DCC
Danville Community College

Lecturer's Handbook

2023 - 2024

DCC

Danville Community College

Serving Danville • Halifax County • Pittsylvania County

1008 South Main Street • Danville, Virginia 24541-4004
434.797.2222 • TTY: 434.797.8542
Fax: 434.797.8541 • www.dcc.vccs.edu

Esteemed DCC Faculty,

Greetings and warm wishes as we embark on another exciting academic year at Danville Community College!

Included in our Lecturer's Handbook you'll find a comprehensive guide designed to provide you with the essential resources and support for your invaluable contributions to our educational mission.

As we celebrate the start of this new chapter, I cannot help but reflect on the extraordinary impact adjunct faculty members have had on our campus community. Your expertise, dedication, and unwavering commitment to fostering an exceptional learning environment have shaped countless lives and continue to inspire our students to reach their full potential. It is through your unique perspectives and diverse experiences that we enrich the fabric of our academic discourse and create a vibrant tapestry of knowledge.

This handbook serves as a testament to the tremendous value we place on your role within our institution. It is a living document, continuously evolving to meet the evolving needs of our dynamic academic landscape. Within its pages, you will find a wealth of information carefully curated to support your success as educators, mentors, and partners in shaping the minds of our future generations.

As we embark on this new school year together, let us embrace the spirit of collaboration and synergy. Our collective dedication to excellence and our shared passion for education are the cornerstones that unite us. Together, we can create a learning environment that is both nurturing and transformative, igniting the spark of intellectual curiosity within each student that passes through our doors.

I encourage you to utilize this handbook as a valuable resource, but also to reach out to your colleagues, department deans, and the dedicated support staff who are here to guide and assist you every step of the way. Together, we can create an inclusive, stimulating, and empowering educational journey that empowers our students to thrive.

Once again, I extend my heartfelt appreciation for the vital role you play in our academic community. As we embark on this new school year, let us celebrate the collective expertise and enthusiasm that each of you brings to the classroom.

Wishing you a fulfilling and inspiring academic year ahead!

Warm regards,

Dr. Jerry Wallace

President, Danville Community College

Location/Office Hours

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

<div align="center">

Danville Community College

1008 South Main Street

Danville, VA 24541

(434) 797-2222

434-688-4764-VP

TOLL-FREE: 1-800-560-4291

FAX: (434) 797-8514

www..edu

</div>

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

<div align="center">

All Roads Lead to Danville Community College

(See campus and area maps on Page 5)

</div>

Off-CAMPUS LOCATIONS

Regional Center for Advanced Technology and Training

121 Slayton Ave.,
Danville, VA 24540

434-797-6437

The Southern Virginia Higher Education Center

820 Bruce Street,
South Boston, VA 24592
434-572-5440

Gene Haas Center for Integrated Machining –located in the Advanced Learning and Research Center

