



Danville Community College

Serving the City of Danville, Halifax County, & Pittsylvania County

*Who do you want to be tomorrow?*

# Danville Community College

## 2024-2025 Student Handbook

### **MISSION:**

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

### **VISION:**

Danville Community College will be the college of choice in our region for exemplary educational programs and services while responding to the community's workforce and economic needs.



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## DCC Mission & Vision

Danville Community College is a two-year institution of higher education under the state-wide 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 and with the support and advice of the Danville Community College Board.

**Mission:** Danville Community College is committed to providing quality comprehensive higher education, workforce programs and services to promote student success and to enhance business and community partnerships.

**Vision:** DCC will be the college of choice in our region for exemplary educational programs and services while responding to the community's workforce and economic needs.

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

## College Admissions

### **ADMISSION DENIED / REVOKED**

The college reserves the right to evaluate and document special cases and to refuse or revoke admission if the college determines that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the college community, has provided false information or any information for a fraudulent purpose, or if such refusal or revocation is considered to be in the best interest of the college. DCC also reserves the right to refuse admission for applicants who have been expelled or suspended from, or determined to be a threat, potential danger or significantly disruptive by another college. Students whose admission is revoked after enrollment will be given due process. Please see Appeal Process for Revoked Admissions.

Language on the admissions application informs applicants that their information is being transferred to the State Police. In the event it is determined that a DCC applicant is listed on the Sex Offender Registry, the following procedures apply:

1. A student who has been admitted to the college but not yet enrolled in classes will have their admission revoked, pending an evaluation by the College's Threat Assessment Team (TAT). This will require the student to submit information regarding their type of conviction(s) and other details for evaluation. If the TAT concludes they are a threat, the student's admission will be revoked and they will then be dismissed from the college. An appropriate service indicator will be placed on the student's record, which will prevent the student from registering for classes. The student, in this instance, may invoke their right to an appeal process.
2. If the applicant registers for classes and becomes a student before the college receives notification that they are listed on the Sex Offender Registry, the student will be informed within 10 business days that they will be evaluated by the College Threat Assessment Team (TAT). This will require the student to submit information regarding their type of conviction(s) and other details for evaluation. If the TAT concludes they are a threat, the student will be informed that they are being administratively withdrawn from classes and will receive a tuition refund. They will then be dismissed from the college. An appropriate service indicator will be placed on the student's record, which will prevent the student from registering for classes. The student, in this instance, may invoke their right to an appeal process.

### **Appeals Process for Revoked Admission**

When a student's admission is revoked, he/she may invoke the appeal process. The student will receive a certified letter/return receipt requested and official email from the Dean of Student Services or designee notifying the student of the revoked admission and outlining the appeal process.

3. Student may write a letter of appeal to the Dean of Student Services in which he/she (1) provides justification for consideration of admission/ reinstatement and (2) discloses the nature of the offense and/or conviction serving as the basis for DCC's action to revoke admission. The letter of appeal must be submitted to the Dean of

Student Services within seven (7) business days of notification by the college (receipt of the certified letter).

4. A panel of five (5) full-time faculty, staff and/or administrators will review the information submitted and make a decision by a simple majority vote within fourteen (14) business days of receiving the letter of appeal. The Dean of Student Services will serve as the convener of the panel and will be a member of the panel. Panel discussions will be confidential.
5. If the panel determines that the withdrawn student represents a threat or potential danger to the college and/or the revoked admission/ withdrawn enrollment is considered to be in the best interest of the college, the following apply:\
  - The student's admission to the college will remain revoked
  - The student will be administratively withdrawn from classes, if classes have been held
  - An enrolled student will receive a tuition refund. Tuition refunds will not be granted for students removed from the college for disciplinary reasons.
6. The Dean of Student Services will inform the student by certified letter/return receipt requested and official email of the decision of the appeals panel. The decision of the appeals panel shall be final.

## College Bookstore

Located in the EIT Building, the DCC Bookstore offers a variety of products including books, school supplies, clothing, and computer items. Students can access course material information, including ISBN, prices, and the ability to order online, by visiting [dccbookstore.danville.edu](http://dccbookstore.danville.edu).

### DCC BOOKSTORE - REFUND POLICY

The bookstore will allow refunds for purchases if the following conditions are met:

Receipts are required for state audit purposes on all purchases. If a receipt is lost or otherwise unavailable then some other proof of purchase is necessary (i.e., cancelled check, bank statement). The bookstore is not responsible for lost, destroyed, or misplaced receipts. There is a \$5.00 fee for all receipt look ups.

Refunds on purchases made by credit or debit card will be credited to the credit or debit card. When financial aid pays for students' books (i.e., Pell Grant, Trade Act, Foundation scholarship, etc.) the corresponding financial aid account will be credited. All other refunds are made by check and mailed within two to three weeks of return. No cash refunds can be given at any time.

New books and related materials must be returned in new, resalable condition. Books with highlighting, water damage or missing pages will not be accepted for return. If books were purchased from our website and shipped to the customer, the shipping cost is non-refundable. Access codes must be sealed and unused. (Exposed codes are assumed to have been used). Shrink-wrapped books with multiple components cannot be returned with missing pieces.

### DCC BOOKSTORE - RETURN POLICY

Textbooks may be returned for a full refund up until the last day to withdraw with full tuition refund for each semester as posted in the College's published semester class listing. That date is also printed on Bookstore receipts during the current semester and is emailed to students as a reminder. Books purchased for one (1) credit or mini-session classes and obtained at times other than the beginning of a semester can be returned for a full refund up until the day that the class begins. Any books returned after the dates mentioned above will be refunded at a percentage of cost that is determined by the bookstore manager, if any.

Rented textbooks must be returned to the bookstore by the scheduled return date listed on the students' copy of the printed receipt. Students who have not returned books by the scheduled return date will be charged the full amount of the textbook plus any additional fees.

General books such as trade paperbacks, hardcover fiction, and non-fiction may be returned up to five (5) business days after purchase for a full refund. Books must be in new, resalable condition.

Refunds on calculators and electronic items are not available. Defective items will be replaced up to thirty (30) days of the original purchase. Merchandise must be returned with its carton, related product material (i.e., instructions, warranty, etc.) and the dated sales receipt. Defective merchandise held for more than thirty (30) days will be processed according to the manufacturers' instructions.

There is no refund from the bookstore on laptop computers. Laptops found to be defective must be replaced or repaired according to the manufacturer's warranty instructions.

All other merchandise purchased from the DCC Bookstore is non-refundable.

## College Clubs and Organizations

### Why Join a Club or Organization?

A person goes to college for a variety of reasons, one of which is to acquire the knowledge and skills necessary to accomplish one's educational career and personal goals. The major part of this education will be acquired in the classroom, but an important part is also received outside the classroom in a variety of activities. Some of the clubs available to DCC students are listed below:

**African-American Culture Club** was organized in 1973 to promote a greater understanding and appreciation for African American Culture by presenting cultural art exhibits, special programs, and speakers. (Advisor – Alice Walker, 434-797-8419)

**Alpha Beta Gamma** (International Business Honors Society) is an International Business Honor Society established to recognize and encourage scholarship among two-year business and professional college students. (Advisors – Matt Nidiffer, 434-797-8459)

**National Technical Honor Society** (NTHS) promotes the ideals of honesty, service, leadership, and skill development among America's future workforce. NTHS rewards scholastic achievement in occupational, vocational and/or technical education. Members help build and maintain a stronger, more positive image for vocational and technical students. Members also may attend conferences, workshops, and seminars to exchange ideas and experiences. (Advisors – Joe Distad, 434-797-8486, Daniel Dalton (434-797-8486), and Jeremy Smith (434-797-8589).

**Cosmetology Club** helps students understand material presented in the Cosmetology Program as well as other Cosmetology-related information that may not be presented in the classroom environment. The club is a place to come together, learn, help, and have fun while we delve into the world of Cosmetology. (Advisor – Jermon Russell, (434-797-8497)

**CyberKnights** focuses on helping students understand material presented in the networking curriculum as well as other network-related information that may not be presented in the classroom environment. The club is a place to come together, learn, help, and have fun while exploring the world of networking with veteran enthusiasts and beginners alike. (Advisor – Steve Carrigan, 434-797-8528)

**Nursing Club** was organized to recruit and support students in the nursing program. The membership is open to current, as well as, prospective nursing students. The mission of the club is to increase the visibility of the nursing students on campus and to increase the awareness of the nursing program. The club supports community events, such as community health fairs where they provide free health screenings. (Advisor – Dr. James Emerson, 434-797-8422)

**Phi Theta Kappa Upsilon Phi Chapter** (International Honor Society) is the international honor society for two-year colleges. A student must earn 12 or more credits, be a currently full- or part-time student in an associate degree program, and have a grade point average of 3.2 or better to be eligible for membership. The Upsilon Phi Chapter follows an honor theme and has fundraising and service projects each semester. The hallmarks guiding the chapter are scholarship, leadership, service, and fellowship. (Advisors – Penny Hudson, 434-797-8542; Cortnee Brandon, 434-797-8421)



**Student American Dental Hygiene Association** includes students studying dental hygiene. The club participates in Health Fairs, Open Houses, and Community Health Projects. Provided a free clinic where radiographs, sealants, nutritional counseling, cancer screenings and blood pressure checks are done. (All services are FREE, call the clinic at 434-797-8424. Lead Instructor-Tina Gauldin 434-797-8517)

**Student Government Association (SGA)** is made up of all registered DCC students. The SGA's purpose is to promote a better understanding between faculty and students; to regulate and encourage activities beneficial to the morale of the students and the welfare of the school; and to act as the official voice of the student body. (Advisor TBD, 434-797-8490)

**Student Veterans Organization (SVO)** ensures veterans, active-duty personnel, reservists, and National Guard members are receiving all benefits to which they are entitled. The SVO also increases awareness and understanding of veterans' issues on campus and advocates on behalf of student veterans. (Advisor – Sam Lowery 434-797-8506, Financial Aid/Veterans Program Counselor)

**T.E.A.C.H. – To Educate Always Creates Hope** educates and celebrates the future education careers of interested students at DCC. (Advisor – Traci Daniel, 434-797-6434)

## College Childcare

### HELPING HANDS CHILD DEVELOPMENT CENTER

Helping Hands Child Development Center operates as a lab school for DCC's Early Childhood Education program. Students acquire supervised hands-on experience with children.

- Serving DCC students, faculty, and the community
- Highly trained and educated teachers
- Developmentally appropriate activities
- USDA approved breakfast, lunch, and snack
- Secure building features
- Convenient, central location
- Fulltime & part time rates
- Modern facility and equipment
- Daily learning activities and outside play
- Small group time
- Interactive learning centers
- Accepts subsidy funds from DSS

### Hours of Operation

Monday – Friday

7:00 am – 5:30 pm

DCC students may qualify for a subsidy grant from the DCC Educational Foundation.

Note: We make arrangements to accept subsidized funding or scholarships from private or public organizations.

### For more information about enrollment contact:

Jessica C. Testerman

Owner/Program Director

[child.care@danville.edu](mailto:child.care@danville.edu)

(434) 429-2716

## Advising & Coaching Services

Danville Community College provides ongoing academic advising services to students. All program-placed students are assigned an academic advisor. Academic advisors are trained to help students with decisions on a broad range of educational, career, and college transfer concerns.

Academic advisors review placement information with incoming students in addition to verifying their program of study and career goals. Academic advisors can help support getting started at DCC, help with course selection, assist with establishing academic/career goals, help navigate DCC policies and resources, provide assistance choosing and/or changing a program of study, help interpret advisement reports, help track progress towards graduation, review course selections, and refer students to other college programs/resources as needed.

Academic advising is a process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. At DCC, our primary goal of academic advising is to foster student success by helping students become effective agents for their own lifelong learning and personal development through informed planning and decision making.

Advising & Coaching Services is located in Wyatt 101 on Main Campus. Contact Advising & Coaching Services by emailing [advising@danville.edu](mailto:advising@danville.edu) or by calling 434-797-8420. Visit the Advising & Coaching Services webpage at <https://danville.edu/advising-center>.

## DCC Alert System

### **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 Ever Bridge 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), pager, and/or Smartphone. 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:

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

## Accessibility Services/Disability Support

The primary mission of Danville Community College Accessibility Services is to ensure that all qualified students with disabilities have equal access to educational programs and services. Accessibility Services facilitates access to reasonable accommodations for students with disabilities in accordance with their documentation guidelines. To support their educational pursuit and achievement, Accessibility Services provides students with comprehensive and ongoing support, advocacy efforts, and assistance with the transition to the college environment. Accessibility Services strives to broaden disability awareness throughout the campus community. For more information, visit: [danville.edu/accessibility-services](https://danville.edu/accessibility-services).

The Accessibility Services/Disability Support Office is in the Wyatt Building, Room 108. Contact 434-797-8490 or via email at [ada@danville.edu](mailto:ada@danville.edu).

