the faculty member not knowing when the student stopped attending. In cases of STPA (stopped attending) when a withdrawal grade will be awarded by Student Records, the same guidance applies.
- **12/31/9999 would now be used to show that the student completed the entire class.** Ideally, the end date for the course would be used when the student completed the class but if the faculty member did not know the end date for the class, 12/31/9999 could be used and will be translated in the R2T4 identification report as the end date for the course. There is a strong possibility that this placeholder date will be eliminated in the future, which would require faculty to use the actual end date instead.

**Examinations**

Students will be expected to take their examinations at the regularly scheduled time. No exceptions will be made without the permission of the instructor of the class and instructor's dean.

### **Incomplete Grade Policy**

(See detailed information in the section on Grading System “I” Incomplete -Page 62)

Incomplete grades are normally issued when circumstances arise during the semester circumstances are normally limited to illness, death in the family, or other non-anticipated disruptions of class attendance. Each faculty member should issue incomplete grades only under these conditions, and with approval of the appropriate academic dean. (See Incomplete Grade Form in Appendix.) Faculty members cannot assign “I” grades on the final grade Roster in SIS. After completing the proper documentation and submitting to the appropriate division an “I” grade will be issued.

### **Auditing Policy**

Permission of the appropriate academic dean is required to audit a course.

### **Lecturer Orientation**

The academic deans are responsible for acquainting their respective lecturers with the applicable operating policies, procedures, and regulations of their division. All instructors should have in their possession (or access to) a copy of the **College Catalog, Student Handbook, Lecturer's Handbook, Class Schedule, and Learning Resources Guide;** and they should have ready access to a **DCC Policy Manual.** Lecturers are expected to attend Part-Time Instructor's Information Programs as announced.

### **Lecturer Office Hours**

Part-time faculties are required to provide for student advising and related activities a minimum of one (1) hour per week for each course taught. Part-time faculty may meet this requirement by (a) being available in the class room the required number of office hours before and/or after the normal hours for the course if the class room is available at such hours, (b) part-time faculty may have space in a group office room where a desk or file drawer may be available to the part-time faculty member, (c) part-time faculty may share the regular office of a full-time faculty member, and/or (d) any other appropriate arrangement for part-time faculty office hours. **Office hours must be listed in the course syllabus and in the course outline that is given to the student.**

### **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.

## **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.

### **Policy on Adjunct Faculty Teaching Loads**

The normal teaching load for an adjunct faculty member should be no more than four classes per semester with a maximum load of twelve (12) workload credits for fall and spring semesters. Under exceptional circumstances, an adjunct faculty member may be allowed to teach up to five (5) classes a semester as long as the workload credits for the courses do not exceed twelve (12) and prior approval is received from the Vice President of Academic and Student Services. In summer semester an adjunct lecturer may teach no more than (8) work load credits. (7/14/2014)

## Assessment Requirements

Danville Community College is required by State action to provide a comprehensive plan for student outcomes assessment. The Danville Community College Plan was approved by the State Council of Higher Education for Virginia in 1987 and has been updated each year. The Plan includes a variety of procedures to ensure that the institution has an effective process for improving the instructional and student development programs. These include: Attendance Policy

1. Assessing general education competencies of degree seeking students (Associate in Arts and Sciences and Associate in Applied Science degrees)
2. Administering pre- and post-tests to Developmental Studies students.
3. Tracking the progress of selected groups of students during their enrollment at Danville Community College.
4. Surveying graduates and non-completers about the programs at the College.
5. Using a variety of assessment techniques to measure the level of success of students in meeting the objectives of their programs of study.
6. Specific to items 3, 4, 5, the expectation is that lecturers provide program leads with appropriate data to review general education and student learning outcomes for program success. Lecturers will be expected to provide this data within one week after final grades are submitted for each term.

Students are **required** to participate in the assessment procedures which are appropriate to their curricula. For additional information, contact the Director of Planning, Effectiveness and Research at 434-797-8576.

## Institutional Effectiveness Days

Two class days are designated each academic year (one per term) as Institutional Effectiveness Day.



## **PROCEDURE FOR ENFORCING STUDENT CODE OF CONDUCT**

Any student/or visitor impeding classroom instruction or disrupting any college activity may be removed from the premises using the following procedure:

1. The determination of disruptive behavior is at the discretion of the College employee (teacher, administrator, or staff).
2. Ask the student/individual to leave the instructional site, campus, or activity area. Specify criteria for his/her return.
3. Inform the student/individual that he/she has the right to appeal to your supervisor.
4. If a student/individual refuses to leave, the instructor may dismiss the class or adjourn the activity and call security.
5. Report the incident to your supervisor immediately who will follow up with a report to the Senior Counselor.

### **STUDENT INITIATED GRIEVANCE PROCEDURE**

Danville Community College is dedicated to an affirmative action policy which provides that all grievances relating to students at the college, including grade appeals, will be handled fairly and equally without regard to race, color, age, national origin, sex, disability, or other non-merit factors.

A grievance is a difference between a student and an employee of the college with respect to the application of the provisions of the rules, policies, procedures, and regulations of the college or the Virginia Community College System as this application affects the activities or status of each student. The grievance procedure must be initiated within seven (7) class days according to the following procedure.

Three steps delineate the procedure to be followed when a student is filing a grievance against an employee of the college.

#### **Step I**

##### **A. Student**

1. The student initiating the grievance shall discuss it with the college employee involved.
2. The student may request a Danville Community College counselor's participation as a third party to discuss the issue when the student judges that the personal conference with the college employee would be detrimental to resolving the problem.

##### **B. Student/Employee**

1. Every reasonable effort should be made by all parties to resolve the matter at this step.

C. Employee

1. Documentation of the Step I decision shall be submitted in writing by the employee to the student and the employee's supervisor within seven (7) class days of the student/employee conference.

**Step II**

A. Student

1. If the student is unsatisfied after Step I, he/she may, within seven (7) class days, file a written appeal with the employee's supervisor.

B. Supervisor

1. Within (7) seven class days of receipt of the written grievance from the student, the supervisor will schedule and hold a meeting with the student and the employee, separately or together.
2. The supervisor will conduct the meeting to hear the grievance, maintain a written record of the meeting, and will notify the student, employee and the Vice President of Academics and Student Services of the decision within seven (7) class days.

**Step III**

A. Student

1. If the student is unsatisfied with the decision at Step II, he/she may, within seven (7) class days file a written grievance to the Vice President for Academics and Student Services.

B. Vice President for Academics and Student Services

1. Within seven (7) class days after receipt of written grievance, the Vice President for Academics and Student Services will select a Review Committee.

C. Review Committee

The Review Committee is dedicated to fair and impartial hearings in order to resolve the grievance. The members will decide, by at least a majority vote, to uphold, to modify, or reverse the decision made at the previous level. The Review Committee will consist of two faculty members, one division dean, one counselor, and two students, whose names are randomly selected. To ensure a fair and impartial committee, the President may replace any member of this Committee with another student or faculty/staff member, whenever deemed appropriate by the President. The Division Dean shall serve as the chair of the committee as appointed by the President.

1. The Dean or VP of Workforce Services shall set a time and place for the hearing and notify every individual involved in an earlier step of the grievance.
2. All parties concerned shall be given at least five (5) class days' written notice informing them of the nature of the complaint, and the date, time, and location of the hearing.
3. The student requesting the hearing shall present the case to the Committee. The party against whom the complaint has been lodged shall have the opportunity to respond to the complaint. Both parties shall be allowed to present only relevant information the Committee; however, it is the responsibility of the parties to arrange for such information.

4. The student has the right to be accompanied by counsel or advisor who may come from within or outside the College. Such counsel or advisor must restrict his/her participation to advising the student, and he/she may not participate in the actual proceedings of the hearing.
5. After hearing all relevant information, the Vice President of Academic and Student Services may ask for a concluding statement from each party if such statement would aid the Committee's deliberation.
6. Following the concluding statements, the Vice President of Academic and Student Services shall invite the student and the faculty member to leave the room.
7. The Committee shall deliberate and shall decide the issue and subsequently state its ruling and rationale in writing.
8. A majority vote will control. A minority report may be included signed by the minority position. If the Committee upholds the student's grievance, it will recommend specific measure to be taken by the Vice President of Academic and Student Services, the Division Dean or VP of Workforce Services, and/or the faculty member involved to resolve the issue in an appropriate and fair manner.
9. If, however, the Committee denies the student's grievance where the student has violated the standards of acceptable conduct, the Committee shall accept the recommended penalty of the faculty member in whose class the offense occurred, unless the Committee finds, by a majority vote, that such recommended penalty is unfair in light of the evidence. It shall then recommend the following penalty or penalties to the Vice President of Academic and Student Services.
  - a. Verbal or written warning;
  - b. Requirement that the student complete a special project which may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions;
  - c. Withholding of official transcript or degree;
  - d. Bar against readmission;
  - e. Denial or non-recognition of a degree;
  - f. Withdrawing from a course with a grade of "W";
  - g. Failing or reduction of a grade on a test, a course, or other academic work and/or requiring the performance of additional academic work that is not required of other students in the course;
  - h. Expulsion.
10. The hearing will be recorded. If either party desires to appeal the Committee's decision, the recording will be transcribed and both parties will be furnished a copy of the transcript.
11. The Committee's decision may be appealed to the President of the college. The appeal must be in writing and set forth the specific grounds(s) for appeal and be filed with the President no later than ten (10) class days from the decision of the Committee, unless the President grants an extension for good cause. Failure to file an appeal within the time provided, in writing, as above shall cause a loss of the right to appeal.
12. Notwithstanding the foregoing, the President reserves the right to take any action as the President determines to be in the best interests of the college.



### **State Council of Higher Education for Virginia (SCHEV)**

As a last resort, if a student has exhausted the avenues provided by DCC and the complaint has not been resolved internally, the student may file a formal complaint with the State Council of Higher Education for Virginia (SCHEV) at <http://www.schev.edu/students/studentcomplaint.asp>.

Additional information regarding grievances and Student Code of Conduct may in the online Student Handbook: <https://www.danville.edu/student-handbook>

# Information Technology Security Standards and Guidelines

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## VCCS Information Security Standard

### AUTHORITY

Authority for this security standard lies in the:

- Privacy Act of 1974, 5 U.S.C. § 552a, which governs the request of personal information and the safekeeping of records maintained on individuals.
- Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; as reflected in 34 CFR Part 99, is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- Executive Order of Critical Infrastructure Protection, which ensures protection of information systems for critical infrastructure, including emergency preparedness communications, and the physical assets that support such systems, in the information age.
- Federal Child Pornography Statute: 18 U.S.C. & 2252, which governs child pornography statutes.
- Virginia Computer Crime Act:
  - Code of Virginia, 18.2-152.3, Computer fraud and penalties
  - Code of Virginia, 18.2-152.4, Computer trespass and penalties
  - Code of Virginia, 18.2-152.5, Computer invasion of privacy and penalties
  - Code of Virginia, 18.2-152.6, Theft of computer services and penalties
- Library of Virginia Records Management Program, Code of Virginia, Title 42.1, Chapter 7, sec 42.1-85, which outlines the Duties of Librarian of Virginia; agencies to cooperate; agencies to designate records officer
- Federal Information Security Management Act (FISMA), which promotes the development of key security standards and guidelines to support the implementation of and compliance with the Federal Information Security Management Act
- Office of Management and Budget (OMB), Circular A-130, which contains numerous policy directives that address the need for development, maintenance, dissemination, and modification of agency public information products and for senior-level management oversight to assure that agencies establish and maintain high quality information systems.