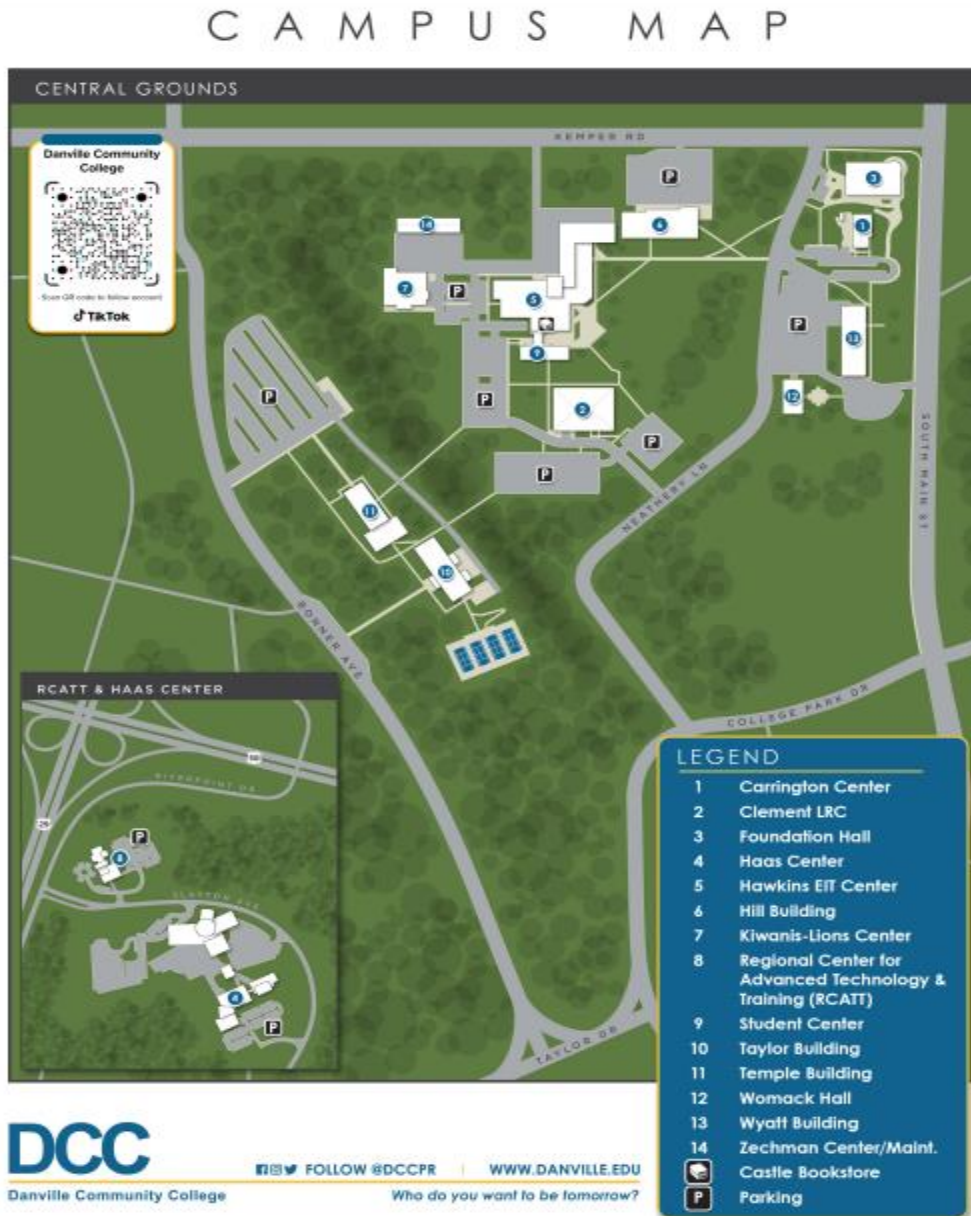# Danville Community College

Campus Map

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DCC ALERT SYSTEM

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

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

Current Academic Calendar:

DANVILLE COMMUNITY COLLEGE	2023-2024 ACADEMIC CALENDAR
FALL 2023 Dates for 16-week semester	
Advising and Registration for Fall and Summer Semester	April 1, 2023 – August 19, 2023
Final Week for Fall registration	August 14 – August 19, 2023
Bookstore dates for financial aid charges	August 7 – September 12, 2023
Last day to add new class(es)	August 19, 2023
Payment of tuition	***June 3, 2023 – August 19, 2023
Faculty Planning and Preparation days	August 16 – August 18, 2023
Fall Convocation – college closed from 8:00 am – 1:00 pm	August 16, 2023
Division Meetings	August 17-18, 2023
Classes begin	August 21, 2023
Swaps/Drops only (cannot be processed without approval of instructor)	August 21, 2023 - August 25, 2023
Holiday – No classes (Labor Day)	September 4, 2023
Last day to withdraw with Full Tuition Refund	September 7, 2023
Mid-term grades posted	October 16 – October 20, 2023
Last day to withdraw without mitigating circumstances "W" grade issued	October 26, 2023
College Closed –Election Day	November 7, 2023
Advising and Registration for Spring and Summer Semester	November 1- December 22, 2023, January 2, 2024 – January 5, 2024
No Classes – Faculty Research Day	November 22, 2023
Holiday – No classes (Thanksgiving) (College closes at noon on Nov.22)	Noon November 22 – November 24, 2023
Fall Graduation Application Deadline (no exceptions)	November 15, 2023
Classes End	December 8, 2023
Final Exams	December 11 – December 15, 2023
Grades due	December 18, 2023
Faculty Planning and Preparation days **college closes at 12 pm Dec. 22	December 18 – December 22, 2023
College Closed	December 23, 2023 – January 1, 2024
FALL 2023 Dates for 1st 8-week session	
Bookstore dates for financial aid charges	August 7 – September 12, 2023