## Distance Learning Services

DCC offers a variety of learning opportunities via distance education. Students have access to a variety of academic and student support services including the following:

- **Distance Learning Home Page** – <https://www.danville.edu/distance-learning>
- **Canvas** – DCC's online course management system. For technical support, call 434-797-8555
- **Library and Information Resources** – For more information call 434-797-8555 or go online at [www.danville.edu/library](http://www.danville.edu/library).
- **Tutoring** – For more information, call 434-797-6432, or email at [tutoring@danville.edu](mailto:tutoring@danville.edu), or go online at [www.danville.edu/tutoring-center](http://www.danville.edu/tutoring-center).
- **Proctored Testing** – For more information, call 434-797-8404, or email [testingcenter@danville.edu](mailto:testingcenter@danville.edu), or go online at [www.danville.edu/testing-center](http://www.danville.edu/testing-center).
- **Bookstore** – For more information, call 434-797-8426 or go online at <http://bookstore.danville.edu/home>.
- **Enrollment Services** – For more information, call 434-797-8467, email [admissions@danville.edu](mailto:admissions@danville.edu) or go online at [www.danville.edu](http://www.danville.edu).
- **Advising & Coaching** – For more information, call 434-797-8420, email [advising@danville.edu](mailto:advising@danville.edu) or go online at [www.danville.edu](http://www.danville.edu).
- **Financial Aid** – For more information, call 434-797-8439 or 434-797-8567, email [dccfinaid@danville.edu](mailto:dccfinaid@danville.edu), or go online at [www.danville.edu](http://www.danville.edu).

## College Policies

### ANIMALS (PETS) ON CAMPUS POLICY (03/12)

No pets or other animals are permitted on campus except for service animals used by persons with disabilities and animals used by the College for educational purposes. No animals may be left unattended on campus in parked vehicles. Service animals must be registered with the accessibility office.

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### ATTENDANCE POLICY

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

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### CHILDREN ON CAMPUS POLICY (3/23)

- Supervised children who are participating in college-sponsored events are welcome on campus
- However, minor children (under age 16) should not be brought to the college campus or its facilities unless closely supervised by their parent or guardian.
- Minor children should never be brought into laboratories, shops, or the Learning Resource Center.
- Some of these environments can be hazardous for children, and children may also be disruptive to the learning process.

For reasons of security and child welfare, the institution will not permit unattended children to be left anywhere on the college campus. Individuals who bring children to campus and refuse to abide by these guidelines will be referred to security and are subject to the DCC Student Code of Conduct. Parents/guardians who have problems with childcare can contact the Helping Hands Child Development Center on campus at (434) 429-2716, or talk to a DCC Student Success Coach.

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### COMPUTER LAB POLICY (03/12)

The computer labs at Danville Community College are provided for the use of students currently enrolled at the College. The labs are provided so students can learn to use the software and

equipment and complete assignments made by their instructors. Any use of the labs or lab equipment for personal reasons is strictly prohibited. This includes playing games; making banners; designing and printing flyers, booklets, bulletins, and brochures other than those required by an instructor; making copies of software products, regardless of who owns them; or any other such activities. Food and drinks (including those with screw caps) are not to be brought into the labs. Further, children should not be brought to the labs. There are computers in the College's Library that are available for public use. Anyone who disregards or willfully violates this policy will be asked to leave the lab and may be subject to disciplinary action under the College's Student Code of Conduct.

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### **CONTAGIOUS DISEASE POLICY (05/11)**

Danville Community College (DCC) is committed to providing, to the extent possible, a healthy and safe educational environment for all students and employees. In compliance with VCCS policy 6.0.78.1 Contagious Diseases Policy, DCC policy is to prevent the spread of communicable/contagious diseases through measures that focus on safety, prevention and education and to provide continuity of education in the event of a contagious disease outbreak.

- Persons who know or who have reason to believe that they are infected with a contagious disease of public health significance/threat have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others and must follow these guidelines:
- Persons who are infected with a contagious disease must seek expert medical advice and are encouraged to advise local health authorities of a possible public health threat. They must follow the directions of local health authorities in order to prevent the spread of infection and to protect their own health.
- Persons who know they are infected with a contagious disease are urged to share that information with an appropriate college administrator. Students should contact the Dean of Student Services, and employees should contact the Human Resources Officer so that the College may respond appropriately to their needs and assess the health risks to the college community. Medical information relating to contagious diseases of persons within the college community will only be disclosed to responsible college officials on a need-to-know basis. Infected persons may be required to isolate themselves from the college community until the danger of infection is no longer present.
- No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other college community member unless required by state and/or federal law. Furthermore, all medical information relating to contagious diseases of students, employees, or other college community members will be kept confidential, according to state and federal law, including the Family Education Rights and Privacy Act of 1974.



- DCC students, staff, and faculty will refrain from any activity or action cleanup activities that could result in exposure to blood borne pathogens. DCC complies with 6.1 Blood borne Pathogens in the DCC Safety Manual.
  - Danville Community College complies with the VCCS policy on Acquired Immunodeficiency Syndrome (AIDS) as stated in Section 6010.10 of the DCC Policy Manual.
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## **DRUGS, ILLEGAL SUBSTANCES, AND PROHIBITED ALCOHOL USE**

Students of Danville Community College shall not possess, sell, use, manufacture, give away or otherwise distribute illegal substances including drugs or, where prohibited, alcohol while on campus, attending a college sponsored off-campus event, or while serving as a representative of the college at off-campus meetings. Violations of this policy shall be subject to disciplinary action under the student conduct policy. Further, students who violate this policy shall have committed a criminal offense, and the college shall notify the appropriate agency of the Commonwealth of Virginia, county or city government for investigation and, if warranted, prosecution.

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## **INTELLECTUAL PROPERTY POLICY**

Danville Community College adheres to the policies of the Virginia Community College System (VCCS) relative to its intellectual property, copyright issues, and revenue derived from the creation of intellectual property. The VCCS policy determines ownership rights and responsibilities regarding intellectual property by a student and/or employee of the VCCS. The policy may be viewed online at [www.vccs.edu](http://www.vccs.edu). Also, there is a copy of the policy located in the Library.

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## **INCLEMENT WEATHER POLICY (03/12)**

In case of inclement weather, students and employees can check the DCC website ([www.danville.edu](http://www.danville.edu)) for information about the College's operation. Information is also provided to local radio and television stations regarding closings and delays. To sign up for the DCC Alert System, visit [danville.edu/DCCAlert](http://danville.edu/DCCAlert).

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## **INFORMATION SECURITY POLICY (03/12)**

### **Purpose**

The Virginia Community College System (VCCS) provides computing facilities to faculty, students, and staff for activities supporting the VCCS mission. The purpose of this policy is to protect the integrity of the Virginia Community College System computing resources and the users thereof against unauthorized or improper use of those resources. The following policy describes responsible behavior expected by those given access to the computing facilities. The VCCS will provide practical guidelines for the application of this policy.

## **General Responsibility**

The VCCS administration 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 network computing facilities. VCCS administration also reserves the right to periodically check any system and take any other action necessary to protect its computing facilities. VCCS disclaims responsibility for loss of data or interference with files resulting from its effort to maintain the privacy and security of those computing facilities. Each college president is responsible for the development, implementation, and enforcement of local information security plans to satisfy the objectives set forth in this policy. The college president is responsible for ensuring that all local college employees have signed Information Technology Employee Ethics Agreements and are on file. Each college president is also responsible for ensuring that all active students and patrons using VCCS or college computer resources have acknowledged acceptance of the Information Technology Student/Patron Ethics Agreement. Finally, college presidents are responsible for establishing approval mechanisms for authorizing staff and students to view, add, or modify local college information located on VCCS resources on a need-to-know basis.

## **Definition**

The term "Virginia Community College System's (VCCS) local and shared computer systems" means, refers to, and includes any and all forms of equipment, tools, and intellectual property related to computer use. This includes computer systems, personal computers, and computer networks, and all forms of software, firmware, operating software and application software that the VCCS owns or that is under the VCCS's possession, custody, or control. Users of the VCCS computing resources must agree to comply with and be subject to VCCS policies. These policies include the Information Security Policy, the Information Technology Employee Ethics Agreement, the Information Technology Student/Patron Ethics Agreement, the Computer Ethics Guidelines, and these Conditions of Use. The VCCS reserves the right to amend these conditions and policies at any time without prior notice.

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## **NO SMOKING POLICY**

Smoking is prohibited in all campus buildings and within 25 feet of all building entrances. Smoking is prohibited in accordance with Executive Order 41.

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## **STUDENT ID POLICY**

- All students are required to wear a DCC Student ID at all times. This is an official form of identification for the College and should not be altered.
- All New and Returning Students must have a Student Identification card.
- Student must have his/her Student EMPLID Number.

- Student must be enrolled for the current semester and must present a study list or schedule from the current semester.
- Student must present a current picture ID (i.e.- Valid Driver's License, DMV picture ID card)
- Student cannot wear hats or anything covering his/her head. Sunglasses are not to be worn.
- Duplicate Student ID's will only be taken if the student is currently taking classes and presents the above identification.

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## **STORM WATER POLICY**

DCC policy prohibits non-storm water (illicit) discharges, including illegal dumping, into the college's storm sewer system. Elimination of any sources of an illicit discharge and enforcement of the prohibition is implemented utilizing language within the Standards of Conduct for DCC employees and Student Handbook for DCC students. Disciplinary action, including restitution, can be taken by the college in cases of negligent, willful or continued cause of illicit discharge.

Authority for interpretation and execution of this policy rests with the Vice President of Academic Affairs and Student Services for students and Human Resources Officer for employees.

- **[Expressive Activity/Free Speech Policy](#)**

This policy, in combination with Virginia Community College System (VCCS) Policy 6.5 and the DCC Policy Manual, applies to all buildings, grounds, and other spaces owned or controlled by Danville Community College. The term "expressive activity" includes:

- Meetings and other group activities of students and student organizations;
- Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations;
- Distributions of literature, such as leafleting and pamphleting; and
- Any other expression protected by the First Amendment to the U.S. Constitution.

## **Policy Statement (VCCS Policy 6.5.2)**

College property is primarily dedicated to academic, student life and administrative functions. But it also represents the "marketplace of ideas," and especially for students, many areas of campus represent a public forum for speech and other expressive activities. Colleges may place restrictions on expressive activities occurring indoors, but especially for students and student organizations,

the outdoor areas of campus remain venues for free expression, including speeches, demonstrations, and the distribution of literature.

Indoors or outdoors, the college shall not interfere with the rights of individuals and groups to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint. Nevertheless, the college may establish reasonable time, place, and manner restrictions on expressive activity. Such restrictions must be content-neutral, narrowly tailored to serve a significant governmental interest, and allow ample alternative channels for communication of the information.

No event or expressive activity shall be permitted to violate or hinder the rights of others within the campus community or substantially disrupt normal college operations.

### **Procedures (VCCS Policy 6.5.2.0)**

#### **Reserving Campus Facilities:**

- 1.** If students, student organizations, or college employees desire to reserve campus facilities, they shall submit their requests to the appropriate college administrator. The college normally may not require more than twenty-four hours advance notice for reservation requests. More notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus.
- 2.** If individuals or organizations who are not members of the college community (i.e., not students, student organizations, or college employees) desire to reserve campus facilities, they must be sponsored by a recognized student organization or the college to conduct expressive activities or events on campus.
- 3.** The college may designate certain indoor facilities as not available for expressive activity, such as administration offices, libraries, and (during instructional hours) classrooms. The college shall make the campus community aware of such areas. Any other restrictions on expressive activities occurring in indoor facilities must (a) apply equally to all individuals and organizations and (b) not depend upon the content or viewpoint of the expression or the possible reaction to that expression.
- 4.** Students, student organizations, and college employees may request to reserve campus facilities on a first-come, first-served basis. These requests may be denied for the following reasons only:
  - The requested venue is an indoor facility that the college has designated as not available for expressive activity under VCCS Policy section 6.5.2.0(a)(3);
  - The requested venue is an indoor facility and the request conflicts with restrictions enacted pursuant to VCCS section 6.5.2.0(a)(3);
  - The venue is already reserved for another event;<sup>1</sup>
  - The activity will attract a crowd larger than the venue can safely contain;

- The activity will substantially disrupt another event being held at a neighboring venue;<sup>2</sup>
- The activity will substantially disrupt college operations (including classes);
- The activity is a clear and present threat to public safety, according to the college's police or security department;
- The activity will occur during college examination periods; or
- The activity is unlawful.

**5.** During an event, the student, student organization, or college employee requesting the reservation is responsible for preserving and maintaining the facility it reserved. If it causes any damage to those facilities, the person(s) or organization (and its officers, if applicable) shall assume responsibility.