In addition there are federal laws for violations against federal programs or for inter-network activities. Other specific state and local laws that govern violations that occur in those jurisdictions are in effect. Finally, the VCCS's enforcement of the Standards of Conduct is independent of possible prosecution under the law.

The Virginia Information Technology Agency (VITA) [COV ITRM Standard SEC501-01](#), "Information Technology Security Management Standard" requires that Risk Management, to identify , analyze, prioritize, and mitigate risks that could compromise VCCS systems, and Contingency Planning, to plan for and execute recovery and restoration of VCCS systems and data, processes be established by the VCCS.

The VITA will provide copies of this standard upon request or download the standard from the VITA website at <http://www.vita.virginia.gov/default.aspx?id=537>.

### SCOPE

This standard statement applies to all personnel, systems, and facilities maintained, leased or created within the jurisdiction of the VCCS information technology functions, hereafter referred to collectively as "VCCS Technology Resources."

This includes, but is not limited to, information maintained or created by the following:

- Information Technology Services;
- College information processing facilities within the VCCS; e.g., local area networks, standalone microcomputers and other computing equipment that may or may not interact directly with the shared technology resources supported by the VCCS;
- Computer Users; e.g., individual or department, computer, or another application interacting with information processing resources, usually through timesharing, networking, and personal computer technologies and/or are assigned a user account;
- Consultants, contractors, or external processing services that provide processing of information for any division, department or section;
- All individuals who have physical access to information systems owned, leased, or managed by the VCCS.

This standard further applies to all hardware and software in support of and inclusive of any application or operating system regardless of processing mode, including but not limited to the following:

- Batch, remote, distributed processing, client server, networking, inter-networking and intra-networking;
- System and applications software, data files, program libraries, or special utility programs.

## **PURPOSE**

The VCCS provides shared information technology resources and services to faculty, staff, and college patrons, collectively "Users," for activities supporting the VCCS mission. The purpose of this standard is to protect the integrity of VCCS Technology Resources and the Users thereof against unauthorized or improper use of those resources. The following standard describes responsible behavior expected by those given access to the technology resources and services. The System Office Information Technology Office will provide practical guidelines for the application of this standard and general oversight to govern the implementation.

## **GENERAL RESPONSIBILITY**

VCCS governance reserves the right without notice to limit or restrict any individual's access and to inspect, remove or otherwise alter any data, file, or system resource that may undermine the authorized use of any technology resource. VCCS governance also reserves the right to periodically check any system and take any other action necessary to protect its technology resources. VCCS disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those technology resources.

The System Office Information Technology Services Office is responsible for the establishment and coordination of all information security requirements on a system-wide basis. The Vice Chancellor for Information Technology Services is responsible for the VCCS Technology Resources and for developing system-wide information security standards, information security acceptance models and the related information security plans. Each college president is responsible for the development, implementation and enforcement of local information security plans to satisfy the objectives set forth in this standard. VCCS Information Technology Services Office will provide models to assist colleges in the development of these plans.

The Assistant Vice Chancellor for Human Resource Services and Affirmative Action is responsible for ensuring that all System Office employees have a signed Information Technology Employee Computer Acceptable Use Agreements on file. Vice Chancellors are responsible for authorizing their subordinate staff to view, add, or modify information located on or supported by VCCS Technology Resources on a need-to-know basis.

Each college president is responsible for ensuring that all VCCS employees working at the college have signed Information Technology Employee Acceptable Use Agreements on file. Each college president is also responsible for ensuring that all active students and patrons using VCCS Technology Resources or the college local computer resources have acknowledged acceptance of the Information Technology Student/Patron Acceptable Use Agreements. Finally each college president is responsible for establishing approval mechanisms for authorizing staff and students to view, add, or modify local college information located on VCCS Technology Resources on a need-to-know basis.

## **DEFINITION**

The term "VCCS Technology Resources" refers to and includes any and all forms of the data, software, computers, communications networks, and other technology that support the VCCS; the procedures, equipment, facilities, software and data which are designed, built, operated and maintained to collect, record, process, store, retrieve, display and transmit information; data and the processes used to convert this into useful information, the equipment and technology required to use this information and the people involved in making the best use of this information.

Users of the VCCS Technology Resources must agree to comply with and be subject to all applicable [an employee, for instance, would not be subject to the student's system security standard policy] VCCS policies. These policies include the Information Security Standard, the VCCS Personnel Security Standard, The Student Information System Security Standard, the Information Technology Employee Acceptable Use Agreement, the Information Technology Student/Patron Acceptable Use Agreement, and the Information Technology Acceptable Use Standard. The VCCS reserves the right to amend these conditions and standards at any time without prior notice.

Academic instruction and research systems, as noted in the ISO 27002 Security Standard, are defined as those systems used by institutions of higher education for the purpose of providing instruction to students or faculty for the purpose of conducting research. For VCCS purposes, this definition includes all desktop computers, notebook computers, computer labs, classrooms, and related infrastructure used by all college faculty and instruction-related personnel responsible for providing direct instructional support to students and faculty. Per ISO 27002, section 1.6c, academic instruction or research systems are explicitly exempt from complying with the ISO 27002 standards. This exemption, however, does not relieve these academic institution or research systems from meeting the requirements of any other state or federal law or act or requirements of VCCS standards, policies, and procedures to which they are subject.

## **INFORMATION SECURITY OBJECTIVES**

The term "VCCS Technology Resources" refers to and includes any and all forms of the data, software, computers, communications networks, and other technology that support the VCCS; the procedures, equipment, facilities, software and data which are designed, built, operated and maintained to collect, record, process, store, retrieve, display and transmit information; data and the processes used to convert this into useful information, the equipment and technology required to use this information and the people involved in making the best use of this information.

Information and information processing resources are valuable state assets. Access, use and processing of such resources, whether on state-provided devices or non-state-provided devices require adherence to applicable regulations, policies and standards. Access to confidential information is strictly limited and tightly controlled. The objectives of information security are to:

- Ensure the processing of information in a secure environment.
- Guarantee that the cost of security is commensurate with the value of the information to both the information owner and a potential intruder.
- Guard against the unauthorized modification, destruction, or disclosure of information, whether accidental or intentional.
- Establish safeguards to guarantee the integrity and accuracy of vital information.
- Provide the ability for the colleges and the System Office to effectively recover from unplanned business interruptions or disasters.

- Teach employees local security policies and train them to support the policies.
- Require compliance with all Commonwealth of Virginia Standards and appropriate federal requirements that relate to the control of and access to the VCCS information and information processing resources.
- Ensure the security of all VCCS electronic communications.
- Protect VCCS information technology assets and provide inventory management controls throughout the asset's life cycle.

## ADEQUACY STANDARD

This standard statement and all supporting standards, models, procedures and guidelines issued in support of the standard shall serve as an adequacy standard and as the foundation for the review of information security safeguards.

### Requesting IT services and reporting problems

**ALL** requests for assistance should be e-mailed to [helpdesk@dcc.vccs.edu](mailto:helpdesk@dcc.vccs.edu). Do not call IT personnel to request service or report problems, unless your computer is down and you are unable to use e-mail. Using [helpdesk@dcc.vccs.edu](mailto:helpdesk@dcc.vccs.edu) guarantees your message will be seen by all IT personnel and acted upon as soon as possible. An automatic reply verifying that your message has been received will be sent to all incoming messages.

When experiencing a problem with a software application, printer, or the computer does not seem to be working properly, please restart the computer prior to contacting the Helpdesk to determine if this resolves the issue.

Please provide the following information when contacting the helpdesk:

**Only list one request per email to [helpdesk@dcc.vccs.edu](mailto:helpdesk@dcc.vccs.edu)**

- Location of device
- Nature of problem or service requested
- Station ID (academic computers will have a white label with the station ID. Ex: **T106-4**)
- Exact model name (Ex: HP LaserJet 2400)
- Brief description of steps you were taking when error occurred
- Any error messages

Information Technology Services

Helpdesk at [helpdesk@dcc.vccs.edu](mailto:helpdesk@dcc.vccs.edu)

Tom Canupp	IT Manager	434.797.8510
Chris Marshall	IT Specialist I	434.797.8531
Bracken Jones	IT Specialist II	434.797.8515
Mark Rutledge	IT Specialist I	434.797.8466
McKenley Graves	IT Specialist I	434.797.8406

### **AUDIO-VISUAL SERVICES**

Audio-visual equipment for classroom use is located in each of the College's buildings. Many classrooms are equipped with multimedia presentation systems. This equipment must not be removed from its assigned area without the approval of the IT services. Any equipment needed that is not already in the classrooms may be requested by contacting IT Services at extension 8515. Please provide at least 48 hours' notice for special requests and setups. Requests for the purchase of audiovisual materials should be submitted through the appropriate Division Dean. For training in the use of the classroom multimedia instructional systems, please call 797-8515.

## **Virginia Community College System Information Technology Employee Ethics Agreement**

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As a user of the Virginia Community College System's local and wide area computer systems, I understand and agree to abide by the following ethics agreement terms. These terms govern my access to and use of the information technology applications, services and resources of the VCCS and the information they generate.

The VCCS has granted access to me as a necessary privilege in order to perform authorized job functions at the institution where I am currently employed. I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized employment functions. These include logon identification, password, workstation identification, user identification, file protection keys or production read or write keys.

I will not disclose information concerning any access control mechanism unless properly authorized to do so by my employer. I will not use any access mechanism that the VCCS has not expressly assigned to me. I will treat all information maintained on the VCCS computer systems as strictly confidential and will not release information to any unauthorized person.

I agree to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the Information Security Policy and the Computer Ethics Guideline. I will follow all the security procedures of the VCCS computer systems and protect the data contained therein.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and management of my Institution.

I understand that VCCNet administration, or appropriate designated college officials, reserve the right without notice to limit or restrict any individual's access and to inspect, remove or otherwise alter any data, file, or system resource that may undermine the authorized use of any network computing facilities (see Information Security Policy for details.)

By signing this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that should I violate this agreement, I will be subject to disciplinary action.

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Employee/Consultant Name (Print)

---

Date

---

Employee/Consultant Signature

---

Empl ID or Last 4-Digits of Social Security Number

---

Institution/College

---

Department/Office



## **VCCS Information Technology Student/Patron Acceptable Use Agreement**

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As a user of the Virginia Community College System's information technology resources, I understand and agree to abide by the following acceptable use agreement terms. These terms govern my access to and use of the information technology applications, services and resources of the VCCS and the information they generate.

The college granted access to me as a necessary privilege in order to perform authorized functions at the college where I am currently enrolled. I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized functions related to my status as a student. These include logon identification, password, workstation identification, user identification, file protection keys or production read or write keys.

I will not disclose information concerning any access control mechanism unless properly authorized to do so by my enrolling college. I will not use any access mechanism that the VCCS has not expressly assigned to me.

I will treat all information maintained on the VCCS computer systems as strictly confidential and will not release information to any unauthorized person. I agree to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. I will follow all the security procedures of the VCCS computer systems and protect the data contained therein.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and management of my college.

I understand that VCCS Information Security Office, or appropriate designated college officials, reserve the right without notice to limit or restrict any individual's access and to inspect, remove or otherwise alter any data, file, or system resource that may undermine the authorized use of any VCCS or college IT resources.