Classes begin	August 21, 2023
Swaps/Drops only (cannot be processed without approval of instructor)	August 21 – August 25, 2023
Last day to withdraw with Full Tuition Refund	August 28, 2023
Last day to withdraw without mitigating circumstances "W" grade issued	September 21, 2023
Classes End	October 13, 2023
FALL 2023 Dates for 2nd 8-week session	
Bookstore dates for financial aid charges	October 9 – October 20, 2023
Classes begin	October 16, 2023
Swaps/Drops only (cannot be processed without approval of instructor)	October 16, 2023 – October 20, 2023
Last day to withdraw with Full Tuition Refund	October 24, 2023
Last day to withdraw without mitigating circumstances "W" grade issued	November 17, 2023
College Closed- Election Day	November 7, 2023
Classes End	December 15, 2023
SPRING 2024 Dates for 16-week semester	
Advising and Registration for Spring Semester	Nov. 1, 2023 – Dec. 22, 2023, Jan. 2-6, 2024
Holiday, College Closed (New Year's Day observed)	January 1, 2024
Bookstore dates for financial aid charges *****	****January 2 – January 30, 2024
Final week for Spring Registration	January 2- January 6, 2024
Payment of Tuition	***Nov. 1, 2023 – January 6, 2024
Faculty Planning and Preparation days	January 2 – January 5, 2024
Spring Convocation – college closed from 8:00 am – 1:00 pm	January 4, 2024
Division Meetings	January 5, 2024
Classes begin	January 8, 2024
Last day to add new class(es)	January 6, 2024
Swaps/Drops only (cannot be processed without approval of instructor)	January 8 – January 12, 2024
Holiday, no classes (Martin Luther King, Jr. Day)	January 15, 2024
Last day to withdraw with full tuition refund	January 25, 2024
Spring Graduation Application deadline (no exceptions)	February 15, 2024
Spring break – no classes	March 4 – March 8, 2024
Mid – term grades posted	March 11 – March 15, 2024

Last day to withdraw without mitigating circumstances "W" grade issued	March 22, 2024
Advising and Registration for Summer Semester	April 1, 2024 – May 24, 2024
Institutional Effectiveness Day	XX
Classes End	April 29, 2024
Final Exams	April 30, 2024 – May 6, 2024
Grades due	May 7, 2024
Faculty Planning and Preparation days	May 7- May 10, 2024, May 13-May 15, 2024
Graduation	May 11, 2024
*****Students charging financial aid may preorder books starting Dec. 21, 2023. Purchases will be available for shipping or in-store pickup starting Jan 02, 2024.	
SPRING 2024 Dates for 1st 8-week session	
Bookstore dates for financial aid charges *****	January 2 – January 30, 2024
Classes begin	January 8, 2024
Swaps/Drops only (cannot be processed without approval of instructor)	January 8, 2024 – January 12, 2024
Last day to withdraw with Full Tuition Refund	January 16, 2024
Last day to withdraw without mitigating circumstances "W" grade issued	February 8, 2024
Classes End	March 1, 2024
*****Students charging financial aid may preorder books starting Dec. 21, 2023. Purchases will be available for shipping or in-store pickup starting Jan 02, 2024.	
SPRING 2024 Dates for 2nd 8-week session	
Bookstore dates for financial aid charges	March 4 – March 15, 2024
Classes begin	March 11, 2024
Swaps/Drops only (cannot be processed without approval of instructor)	March 12 – March 15, 2024
Last day to withdraw with Full Tuition Refund	March 18, 2024
Last day to withdraw without mitigating circumstances "W" grade issued	April 11, 2024
Classes End	May 3, 2024
SUMMER 2024 Dates for 10-week session	