**6.** When assessing a request to reserve campus facilities, colleges and their administrators must not consider the content or viewpoint of the expression or the possible reaction to that expression. The college and its administrators may not impose restrictions on students, student organizations, or college employees due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to a student's, student organization's, or college employee's expression, college officials (including college police or security) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

### **Spontaneous Expressive Activity**

**1.** The college is not required to designate any indoor area as available for spontaneous expressive activities. In the event that the college elects to do so, college officials shall prominently post the areas in which students, student organizations, and their sponsored guests may engage in spontaneous expressive activities. Any areas so designated must (a) apply equally to all students and student organizations and (b) not depend upon the content or viewpoint of the expression or the possible reaction to that expression.

**2.** For outdoor campus facilities and areas, students, student organizations, and their sponsored guests may freely engage in spontaneous expressive activities as long as they do not (a) block access to campus buildings, (b) obstruct vehicular or pedestrian traffic, (c) substantially disrupt previously scheduled campus events,<sup>2</sup> (d) substantially disrupt college operations, (e) constitute unlawful activity; or (f) create a clear and present threat to public safety, according to the college's police or security department.

**3.** No college personnel may impose restrictions on students, student organizations, or their sponsored guests who are engaging in spontaneous expressive activities due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to these activities, college officials (including college police or security)

shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

## **Expressive Activity Frequently Asked Questions**

### **Q: What is Expressive Activity?<sup>3</sup>**

A: Expressive activities are speech-related activities, including:

- meetings;
- other group events or activities by student organizations or their invited guests;
- speeches;
- performances;
- demonstrations;
- rallies;
- vigils;
- distributions of literature; and
- any other activity protected by the First Amendment.
  - Please note: the words "speech" and "expressive activity" may be used interchangeably.

### **Q: What kind of speech is protected by the First Amendment?**

A: The U.S. Constitution protects most speech, with very limited exceptions. In outdoor spaces, the college may place reasonable limits only on the time, place, and manner of your expressive activity, and those limits must not depend on the content or viewpoint of the expressive activity. In addition, for outdoor areas, students, student organizations, and their guests are not required to give notice before engaging in expressive activity. In other words, students, student organizations, employees, and guests may engage in spontaneous expressive activities as long as they do not engage in any of the conduct listed in Number 3 below. (There may be exceptions to this general rule; for example, your college may have an outdoor facility that requires a reservation to use.)

Indoors, the college may place restrictions on expressive activities, as long as any rules apply to everyone equally and are not based on the content or viewpoint of the speech. The college may determine that certain indoor facilities are not available for expressive activity. Common examples of such areas include: (1) administrative offices, (2) libraries, (3) hallways, and (4) classrooms during instructional hours.

**Q: What kind of actions related to protected speech can be regulated?**

A: Most speech is protected by the Constitution, but sometimes, the actions that a speaker takes during an expressive activity are disruptive enough to allow a college to intervene, regardless of what is actually being expressed. For outdoor facilities and areas, students, student organizations, and their guests may freely engage in expressive activity as long as they do not also engage in any of the following:

- block access to campus buildings or otherwise interfere with the learning or work environment;
- obstruct traffic (vehicles or pedestrians);
- construct or occupy camping tents;
- substantially disrupt previously scheduled campus events;
- disrupt or physically interfere with the speech by any speaker or the observation thereof;
- create unsanitary conditions;
- remain on campus after the college or campus is closed;
- substantially disrupt college operations or violate or hinder the rights of others;
- break the law; or
- create a threat to public safety, according to the college's police or security department.

Additionally, the First Amendment does not protect speech that is designed to incite or produce imminent lawless action, and that is likely to incite or produce such action. Other types of unprotected speech include true threats and harassment in limited circumstances. A true threat is a serious expression of an intent to commit an act of unlawful violence against a particular individual or group of individuals. Unprotected harassment is behavior that is so severe, pervasive, and objectively offensive that it hinders the student's access to an educational opportunity or benefit.

**Q: How can someone reserve campus facilities for speech activities?**

A:

1. Request Submission

- [Complete the Community Use of Campus Facilities Form](#) to reserve campus facilities. Spaces are reserved on a first-come-first served basis. The college can state in advance that certain spaces cannot be reserved for speech activities. Common examples include libraries, offices, hallways, and classrooms during instructional hours. Any other restrictions on expressive activities that occur in

indoor facilities must apply equally to everyone and not depend on the content or viewpoint of the expression or the possible reaction to the expression.

## 2. Timing

- The College usually cannot require more than 24-hour advance notice unless the event requires additional planning to ensure safety and sufficient logistical support. You are encouraged to request the facility as soon as possible.

## 3. Denials

- When assessing a request to reserve a facility, the college must not consider the content (unless the facility is used only for certain purposes, for example, only for the college's administration use) or viewpoint of the expressive activity, or the possible reaction to the expressive activity. If a facility or space is generally available to be reserved, the college can refuse a reservation by a student, student organization, or employee only for the following reasons:
- The venue is an indoor facility that has been designated as unavailable for reservation.
- The venue is an indoor facility and the request is in conflict with any restrictions the college has placed on the facility. For example, a restriction could be that the indoor facility is unavailable on the weekends.
- The venue has been reserved already at the time requested.
- The size of the anticipated crowd is too large for the space.
- The activity would substantially disrupt another event occurring in close proximity.
- The activity would substantially disrupt college operations.
- The activity is a clear and present threat to campus safety, according to police or security.
- The activity occurs during college exam periods.
- The activity is against the law.

## Responsibility for the space

- Anyone who reserves a facility or space is responsible for maintaining the space and will be responsible for any damages, cleaning costs, or other costs.



**Q: Is the college required to have indoor areas available for spontaneous expressive activities?**

A: No. The college is not required to have an indoor area designated for spontaneous speech activities. However, if it chooses to create one or more, college officials must post that the area is available for students, student organizations, employees and their guests to engage in expressive activities. The area must be available for all students, student organizations, employees, and guests equally, and not depend on the content or viewpoint of the expression or the possible reaction to it.

**Q: What do I do if someone or a group tries to disrupt my, my organization's, or invited guest's speech?**

A: To report a disruption of protected speech, please complete the [Submit a Complaint form](#). In cases of emergency, please call 911 and alert campus security by calling 434-797-8533.

**Q: I have additional questions.**

A: [Please contact Dr. Gabriel Olmstead](#), Vice President of Academic Affairs and Student Services for more information.

1. In the event that multiple individuals or organizations submit conflicting reservation requests, the following order of precedence shall govern: (1) official college sponsored activities and events; (2) recognized student organization activities and events; (3) student activities and events; and (4) all other activities and events.

2. The expression of competing viewpoints or multiple speakers in proximity to each other does not, without more, constitute a substantial disruption.

3. Throughout this FAQ, the words "speech" and "expressive activity" may be used interchangeably.

Updated 1/4/2025

# IT-Student/General Patron Acceptable Use Agreement

Information Technology

Student / General Patron Acceptable Use Agreement

Applicable to all Users of College Computing Resources

Version: 3.2

Status: Final 04/10/2018

Contact: Chief Information Security Officer, VCCS Information Technology Services

## **AGREEMENT**

I acknowledge that this college is part of the Virginia Community College System (VCCS), home to Virginia's 23 community colleges. As a user of the college's local and shared computer systems, 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, the college, and the information they generate.

## **ACCESS TO COMPUTER AND NETWORK RESOURCES**

The college has granted access to me as a necessary privilege in order to perform authorized functions at the college. I will not knowingly permit use of my entrusted access control 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, digital certificates or 2-factor authentication.

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

I understand that I must use only those computer resources that I have the authority to use. I must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. I must not use VCCS information technology resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.

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## **INTELLECTUAL PROPERTY**

Copyright law protects computer software, database systems, electronic documents, and electronic media. A copyright is a work of authorship in a tangible medium. Copyright owners have the sole right to reproduce their work, prepare derivatives or adaptations of it, and distribute it by sale, rent, license lease, or lending and/or to perform or display it.

A student must either have an express or implied license to use copyrighted material or data, or be able to prove fair use. Students and other users of college computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the college computing resources.

Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner is copyright infringement, which is illegal under federal and state copyright law. Use of the college's network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

The penalties for infringing copyright law can be found under the U.S. Copyright Act, 17 U.S.C. §§ 501-513 (<https://www.copyright.gov/title17/92chap5.html>) and in the U.S. Copyright Office's summary of the Digital Millennium Copyright Act (<http://www.copyright.gov/legislation/dmca.pdf>).

### **PROHIBITED ACTIVITIES**

I agree to abide by all applicable local, State, Federal, VCCS, and college policies, procedures and standards related to the use of the Internet, Social Media, and Electronic Communications.

Prohibited activities include, but are not limited to:

- Attempting to gain access to information owned by the college or by its authorized users without the permission of the owners of that information.
- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law or policy;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- Installing or downloading computer software, programs, or executable files contrary to policy;
- Accessing, uploading, downloading, transmitting, printing, communicating, or posting access-restricted college information, proprietary college information, sensitive data or records, or copyrighted materials in violation of college or state policy;
- Posting information or sending e-mail with the intent to deceive by using another's identity, an assumed name, or anonymously;
- Attempting to intercept or read messages intended for others;
- Intentionally developing, propagating, or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
- Changing administrator rights on any college-owned computer, or the equivalent on non-Microsoft Windows based systems;
- Using college computing resources to support any commercial venture, to promote political candidates, and to circulate advertising for products or any other use for personal financial gain.

## **PROTECTION OF COMPUTER AND NETWORK RESOURCES**

- I agree to follow any special rules posted or communicated by responsible staff members when using college computing laboratories, classrooms, and computers in the Learning Resource Centers.
- I will do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others.
- I will promptly report problems with college computing resources to the staff in charge or to the Information Technology Help Desk.

## **REPORTING REQUIREMENTS**

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

## **SECURITY AND PRIVACY**

- 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 college's equipment and/or access.
- The VCCS System Office and colleges reserve the right (with or without cause) to monitor, access and disclose all data created, sent, received, processed, or stored on VCCS systems to ensure compliance with VCCS policies and local, State, or Federal regulations. College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (College owned or personal) connected to a college owned device or network. 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.

## **ACKNOWLEDGEMENT**

- I understand that it is my responsibility to read and abide by this agreement, even if I do not agree with all the terms and conditions indicated herein. If I have any questions about the VCCS Information Technology Student/Patron Acceptable Use Agreement, it is my responsibility to contact the college Information Security Officer or appropriate college official for clarification.
- 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.

## Withdrawal and Tuition Refund Policy

**Please note: Withdrawal from a course may negatively affect your financial aid award.**

Students are encouraged to check with the Financial Aid Office to determine the impact of a course withdrawal on financial aid eligibility. Withdrawals can be completed by telephone, online, or in person. If a student withdraws from a class prior to the refund date of the term, the student is removed from the class roll and no grade is awarded. After the add/drop period, but prior to the completion of 60 percent of a session (nine weeks for regular session), a student who withdraws or is withdrawn from a course will be assigned a grade of "W." A student who withdraws after the last day to receive a tuition refund will receive a "W" grade and will not receive a tuition refund. If the student is receiving Financial Aid, a Return to Title IV calculation will be completed in the PeopleSoft SIS system, to determine the percent of aid earned by the student based on the withdraw or last date of attendance. The unearned portion of aid will be returned to the Department of Education, and the student will be responsible for any remaining tuition and/or bookstore charges. After the 60% point, if a student withdraws or is withdrawn from a course(s) or the college, a grade of "F" will be assigned. Exceptions to this policy may be made under mitigating circumstances, which must be documented and a copy of the documentation placed in the student's academic file. If mitigating circumstances cause the withdrawal, and the student is making satisfactory progress at the time of withdrawal, the grade of "W" will be given. Division deans will decide whether the reason for withdrawal is mitigating. Students are eligible for a tuition refund if they drop classes or withdraw from DCC on or before the announced refund date each semester, as published in the academic calendar on the DCC website and catalog. The add/drop form or withdrawal form must be processed by Enrollment Services. Classes of shorter duration may have a different withdrawal deadline.

DCC will not consider refunds after the announced date unless:

- The student has encountered severe medical problems that relate directly to the individual student,
- If military service requires the student's sudden withdrawal or prolonged absence from their enrollment, or
- In case of an administrative error.

Before any consideration can be made, the student must appeal to the Vice President of Academic & Student Services, and then to the Vice President of Financial & Administrative Services. The tuition refund policy and the deadline dates are established by state policy.

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

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

Tuition Refund Policy as listed in the VCCS Policy Manual Section 4.3.2. The revision to the VCCS policy 4.3.2 directs that course registrations shall not be deleted for students who receive a tuition refund for extenuating circumstances after the end of the add/drop period, but a grade of “W” would be assigned instead. Students who request to be withdrawn with a tuition refund, after the stated refund date, must submit a request to the Vice President of Academic Services, with supporting documentation. If approved, Enrollment Services, the Business Office, and the Financial Aid Office will be notified of the tuition amount approved for refund.

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

For students who paid using gift aid, the amount of aid earned will not be impacted. The Return to Title IV process will be followed. The tuition amount approved for refund will be based on any remaining balance after adjustments have been made, but will not exceed the original tuition cost.