I understand that it is my responsibility to read and abide by this agreement, even if I do not agree with it. If I have any questions about the VCCS Information Technology Acceptable Use Agreement, I understand that I need to contact the college Information Security Officer or appropriate college official.

By acknowledging this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that should I violate this agreement, I will be subject to disciplinary action.

## Use of the Internet and Electronic Communication Systems

### CERTIFICATE OF RECEIPT

I have been given a copy of Department of Human Resource Management Policy 1.75, "Use of Internet and Electronic Communication Systems" and I do understand that it is my responsibility to read and abide by this policy, even if I do not agree with it. If I have any questions about the policy, I understand that I need to ask my supervisor or the Human Resource Officer for clarification.

If I refuse to sign this certificate of receipt, my supervisor will be asked to initial this form indicating that a copy has been given to me and that this statement has been read to me.

Employee's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## USE OF ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA

*Application: All state employees, including employees of agencies exempt from coverage of the Virginia Personnel Act.*

*NOTE: Agencies may also require consultants, contract personnel, or other non-employees such as volunteers or interns to abide by this policy.*

### PURPOSE

The purpose of this policy is to ensure the appropriate, responsible, and safe use of electronic communications and social media by employees. This policy establishes minimum standards for all state employees. Agencies may supplement this policy as necessary, as long as such supplement is consistent with this policy.

### POLICY SUMMARY

This policy includes the following:

- [Employee Responsibilities and Requirements](#)
- ○ [Business Use](#)
- ○ [Personal Use](#)
- ○ [User Requirements](#)
- ○ [Prohibited Activities](#)
- [Agency Responsibilities and Requirements](#)
- ○ [Monitor Usage](#)
- ○ [Communication](#)
- ○ [Address Violations](#)
- [Glossary and Relevant Terms](#)
- [Attachment A](#)

## AUTHORITY

This policy is issued by the Department of Human Resource Management (DHRM) pursuant to the authority provided in [§2.2-1201](#) and [§2.1-2827](#) of the Code of Virginia.

DHRM reserves the right to revise or eliminate this policy as necessary.

Agencies may supplement this policy to accommodate specific business needs.

Supplemental policies must be consistent with the provisions of DHRM policy and must be communicated to all agency employees.

## RELATED POLICIES

[Policy 1.60 - Standards of Conduct](#)

[Virginia Information Technologies Agency Information Security Policy, Standards, and Guidelines](#)

[Virginia Information Technologies Agency - Information Technology Standard Use of Non-Commonwealth Computing Devices to Telework](#)

[Virginia Information Technologies Agency - Telework Resources](#)

[Office of Fleet Management Services Policies and Procedures Manual](#)

## EMPLOYEE RESPONSIBILITIES AND REQUIREMENTS

All employees must comply with this policy and any additional policies that may be adopted by the agency or institution of the Commonwealth where the user is working.

### A. **Business Use**

Agency provided electronic communications tools are the property of the Commonwealth and are provided to facilitate the effective and efficient conduct of State business. Users are permitted access to the Internet and electronic communications tools to assist in the performance of their jobs. Some users may also be permitted to access and use social media to conduct agency business. Each agency or institution of the Commonwealth may adopt its own policy setting forth with specificity the work-related purposes for which such equipment and access are provided.

### B. **Personal Use**

Personal use means use that is not job-related. In general, incidental and occasional personal use of the Commonwealth's electronic communications tools including the Internet is permitted as long as the personal use does not interfere with the user's productivity or work performance,

does not interfere with any other employee's productivity or work performance, and does not adversely affect the efficient operation of the Commonwealth's systems and networks. Personal use of social media that refers to any aspect of the work environment should be done in a responsible and professional manner.

## **C. User Requirements**

### **1. General Requirements**

When using electronic communications tools and social media, users should:

- Follow all applicable Commonwealth policies. Users may not violate any provision of this policy, any supplemental policy adopted by agencies, or any other policy, regulation, law or guideline as set forth by local, State or Federal law (see Code of Virginia [§2.2-2827](#)) This may include but is not limited to copyright laws, trademark laws, and other legislated requirements.
- Be responsible and professional in their activities. Employees should conduct themselves in a manner that supports the mission of their agency and the performance of their duties.
- Exercise the appropriate care to protect the agency's electronic communications tools against the introduction of viruses, spyware, malware, or other harmful attacks. When using the Commonwealth's electronic communications tools, social media or Internet access, employees must:
  - Use the Internet, electronic communications tools and social media only in accordance with State and agency policy;
  - Maintain the conditions of security (including safeguarding of passwords) under which they are granted access to such media;
  - Check with the appropriate agency staff prior to downloading or accessing a file or document if the source of the file or other circumstances raises doubts about its safety.
- Be respectful of the agency/organization, other employees, customers, vendors, and others when posting and communicating information. Users should be sensitive to referring to or including others in their communications and posts and should be aware of any associated potential liabilities. Users may desire to obtain consent prior to communicating or posting information about the work place.

### **2. Business Use Requirements**

When using electronic communications tools and social media, users should:

- Use their accurate identities and state their affiliation when using electronic communications or social media for business purposes.
- Ensure the security of sensitive or confidential information when communicating electronically or posting the information on internal or external websites including social media.

- Ensure information is accurate prior to posting on social media sites, state or agency websites, or other electronic media sites. If it is discovered that information is inaccurate after posting, users should work to quickly correct the errors.

### **3. Personal Use Requirements**

When using electronic communications and social media, users should:

- Be clear that their communication or posting is personal and is not a communication of the agency or the Commonwealth when using electronic communications or social media for personal use, including personal use of social media outside of the work environment. For example:
  - Users should use their personal email addresses and not those related to their positions with the Commonwealth when communicating or posting information for personal use.
  - Users may use a disclaimer when posting opinions or views for personal use such as, “The views expressed on this (website, blog, social media site) are my own and do not reflect the views of my employer or of the Commonwealth of Virginia.” when appropriate to ensure these views are not viewed as official Commonwealth of Virginia communications.

### **D. Prohibited Activities**

Certain activities are prohibited when using the Commonwealth’s Internet and electronic communications media or using social media in reference to the work environment. Employees who engage in prohibited activities may be subject to disciplinary action according to [Policy 1.60, Standards of Conduct](#). Prohibited activities include, but are not limited to:

- Any use that is in violation of applicable local, state, and federal law.
- Accessing, uploading, downloading, transmitting, printing, posting, or storing information with sexually explicit content as prohibited by law (see Code of Virginia [§2.2-2827](#)).
- Accessing, uploading, downloading, transmitting, printing, posting, or storing fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images.
- Installing or downloading computer software, programs, or executable files contrary to the [Virginia Information Technology Agency’s \(VITA\) Information Security Policy, Standards, and Guidelines](#).
- Accessing, uploading, downloading, transmitting, printing, communicating, or posting access-restricted agency information, proprietary agency information, sensitive state data or records, or copyrighted materials in violation of agency or state policy.
- Using proprietary agency information, state data or records, and social media to locate agency customers for personal reasons.
- Posting information or sending electronic communications such as email using another’s identity.

- Permitting a non-user to use for purposes of communicating the message of some third party individual or organization.
- Posting photos, videos, or audio recordings taken in the work environment without written consent.
- Using agency or organization logos without written consent.
- Texting, emailing, or using hand-held electronic communications devices while operating a state vehicle according to the [Office of Fleet Management Services Policies and Procedures Manual](#).
- Any other activities designated as prohibited by the agency.

## AGENCY RESPONSIBILITIES AND REQUIREMENTS

Agencies have the following responsibilities and requirements related to this policy.

### A. **Monitor Usage**

No user shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the Commonwealth's equipment and/or access. Agencies have a right to monitor any and all aspects of electronic communications and social media usage. Such monitoring may occur at any time, without notice, and without the user's permission.

In addition, except for exemptions under the Act, electronic records may be subject to the [Freedom of Information Act](#) (FOIA) and, therefore, available for public distribution.

### B. **Communication**

Agencies are responsible for ensuring employees have access to, read, understand, and acknowledge this policy and any related policies. Agencies may develop a written policy, consistent with this policy which supplements or clarifies specific issues for the agency. With regard to use of electronic communications and social media, agencies are responsible for:

- Communicating this policy and agency policy, if appropriate, to current and new users, including users transferring from other agencies.
- Retaining electronic records in accordance with the retention requirements of the Library of Virginia.
- Requiring and retaining acknowledgement statements, signed by each user, acknowledging receipt of a copy of this policy and agency policy, if appropriate. A sample is attached ([Attachment A](#)) that agencies may use, or they may include the acknowledgement statement with other such statements obtained when employees are hired.

NOTE: Agencies also may develop procedures by which a user must actively



acknowledge reading the policy before access to electronic communications and social media will be granted.

### **C. Address Violations**

Violations of this policy must be addressed under [Policy 1.60, Standards of Conduct](#), or appropriate disciplinary policy or procedures for employees not covered by the Virginia Personnel Act. The appropriate level of disciplinary action will be determined on a case-by-case basis by the agency head or designee, with sanctions up to or including termination depending on the severity of the offense, consistent with Policy 1.60 or the appropriate applicable policy.

## **GLOSSARY AND RELEVANT TERMS**

### **Blog**

A contraction of “web log” that is a website or part of a website with commentary, descriptions of events, or journal type entries usually with an ability for readers to reply and post comments.

### **Computer Network**

Two or more computers that can share information, typically connected by cable, data line, or satellite link.

### **Crowdsourcing**

An open call, usually through an Internet based resource, to an undefined community of people to obtain and use ideas, content, or solutions to business needs.

### **Electronic Communications Tools**

Tools used as a means of sending and receiving messages or information electronically through connected electronic systems or the Internet. Tools may include networked computers, email, voicemail, cell phones, smart phones, any other similar system, and new technologies as they are developed.

### **Internet**

An international network of independent computer systems. The World Wide Web is one of the most recognized means of using the Internet.

### **Microblog**

A form of a blog in which frequent, short updates are posted about specific activities (e.g., Twitter).

### **Photo Sharing**

The online publishing of photographs with the ability to transfer and share the photos with others.

**Podcast**

Digital media file that can be downloaded for playback to computers and personal digital devices.

**Social Media**

Form of online communication or publication that allows for multi-directional interaction. Social media includes, blogs, wikis, podcasts, social networks, photograph and video hosting websites, crowdsourcing, and new technologies as they evolve.

**Social Networking**

Interacting with a group of people with common interests in a virtual environment.

**Users**

All employees of the Commonwealth who use the Commonwealth's Internet access and/or electronic communications media or external electronic communications media to communicate about the Commonwealth's activities.

NOTE: Agencies may also require consultants, contract personnel, or other non-employees such as volunteers or interns to abide by this policy.

**Video Sharing**

The online publishing of videos with the ability to transfer and share them with others.

**Wikis**

A collaborative website that allows users to edit materials and information posted and to create collaborative solutions for identified topics.

## ATTACHMENT A

### Use of Electronic Communications and Social Media

#### *CERTIFICATE OF RECEIPT*

I have been given a copy of Department of Human Resource Management Policy 1.75, "Use of Electronic Communications and Social Media" and I understand that it is my responsibility to read and abide by this policy, even if I do not agree with it. If I have any questions about the policy, I understand that I need to ask my supervisor or the agency/institution Human Resource Officer for clarification.