Summer Graduation Application deadline (no exceptions)	March 15, 2024
Advising and Registration for Summer Semester	April 1, 2024 – May 19, 2024
Payment of tuition for Summer Session	***April 1, 2024 – May 19, 2024
Final week for registration for Summer	May 13 – May 17, 2024
Bookstore dates for financial aid charges	May 6 – June 3, 2024
Last day to add a class	May 17, 2024
Classes begin (10-week session and First 5 weeks)	May 20, 2024
Swaps/Drops only (cannot be processed without approval of instructor)	May 20 – May 23, 2024
Holiday, no classes (Memorial Day)	May 27, 2024
Last day to withdraw with Full Tuition Refund	May 30, 2024
Holiday, no classes (Juneteenth)	June 19, 2024
Holiday, no classes (Independence Day)	July 4, 2024
Last day to withdraw without mitigating circumstances "W" grade issued	July 1, 2024
Classes end	July 31, 2024
SUMMER 2024 Dates for first 5-week session	
Bookstore dates for financial aid charges	May 6 – June 3, 2024
Classes begin	May 20, 2024
Last day to withdraw with Full tuition refund	May 28, 2024
Last day to withdraw without mitigating circumstances "W" grade issued	June 10, 2024
Holiday, no classes (Juneteenth)	June 19, 2024
Classes End	June 25, 2024
SUMMER 2024 Dates for second 5-week session	
Bookstore dates for financial aid charges	June 19 – July 3, 2024
Classes begin	June 26, 2024
Last day to withdraw with Full tuition refund	July 1, 2024
Last day to withdraw without mitigating circumstances "W" grade issued	July 16, 2024
Classes End	July 31, 2024

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

the first day of classes are expected to have all payment arrangements finalized, including financial aid, within seven calendar days of registration. All students are expected to finalize tuition payment, including financial aid, with the appropriate DCC office prior to attending any class(es). Failure to pay for classes, including with financial aid, can result in classes being removed from the student's schedule.

Frequently Called Numbers:

Admissions	434-797-8467
Advising Center	434-797-8420
Arts, Sciences, and Business	434-797-8402, 434-797-8462
Business Office	434-797-8418
Counseling	434-797-8460
Financial Aid	434-797-8567
Library	434-797-8555
Veteran's Services	434-797-8506
Workforce Division	434-797-8430

Directory

President .... **Dr. Jerry Wallace**
 Wyatt Building, 797-8400 e-mail: jerry.wallace@danville.edu

Vice President of Academic Affairs and Student Services ……………….. **Dr. Cornelius Johnson**
 Wyatt Building, 797-8454   e-mail:cornelius.johnson@danville.edu

Vice President of Financial & Administrative Services …………………..**Interim: Mr. Wayne Peters**
 Wyatt Building, 797-6430 e-mail: wayne.peters@danville.edu

Dean of Career and Technical Education …………………………........
 EIT Building, 797-8475 e-mail: cheryl.terry@danville.edu

Associate Vice President of Human Resources……………………………**Ms. Belinda Stockton**
Wyatt Building, 797-8477 e-mail: belinda.stockton@danville.edu

Vice President of Institutional Advancement & Development .... **Mr. Shannon Hair**
 Foundation Hall, 797-8495 e-mail: shannon.hair@danville.edu

Dean of Arts, Sciences and Business .... **Dr. Paul Fox**
 Temple Building, 797-8402 or 797-8462 e-mail: paul.fox@danville.edu

Dean of Student Services ....**Ms. Cathy Pulliam**
 Wyatt Building, 797-8538 e-mail: cathy.pulliam@danville.edu

Director of Learning Resources & Distance Learning .... **Mr. Christopher Ford**
 Whittington W. Clement Learning Resource Center Building, 797-8454
 e-mail: christopher.ford@danville.edu

Director of Institutional Planning, Effectiveness, & Research ....**Mr. David Klocek**
 Wyatt Building, 797-8576 e-mail: david.klocek@danville.edu

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

Director of Public Relations and Marketing ………………………………**Ms. Faith O'Neil**
 Wyatt Building, 797-8450 email: faithoneil@danville.edu

Director of Enrollment Services, Registrar ………………………………… **Ms. Cathy D. Pulliam**
 Wyatt Building, 797-8538 e-mail: cathy.pulliam@danville.edu

Coordinator of Academic Advising……………………………………… **Mr. Brad Prillaman**
 Wyatt Building, 797-8554 email: brad.prillaman@danville.edu

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

Director of Financial Aid Services .... **Ms. Angela Turner**
 Wyatt Building, 797-8439 e-mail: angela.turner@danville.edu