### **TUITION APPEAL PROCESS**

Students are eligible for a tuition refund if they drop classes or withdraw from the college on or before the published refund date as indicated in the academic calendar. DCC will not consider tuition refunds after that date unless you meet one of the following circumstances and complete/submit the tuition appeal form:

- A medical issue that prevents you from continuing your studies, your death or the death of an immediate family member,
- National emergency declared by the President of the United States,
- An administrative error made by the college, or
- The student is going through extreme financial hardship.

Requests for tuition refunds after the refund date must be submitted within 30 days following the official drop date for the class(es). The student must document the extenuating circumstance as follows:

- Medical Emergency, such as:
  - An extended illness or major medical issue affecting the student or members of student’s immediate family (mother, father, sister, brother, wife, child or grandparent) occurring during the semester you are registered, which requires hospitalization, is life-threatening or is contagious and a danger to the remainder of the college community. A written verification on letterhead by the attending physician is required and must include the initial date of the problem, a statement that you are required not to attend class, and the duration of the problem.
  - A psychiatric/psychological emergency or severe, extended illness occurring during the semester you are registered, which requires hospitalization or that prevents you from attending classes. A written verification on letterhead by the attending mental health therapist is required and must include the

initial date of the problem, a statement that you are not required to attend class, and the duration of the problem.

- Death of the student or a member of the student's immediate family (mother, father, sister, brother, husband, wife, child or grandparent). A copy of the death certificate or obituary should accompany the request.
- National emergency or mobilization declared by the President of the United States and in accordance with Section 23-9.6.2 of the Code of Virginia. Attach a copy of military activation orders. Please see policy on Military Service.
- Administrative error by the college\*. The request should explain the circumstances of the error, including dates, names of employees, and publications, if applicable.
- Extreme financial hardship on the student. The request should explain the circumstances, outlining the financial issues and provide documentation as appropriate. In some cases, certain information such as tax returns, bill copies, foreclosure documents and/or employment termination documentation may be required prior to determination.

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

#### **MITIGATING CIRCUMSTANCE WITHDRAWAL PROCESS**

A student withdrawing after the last day to receive a "W" grade for the course, can only receive a "W" grade if mitigating circumstances exist AND the student is passing the course. The curricular division dean must approve mitigating circumstances. Request should be made using the Mitigating Circumstance Form.

NOTE: Withdrawing from a course(s) can have a negative impact on the status of your financial aid.

## Financial Aid Frequently Asked Questions & Policies

**Q. Must I be accepted before I can apply for financial aid?**

A. No, but you must be accepted before your eligibility for financial aid can be determined.

**Q. How do I apply for a Federal Pell Grant?**

A. When you complete a Free Application for Federal Student Aid (FAFSA), you are automatically considered for a Federal Pell Grant. The easiest way to apply is online at <https://studentaid.gov/h/apply-for-aid/fafsa>.

**Q. What information is needed when completing the FAFSA?**

A. You will need: Your FSA ID and Password, Personal Information, Household Information, Contributor Information, and Financial and/or Tax Information.

**Q. Are my parents required to submit their financial information?**

A. Yes, if you are under the age of 24 and do not meet any other requirements for independent status.

**Q. What if my parents are separated or divorced? Which parent fills out the FAFSA?**

A. If parents are divorced or never married and not living together, the parent on the FAFSA form should be the parent who provided more than 50% of the financial support for the student during the last 12 months. This may be different from the parent the student lived with during that same period. If one parent pays child support to the other parent, the child support paid counts for the payer when determining which parent is a required contributor on the FAFSA form. Once the parent who provides more than 50% of the financial support for the student has been determined, that parent (and their current spouse, if applicable) should report their income and asset information on the student's FAFSA form as a contributor. If neither parent provided more than 50% of the financial support for the student, the parent (and current spouse, if applicable) with the greater income and assets is a required contributor on the FAFSA form.

**Q. Do I have to report my stepparent's financial information?**

A. Yes, if the parent that contributes over half of your support is remarried, you must send an email to invite that contributor to complete their portion of the FAFSA also.

**Q. If my or my family's current year income (year 2024) will be drastically lower than last year's income (year 2023) what do I do?**

A. Contact the Financial Aid Office and request a Reduced Income Statement Form. Complete and submit the form, along with the appropriate documentation, to the Financial Aid Office for consideration. Often projected year income can be considered. These considerations are made at the family's request and on a case by case basis.

**Q. How do I become an independent student for federal aid purposes?**

A. If you meet one of the following: are at least 24 years old, are a veteran of the U.S. Armed Forces, are married, are a ward of the court, have no living parents and have no legal guardian, homeless, or have a legal dependent who gets more than half of their support from you. The FAFSA



provides more information regarding these categories.

**Q. What is DCC's Title IV Code?**

A. Our Title IV School Code is 003758.

**Q. What is my SAI (Student Aid Index)?**

A. Your SAI is an index number used by financial aid professionals when creating an aid offer. Your SAI is calculated using information that you (and other contributors, if required) provide on the Free Application for Federal Student Aid (FAFSA®) form.

**Q. Why did my financial need change from last year?**

A. Since need represents the difference between total costs of attending DCC and the ability of you and your family to contribute; any change in your family's situation or in DCC's charges may mean a change in need. .

**Q. How do I view my online FAFSA Submission Summary?**

A. After your 2024–25 Free Application for Federal Student Aid (FAFSA®) form is submitted and processed, you can access your FAFSA Submission Summary—an electronic or paper document that summarizes the information you reported on your FAFSA form. It includes your estimated eligibility for a Federal Pell Grant and federal student loans, your Student Aid Index (SAI), and whether you've been selected for verification. The FAFSA Submission Summary replaces the Student Aid Report for the 2024–25 award year.

View your online FAFSA Submission Summary by

1. logging in to your [StudentAid.gov](https://studentaid.gov) account Dashboard,
2. selecting your processed FAFSA submission from the "My Activity" section, and
3. selecting "View FAFSA Submission Summary."

**Q. How do I get a work-study job?**

A. You must first complete a FAFSA form. If you are interested in work-study, come by the Financial Aid Office to complete the application. Once all current positions are filled we will start a waiting list. Students often drop or change jobs during the year, thus vacancies may arise. Students must be enrolled in at least 6 credits to qualify for work-study.

**Q. When and how do I get paid for my work-study job?**

A. You will be paid twice a month for the hours that you work. It is your money to spend as you see fit on your education related expenses.

**Q. Will I have to pay back any financial aid money if I drop out or withdraw from school?**

A. If you receive federal financial aid and drop out or withdraw from school during the first 60% of the semester you may be required to repay a percentage of the aid that you received.

**Q. How do I apply for a Direct Stafford Loan?**

A. You may visit our website at [www.danville.edu/studentServices/FinancialAid/financial\\_aid.htm](http://www.danville.edu/studentServices/FinancialAid/financial_aid.htm).

**Q. How do I apply for an Educational Foundation Scholarship?**

A. You may visit our website at [www.danville.edu/scholarships](http://www.danville.edu/scholarships).

**Q. What is the difference between the Business Office and the Financial Aid Office?**

A. These two offices are located in the Wyatt Building and are separate from one another administratively. The Financial Aid Office awards grants, loans, and work-study. The Business Office sends bills and collects payments for college charges not covered by aid. The Business Office also processes your financial aid disbursements.

**Q. What if I have a credit balance on my student account?**

A. If you have a credit balance in your account (after tuition and, if applicable, textbook charges have been paid) you will receive a disbursement later in the semester.

**Q. When will I receive my financial aid disbursement?**

A. Students enrolled in standard courses should start receiving their disbursements 4-6 weeks after the refund date. Students have the option of receiving disbursements electronically or via paper check.

**Q. Why did I receive a bill from the Business Office? I have financial aid.**

A. If your financial aid award is insufficient to cover your tuition and fees, you will receive a bill.

**Contact Information:**

Financial Aid Office

1008 South Main Street, Danville, VA 24541

[DCCFinAid@danville.edu](mailto:DCCFinAid@danville.edu)

Telephone: (434) 797-8439 or (434) 797-8567

**Financial Aid Bookstore Purchasing Policy**

The College Bookstore is authorized to allow students to charge the following materials to their financial aid from the designated published date to the start of a term until the end of the main drop period. Students may use financial aid in the College Bookstore to purchase only required books and supplies for registered courses deemed eligible for financial aid for the term, during the designated charge dates. A course would be deemed ineligible for financial aid if any of the four following circumstances exist:

- The course does not apply to the student's academic program;
- The course has already been repeated once after having been successfully completed. Successful completion is defined as any grade other than an F, U, R, or W;
- The course is developmental and the student has already attempted 30 or more developmental credits, and/or
- The course is a basic skill class (BSK) that is below the postsecondary level.

The approved dollar amount available per student to charge will vary according to the financial aid award and enrollment.

Supplies can include:

- One computer or tablet (authorization required) \*See below.
- One scientific calculator
- Required tools
- Required uniforms

\*Students will receive a Bookstore Authorization form from the Bookstore. One laptop/tablet purchase is allowed while a student is attending DCC.

There is no refund policy from the Bookstore on laptops or electronic items. Bookstore staff will be happy to advise students on registering their laptop and activating any warranties available. The manufacturer will provide instructions on return, repair or replacement of a defective or damaged laptop within the bounds of the applicable warranty.

Any other electronic item is considered not course related and may not be purchased with financial aid. Other Items not approved for purchase with financial aid include but are not limited to apparel, and glassware.

During the book purchase period, books and supplies purchased using financial aid cannot be returned to the College Bookstore for cash. Amounts for returned items must be credited back to financial aid source.

If for any reason financial aid does not cover the total amount charged in the bookstore the student is responsible for paying any remaining balance and will not be allowed to register until that debt has been satisfied.

### **Book Return Policy**

Students need to keep their receipt!!

Books may only be returned if you have dropped a class, or purchased an incorrect book. A receipt is required for return.

- Returns are allowed for a full refund during the designated and published charge/return period. Textbook returns for late starting classes must be returned by the first day of class.
- New books must be in absolutely NEW condition if returned (No writing, bent, soiled or wrinkled pages, etc).
- Books with shrink wrap removed cannot be returned.
- CDs MUST be included, if applicable.
- Access codes must not have been used (a scratched code is considered used.)

- Credits issued will be applied to the same method of payment used when the books were originally purchased.
- There is no refund from the Bookstore on laptops or electronic items.

\*For the full Return and Refund Policy, please refer to the DCC Catalog.

Effective: Summer 2020

## **FINANCIAL AID REFUND AND REPAYMENT POLICY**

Federal regulations require Danville Community College to have a written policy for the return of federal (Title IV) financial aid by students who withdraw during a term for which federal financial aid was awarded. This policy applies to all financial aid recipients who withdraw from the College, are dismissed from the College, or who stop attending before completing 60% of the enrollment period. Title IV programs subject to this policy are Federal Pell, Federal SEOG, and Federal Stafford Loans, and The Commonwealth Grant (COMA), and G3.

Title IV funds are awarded to students under the assumption that they will attend school for the entire period for which the assistance is awarded. When students withdraw, they may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive.

### **DATE OF WITHDRAWAL**

If students leave the college prior to completing 60% of the payment period or term, the financial aid office recalculates eligibility for Title IV funds. For students who are dismissed or who stop attending without giving notice of having withdrawn, i.e., who do not follow official withdrawal procedures, the withdrawal date will be the midpoint of the period or the date the student last attended an academic function at the College. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

If students earned less aid than was disbursed, the institution would be required to return a portion of the funds and students would be required to return a portion of the funds. When Title IV funds are returned, students may owe a balance to the college.

If students earned more aid than was disbursed, the college owes the students a post-withdrawal disbursement which must be paid within 180 days of the institutional determination date.

Return of Title IV Funds calculations are performed continuously throughout the semester as students withdraw from classes or receive all non-passing grades. Students who receive all non-passing grades are reviewed at the end of the semester and Return of Title IV Funds calculations are applied using the faculty reported last date of attendance.

## **REPAYMENT BY THE COLLEGE**

The College returns unearned funds that are repaid by the College or the student to the financial aid programs in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Pell Grant
- Federal SEOG Grant
- Other grant or loan assistance authorized by Title IV of the Higher Education Act

### **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS**

Federal regulations require that a student receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the College and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received. Satisfactory Academic Progress (SAP) standards also apply to state aid, institutional, and foundation scholarships. Progress is measured throughout the academic program by the student's cumulative grade point average and by credits earned as a percentage of those attempted. In addition, students must complete their programs of study before attempting 150% of the credits required to complete the program. The College Financial Aid Office will evaluate satisfactory academic progress before aid is awarded and after grades are posted for every term, starting with their first term of enrollment. Some career studies certificate programs (i.e., shorter than 16 credits in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program.

Students must pass the three SAP criteria listed below to receive aid. These guidelines must cover all periods of enrollment regardless of whether or not financial aid was received in the past.