I understand that no user shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the Commonwealth's equipment and/or access. Agencies have a right to monitor any and all aspects of electronic communications and social media usage. Such monitoring may occur at any time, without notice, and without the user's permission.

In addition, except for exemptions under the Act, electronic records may be subject to the [Freedom of Information Act](#) (FOIA) and, therefore, available for public distribution.

If I refuse to sign this certificate of receipt, my supervisor will review this statement with me and will be asked to initial this form indicating that a copy has been given to me and that this statement has been read to me.

Employee's Name: -----

Employee Number: -----

Signature: -----

Date: -----

## **Chancellor's Safety Statement and Guidelines**

January 2007

The Virginia Community College System is committed to ensuring the safety of faculty and staff, students, constituents and other visitors. It is our intent to comply with all applicable occupational health and safety regulations and recommended practices. Therefore, this safety statement and these guidelines are intended to: help prevent accidents, illnesses and injuries; increase safety awareness; meet requirements of liability; and establish safety responsibilities for member of the System community.

Within the VCCS, safety is everyone's responsibility. To Wit:

- Employees are responsibly for adhering to practices which meet or exceed applicable federal, state, and local standards for health and safety and should make every effort to maintain a safe and healthy working environment.
- All members of the System community shall immediately report any potential unsafe or hazardous condition to their supervisor or their campus/system safety representative and shall work with them to specify methods which will eliminate or minimize such hazards.
- To avoid injury and damage to themselves, others, and the environment, members of the System community shall respectfully use facilities and equipment and make a concerted effort to work as safely as possible, to include wearing safety equipment when required by law, regulations, or provided by their College.
- Supervisors and administrators (faculty and staff) are additionally responsible for minimizing the risks to which students and employees may be exposed, and for correcting inappropriate behaviors. Supervisors shall assume this responsibility by monitoring students' and employees' compliance with the use of personal protective equipment and safe work practices. Supervisors shall also provide special job-specific instructions commensurate with the specific demands of the students' and employees' tasks.
- All employees should avail themselves of appropriate training when offered.
- Employees who violate safety policy rules or laws will be subject to appropriate discipline.

All members of the System community are expected to be familiar with their safety responsibilities and to strive to follow safety practices at all times.

## CAMPUS SECURITY & CRIME AWARENESS

In compliance with the ***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*** the College provides an annual report to students, faculty, staff, College Board, and the community. A portion of that information is shown below. The full report can be found on the DCC website by choosing the ***About DCC*** link and then ***Campus Security*** from the pop-up menu.

### **Procedures for Reporting Crimes and Other Emergencies**

Students are encouraged and are responsible for reporting actual and suspected criminal acts that they witness on the campus. This can be done by using one of the Emergency Call Boxes located throughout the campus. RED phones are also located in buildings and these can be used to contact the college switchboard (dial 0) or Security (dial 8533). Security can be reached from a non-campus phone by dialing 797-8533.

The institution, being a commuter school, does not maintain its own security force, but rather refers all matters relating to crime to the Danville Police Department. The Danville police conduct investigations of all criminal offenses that occur on the college campus.

### **Access to the Campus, Facilities, and Campus Security**

New Horizon Security provides security services for the College. Campus Security opens and locks all college buildings in accordance with the schedule of classes and operating hours of the various administrative offices. On weekends, buildings are available for scheduled classes but locked during non-use times. Evening classes are not scheduled after 10:00 p.m., and the campus is closed from 11:00 p.m. to 6:00 a.m. Unauthorized persons on campus after hours will be viewed as trespassers. Students are made aware of these procedures by campus publications and campus information, such as signage, orientation information, flat-screen monitors, etc.

### **College Policy on Alcohol and Illegal Drugs**

The following information is published in the *DCC Catalog*:

Danville Community College is committed to providing a drug-free environment for its employees and students. It is a violation of college rules for students to manufacture, distribute, dispense, possess, or use controlled substances while participating in college-related activities, on or off campus. Students who are using or dealing drugs are subject to disciplinary procedures. Students who are convicted of drug-related offenses are required to notify the Vice President of Academic and Student Services within five (5) days of such conviction. Students who are involved with drugs or who have drug-related problems are encouraged to contact the Director of Student Development & Enrollment Management for assistance in obtaining treatment.

### **College Policy on Firearms and Other Weapons**

The following information is published in the *DCC Catalog*:

Firearms and dangerous weapons of any type are not permitted on or in campus facilities, except when carried by bona fide law enforcement officers in their official capacities. Intentional use, possession, or sale of firearms or other dangerous weapons is strictly forbidden and is a violation of college policy as stated in the Student Handbook and DCC Policy Manual.

## **VI. College Policy on Sexual Misconduct**

The College has adopted a Sexual Misconduct Policy which reads in part:  
**Danville Community College shall not tolerate sexual misconduct in any form. Sexual misconduct is a flagrant violation of the values and behavioral expectations for a college community. All reported violations will be investigated. Report any violations of this policy to the Title IX Coordinator Cheryl Terry or the Deputy Title IX Coordinator Howard Graves (Wyatt Building Room 213 and 108 respectively) or to any DCC Administrator-who will then report it to Title IX Coordinator. The policy below is subject to change. Please refer to the website <https://www.danville.edu/title-ix-and-sexual-misconduct> for more information or email: [titleix@danville.edu](mailto:titleix@danville.edu).**

A complete copy of this policy is published in the *DCC Student Handbook* and students should review this policy in its entirety for additional details. Copies of the *DCC Student Handbook* are available in the Admissions and Counseling Offices.

The Commonwealth of Virginia maintains a searchable site of its Sex Offender Registry at:  
<http://sex-offender.vsp.virginia.gov/sor/>

For further information on Campus Security and Crime Awareness, you are encouraged to contact:

**Vice President of Financial and Administrative Services  
Danville Community College  
1008 South Main Street  
Danville, VA 24541  
Telephone: (434) 797-6430**

Danville Community College does not discriminate on the basis of race, color, age, national origin, sex, or disability in its programs and activities, admissions, and employment.

## SUMMARY OF THE COMMONWEALTH OF VIRGINIA'S POLICY ON ALCOHOL AND OTHER DRUGS

The Commonwealth of Virginia's Policy 1.05 on Alcohol and Other Drugs states that the following acts by employees are prohibited:

- I. The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and other drugs in the workplace;
  - II. Impairment at the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes);
  - III. Action which results in the criminal conviction for:
    - ❖ A violation of any criminal drug law, based upon conduct occurring either on or off the workplace, or
    - ❖ A violation of any alcoholic beverage control law, or law which governs driving while intoxicated, based upon conduct occurring on the workplace;
  - IV. The failure to report to their supervisors that they have been convicted of any offense, as defined in III above, within five calendar days of the conviction.
- The workplace consists of any state owned or leased property or any site where official duties are being performed by state employees.
  - Any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, including discharge, and may be required to participate satisfactorily in an appropriate rehabilitation program.
  - A copy of the entire Commonwealth of Virginia's Policy on Alcohol and Other Drugs may be obtained from your agency human resource office.

### CERIFICATE OF RECEIPT

Your signature below indicates your receipt of this policy summary of Policy 1.05, Alcohol and Other Drugs. **Your signature** is intended **only to acknowledge receipt**; it **does not imply agreement or disagreement** with the policy itself. If you refuse to sign this certificate of receipt, your supervisor will be asked to initial this form indicating that a copy has been given to you.

**Employees**  
**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_





## STUDENT EMERGENCY PLANNING GUIDE

### How am I supposed to respond when an on-campus emergency occurs?

Your response to a campus emergency will be crucial to your safety and perhaps the safety of others. Follow the instructions below in case of an emergency. Victims in emergency situations, witnesses to them, or someone discovering an emergency will need to immediately report as described in these guidelines.

### How will I know about a campus emergency?

Some emergencies that occur on campus will not be widely announced. If the emergency does need to be announced, and it is not a fire alarm, you will usually be informed by announcements on the flat screen monitors and speakers located throughout the buildings. If you have signed up for DCC Alert, you may also receive a text message or email with additional information. You should take action based on the three categories shown below.

### What should I do in case of an emergency?

Typically, there are three types of campus emergencies that require your immediate response:

- **Weather-related emergency**

If you are informed of a weather emergency, use the following procedure:

1. Close all windows and blinds in the classroom;
2. Move to hallways or windowless rooms on the ground floor of the building;
3. Assist the handicapped or those needing help;
4. Do not use elevators;
5. Close doors to adjacent rooms;
6. Stay away from windows and outside doors;
7. Remain in the hallway until the all-clear has been given by Security or College authorities.

- **Evacuation of a building or buildings**

Should it be necessary to evacuate a classroom, building, or even the entire campus, students should adhere to the following procedure:

1. Treat the evacuation alarm as if it is real;
2. Do not delay, leave the building immediately;
3. Use appropriate exits. Do not use elevators;
4. Assist the handicapped or those needing help;
5. Go at least 50 yards from your building to the closest parking lot;
6. Remain with your group so that a headcount can be made;
7. Do not return to your building until instructed to do so by Security or College authorities.

- **Lockdown of a building or buildings**

If you are notified that your building or the campus is under lockdown, you should do the following:

1. Students in a classroom should remain there. Students in hallways should seek shelter in the nearest classroom;
2. Close and lock the classroom door;
3. Close all windows and blinds in the classroom;
4. Turn off all lights;
5. Crouch down in areas that are out of sight from doors and windows;
6. Remain quiet;
7. Stay in the room until the Police or Security give the all-clear.

### **How do I report emergencies that I may become involved in or witness?**

There are several key telephone numbers for your use to report an emergency that you are involved in or witness:

1. First, always **call the Danville Department of Emergency Services at 9-911**, if calling from a campus telephone, or **911** from an outside line;
2. Next, call Campus Security at **8533** from a campus telephone or **797-8533** from an outside line. Emergency Call Boxes, which contact Campus Security, are also located across the campus.

### **What do I do if someone threatens me, I see someone with a weapon or I am attacked?**

DCC has a “zero tolerance” policy for violence or threats of violence, weapons possession on College property or physical violence. Threats made against students either on or off campus will be addressed when reported. Once reported, threats against another person or weapons possession on College property will be dealt with immediately and strongly. Finally, anyone who is physically attacked must report the attack immediately to the above authorities.

### **What do I do if my situation isn’t an emergency but is making me uncomfortable?**

Sometimes, incidents occur on campus that tend to make people uncomfortable but don’t meet our normal definition of emergency. Such incidents may be a violation of DCC’s violence prevention policy. If this is the case, and you don’t believe that it is necessary to report the incident to the Department of Emergency Services, immediately report it to the Director of Student Development at 797-8490, your advisor, or a member of the faculty so that appropriate action can be taken by the College.

### **Who provides Campus Security services?**

SOS Security provides security services for the College. Security officers wear uniforms that are clearly marked as Security and all officers wear name tags. These officers do not carry weapons. Danville City Police and the Danville Department of Emergency Services provide support to the College for all emergencies.

### **Are there Security cameras on campus?**

There are a number of security cameras on the campus. These cameras record events that can be reviewed later, if required. The cameras are not actively monitored and the information from them is only retained for a limited time. Information from these cameras may be reviewed by the College and shared with law enforcement and emergency services agencies.