1. Complete 67% of all courses attempted with grades of A, B, C, D, S, or P.
2. Have a cumulative grade point average requirement of:

| Credit Hours Attempted | Minimum Expected GPA |
|------------------------|----------------------|
| 1-15                   | 1.5                  |
| 16-30                  | 1.75                 |
| 30+                    | 2.0                  |

3. Not exceed 150% of the credit hours required to graduate from your academic program.

Example: If the total credits in your degree plan are 66, then your 150% max is 99. ( $66 * 1.5 = 99$ ).

Students who do not meet the credit progression requirements and/or cumulative grade point average requirements will be immediately ineligible for financial aid. Removal from financial aid does not prevent students from enrolling without financial aid if they are otherwise eligible to continue their enrollment.

Under certain circumstances, students who fail to meet SAP standards and lose eligibility for financial aid can appeal the financial aid suspension. Students must clearly state what caused the

suspension and must also clearly indicate what has changed that will now allow the student to succeed.

Only complete appeal submissions, with documentation, will be evaluated by the Financial Aid Office. The decision is final. Depending on the circumstances, the student could be required to complete additional requirements (i.e., see a career counselor or another type of counselor, meet with an advisor to develop an academic progress plan for completion, limit enrollment, etc.) before an appeal is granted. The goal is to help the student get back on track for graduation. The reasonableness of the student's ability for improvement to again meet SAP standards and complete the student's program of study will be carefully considered. Appeals will be approved or denied. Students who have appeals approved will be in probationary status placed on an Academic Plan for the coming term. During probationary status, the student must meet the conditions of the appeal as communicated to him or her by the Financial Aid Office, or the student will return to suspension. If an academic progress plan has been pre-approved by financial aid, continuing to meet the requirements of that plan will put the student back into good standing.

### **FINANCIAL AID COURSE AUDIT**

Federal regulations have always dictated that students may only receive financial aid for courses that apply toward their degree or certificate program. Danville Community College has recently adopted new technology that allows us to better inform you about the impact your course selection has on your financial aid award. As a result, you will now have information about financial aid eligibility for each class shortly after you register instead of having your award recalculated to exclude ineligible courses after the add/drop date when it is too late to drop them. Our hope is that by providing you this information in advance, you will be better able to plan your academic career, select courses that apply to your program, and complete your degree or certificate in a more timely fashion. If you choose to remain enrolled in an ineligible course, you will be responsible for paying the associated tuition, fees, and book expenses regardless of whether you are receiving financial aid for eligible courses or not.

## Guidelines on Political Campaign Related Activities

Danville Community College employees, board members, and students have the right to freely express their views on any subject, including advocacy for or against candidates for public office. This right is protected by the First Amendment to the Constitution. However, in exercising these rights, neither DCC nor any of its resources can be used. All political activities are to be independent of college affiliation. DCC does not engage in partisan politics. Therefore, we do not support or endorse any political party or candidate.

## Institutional Effectiveness Days

Two class days are designated each academic year (one per term) as Institutional Effectiveness Days. The faculty in each program at Danville Community College develops student outcomes objectives and measurement tools for each curriculum to ensure assessment of student outcomes.



## College Learning Resource Center

### LEARNING RESOURCES CENTER - LIBRARY, TUTORING, TESTING, AND DISTANCE LEARNING SERVICES

**The Whittington W. Clement Learning Resources Center (LRC)** is centrally located on the campus. The Learning Resources Center contains the Library, the Tutoring Center, the Testing Center, and Distance Learning Services. It provides information and instructional support services for the college community. It is open to students, faculty, and the community. For more information, please call (434) 797-8555 or visit [danville.edu/lrc](http://danville.edu/lrc).

**The Mary M. Barksdale Library** is located on the upper level of the LRC. It houses a collection of more than 60,000 items in support of DCC instructional programs, including books, non-print media, periodicals, and more. Students and faculty have online access to over 150 databases that include thousands of digital journals, electronic full-text articles, e-books, and reference sources. The library offers reference assistance and the staff is available to instruct individuals or groups in the use of resources. A student ID is required to check out materials in the Library. For more information, please call (434) 797-8555 or visit [danville.edu/library](http://danville.edu/library).

**The Tutoring Center** is located on the upper level of the LRC. The Tutoring Center is nationally certified by the College Reading and Learning Association and provides free tutoring to currently enrolled DCC students to support their DCC coursework. Tutoring is provided by trained professional and peer tutors. Both one-on-one peer tutoring and small group tutoring are available. Tutoring services are designed to support and enhance classroom learning. All academic support services are available for free to currently-enrolled students. For more information on tutoring services, call (434) 797-6432 or visit [danville.edu/tutoring-center](http://danville.edu/tutoring-center).

**The Math Lab** is located on the lower level of the LRC (LRC 5), operates in conjunction with the Tutoring Center to provide walk-in tutoring services free to all DCC students. Experienced tutors offer assistance for a wide variety of math courses offered at DCC, including but not limited to algebra, calculus, and statistics.

For more information about the Math Lab or to inquire about specific course tutoring, please call 434-797-6431 or email [tutoring@danville.edu](mailto:tutoring@danville.edu).

**The Testing Center** is located on the upper level of the LRC. They proctor both make-up tests and distance learning exams. They can also facilitate testing for distance learning students at off-campus locations. The Testing Center can administer tests as paper & pencil, internet, or secure browser-based exams. Tests are proctored during regular LRC hours. For additional information, contact the Testing Center at (434) 797-8404 or visit [danville.edu/testing-center](http://danville.edu/testing-center).

**Distance Learning** is located in the Library on the upper level of the LRC, is dedicated to providing comprehensive support for faculty and students engaged in online learning at DCC. Students are urged to take advantage of the resources and support available to enhance their online learning experience. For assistance with anything related to Canvas or online learning, students are encouraged to contact Distance Learning Services at (434) 797-8555 or visit [danville.edu/distance-learning](http://danville.edu/distance-learning).

## Notification of Student Rights

### **NOTIFICATION OF STUDENT RIGHTS (12/24)**

The Family Educational Rights and Privacy Act (FERPA) of 1974, Sec.438, PUB.L. 90-247, as amended, sets forth requirements governing protection of students' right to privacy in their education records and affords them a right to inspect such records. A copy of this legislation is on file in the Learning Resource Center.

As provided by the Family Educational Rights and Privacy Act (FERPA), the college may disclose the following Virginia Community College System directory information items without the student's prior consent::

- Student's name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Major field of study
- Dates of attendance
- Grade Level
- The most recent educational agency or institution attended
- Number of credit hours enrolled
- Photos

This information may be disclosed by the College without the prior consent of the student unless a written request is made to the Enrollment Services 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.

### **STUDENT INFORMATION RELEASE AUTHORIZATION (12/24)**

In compliance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA), the college is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid, and other student record information. This restriction applies, but is not limited, to parents, a spouse, or a sponsor. FERPA does permit the college to disclose information from a student record to a parent(s) or legal guardian(s) if they claim the student as a dependent for federal tax purposes, and Chapter 495, 2008 Virginia Acts of Assembly requires disclosure to those who claim the student as a dependent. The parent or legal guardian must present current tax information supporting this claim.

The student may, at his/her discretion, grant the college permission to release information about his/her student records to a third party by submitting a completed FERPA Consent to Release Educational Records form. The specified information will be made available only if requested by the authorized third party. The authorized third party must know the student's password as indicated on the Release form before information can be released. Students should submit the completed form to the Admissions Office in person, by mail, or by fax. Please note that the authorization to release information has no expiration date; however, a student may revoke the authorization at any time by sending a written request to the same address.

**NOTE:** For the third party designee(s) you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record.

**IMPORTANT:** If the form is not completed in person, a notary verification will be required.

### **OUTSTANDING FINANCIAL OBLIGATION (03/13)**

Outstanding financial obligations must be satisfied before a student can re-enroll for succeeding semesters. If a student owes an outstanding financial obligation, the negative service indicator will be removed immediately if the student pays by cash or credit card. If the obligation is paid by check, the indicator will not be removed for 5 business days to allow sufficient time for the funds to clear the bank.

### **BAD CHECK/DISHONORED PAYMENT FEES (06/24)**

Danville Community College will charge fees for returned checks and dishonored credit/debit cards in compliance with VCCS policy Section 4.2.3.1. DCC assesses a \$35 service charge for handling returned checks or dishonored credit card or debit card payments for accounts not in past due collection status, or \$50 when the account is in past-due collection status.

### **SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT (02/17)**

Disclosure of your social security number is not mandatory, but it is strongly recommended for the following reasons:

- **Federal Financial Aid:** According to § 6050S of the Restructuring and Reform Act of 1998, and 34 Code of Federal Regulations Part 668.36, disclosure of your social security number may be required at the time of enrollment or disbursement of federal financial aid.
- **State Requirements:** Section 23-2.2:1 of the Code of Virginia authorizes the Virginia Community College System (VCCS) to collect student social security numbers and other personally identifiable information before enrollment. The VCCS is required to electronically transmit enrollment data to the State Police.
- **Usage and Disclosure:** The VCCS will use your social security number only as required by federal and state reporting requirements and for identification within the VCCS. It will not disclose your social security number further unless permitted by the Family Educational Rights and Privacy Act (FERPA) or with your consent.

Please note that while disclosure of your social security number is recommended for administrative purposes, it is not mandatory unless specifically required for federal financial aid or state reporting purposes.

## Student Center Rules

1. Obey the Student Code of Conduct.
2. Student ID Cards must be worn at all times and in plain sight.
3. Respect the rights of others
4. Respect yourself.
5. Loud and unruly behavior will not be tolerated, and you will be asked to leave.
6. No offensive or obscene language.
7. All personal listening devices (i.e. iPods, laptops, iPhones, etc.) will require headphones in the student center.
8. No tobacco, alcohol, drugs, or firearms.
9. Minors (under 18 years of age) must be accompanied by an adult.
10. Visitors are allowed for dining purposes.

## Student-Initiated Grievance Procedure

### **DANVILLE COMMUNITY COLLEGE STUDENT GRIEVANCE PROCEDURE**

Danville Community College is dedicated to an affirmative action policy that provides that all grievances relating to students at the college, including grade appeals, will be handled fairly and 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 for failing to follow the provisions of VCCS and/or DCC rules, policies, procedures, and/or regulations.

#### **Step I**

- **Student**
  - The student initiating the grievance shall discuss it with the college employee involved.
  - 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.
- **Student/Employee**
  - Every reasonable effort should be made by all parties to resolve the matter at this step.
- **Employee**
  - 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**

- **Student**
  - If the student is dissatisfied with the decision after Step I, s/he/they may, within seven (7) class days, file a written appeal with the employee's supervisor.
- **Supervisor**
  - Within (7) seven class days of receipt of the written appeal from the student, the supervisor will schedule and hold a meeting with the student and the employee, separately or together.

- The supervisor will conduct the meeting to hear the appeal, maintain a written record of the meeting, and will notify the student, employee, and the Vice President of Academic Affairs and Student Services of the decision within (7) seven class days.

### **Step III**

#### **○ Student**

- If the student is dissatisfied with the decision at Step II s/he/they may, within seven (7) class days must file a written appeal to the Vice President of Academic Affairs and Student Services.
- Within seven (7) class days after receipt of the written appeal, the Chair of the Review Committee will be responsible for selecting the Review Committee.

### **The Review Committee Process consists of the following:**

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 Student Services representative, and two students. To ensure a fair and impartial committee, the Vice President of Academic Affairs and Student Services may replace any member of this Committee with another student or faculty/staff member, whenever deemed appropriate by the President.

The Review Committee Chair shall set a time and place for the hearing and notify every individual involved in an earlier step of the grievance.

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/modality (i.e. face to face, remote) of the hearing.

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 to the Committee; however, it is the responsibility of the parties to gather and provide such information.

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/their participation to advising the student, and he/she may not participate in the actual proceedings of the hearing.

After hearing all relevant information, the Vice President of Academic Affairs and Student Services may ask for a concluding statement from each party if such a statement would aid the Committee's deliberation.

Following the concluding statements, the Vice President of Academic Affairs and Student Services may request that the student and the college employee leave the room.

The Committee shall deliberate and state its ruling and rationale in writing within seven (7) class days after a decision is reached.

A majority vote will control. A minority report may be included signed by the minority position. If the Committee rules in favor of the student's appeal, it will recommend specific measures to be taken by the Vice President of Academic Affairs and Student Services to resolve the issue in an appropriate and fair manner.

In a case of academic dishonesty where the committee finds the student violated the standards of acceptable conduct, the Committee will accept the recommended penalty of the faculty member in whose class the offense occurred unless the committee finds, by majority vote, that such recommended penalty is unfair in the light of the evidence. It will then access the disciplinary action taken. The Committee's decision and any minority report will be stated in writing of rationale and provided to the affected student and appropriate college officials including the College President.

**Penalties may include:**

- Verbal or written warning
- 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
- Withholding of official transcript or degree
- Bar against readmission
- Denial or non-recognition of a degree
- Withdrawing from a course with a grade of "W"
- 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
- Expulsion

The hearing will be recorded.