### How do I find out when class schedules change due to weather emergencies?

It is sometimes necessary to cancel, reschedule or change class schedules based on emergencies caused by weather or other causes that can occur. If so, students can learn of these changes by reviewing the College web site and monitoring local radio and television stations. Please check the following for opening status:

Depending upon the time of the year, school closings caused by **inclement weather** are announced on all local radio and television stations. (Radio Stations include: WBTM and WAKG - Danville; WHLF - South Boston; and WMMA - Gretna. Television Stations include: WSET, WSLS, WDBJ and WFMY) or students can call **(434) 797-8595** for a recorded message concerning College closings and/or delays, or check the DCC web site at [danville.edu/](http://danville.edu/), or social media sites Facebook, Twitter and Instagram.

Email and text message – Available through DCC Alert (sign up at [Click Here](#)) Recorded message – (434) 797-8595

All of these sources post the information as soon as they get it from the College. Please do not call them and ask if they have information. Phone lines need to be kept open and available so that these sources can be updated by the College as required.

06/09



## Privacy Policy Danville Community College

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It is the policy of the Commonwealth of Virginia that personal information about citizens will be collected only to the extent necessary to provide the service or benefit desired; that only appropriate information will be collected; that the citizen shall understand the reason the information is collected and be able to examine their personal record that is maintained by a public body.

The Family Educational Rights and Privacy Act of 1974, Section 438, Public Law 90-247, as amended, sets forth requirements governing protection of students' rights to privacy in their education records and affords them a right to inspect such records. A copy of this act is on file in the Learning Resources Center.

This information may be disclosed by the College without the prior consent of the student unless written request is made to the Admissions Office or the student sets appropriate privacy settings in the Student Information System before such time as the College is asked to make such disclosure. In any case, the College may disclose directory information from the education records of an individual who is no longer in attendance at the College. Students having questions pertaining FERPA may contact the College Registrar.

Danville Community College is in compliance with **Section 2.1-380**, as amended, of the *Code of Virginia*

### **Title IX and Sexual Misconduct**

### **Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking**

#### **What is Title IX?**

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. As a recipient of federal funds, Danville Community College is required to comply with Title IX.

**Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator Cheryl Terry, or the Deputy Title IX Coordinator Howard Graves. (See contact information below).**

## **Title IX Coordinators**

The Title IX Coordinator and Deputy Title IX Coordinator have responsibility to coordinate DCC's efforts to comply with its obligations under Title IX and the Title IX regulations. These responsibilities include coordinating any investigations of complaints received pursuant to Title IX and the implementing regulations.

*In addition, the Title IX Coordinators:*

- Promote the creation of policies, procedures, and notifications designed to ensure college compliance with Title IX
- Oversee implementation of compliance (grievance) procedures, including investigation and disposition of complaints
- Answer questions and provides guidance about Title IX compliance and the college's related policies and procedures
- Serve as a liaison to the state and federal agencies that enforce Title IX
- Help ensure the campus community and college employees with Title IX compliance and is responsible for seeing they are adequately trained and educated
- Monitor all other aspects of the college's Title IX compliance

## **Contacts**

Title IX Coordinator  
Cheryl Terry  
Danville Community College  
1008 S. Main Street - Wyatt Building,  
Room 213  
Danville, VA 24541  
434.797.8524

[cheryl.terry@danville.edu](mailto:cheryl.terry@danville.edu) or  
[titleix@danville.edu](mailto:titleix@danville.edu)



Deputy Title IX Coordinator  
Howard Graves  
Danville Community College  
1008 S. Main Street - Wyatt Building,  
Room 108  
Danville, VA 24541  
434.797.8458

[howard.graves@danville.edu](mailto:howard.graves@danville.edu) or  
[titleix@danville.edu](mailto:titleix@danville.edu)

## Reporting Incidents

Danville Community College prohibits discrimination, harassment, sexual assault, domestic violence, dating violence, stalking, and retaliation and has set forth procedures by which such allegations shall be filed, investigated and resolved. Members of the campus community who believe they have been subjected to any of these crimes should immediately report the incident to campus security or local police. **All emergencies or any incident where someone is in imminent danger should be reported immediately to local police by dialing 911 or campus security at 434.797.8533.**

After normal business hours, members of the campus community should report alleged violations to DCC Security by phone at 434.797.8533, or use the Emergency Phone Boxes located in each parking lot.

Whether or not a report is made to law enforcement, members of the campus community should report alleged violations to the Title IX Coordinator or Deputy Title IX Coordinator during normal business hours. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the College. To help ensure a prompt, fair, and impartial investigation and resolution, individuals are encouraged to complete a Complaint Form. The written complaint should be submitted to the Title IX Coordinator. Although strongly encouraged, a complainant is not required to submit a complaint on the Complaint Form or in writing.

## Definitions

**Advisor:** An individual who provides the complainant and respondent support, guidance, or advice. Advisors may be present at any meeting or hearing, but may not speak directly on behalf of the complainant or respondent.

**Campus:** The term “campus” refers to (i) any building or property owned or controlled by the College within the same reasonably contiguous geographic area of the College and used in direct support of, or in a manner related to, the College’s educational purposes, and (ii) any building or property that is within or reasonably contiguous to the area described in clause (i) that is owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes, such as a food or other retail vendor.

**Complainant:** A complainant refers to an individual who may have been the subject of a violation of this Policy and files a complaint against a faculty, staff member or student.

**Consent:** Any sexual activity or sex act committed against one’s will, by the use of force, threat, intimidation, or ruse, or through one’s mental incapacity or physical helplessness is without consent. Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually-agreed upon sexual activity. Silence does not necessarily constitute

consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). An individual cannot consent who is under the age of legal consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.

-Mental incapacity means that condition of a person existing at the time which prevents the person from understanding the nature or consequences of the sexual act involved (the who, what, when, where, why, and how) and about which the accused knew or should have known. This includes incapacitation through the use of drugs or alcohol. Intoxication is not the same as incapacitation.

-Physical helplessness means unconsciousness or any other condition existing at the time which otherwise rendered the person physically unable to communicate an unwillingness to act and about which the accused knew or should have known. Physical helplessness may be reached through the use of alcohol or drugs.

**Dating Violence:** Dating violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury committed by a person who is or has been in a close relationship of a romantic or intimate nature with the other person. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** Domestic violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury and that is committed by a person against such person's family or household member, which includes a current or former spouse a person with whom the victim shares a child in common, or who is cohabitating with or has cohabitated with the person as a spouse or intimate partner.

**Respondent:** A respondent refers to the individual who has been accused of violating this Policy.

**Responsible Employee:** A responsible employee is one designated for purposes of initiating notice and investigation of alleged violations of this Policy. A responsible employee also is any employee who a person reasonably believes is a responsible employee. Responsible employees are required to forward all reports of violations of this Policy to the Title IX Coordinator. Responsible employees also must report to the Title IX Coordinator any information obtained in the course of his employment that an act of sexual violence may have been committed against a student or may have occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus. DCC College administrators, including Deans, Directors and Coordinators, along with the DCC Security staff are determined to be "responsible employees." A responsible employee shall not be an employee who, in his position at the College, provides services to the campus community as a licensed health care professional, (or the administrative staff of a licensed health care professional), professional counselor, victim support personnel, clergy, or attorney.



**Sex Discrimination:** Sex discrimination is the unlawful treatment of another based on the individual's sex that excludes an individual from participation in, denies the individual the benefits of, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in college program or activity.

**Sexual Assault:** Sexual assault is defined as the intentional sexual contact with a person against that person's will by the use of force, threat, or intimidation, or through the use of a person's mental incapacity or physical helplessness. Sexual assault includes intentionally touching, either directly or through clothing, of the victim's genitals, breasts, thighs, or buttocks without the person's consent, as well as forcing someone to touch or fondle another against his or her will. Sexual battery is a type of sexual assault.

**Sexual Exploitation:** Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to invasion of sexual privacy; prostituting another person; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in voyeurism; exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals, and knowingly transmitting HIV or an STD to another.

**Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment shall be considered to have occurred in the following instances:

*Quid Pro Quo:* The submission to or rejection of such conduct is used as the basis for educational or employment decisions affecting the student or employee either explicitly or implicitly; or

*Hostile Environment:* Conduct so severe, pervasive, and objectively offensive that it undermines and detracts from an employee's work performance or a student's educational experience.

**Sexual Misconduct:** Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, and sexual violence.

**Sexual Violence:** Sexual violence is any intentional physical sexual abuse committed against a person's will or where a person is incapable of giving consent. Sexual violence includes rape, sexual assault, and sexual battery.

**Stalking:** Stalking occurs when someone, on more than one occasion, engages in conduct directed at another person with the intent to place, or knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member.



**Third Party:** A third party refers to any other participant in the process, other than the complainant or respondent, who makes a report on behalf of someone else. A third party could also include a witness to the incident.

## **Retaliation**

Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting a complaint alleging a violation, or any person cooperating in the investigation of allegations of violations, to include testifying, assisting or participating in any manner in an investigation pursuant to this Policy and the resolution procedures is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of violations of this Policy.

## **What You Should Do**

Anyone who has experienced sexual violence, domestic violence, dating violence, or stalking should do the following:

- Safely find a place away from harm.
- Call 911 or if on campus, contact campus security.
- Call a friend, a campus advocate, a family member or someone else you trust and ask her or him to stay with you.
- Go to the nearest medical facility/emergency room. It is important to seek appropriate medical attention to ensure your health and well-being, as well as to preserve any physical evidence.
- If you suspect that you may have been given a drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. "Rape drugs," such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- For professional and confidential counseling support, call the Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238. Help is available 24 hours a day.

You should also take steps to preserve any physical evidence because it will be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protective order.

- Do not wash your hands, bathe, or douche. Do not urinate, if possible.
- Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
- Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
- Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
- Tell someone all the details you remember or write them down as soon as possible.

-Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint.

\_\_\_\_\_

**Additional Title IX information and resources may be found at:**

<https://www.danville.edu/title-ix-and-sexual-misconduct>

### **Support Services**

For more information about available resources, go to:

<https://www.danville.edu/sites/default/files/assets/files/students/resources/Community%20Resource%20Guide.pdf>, which provides a list of campus and community resources, e.g., hospitals, domestic violence and sexual assault resource center, etc. Danville Community College also maintains an agreement with Piedmont Counseling, which provides professional counseling services upon referral to students and employees.

Additional student resources may be found at: <https://www.danville.edu/student-resources>

*updated 07/31/20*



- [Title IX Policy](#)
- [Title IX Incident Report Form](#)
- [Printable Title IX Incident Report Form](#)
- [Title IX Community Resources](#)
- [Title IX Brochure](#)

## **APPENDIX**

### ***(Sample Forms)***

- A. Drop/Add Form (Same form used as Withdrawal Form)
- B. Administrative Withdrawal Form – available online.
- C. Incomplete Grade Form – available online.
- D. Grade Change Request Form
- E. Syllabus
- F. Course Outline
- G. DCC Adjunct Faculty Training for Web Access to the New VCCS SIS
- H. Instructions for Email Access
- I. Basic Instructions for accessing Canvas

These and other forms may be located on the DCC website at  
<http://danville.edu/forms/forms.html>

•

**A. Drop/Add Form (Same form used as Withdrawal Form)**



**Danville Community College**

1008 South Main Street, Danville, VA 24541

434.797.8420

Fax 434.797.8451

**DROP/ADD FORM**

\_\_\_\_\_  
Name

\_\_\_\_\_  
EMPL ID or SS#

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Course Name & Section #	Course Title	Credits	Add	Drop	Grade	Refund

Comments/reason for change:\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
College Personnel

\_\_\_\_\_  
Date

(Effective 6/09)

## B. Administrative Withdrawal Form



1008 South Main Street, Danville, VA 24541 434.797.8420 Fax 434.797.8451

### ADMINISTRATIVE WITHDRAWAL FORM

(This form is for reporting students who have missed a minimum of 25% of attendance in their class or classes.) Please send completed form to the Admissions Office.