The Committee's decision may be appealed to the President of the college. The appeal must be in writing and set forth the specific ground(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.

Notwithstanding the foregoing, the President reserves the right to take any action as the President determines to be in the best interest 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 \(SCHEV\)](#).

# Student Conduct & Discipline

## College Code

At Danville Community College, the primary concern is the student. The College attempts to provide students with a safe environment conducive to academic endeavor, social growth, and development.

Acquaintance with Policies, Rules, and Regulations: The Code of Student Conduct is subject to change by the college administration. Each student is expected to be fully acquainted with all published policies, rules, and regulations of the college, copies of which will be available to each student for review in the Admissions Office. The College will hold each student responsible for compliance with these policies, rules, and regulations. The student is responsible for obtaining published materials to update the items in this code. Online versions of the policies, rules, and regulations will be up-to-date.

Student Misconduct: Each student is expected to conduct themselves in a manner consistent with the College's functions as an educational institution. Specific examples of misconduct for which students may be subject to disciplinary action include but are not limited to the following:

- Use or possession of ammunition, firearms, or other weapons. None of the preceding is allowed in cars parked on campus. (See Item 4).
- Conducting oneself in a manner that endangers the health or safety of self and/or other persons.
- Acts of intimidation, harassment, or bullying directed towards employees, students, or guests of the College, including via social media.
- Wearing clothing that exposes parts of the body or undergarments in such a manner that is offensive to others. Use of vulgar or offensive language.
- Commission of any criminal offense under federal, state, or municipal law on campus.
- Violation of or failure to comply with any college policy, rule, or regulation.
- Giving false testimony and/or information to any campus official.
- Knowingly initiating, communicating, or circulating a false report of a bombing-fire offense; or other emergency.
- Misuse of fire or other life-safety equipment.
- Possession of ignition devices, fireworks, flammable liquids, or objects, which could cause damage by fire or explosion.
- Creating or participating in disturbances on college property or at a college activity resulting in the disruption of college activities.

- Inappropriate classroom behavior. (The faculty member has responsibility for control of the classroom and may take steps to ensure an orderly environment).
- Failure to meet financial obligations to the college in accordance with institutional business office procedures.
- Stealing, destroying, defacing, damaging, or misuse of college property or property belonging to another.
- Possession of or making use of college keys/keycards for unauthorized purposes.
- Unauthorized entry into or use of college buildings, facilities, or equipment.
- Unauthorized solicitation on college-controlled property.
- Possessing or using intoxicating beverages on college property or at college activities.
- Being intoxicated or impaired while on campus or at college activities.
- Gambling in any form on college property.
- Illegal possession, use, sale, or distribution of any quantity of any drug, narcotic, or controlled substance.
- Forgery, alteration, or misuse of college documents, forms, or records.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities.

**Compliance with Authorities:** Failure to comply with the direction of College District employees or officials, including but not limited to, campus security/safety officers, local law enforcement on our campus, and instructors or administrators, acting in performance of their duties will result in disciplinary action.

**Firearms and Other Weapons:** 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. The use, possession (including in parked cars on campus), or sale of ammunition, firearms, or other weapons is strictly forbidden and may result in penalties that include denial or revocation of admission and suspension from the College.

### **Possession of Weapons Prohibited**

Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities, and places of like kind where people congregate, or while attending any sporting, entertainment or educational events.

Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden. Any individual in violation of this prohibition will be asked to remove the weapon immediately. Failure to comply may result in a student conduct referral, an employee disciplinary action, or arrest.

**Gang Activity:** This is defined as any activity that leads college officials to reasonably believe that such behavior, apparel, activities, or acts are "gang-related" and adversely affect the campus environment and/or educational objectives of Danville Community College. This may include: wearing apparel of a gang-related nature (including, but not limited to clothing, clothing accessories, Jewelry, hair accessories, tattoos, emblems, badges, symbols, and signs); presenting a physical safety hazard to self, students, faculty, staff, or other persons on the college campus; communicating verbally or nonverbally (gestures, handshakes, slogans, drawings, etc.) to convey affiliation in a gang defacing college or personal property with gang-related graffiti, symbols, or slogans or soliciting others for gang membership.

**Academic Honesty:** Students will be expected to maintain complete honesty and integrity in their experiences in the classroom. Any student found guilty of dishonesty in academic work is subject to disciplinary action.

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

- Copying from another student's test paper or other academic work.
- Using materials not authorized by the person giving the test.
- Collaborating, without authority, with another student during an examination or in preparing academic work.
- Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of a non-administered test.
- Substitution for another student, or permitting another student to substitute for oneself, to take a test, or prepare for other academic work.
- Bribing another person to obtain a non-administered test or information about a non-administered test.
- The appropriation of another person's work without acknowledging the incorporation of another's work in one's own written work (plagiarism).

Procedures for discipline due to academic dishonesty will be the same as general student conduct procedures outlined in the disciplinary procedures, incident reports & resulting actions section, except that all academic dishonesty actions will be first considered and reviewed by the appropriate faculty member. If the student does not accept the decision of the faculty member, the student may discuss their concerns with the Division Dean. If the student does not accept the decision of the Division Dean, the College will then follow the normal disciplinary procedures.

**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 the student has turned in any graded work. Mitigating circumstances do not apply in such cases. If the student does not accept the decision, the College will then follow the normal disciplinary procedures.

## **Student Conduct Addendum (Added on 08/23/2024)**

The College's Student Code of Conduct is hereby amended to include the following provisions and any violation of such shall be grounds for discipline under the College's Student Code of Conduct policy. All other provisions remain unchanged and applicable:

- Disruptive Acts

1. Disrupting or obstructing the normal learning, living, or work environments of other members of the College community or the functions or activities of the College (as well as activities conducted on the College's property with its permission) is prohibited. Examples include: blocking entrances, corridors or exits; interfering with ongoing educational activities, cultural events, or recreational, extracurricular or athletic programs; unauthorized presence in a building after normal closing hours or after notice that the building is being closed; interfering with vehicular or pedestrian traffic; creating unsanitary conditions; and interfering with any other effort to protect the health and safety of members of the College community or larger public.

2. No person may obstruct, disrupt, or attempt by physical force to cancel or discontinue speech by any speaker or the observation of speech by any person intending to see or hear a speaker.

- Violations of Laws, Regulations, and Ordinances

1. Prohibited conduct includes violations of federal, state, or local laws, regulations, orders, or ordinances.

- Students have a continuing duty to promptly report to the dean of student services any arrests for violations of federal, state, local, or international law, excluding minor traffic violations that do not result in injury to others. This duty applies regardless of where the arrest occurred (inside or outside the Commonwealth of Virginia) and regardless of whether the College is in session at the time of the arrest. An arrest includes the issuance of a written citation or summons regardless of whether the student is taken into custody by law enforcement. Charges related to driving under the influence of alcohol or other drugs are not "minor traffic violations" and must be reported.

- Masking to Conceal Identity

1. Consistent with Virginia Code § 18.2-422, any individual who is present on College property or attending a College event who is wearing a mask, hood, or other device whereby a substantial portion of the face is hidden or covered so as to conceal the identity of the wearer, must present a valid college or government issued identification document containing both the person's legal name and photograph when requested by a college official, i.e. security or police officer or otherwise establish the individual's identity to the satisfaction of the security or police officer.

- Encampments

1. The construction or occupation of a Camping Tent is prohibited.
  - “Camping Tent” means any collapsible tent or structure, typically having as its basic components a flexible material supported by a framework, designed, intended, or used as temporary shelter while camping or on recreational outdoor outings. Camping Tents may include tents known as “pup tents,” “dome tents,” “cabin tents,” “hiker tents,” and “backpacking tents.”
  - A “Camping Tent” does not include a tent with all sides entirely open and where there is an unobstructed view into such tent from the outside at all angles. All other conduct provisions apply to the use of open tents.
  - Only tents approved in advance pursuant to the DCC Facilities and Room Request/Use Policy shall be permitted. No Camping Tents shall be permitted at any time. All tents of any type must be removed no later than Danville Community College close time, no later than 12:00 a.m.
2. Camping is prohibited on property owned, leased, or operated by the College, Virginia Community College System, or their foundations.
  - “Camping” means the act of using any part of the property or facilities for living accommodation purposes, such as establishment of temporary or permanent living quarters, sleeping outdoors overnight or making preparations for overnight sleeping (including the laying down of bedding), storing personal belongings, using any tent, shelter, or similar structure regardless of size for sleeping; sleeping in, on, or under parked vehicles, or setting up temporary or permanent sleeping areas outdoors or in structures not designated for human occupancy.
  - “Camping” does not include the use of College, VCCS, or their foundations’ property that has been wholly or partially designated as sleeping or relaxation areas; a tailgating activity in conjunction with a College, VCCS, or foundation event; or the use of temporary hammocks or lounge furniture for recreation or studying activities outdoors on College, VCCS, or foundation owned property during the hours of which the college campus is open, with a close time no later than 12:00 a.m.
3. These prohibitions shall not apply to the College, the Virginia Community College System Office, or the College or System foundations or to Non-Camping Tents erected for their use.
4. These prohibitions shall not apply to federal, state, or local governments or their agencies or to Non-Camping Tents erected for their use.

- Applicability:

1. The **Code of Conduct**, including this Addendum, shall apply both to the conduct of **individual students** as well as **student organizations**.
2. Each recognized student organization shall represent that its activities and the activities of its members will not violate federal, state, or local law; or the College's Code of Conduct, including this Addendum.

The Code of Conduct, including this Addendum, applies to all student activities within College, VCCS, or their foundations' programs or activities wherever located. The Code of Conduct, including this Addendum, also applies to all student conduct occurring on the College campus and on any property owned, leased, or operated by the College, VCCS, or their foundations. The Code of Conduct, including this Addendum, additionally applies to any property used as a student residence and in regard to which students have expressly agreed to abide by or provided written consent to be governed by College policies. Violations of other College or VCCS policies may result in disciplinary action under the Student Code of Conduct.

#### **DISCIPLINARY PROCEDURES, INCIDENT REPORTS & RESULTING ACTIONS (06/23)**

Any person charged with an offense is entitled to due process and is considered innocent until proven otherwise.

Any student of Danville Community College may report a violation of the code of conduct against a student or college employee by utilizing the incident report located at bottom of the DCC website under FORMS.

Any employee of Danville Community College may complete an incident report against a student, guest, or visitor of Danville Community College utilizing the Submit a Complaint form located at the bottom of the DCC website under FORMS.

All reports must be filed electronically using the Forms at the bottom of the website Danville.edu (i.e. Report Sexual Assault or Misconduct (Title IX), Report a Student Code of Conduct Violation, Submit a Complaint)

Confidentiality will be maintained throughout the handling of the case.

The completed online incident report will be submitted to the Vice President of Academic Affairs and Student Services.

**Procedure for Administration of Discipline:** The Vice President of Academic Affairs and Student Services or his/her/their designee will have primary authority and responsibility for the administration of student discipline at the college.

When the Student Services (SS) Department receives an Incident Report, a SS representative shall investigate the alleged violation. After completing the preliminary investigation, the SS representative may:

- Dismiss the allegation as unfounded and take no further action.

- Determine the severity and nature of the problem.
- Refer the student to the College's Grievance Procedure.
- Consult with the Vice President of Academic Affairs and Student Services or his/her/their designee.

\*Upon receipt of a completed incident, the student may be given notice to appear before the Vice President of Academic Affairs and Student Services or his/her/their designee. Failure to report may result in disciplinary action.

The Vice President of Academic Affairs and Student Services or his/her/their designee will determine if such allegations are founded. If the material facts upon which the charges are based are not disputed, and the student does not request a Review Committee hearing, the Vice President of Academic Affairs and Student Services or his/her designee will assess the penalty appropriate to the charges.

In cases where further action is warranted, the following disciplinary actions may be taken:

- Deny or revoke admission
- Verbal or written warning.
- Requirement that the student meets with a professional counselor.
- Requirement that the student completes a special project which may be, but is not limited to, writing an essay, attending a special class or lecture.
- Disciplinary probation is imposed for a definite period of time, which stipulates that future violations may result in disciplinary suspension.
- Ineligibility for election to a student office.
- Removal from an organizational office.
- Prohibition from representing the college in any special or honorary role.
- Withholding of official transcript or degree.
- Restitution, whether monetary or performing specific duties.
- Denial or non-recognition of a degree.
- Suspension of rights and privileges, including participation in curricular, co-curricular, or extracurricular activities for a specified period of time.
- Withdrawal from a course with a grade of "W" or "F" grade.
- Failing or reduction of a grade on a test, a course, or other academic work and/or requiring the retaking of 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.



- Loss of or ineligibility for student grant, loan, or scholarship.
- Expulsion from the college.
- Blocking a student from enrolling until a specified act is performed by the student.

**Warning Probation**, a written reprimand indicating that further violations of regulations will result in more severe disciplinary action. Warning probation may be imposed for any length of time up to one calendar year, and the student shall automatically be removed from probation when the imposed period expires.