\_\_\_\_\_  
Name Student ID # or SS#

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

Class #	Course Title	Credits	Last Date of Attendance

Students withdrawn before the 60% point in each course will be issued a "W". After that point, a student will be issued an "F".

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

Form Effective Fall 2005

## C. Incomplete Grade Form

(Sample)

-----  
-----

### INCOMPLETE GRADE FORM

Student's EMPLID: \_\_\_\_\_  
Name of Student \_\_\_\_\_

*Course No. Name Of Course Section No. Credit Hours*

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for giving grade of "Incomplete":

\_\_\_\_\_  
\_\_\_\_\_

Student's average on work completed: \_\_\_\_\_

Relative weight of work to be completed: \_\_\_\_\_Percent

**WORK TO BE COMPLETED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IF WORK IS NOT COMPLETED BY \_\_\_\_\_, the grade will be \_\_\_\_\_.**  
**(Date)**

Signature of Instructor: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Division Dean: \_\_\_\_\_

1. This form must accompany each "**Incomplete**" grade given.
2. Get signature of Division Dean.
3. This form will remain in the Registrar's office until a change of grade form has been received from the instructor.

*Revised June 16, 2009*

## D. Change of Grade Form

(Sample)

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-----

### GRADE CHANGE REQUEST

NAME \_\_\_\_\_

COURSE #. \_\_\_\_\_

EMPLID # \_\_\_\_\_

COURSE NAME \_\_\_\_\_

OLD GRADE \_\_\_\_\_

PLAN/CURRICULUM \_\_\_\_\_

NEW GRADE \_\_\_\_\_

TERM CLASS WAS TAKEN \_\_\_\_\_

Reason for Change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSTRUCTORS SIGNATURE \_\_\_\_\_

DIVISION DEAN'S SIGNATURE \_\_\_\_\_

## E. Syllabus Template

[Type here]

## SYLLABUS Sample

**DIVISION:** *(Example)* Business and Engineering Technology

**REVISED:** Semester/ Year

**CURRICULA IN WHICH COURSE IS TAUGHT:** DCC Program of Study

**COURSE NUMBER AND TITLE:** Course Number & Name from VCCS

**INSTRUCTOR:**

**CREDIT HOURS: ? HOURS/WK LEC: ? HOURS/WK LAB: ? LEC/LAB COMB: ?**

**TEXTBOOK:**

---

**I. CATALOG DESCRIPTION:** Description as listed in DCC Catalog.

**II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES:**

- Objective 1
- Objective 2
- Objective n

**III. REQUIRED BACKGROUND/PREREQUISITIES:**

- Prerequisite

**IV. COURSE CONTENT:**

- Content 1
- Content 2
- Content n

**V. THE FOLLOWING GENERAL EDUCATION OBJECTIVES WILL BE ADDRESSED IN THIS COURSE (Place X by all that apply)**

\_\_\_\_\_ Communications

\_\_\_\_\_ Computational and Computer Skills

\_\_\_\_\_ Learning Skills

\_\_\_\_\_ Understanding Culture and Society

\_\_\_\_\_ Critical Thinking

\_\_\_\_\_ Understanding Science and Technology

\_\_\_\_\_ Interpersonal Skills and  
Human Relations

\_\_\_\_\_ Wellness



[Type here]

## VI. LEARNER OUTCOMES

## VII. EVALUATION

<b>Learner outcome (starts with verb)</b> <ul style="list-style-type: none"><li>• Understand ....</li><li>• Navigate ....</li><li>• Identify ....</li><li>• Name ...</li></ul>	<b>Evaluation method</b>  Lab exercises  Written test  Online exam
<b>Learner outcome</b> <ul style="list-style-type: none"><li>• Understand</li><li>• Navigate</li><li>• Identify</li></ul>	<b>Evaluation method</b>  Lab exercises  In class assignments  Written test
<b>Learner outcome</b> <ul style="list-style-type: none"><li>• Understand</li><li>• Navigate</li><li>• Identify</li></ul>	<b>Evaluation method</b>  Lab exercises  In class assignments  Written test
<b>Learner outcome</b> <ul style="list-style-type: none"><li>• Understand</li><li>• Navigate</li><li>• Identify</li></ul>	<b>Evaluation method</b>  Lab exercises  In class assignments  Written test

## VIII. GRADING POLICY

## IX. GRADING SCALE

## X. 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

[Type here]

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 <https://danville.edu/title-ix-and-sexual-misconduct>.

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:

Ms. Cheryl Terry  
Title IX Coordinator  
434.797.8524  
[titleix@danville.edu](mailto:titleix@danville.edu) or  
[cheryl.terry@danville.edu](mailto:cheryl.terry@danville.edu)  
Wyatt Building, Room 213

Mr. Howard Graves  
Deputy Title IX Coordinator  
434.797.8443  
[titleix@danville.edu](mailto:titleix@danville.edu) or  
[howard.graves@danville.edu](mailto:howard.graves@danville.edu)  
Wyatt Building, Room 108

[Type here]

## **F. Course Outline (Sample)**

**Course, Section No. and Course Title:**

**Course Prerequisite (s):**

**Semester:**

**Instructor:**

**Office Number:**

**Office Hours:**

**Telephone:**

**Office:**

**Home:**

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

### ***Course Content:***

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

***Course 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.

### ***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.

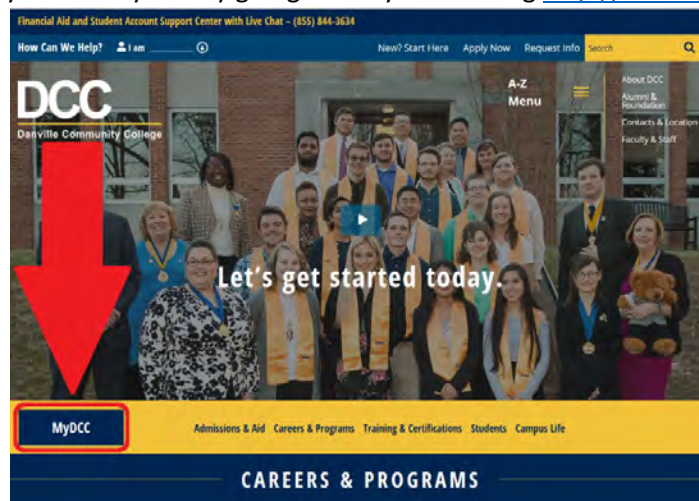
[Type here]

## Faculty Center

The Faculty Center is available within the Student Information System (SIS). The SIS is accessible from the myDCC portal. Each faculty member has a VCCS ID which is used to access VCCS systems through the myDCC portal. In addition, each faculty member has a 7-digit EMPLID which is used by the VCCS as an ID number in order to keep the use of SSNs to a minimum. If you have been a student or employee at any college within the VCCS, you should already have a MyVCCS/myDCC username and password. For new users or users who have not logged into the myDCC portal since the Spring 2017 update, security questions will need to be setup.

### Log in to myDCC

Go to <http://danville.edu> and click the “myDCC” tab on the left-hand side underneath the video player. Alternatively, you may access myDCC by going directly there using <http://dcc.my.vccs.edu>



At the myDCC login page, type your username and password into the appropriate text boxes and either click the “SIGN IN” button or press the Enter/Return key on your keyboard to log in to myDCC. If you do not know your username, click the “Forgot Username” link. If you do not know your password, click the “Forgot Password” link.

[Type here]

# DCC

Danville Community College

My Username

My Password

SIGN IN

Forgot Password | Forgot Username

## Announcements

IT'S FAFSA TIME!  
If you are attending college in Fall 16 or Spring 17, it is **NOW** Time to fill out the FAFSA application for grants and scholarships. CALL our Financial Aid Hotline @ 1.855.844.3634 or STOP BY! WYATT 101 every Monday from 9:30am to 2:00pm for more info!!!

myDCC LOGIN PORTAL  
Provides a centralized, easy-to-use, easy-to-recognize login system for Web applications at Virginia Community Colleges. Users can log into the system knowing that their myDCC login information is encrypted and secure.

## PROTECT YOUR PRIVACY

For security reasons, please be sure to close all browser windows when you are done accessing services that require authentication.

# DCC

Danville Community College

Activities

[ Go ]

[ Text Only ]

myDCC

Don't leave money on the table.  
Fill out the FAFSA now to get cash for college!

FAFSA Help Available  
Mondays, 9:30-2:30  
Wyatt 101...  
More >>

Click Here for Full Calendar

DCC Events

Wednesday, August 3

Wednesday, August 3

Advising by Appointment/Registration for Fall Se

Thursday, August 4

Advising by Appointment/Registration for Fall Se

Friday, August 5

Advising by Appointment/Registration for Fall Se

Google Calendar

Weather Forecast  
Delayed Class Schedule

DCC Afford  
Monthly Payment Plans

The Virginia Wizard

Admissions Application

Class Schedule  
Click Here

Scholarships

Library

Distance Learning

Faculty/Staff

Privacy Policy

Campus Virtual Tour

Emergency Information

DCC Alert System

Search the DCC Website

Can also Custom Search

Search

ABOUT SOL CERTIFICATES

# DCC

Danville Community College

My Username

My Password

SIGN IN

Forgot Password | Forgot Username

## Announcements

IT'S FAFSA TIME!  
If you are attending college in Fall 16 or Spring 17, it is **NOW** Time to fill out the FAFSA application for grants and scholarships. CALL our Financial Aid Hotline @ 1.855.844.3634 or STOP BY! WYATT 101 every Monday from 9:30am to 2:00pm for more info!!!

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## PROTECT YOUR PRIVACY

For security reasons, please be sure to close all browser windows when you are done accessing services that require authentication.

[Type here]

## Retrieve your myDCC Username

At the myDCC login page, click the “Forgot Username” link if you have not done so already. Click the check box next to “I’m not a robot” and click “Continue” to complete the reCAPTCHA.

The screenshot shows the 'Password Reset' page of Danville Community College (DCC). At the top left is a 'Return to Signin page' button. The main heading is 'Password Reset'. Below it, the instruction reads: 'Check the "I'm not a robot" box below and click Continue.' A red rectangle highlights the reCAPTCHA area, which includes the 'I'm not a robot' checkbox and the reCAPTCHA logo. Below this, a red arrow points to the 'Continue' button. On the right side, there are 'Username Lookup Instructions' and two sections: 'First Section: Recaptcha' and 'Second Section:'. The 'First Section' explains that recaptcha is used for security. The 'Second Section' asks for the user's first name, last name, date of birth, EMPLID, or SSN. Below these instructions are definitions for 'What is an Emplid?' and 'What is SSN?'. At the bottom right is another 'Return to Signin page' button.

Enter your first name, last name, and date of birth in the MM/DD/YYYY format (e.g., if your date of birth is July 20<sup>th</sup>, 1969, you would enter “07/20/1969”) in the corresponding text boxes. Then, select to enter either your EMPLID or your SSN without dashes. Click the “Next” button to retrieve your myDCC username. Please note that you’ll need to enter your information exactly as it appears in the Student Information System (SIS) in order to retrieve your myDCC username in this way.

The screenshot shows the 'Password Reset' page of Danville Community College (DCC). At the top left is a 'Return to Signin page' button. The main heading is 'Password Reset'. Below it, the instruction reads: 'Enter your name, date of birth, and either Emplid or SSN'. A red rectangle highlights the input fields: 'FIRST NAME:', 'LAST NAME:', 'DATE OF BIRTH: MM/DD/YYYY', and radio buttons for 'EMPLID:' and 'SSN:'. A red arrow points to the 'Next' button. On the right side, there are 'Username Lookup Instructions' and two sections: 'First Section: Recaptcha' and 'Second Section:'. The 'First Section' explains that recaptcha is used for security. The 'Second Section' asks for the user's first name, last name, date of birth, EMPLID, or SSN. Below these instructions are definitions for 'What is an Emplid?' and 'What is SSN?'. At the bottom right is another 'Return to Signin page' button.

[Type here]

## **Reset your myDCC Password**

At the myDCC login page, click the “Forgot Password” if you have not done so already. Enter your myDCC username in the field and the “OK” button to display security questions that you have set up. You will need to enter answers to your security questions exactly as you originally answered them. If you have not set up security questions or are unable to provide answers to your security questions, you will need to contact your division administrative assistant.

A screenshot of a web form titled "Reset your password" with a close button (X) in the top right corner. Below the title is the instruction "Please provide additional information to aid in the recovery process." There is a text input field labeled "Enter Username." and a yellow "SUBMIT" button below it. A large red arrow points from the left towards the "SUBMIT" button. The entire form is outlined with a red border.

Once you log in successfully, you will see a screen similar to the following:

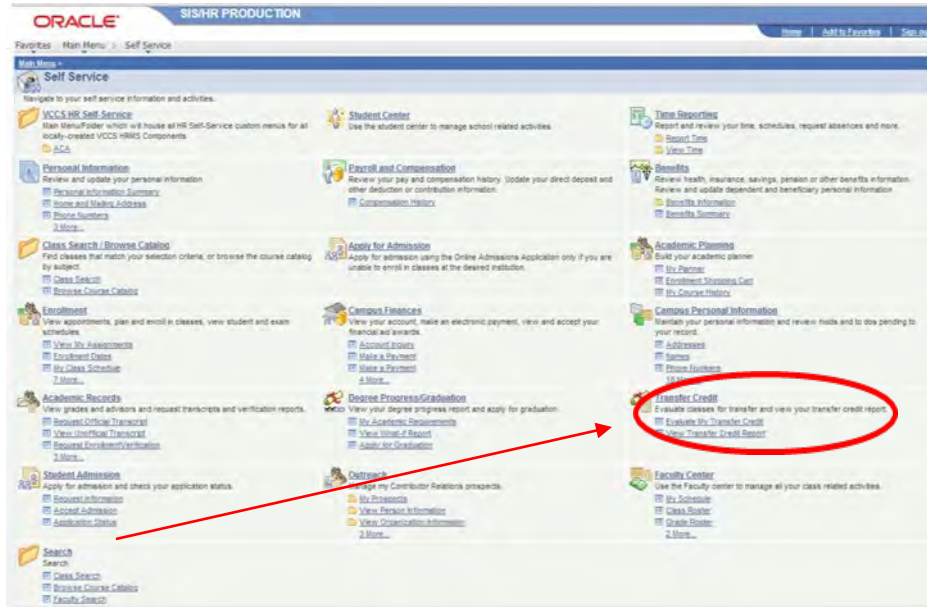


Once you are at this screen, you can access your desired system.



[Type here]

In order to get to the Faculty Center. Click on VCCS SIS: Student Information System. You will see a screen similar to the following:



Click on Faculty Center. From there you may choose any of the options listed. Those options are My Schedule, Class Roster, Grade Roster, Gradebook, Assignments.



[Type here]

## My Schedule

**ORACLE** SIS/HR PRODUCTION

Favorites [Main Menu](#) > Self Service > Faculty Center > My Schedule

**Lisa Goode**

Faculty Center Search

my schedule class roster grade roster

**Faculty Center**

**My Schedule**

2014 Fall | Danville Community College [change term](#) [My Exam Schedule](#)

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

**My Teaching Schedule > 2014 Fall > Danville Community College**

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">SDV 100-W3 (62090)</a>	College Success Skills (Lecture)	18	TBA	TBA	Sep 15, 2014-Nov 21, 2014

[View Weekly Teaching Schedule](#) [Go to top](#)

**My Exam Schedule > 2014 Fall > Danville Community College**

You have no final exams scheduled at this time.

[Go to top](#)

[Faculty Center](#) [Search](#)

[My Schedule](#) [Class Roster](#) [Grade Roster](#)

This page will show all of your classes that you are an instructor for. If you need to change the term to display courses that you have taught (or in some cases are currently teaching), click “change term” and then choose your desired term.

If you wish to view your class roster for a particular course, click the people icon.

If you click the link that displays the course, in this case, SDV 100-W3 (62090), you will see your course detail.

[Type here]

## Class Roster

This page shows you your class roster. It is the same page that will appear if you click the people icon from the “my schedule” tab. You will be able to change the class roster being displayed by clicking “change class” and then selecting the desired class you wish to display the roster for. (*Note: Some personal information has been blocked out to retain privacy.*)

The screenshot shows the Oracle SIS/HR PRODUCTION interface. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Self Service', 'Faculty Center', and 'My Schedule'. Below this, the user 'Lisa Goode' is logged in. There are tabs for 'my schedule', 'class roster', and 'grade roster'. The 'class roster' tab is active. Below the tabs, there's a section for 'Class Roster' with a 'change class' button highlighted by a red arrow. The class selected is 'SDV 100 - W3 (62090)'. Below the class name, it says 'College Success Skills (Lecture)'. There are also fields for 'Days and Times' (TBA), 'Room' (TBA), 'Instructor' (Lisa Ebarb Goode), and 'Dates' (09/15/2014 - 11/21/2014). Below this, there's a section for 'Enrollment Status' with a dropdown menu set to 'Enrolled'. Below that, it shows 'Enrollment Capacity 20' and 'Enrolled 18'. At the bottom, there's a table titled 'Enrolled Students' with columns for 'Notify ID', 'Name', 'Email', 'Main Phone', 'Business Phone', 'Home Phone', 'Grade Basis', 'Units', 'Program and Plan', and 'Advisor(s)'. The table lists 18 students with their respective details.

Notify ID	Name	Email	Main Phone	Business Phone	Home Phone	Grade Basis	Units	Program and Plan	Advisor(s)
1						Graded	1.00	Curricular - Science (A.A. & S.)	Stoddard, Jonathan M
2						Graded	1.00	Curricular - Liberal Arts-Humanities Spec.	Ruiz Fodor, Ana M
3						Graded	1.00	Curricular - Science (A.A. & S.)	Sanderford, Mark V
4						Graded	1.00	Curricular - Electrical/Electronics EngTech	Toler, Teresa P
5						Graded	1.00	Curricular - Business Adm. (A.A. & S.)	Nidiffer, Matt B
6						Graded	1.00	Curricular - Business Adm. (A.A. & S.)	Nidiffer, Matt B
7						Graded	1.00	Curricular - 18t Year Studies Certif/Science (A.A. & S.)	Turner, Margie L
8						Graded	1.00	Curricular - Liberal Arts-Humanities Spec.	Maier, Theodore Joseph
9						Graded	1.00	Curricular - Science (A.A. & S.)	Stoddard, Jonathan M

[Type here]

## Search

This is where you will be able to search for classes that have been put into SIS. At the beginning of each session, the Term will default to the current term. If the term showing is not the term you want, simply click the drop down arrow to display a list of available terms and select the term you want. You may search by typing in the three character subject, for example, ENG, MTH, ACC, etc. Alternatively, you may press “select subject” to display a list of subjects and select the subject you want.

Searching by just the subject will return all classes scheduled under that particular subject. For example, selecting ENG and pressing Search will return all ENG 111, ENG 115, ENG 131, etc. classes available. To narrow this down, in the Course Number field, type in the three digit course number. For example, if you want to find all ENG 111 classes scheduled, in the Subject field you will type ENG and in the Course Number field you will type 111. If you have the “Show Open Classes Only” box checked, only the open classes will be returned. If you want to view closed classes as well, simply uncheck the box, then press “Search”.

ORACLE<sup>®</sup>

SIS/HR PRODUCTION

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#) > [Class Search](#)

Lisa Goode

Faculty Center

Search

search for classes

browse course catalog

### Search for Classes

---

#### Enter Search Criteria

Search for Classes

Institution

Danville Community College

Term

2014 Fall

Select at least 2 search criteria. Click Search to view your search results.

▼ Class Search

Subject

select subject

Course Number

is exactly

Course Career

Credit

Campus

Mode of Instruction

☒ Show Open Classes Only

☐ Open Entry/Exit Classes Only

▶ Additional Search Criteria

CLEAR

SEARCH

[Faculty Center](#) [Search](#)

[Search For Classes](#) [Browse Course Catalog](#)

[Type here]

Another way to find a class is to click the “browse course catalog” tab. This feature allows you to browse by subject first, then by course number. Click the arrow next to the subject to expand it to show the course numbers.

The screenshot shows the Oracle SIS/HR PRODUCTION interface. At the top, there is a navigation bar with the Oracle logo and the text "SIS/HR PRODUCTION". Below this is a breadcrumb trail: "Favorites > Main Menu > Self Service > Faculty Center > My Schedule > Class Search > Browse Course Catalog".

Below the breadcrumb trail is a search area with a grid of letters (A-Z) and numbers (0-9). Below this are two buttons: "COLLAPSE ALL" and "EXPAND ALL".

Below the buttons is a text prompt: "Select subject code to display or hide course information.".

Below the prompt is a list of subjects, each with a green right-pointing triangle icon to its left, indicating it is expandable. The subjects listed are:

- ACC - Accounting
- ACCT - Accounting
- ACQ - Acquisitions
- ACQU - Acquisitions
- ADJ - Administration of Justice
- ADJU - Law Enforcement
- AERO - Aviation
- AGNR - Agriculture & Natural Resource

A red arrow points from the text in the paragraph above to the first subject, "ACC - Accounting".

[Type here]

Then click the course number you are interested in viewing information for.

My Schedule - Windows Internet Explorer

https://ps-sis-sa90.vccs.edu/pspl/ps/EMPLOYEE/HRMS/s/WEBLIB\_PTPP\_SC.HOMEPAGE.FieldFormula.IScript\_AppHP?pt\_fname=CO\_EMPLOYEE\_SI

File Edit View Favorites Tools Help

My Schedule

ORACLE SIS/HR PRODUCTION

Home Add to Favorites Sign out

Favorites Main Menu Self Service Faculty Center My Schedule Class Search Browse Course Catalog

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL EXPAND ALL

Select subject code to display or hide course information.