**Suspension from the College:** Exclusion from attending the College as a student for a definite period of time not to exceed one year.

**Dismissal:** Termination of student status for not less than one year. The conditions of readmission, if any, will be stated in the order of dismissal.

The Vice President of Academic Affairs and Student Services will prepare a written notification of the disciplinary actions to be taken by the college which will be delivered to the student by electronic letter with electronic receipt requested.

**Immediate Disciplinary Action:** The Vice President of Academic Affairs and Student Services, the President of the College, or his/her/their designee may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule or regulation of the college. This should occur only when the continuing presence of the student poses a danger to persons or property or the individual presents a threat of disrupting the academic processes of the institution. In such cases, the Vice President of Academic Affairs and Student Services or his/he/their designee will, if possible, meet with the student prior to suspension and discuss the reasons for the interim suspension.

**Ineligibility for Refund:** Students who are withdrawn by the College for disciplinary reasons are not eligible for a refund of tuition and fees. A student who is expelled from the College after the designated refund date forfeits all payments for tuition and fees incurred for the semester the incident occurred.

**Outstanding Financial Obligation:** Immediate interim disciplinary action, including the blocking of re-enrollment and/or denying the release of official transcripts, may be taken against any student who has outstanding financial obligations to the College. The student has the right to immediately discuss re-enrollment and/ or denial of the release of official transcripts with the Office of Admissions and Records who will refer the student to the appropriate college official for a discussion of the reason or reasons for the block. Following this discussion, the student may request the case be reviewed pursuant to the normal disciplinary procedures.

**Student Disciplinary Hearings:** In the cases in which the student disputes the facts upon which the charges are based or in those cases in which the student accepts the facts but disputes the disciplinary action taken, the student will have the opportunity to have the decision reviewed by a fair and impartial Review Committee.

If the student wishes to have a hearing with the Review Committee, the student must, within three (3) class days of the time at which the electronic letter was received, submit a request for review in writing to the Vice President of Academic Affairs and Student Services.

A representative of the Student Conduct Office will be present during the hearings as a non-voting resource person.

Except in those cases where immediate interim disciplinary action has been taken under the authority of the Immediate Disciplinary Action Section, the accused student will be given five (5) class days' notification by the Vice President of Academic Affairs and Student Services of the date, time, and place for the hearing, and the names of the Review Committee members.

Upon a hearing of the charges, the Dean of Student Services has the responsibility of going forward with the evidence and the burden of proving the charges by the greater weight of the credible evidence. In no case will this person serve as the resource person of the Review Committee. The hearing will be conducted in accordance with the following procedures:

The student may challenge the impartiality of a member of the Review Committee at any time prior to the introduction of any evidence. The validity of this challenge will be decided upon by the remainder of the Committee. In the event any member of the Review Committee is disqualified, a new member will be appointed by the college President.

Each party will have the right to appear and present evidence in person. Each party 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/their participation to advising the party, and he/she/they may not participate in the actual proceedings of the hearing.

The student may elect not to appear at a hearing; however, it will still be held.

The hearing will be closed to the public.

The Vice President of Academic Affairs and Student Services or his/her designee will open the meeting by advising the student of the Committee's procedures.

The Vice President of Academic Affairs and Student Services will then review in the presence of the student and the Dean, the allegations that were the basis of the disciplinary action.

The Vice President of Academic Affairs and Student Services will then call upon the Dean to be questioned by Committee members and the student.

The Vice President of Academic Affairs and Student Services will then call upon the student to make a formal statement and to be questioned by members of the Committee.

The Vice President of Academic Affairs and Student Services will then ask the Dean to introduce any relevant evidence. In like manner, the Vice President of Academic Affairs and Student

Services will ask the student to introduce any relevant evidence.

After reviewing all evidence, the Vice President of Academic Affairs and Student Services will call for a concluding statement from the Dean and the student.

The Committee will deliberate privately and reach a decision as to whether the student has violated standards of acceptable conduct as charged OR that the student has not violated standards of acceptable conduct as charged. A majority vote will control. If the committee finds that the student has violated standards of acceptable conduct as charged, it will assess the disciplinary action taken. The Committee's decision and any minority report will be stated in writing with rationale and provided to the affected student and appropriate college officials including the College President.

In case of academic dishonesty where the committee finds the student violated the standards of acceptable conduct, the committee will accept the recommended penalty of the Faculty member in whose class the offense occurred. If the committee finds by majority vote that such recommended penalty is unfair in the light of the evidence, it will then identify an appropriate disciplinary action. The committee's decision and any minority report will be articulated in writing to the affected student and appropriate college officials, including the college President.

The hearing will be recorded. If either party desires to appeal the finding, the recording will be transcribed and both parties will be furnished a copy of the transcript.

- After assessing the previous sanction, the review committee may uphold or amend the action in accordance with the following prescribed options:
  - Verbal or written warning
  - Requirement that the student meets with a professional counselor.
  - Requirement that the student completes a special project which may be, but is not limited to, writing an essay, or attending a special class or lecture.
  - Disciplinary probation is imposed for a definite period of time, which stipulates that future violations may result in disciplinary suspension.
  - Ineligibility for election to a student office.
  - Removal from an organizational office.
  - Prohibition from representing the college in any special or honorary role.
  - Withholding of official transcript or degree.
  - Deny or revoke admission.
  - Restitution, whether monetary or performing specific duties.
  - Denial or non-recognition of a degree.
  - Suspension of rights and privileges, including participation in curricular, co-curricular, or extracurricular activities for a specified period of time.
  - Withdrawal from a course with a grade of "W " or " F" grade.
  - Failing or reduction of a grade on a test, a course, or other academic work and/or requiring the retaking of 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.

- Loss of or ineligibility for student grant, loan, or scholarship.
- Dismissal or Suspension from the college.
- Blocking a student from enrolling until a specified act is performed by the student.

**Review of the College President:** The President of the College may approve, reject, or modify the decision of the Vice President of Academic Affairs and Student Services or the Review Committee or may require that the hearing be reopened for the presentation of additional evidence.

**Appeal:** The Review Committee's decision may be appealed by the student to the President of the College. The appeal must be in writing and set forth the specific ground(s) for appeal and be filed with the President no later than seven (7) class days from the decision. Failure to file an appeal within the time provided, in writing, as above shall cause a loss of the right of appeal. The President will be the final appellant review. The President may approve or reject the decision. The decision will be reviewed on the basis of the transcript of the hearing. Both parties may, at the discretion of the President of the College, submit oral or written arguments to support their positions.

**Recording of Disciplinary Action:** The College will maintain confidential records of all disciplinary actions. The College may expunge these records within three (3) years after the student ceases to be enrolled.

**Suspended Student Restriction:** No student who has been suspended for disciplinary reasons from the College will be permitted on the campus of the College during the suspension period without the prior written approval of the Vice President of Academic Affairs and Student Services and his/her designee (i.e. Dean of Student Services).

**Admission after Disciplinary Action:** To have admission reinstated, the student should submit a letter to the Vice President of Academic and Student Services, who will make the final decision on re-entry to the College.

### **Appeal Process for Revoked Admission**

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

The College will make every effort to expedite the appeals timeline.

- The student will receive an electronic letter/return receipt requested from the Vice President of Student Services and/or designee (i.e. Dean of Student Services) notifying the student of the revoked admission and outlining the appeal process.

- The student may write a letter of appeal to the Vice President of Student Services and/or designee (i.e. Dean of Student Services) in which he/she/they (1) provides justification for consideration of admission reinstatement and (2 ) discloses the nature of the offense and/or conviction serving as the basis for DCC's action to revoke admission. If the student is a convicted sex offender, the letter should include a statement acknowledging his/her/their understanding that his/her/their identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated.
- The letter of appeal must be submitted to the Vice President of Student Services and/or designee (i.e. Dean of Student Services) within seven (7) business days of notification by the college.
- A panel of five (5) full-time faculty or administrators will review the information submitted and make a decision by a simple majority vote within fourteen (14) business days of receiving the letter of appeal. The Vice President of Student Services and/or designee (i.e. Dean of Student Services) will serve as the convener of the panel and will be a member of the panel. Panel discussions will be confidential.
- If the panel determines that the withdrawn student represents a threat or potential danger to the College and/or the revoked admission/withdrawn enrollment is considered to be in the best interest of the College, the following apply:
  - The student's admission to the College will remain revoked
  - The student will be administratively withdrawn from classes if classes have been held
  - An enrolled student will receive a tuition refund. Tuition refunds will not be granted for students removed from the College for disciplinary reasons
- The Vice President of Student Services and/or designee (i.e. Dean of Student Services) will inform the student by electronic letter/return receipt requested of the decision of the appeals panel. The decision of the appeals panel shall be final.

## **DRUG ABUSE PREVENTION PROGRAM FOR STUDENTS AND EMPLOYEES**

The Student Services Department is responsible for the following:

- Arrange an annual seminar on substance abuse for students, faculty, and staff with provided literature.
- Partner with mental health services in providing information about substance abuse prevention to students, faculty, and staff.
- Be the on-campus source of assistance for students, faculty, and staff and will be responsible for referrals for assistance for any student or employee.

The 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 in drugs are subject to disciplinary procedures. Students who are convicted of drug-related offenses are required to notify the Vice President of Academic Affairs and Student Services within five days of such conviction. Students who are involved with drugs or who have drug-related problems are encouraged to contact the Student Services Department for assistance in obtaining treatment.

Danville Community College is a learning community with specific expectations concerning the conduct of its students. The student handbook discusses your rights, responsibilities, and conduct as you pursue your education. Danville Community College's approach to student learning and student conduct is to provide a safe and healthy learning environment that facilitates the mission of the College. When a student's conduct adversely affects the College's pursuit of its educational objectives, actions will be taken to remedy the situation. Danville Community College's approach will be both to resolve the problem and to help students to learn from their mistakes. In accordance with this general philosophy, efforts will always be made to resolve discipline issues, informally, if possible.

# 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:

- Close all windows and blinds in the classroom;
- Move to hallways or windowless rooms;
- Assist the handicapped or those needing help;
- Do not use elevators;
- Close doors to adjacent rooms;
- Stay away from windows and outside doors;
- 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:

- Treat the evacuation alarm as if it is real;
- Do not delay, exit the building immediately and close all doors as you leave;
- Use appropriate exits. Do not use elevators;

- Assist the handicapped or those needing help;
- Go at least 50 yards from your building to the designated assembly point;
- Remain with your group so that a headcount can be made;
- 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:

- Students in a classroom should remain there. Students in hallways should seek shelter in the nearest classroom;
- Close and lock the classroom door;
- Close all windows and blinds in the classroom;
- Turn off all lights;
- Crouch down in areas that are out of sight from doors and windows;
- Remain quiet;
- 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:

- First, always call the Danville Department of Emergency Services at 911;
- Next, call Campus Security at 797-8533 (cell phone) or 28-8533 (campus phone). 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. If you are concerned about threatening behavior or a disturbing situation and you don’t believe that it is necessary to report the incident to 911 or Security,



immediately report it to the Student Services at 797-8490, your advisor, or a member of the faculty so that appropriate action can be taken by the College. You may also use the online Threat Assessment submission form which can be found at on the DCC website at: <https://danville.edu/threat-assessment-violence-prevention-committee>

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

Admiral Security Services provides security services for the College. Admiral 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? (12/24)**

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, social media, and through DCC Alert. Please check the following for opening status:

DCC web site - [www.danville.edu](http://www.danville.edu)

Recorded Message – (434) 797-8595

Social Media – Facebook, Twitter and Instagram - @DCCPR

Email and text message – Available through DCC Alert (sign up at [danville.edu/DCCAlert](http://danville.edu/DCCAlert))

\*All of these sources post the information as soon as it is available.

## DCC Consumer Information

For general institutional information, health and safety information, student outcomes, student financial assistance information, vaccination policy, and more consumer information, visit [danville.edu/consumer-information](http://danville.edu/consumer-information).

Danville Community College provides its website, catalog, handbooks, and any other printed materials or electronic media for your general guidance. The college does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registrations of [www.danville.edu](http://www.danville.edu) is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor. In addition, a student's or prospective student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the college. Further, the college reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Links or references to other materials and websites provided in the above-referenced sources are also for information purposes only and do not constitute the college's endorsement of products or services referenced.