▼ ACC - Accounting

Course Nbr	Course Title	Typically Offered
110	<a href="#">Introduction to Computerized Accounting</a>	
111	<a href="#">Accounting I</a>	
112	<a href="#">Accounting II</a>	
199	<a href="#">Topics in</a>	
211	<a href="#">Principles of Accounting I</a>	
212	<a href="#">Principles of Accounting II</a>	
221	<a href="#">Intermediate Accounting</a>	
222	<a href="#">Intermediate Accounting II</a>	
224	<a href="#">Intermediate Accounting II</a>	
231	<a href="#">Cost Accounting I</a>	
241	<a href="#">Auditing I</a>	
242	<a href="#">Auditing II</a>	
261	<a href="#">Principles of Federal Taxation I</a>	
262	<a href="#">Principles of Federal Taxation II</a>	
290	<a href="#">Coordinated Internship</a>	
299	<a href="#">Topics in</a>	

▶ ACCT - Accounting

▶ ACQ - Acquisitions

▶ ACQU - Acquisitions

▶ ADJ - Administration of Justice

▶ ADJU - Law Enforcement

Internet | Protected Mode: Off

6:03 PM 10/7/2014

[Type here]

For example, clicking on “111” under the “ACC” subject, will show a similar screen:

ORACLE

SIS/HR PRODUCTION

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#) > [Class Search](#) > [Browse Course Catalog](#)

Lisa Goode

Faculty Center

search for classes

Search

browse course catalog

### Browse Course Catalog

### Course Detail

[Return to Browse Course Catalog](#)

#### ACC 111 - Accounting I

Course Detail

Career	Credit	<a href="#">view class sections</a>
Units	3.00 - 4.00	
Grading Basis	Graded	
Course Components	Lecture Required	
Academic Group	Non-Developmental	
Academic Organization	DCredit	

Enrollment Information

Enrollment Requirement	MTE 1-2 / ENF 1 Pre-Requisite - Student must satisfy MTE 1 through MTE 2 and ENF 1 requirement. Student may be co-enrolled in ENF 1.
------------------------	--

Description

ACC 111 Accounting I (3 cr.) Presents fundamental accounting concepts and principles governing the accounting cycle, journals, ledgers, working papers, and preparation of financial statements for sole proprietorships. Covers services and merchandising businesses. Lecture 3 hours. Total 3 hours per week.

[Return to Browse Course Catalog](#)

[Faculty Center](#) [Search](#)

[Search For Classes](#) [Browse Course Catalog](#)



If you wish to view the class sections that have been scheduled, just click the “view class sections” button.

[Type here]

## Grade Roster

At a certain point in the session, a grade roster for your class will be generated. Until it is generated in the system, you will not see an option to input grades for your students. Once the grade roster is available, you will be able to input grades. Click on My Schedule and then click the grade roster icon. The icon that is circled in red will appear when the grade roster has been generated. If you do not see that icon, the grade roster is not

available.

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		<a href="#">SDV 100-W3 (62090)</a>	College Success Skills (Lecture)	20	TBA	TBA	Sep 15, 2014 - Nov 21, 2014

**Grade Roster**

[View FERPA Statement](#)

2014 Fall | Dynamic Session | Danville Community College | Credit

**SDV 100 - W3 (62090)** [change class](#)

College Success Skills (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Lisa Ebarb Goode	09/15/2014 - 11/21/2014

**Display Options:**

\*Grade Roster Type:

☐ Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status:  [save](#)

**Student Grade**

	ID	Name	Roster Grade	Last Date of Attendance	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		<input type="text" value="v"/>			GRD	Curricular - Liberal Arts-Humanities Spec.	Freshman
<input type="checkbox"/>	2		<input type="text" value="v"/>			GRD	Curricular - Science (A.A. & S.)	Sophomore
<input type="checkbox"/>	3		<input type="text" value="v"/>			GRD	Curricular - Electrical/Electronics EngTech	First Time Freshman
<input type="checkbox"/>	4		<input type="text" value="v"/>			GRD	Curricular - Business Adm. (A.A.& S.)	Freshman
<input type="checkbox"/>	5		<input type="text" value="v"/>			GRD	Curricular - Business Adm. (A.A.& S.)	First Time Freshman
<input type="checkbox"/>	6		<input type="text" value="v"/>			GRD	Curricular - Liberal Arts-Humanities Spec.	Freshman
<input type="checkbox"/>	7		<input type="text" value="v"/>			GRD	Curricular - Science (A.A. & S.)	Freshman

In the Roster Grade column, you will need to select the grade for each student from the drop down menu. For grades of "F" or "NP", a field will appear in the Last Date of Attendance column for that student.

<input type="checkbox"/>	1		<input type="text" value="F"/>	<input type="text" value="11/21/2014"/>		GRD	Curricular - Liberal Arts-Humanities Spec.	Freshman
--------------------------	---	--	--------------------------------	---	--	-----	--	----------

You will be required to enter the last day the student was in your class.

[Type here]

Once you are finished entering grades for all of your students, you will need to change the “\*Approval Status” to “Approved” and click “save”. Please note that is VERY important that you change the Approval Status to Approved and click save. Otherwise, the student’s grades will not post to their records.

2014 Fall | Dynamic Session | Danville Community College | Credit

▼ **SDV 100 - W3 (62090)** [change class](#)

College Success Skills (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Lisa Ebarb Goode	09/15/2014 - 11/21/2014

Display Options:

\*Grade Roster Type:  ▼

☐ Display Unassigned Roster Grade Only

Grade Roster Actions:

\*Approval Status:  ▼ [save](#)

*Note: If you change the Approval Status to Approved and click save but have not entered a Last Date of Attendance for grades “F” or “NP”, change the Approval Status back to “Not Reviewed” and enter the date. Then change it back to Approved and save it.*

For help with navigating to or using the Faculty Center, you may contact Mark Rutledge at 434-797-8466 or email at [mark.rutledge@danville.edu](mailto:mark.rutledge@danville.edu).

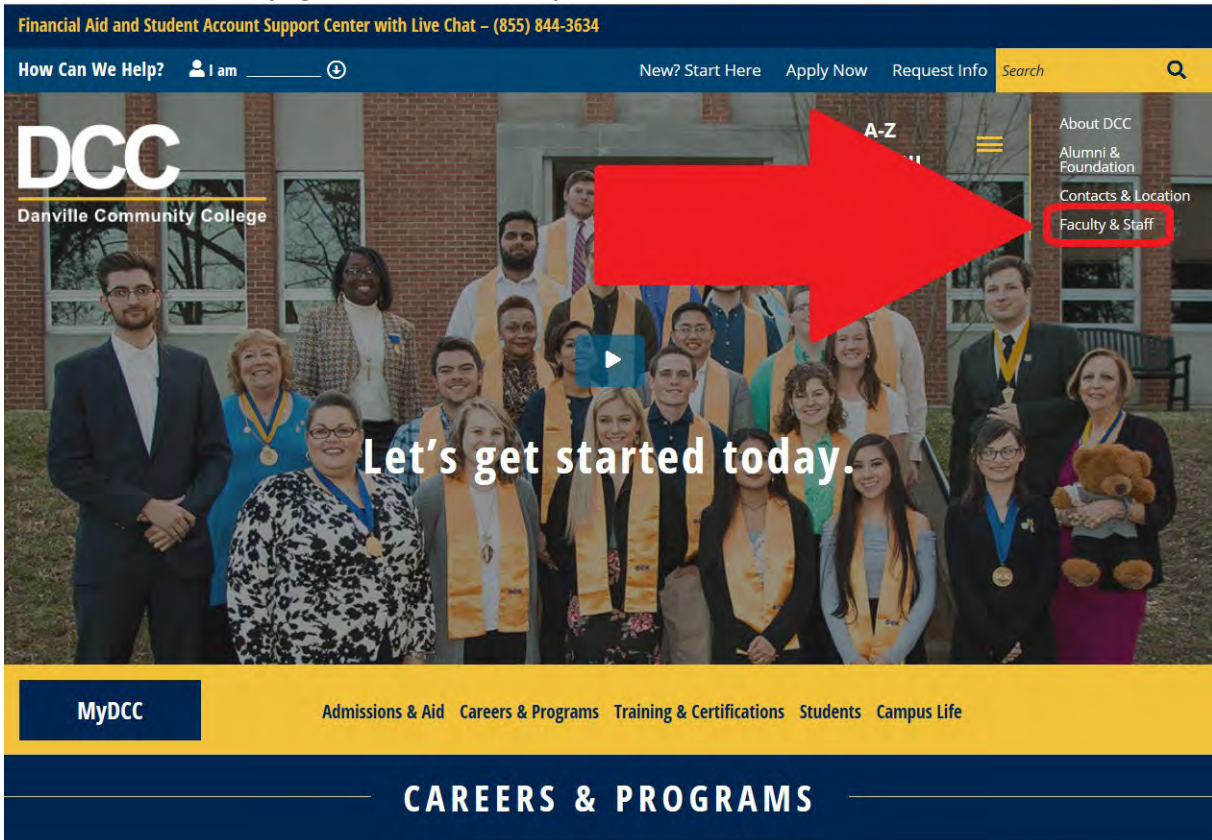
For help with password or security question issues, please contact Bracken Jones (IT Department) at 434-797-8515.

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






# How to access Microsoft Outlook Web Access (OWA) and change your password


1. From DCC's Homepage, select the "Faculty/Staff" link as shown below.




2. Select the “Faculty Staff Email Link. An Office 365 window will open, log-in as you would at your work station.

How Can We Help?  I am 

New? Start Here Apply Now Request Info  

  
Danville Community College

A-Z Menu 

About DCC  
Alumni & Foundation  
Contacts & Location  
Faculty & Staff

MyDCC

Admissions & Aid Careers & Programs Training & Certifications Students Campus Life

## Faculty & Staff

- Faculty/Staff Email
- Blackboard
- PeopleSoft/ Student SIS
- College Directories
- College Forms
- College Documents
- Payline
- Blackboard and other Technology Tutorials
- SIS Tutorials
- VCCS Professional Development Website

## Canvas Online Instruction for Faculty

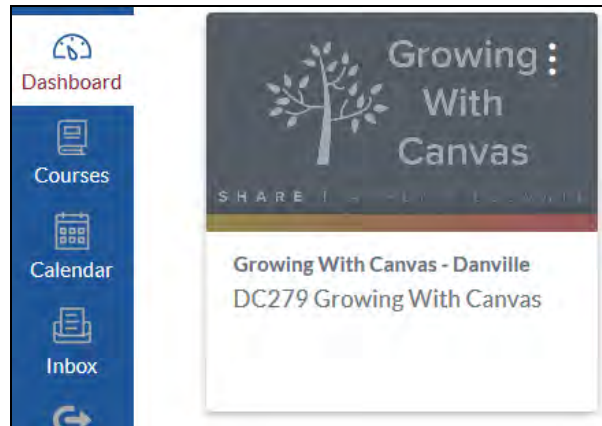
Best place to begin:

- [Canvas Training and Resources](#) (a DCC Library Research Guide)

For additional help:

- [Canvas Instructor's Guide – Table of Contents page](#)

All faculty should complete the “Growing With Canvas” course. Please notify a Canvas Administrator if the Growing With Canvas course card is not visible on your Canvas Dashboard.



If you have questions or issues related to Canvas, contact one of DCC's Canvas Administrators:

Chris Ford – email: [christopher.ford@danville.edu](mailto:christopher.ford@danville.edu)

Jennifer Walz – email: [jennifer.walz@danville.edu](mailto:jennifer.walz@danville.edu)

C J Olp – email: [charles.olp@danville.edu](mailto:charles.olp@danville.edu)

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## NOTES:

[illegible]