## Student Resources

### Campus Resources

Academic Advising - 434-797-8420 / Wyatt 101 / [advising@danville.edu](mailto:advising@danville.edu)  
Accessibility Services - (ADA) ADA Counselor, 434-797-8490 / Wyatt 108  
Arts, Sciences & Business Division - 434-797-8402 or 434-797-8462 / Temple Building  
Bookstore - 434-797-8426  
Campus Safety/Security - 434-797-8533  
Canvas/Distance Learning Helpdesk - 434-797-8555 / [canvas@danville.edu](mailto:canvas@danville.edu)  
Change of Name/Address - Enrollment Services Office - 434-797-8467 / Wyatt 113 / [admissions@danville.edu](mailto:admissions@danville.edu)  
Curriculum Change - Advising Office - 434-797-8420 / Wyatt 101 / [advising@danville.edu](mailto:advising@danville.edu)  
Drug and Alcohol Abuse - [TimelyCare](#)  
Dropping & Adding Classes - Advising Office 434-797-8420 / Wyatt 101 / [advising@danville.edu](mailto:advising@danville.edu)  
Educational Opportunity Center - 434-797-8577 / Wyatt 109 / [eoc@danville.edu](mailto:eoc@danville.edu)  
Career & Technical Education Division - 434-797-8440  
Helping Hands Child Development Center - 434-429-2716  
Financial Aid Office - 434-797-8439 or 434-797-8567 / Wyatt 111 / [dccfinaid@danville.edu](mailto:dccfinaid@danville.edu)  
Grades - MyDCC Student Information System - [danville.edu/MyDCC](https://danville.edu/MyDCC)  
ID Cards - 434-797-8490 / Student Center  
Library Services - 434-797-8555 / LRC  
Lost & Found - Vice President of Academic Affairs and Student Services - 434-797-8456 / Wyatt 211  
Mental Health Information <https://danville.edu/mental-health-counseling-services-students>  
Parking Decals - 434-797-8490 / Student Center  
Registration - Academic Advising Center / 434-797-8420 / Wyatt 101/ [advising@danville.edu](mailto:advising@danville.edu)  
Scholarships - Office of Institutional Advancement - 434-797-8437 / Foundation Hall 211  
Sexual Misconduct/Assault/Harassment Title IX Coordinator - 434-797-8538 / Wyatt 108  
Southern Virginia Higher Education Center (SVHEC) - 434-572-5440  
Student Activities - 434-797-8490 / Student Center  
Testing: Makeup and Distance Learning - 434-797-8404 / LRC  
Transcripts Enrollment Service Office - 434-797-8467 / Wyatt 113 / [danville.edu/transcript-request](https://danville.edu/transcript-request)  
Transfer Information - Advising Office - [danville.edu/transfer](https://danville.edu/transfer)  
Tuition Payments - Business Services - 434-797-8418 / Wyatt 103  
Tutoring - 434-797-6432 / LRC  
Veterans' Affairs and Information - <https://danville.edu/veterans> / 434-797-8506 / Wyatt 111  
Withdrawal from College - Academic Advising Center, 434-797-8420 / Wyatt 101 / [advising@danville.edu](mailto:advising@danville.edu)  
Workforce Services - 434-797-6437 or 434-797-8430 / RCATT

### STUDENT SUPPORT SERVICES DEPARTMENT

The Student Services Department at DCC recognizes that the development of the whole student is achieved through in-class and out-of-class learning opportunities and experiences. We believe that by providing intellectual, personal, cultural, and professional opportunities for learning and

growing, students will graduate from DCC with a better understanding of themselves and their peers, their chosen professions and their responsibilities as a part of a larger community.

### **STUDENT SERVICES MISSION STATEMENT**

The Student Services Department is committed to being responsive to the needs of the College and the community it serves. We are committed to the following:

Maintaining a supportive environment for students and the community.

Providing well-rounded programs of co-curricular experiences.

Ensuring personal, cultural, and intellectual development.

Supporting the day-to-day operations of the College.

## Locations and Office Hours

### **Administrative Office Hours**

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

Email: [info@danville.edu](mailto:info@danville.edu)

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

### **Danville Main Campus**

1008 South Main Street

Danville, VA 24541

434-797-2222

Toll Free: 800-560-4291

434-688-4764 (vp)

Fax: 434-797-8514

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

(Fall and Spring Semesters only)

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

Fri: 8 a.m. - 12 noon • Sat: Closed • Sun: 1-5 p.m.

Intersession

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

Fri: 8a.m.-12 noon • Sat: Closed • Sun: Closed

Holidays and Special Hours

The LRC will be closed whenever the college is closed. Special hours for holidays, faculty planning and preparation days, and other special occasions will be posted on the front doors of the LRC and by message on the answering machine.

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

121 Slayton Ave.

Danville, VA 24541

434-797-6437

### **Southern Virginia Higher Education Center (SVHEC)**

820 Bruce Street

South Boston, VA 24592

434-572-5440

## Title IX

### Danville Community College Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking

Danville Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This policy supplements the following general policy statement set forth by the Virginia Community College System. This institution promotes and maintains educational 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. This policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SAVE Act).

This Policy is not intended to substitute or supersede related criminal or civil law. Individuals should also report incidents of sexual and domestic violence, dating violence, and stalking to appropriate law enforcement authorities and on-campus Title IX authorities.

The full policies and procedures for the Danville Community College Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking are available online and in the DCC Policy Manual.

#### **Applicability**

The Danville Community College Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking applies to all campus community members including students, faculty, staff and third parties, e.g., contractors and visitors. Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this Policy, e.g., if off-campus harassment has continuing effects that create a hostile environment on campus.

#### **Reporting Incidents**

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.

Whether or not a report is made to law enforcement, members of the campus community should report alleged violations of this Policy utilizing the Form: Report Sexual Assault or Misconduct (Title IX) located at the bottom of our DCC website under FORMS. The Title IX Coordinator is solely

responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the College. The completed form will be submitted to the Title IX Coordinator.

### **Support Services**

For more information about available resources, go to <https://www.danville.edu/student-resources>, which provides a list of campus and community resources. Danville Community College also maintains an agreement with Timely Care, which provides professional counseling services upon referral to enrolled students.

### **DCC Contacts:**

Deputy Title IX Coordinator

Cathy Pulliam

Wyatt Building, Room 108

434-797-8538 or [titleix@danville.edu](mailto:titleix@danville.edu)

After normal business hours, members of the campus community should report alleged violations of this Policy to DCC Security by phone at 434-797-8533, or use the emergency phone boxes in each parking lot.

Note: The complete Policy, Forms, and Community Resources are available online at: [www.danville.edu](http://www.danville.edu).

## Veteran's Affairs

### **Veteran's Affairs Office**

Danville Community College is a “Military Friendly Campus,” and has been named to the 2015 list of Top Colleges and Universities, selected by Military Advanced Education. DCC is dedicated to helping eligible veterans, dependents, reservists, guardsmen, and disabled veterans (service connected) in the pursuit of education, be it higher education, retraining, vocational skills or just lifelong learning. We are happy to assist veterans in using their earned Veterans benefits. For information about VA educational benefits, contact Sam Lowery at 434-797-8506 (Located in Wyatt 111). Visit our website for more information: [www.danville.edu](http://www.danville.edu).



## Student Rights and Responsibilities

Danville Community College is a learning community with specific expectations concerning the conduct of its students. The student handbook discusses your rights, responsibilities, and conduct as you pursue your education.

Danville Community College's approach to student learning and student conduct is to provide a safe and healthy learning environment that facilitates the mission of the College. When a student's conduct adversely affects the College's pursuit of its educational objectives, actions will be taken to remedy the situation. Danville Community College's approach will be both to resolve the problem and to help students to learn from their mistakes. In accordance with this general philosophy, efforts will always be made to resolve discipline issues, informally, if possible.

### **RIGHTS AND RESPONSIBILITIES**

The submission of an application for admission to Danville Community College represents a voluntary decision on your part to participate in the programs offered by the institution pursuant to its policies, rules, and regulations. College approval of your application, in turn, represents the extension of a privilege to join the college community and to remain a part of it as long as you meet its required academic and behavior standards.

You have the privilege of exercising your rights without fear or prejudice as long as you respect the laws of the state, the policies of the College, and the rights of others on campus.

Such rights include the following:

- You are free to pursue your educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the College through its curricula.
- No disciplinary sanctions may be imposed upon you without due process.
- Free inquiry, expressions, and assembly are guaranteed to you provided your actions do not interfere with the rights or safety of others or the effective operation of the institution.
- The College and members of the College community have the right to expect safety, protections of property and the continuity of the educational process.

## Academic Calendar

The current academic calendar may be found here: <https://danville.edu/academic-calendar>

# Threat Assessment Policy

## Threat Assessment Policy (09/2023)

Danville Community College prohibits threats and acts of violence on college property, within college office facilities, at any college-sponsored event; while engaged in college business, educational, or athletic activities; and while traveling in state vehicles. Prohibited conduct includes but is not limited to:

- injuring another person physically;
- engaging in behavior that creates a reasonable fear of injury to self or another person;
- engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress;
- possessing, brandishing, or using a weapon while on state premises by students, except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the student is a law enforcement professional, or when the weapon is secured in the student's vehicle;
- possessing, brandishing, or using a firearm, weapon, or other device by faculty or staff that is not required by the individual's position while on college property or engaged in college business; or in violation of law or other college, except where the employee is a law enforcement professional, and except when the weapon is secured in the employee's vehicle.;
- Brandishing, using, or possessing a weapon by third parties while on campus in academic or administrative buildings, or while attending a sporting, entertainment or educational event. This provision does not apply to law enforcement personnel.
- intentionally damaging property;
- threatening to injure an individual (including oneself) or to damage property;
- committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- retaliating against any employee or student who, in good faith, reports a violation of this policy.

### Consequences of Policy Violations:

209. Employees violating this policy will be subject to disciplinary action up to and including termination and criminal prosecution using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct. Additionally, employees who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a

threat assessment process and receive approval from the mental health evaluator that they are not a risk to themselves or others.

210. Students violating this policy will be subject to disciplinary action, and other college policies as appropriate. Additionally, students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation as part of a threat assessment process and receive approval from the mental health evaluator that they are not a risk to themselves or others.

211. Visitors and third parties violating this policy will be subject to applicable local, state, federal laws, and associated regulations, and may be barred from the college at the college's discretion for violating this policy.

### **Behavioral Intervention - Threat Assessment/Violence Prevention Team**

Danville Community shall establish a committee with responsibility for education and violence prevention on campus. The membership of this body shall include representatives from the following areas: student affairs, human resources, law enforcement, a mental health professional or counseling services representative, and others who have knowledge, professional expertise, or responsibilities that could assist the committee with completing its work. However, in all cases the membership of the committee must comply with the requirements of Virginia Code § 23-9.2:10. The committee should consult VCCS legal counsel, when necessary, through established protocols. The Threat Assessment/Violence Prevention Team at Danville Community College is dedicated to a coordinated and planned approach to the identification, prevention, assessment and management of behavioral threats to the College and the DCC learning environment.

### **Behavioral Intervention - Threat Assessment Team Responsibilities include:**

- Establishing or utilizing existing relationships with local and state law-enforcement agencies as well as mental health agencies to ensure compliance with [§ 23-9.2:10 of the Code of Virginia](#), and expedite assessment and intervention with individuals whose behavior may present a threat to campus safety.
- Upon a preliminary determination that an individual poses a threat of violence to self or others, or exhibits significantly disruptive behavior or need for assistance, a threat assessment team may obtain criminal history record information, as provided in [Virginia Code §§ 19.2-389 and 19.2-389.1](#), and health records, as provided in [§ 32.1-127.1:03.](#)
- No member of a threat assessment team shall redisclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team. [Va. Code § 23-9.2:10\(E\).](#)

### **Campus Members' Responsibilities**

It is the responsibility of faculty, staff and students to immediately report any situation that could possibly result in harm to anyone connected to the College. These reports may be submitted via

email to [threat@danville.edu](mailto:threat@danville.edu), reported to DCC Security at 797-8533 or campus phone ext. 288533, or to any member of the Behavioral Intervention –Threat Assessment Team.

#### Types of Threats to Report to the Threat Assessment/Violence Prevention Team

- Expression of violence
- Anger problems
- Fascination with weapons
- Suicide threats or statements
- Bullying or Intimidation
- Severe rage
- Interest in previous shooting situations
- Violence and cruelty
- Mental health history related to dangerousness
- Unusual interest in terrorist activities and materials

## Facility & Room Request/Policy

Members of the community may request to use Danville Community College campus facilities for a variety of events, meetings, or conferences. Individuals who wish to use campus facilities are required to review and acknowledge the official DCC Campus Facilities Use Policy and may be required to pay a fee for use.

Review the links below to request use of the DCC campus facilities.

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### **DCC Facilities and Room Request/Use Policy**

[Click here](#) to read the policy regarding DCC campus facilities use and guidelines.

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### **DCC Facilities and Room Request Form**

[Click here](#) to submit a request to use DCC campus facilities.

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### **Interactive DCC Campus Map**

Click [here](#) to view an interactive map of the DCC campus.

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\*Added on August 23, 2024 per the VCCS Policy.

## Statement of Accreditation

Danville Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Danville Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Danville Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## Questions About the Handbook

If you have any questions about the student handbook, please contact:

**Dean of Student Services**

**Cathy Pulliam**

Wyatt 108

[cathy.pulliam@danville.edu](mailto:cathy.pulliam@danville.edu)

434-797-8538

VP: 434-688-0136 or 800-560-4291