Veterans Program Counselor ....**Mr. Sam Lowery**
Wyatt Building, 797-8506 e-mail: sam.lowery@danville.edu

Bookstore Manager .... **Mr. Andre Jordan**
797-8432 e-mail: andre.jordan@danville.edu

DCC Faculty and Staff Directory

STUDENT SUPPORT SERVICES

Dean of Student Services	Cathy Pulliam	434-797-8524	Wyatt	Cathy.pulliam@danville.edu
Admin. Assistant	Ashley Yancey	434-797-8490	Wyatt	Ashley.yancey@danville.edu
Student Activities Coordinator	Karl Saten	434-797-8588	Student Center	Karl.staten@danville.edu
Director of Enrollment Services	Cathy Pulliam	434-797-8538	Wyatt	Cathy.pulliam@danville.edu
Financial Aid	Angela Turner	434-797-8438	Wyatt	Angela.turner@danville.edu
Veteran's Program Counselor	Sam Lowery	434-797-8506	Wyatt	Sam.lowery@danville.edu

Divisions and Curricula Offerings:

Arts, Sciences and Business

Dean of Arts, Sciences and Business…………………….………Dr. Paul Fox

Temple 434-797-8403 Paul.fox@danville.edu

Arts, Science and Business Contacts
Programs of Study
DCC Faculty and Staff Directory

Administration of Justice .... Mr. Mark Mills

Taylor Building, 797-8452 e-mail: mark.mills@danville.edu

Administrative Support Technology……………………………………………………..Ms. Richie J. Robertson

Taylor Building, 797-8428 e-mail: richie.robertson@danville.edu

Business Administration .... Mr. Matthew Nidiffer

Taylor Building, 797-8459 e-mail: matthew.nidiffer@danville.edu

Business Management

- Automotive Management Specialization..…

- Hawkins EIT Building, 797-8534 e-mail

- Graphic Imaging Management Specialization...Ms. Sheila Wright

    Hill Building, 797-8433 e-mail sheila.wright@danville.edu

- Management Specialization...Ms. Linda Wilborne

    Taylor Building, 797-8407   e-mail linda.wilborne@danville.edu

- Project Management Specialization..Mr. Matthew Nidiffer

    Taylor Building, 797-8459 e-mail matthew.nidiffer@danville.edu

Dental Hygiene……………………………………………………………………………………......Ms. Tina Gauldin

Foundation Hall, 797-6427 e-mail: tina.gauldin@danville.edu

Early Childhood Education ……………………………………………………………………..Ms. Traci Daniel

Wyatt Building, 797-6434 e-mail: traci.daniel@danville.edu

Engineering .... Dr. Neil Sallah

Temple Building, 797-8435 e-mail: neil.sallah@danville.edu

English, ENF 1, 2, 3 .... Mr. Chad Bailey

Temple Building, 797-8552 e-mail: chad.bailey@danville.edu

IST/ Network Engineer, Cyber Security .... Mr. Steven Carrigan

Taylor Building, 797-8528 e-mail: steven.carringan@danville.edu

IST/Mobile Application Development Specialization

and IST/Software Development ....Mr. Steven Carrigan

Taylor Building, 797-8526 email: paul.fox@danville.edu

Liberal Arts...Mr. Dee Drinkard

Temple Building, 797-8485 e-mail: dewitt.drinkard@danville.edu

Liberal Arts – Humanities Specialization ....Dr. Theodore Maier

Temple Building, 797-8507 e-mail: ted.maier@danville.edu

Liberal Arts – Social Science Specialization .... Mr. Jonathan Evans

Building, 797-8452 e-mail: jonathan.evans@danville.edu

Marketing .... Ms. Linda Wilborne

Taylor Building, 797-8452 e-mail: linda.wilborne@danville.edu

Mathematics .... Mr. Constantine Terzopoulos

Temple Building, 797-8463 e-mail: constantine.terzopoulos@danville.edu

Mathematics, Developmental.. Ms. Mary Motley

Temple Building, 797-6426 e-mail: mary.motley@danville.edu

Nursing .... Dr. James Emerson

Foundation Hall, 797-8422 e-mail: james.emerson@danville.edu

Nurse Aide / Nurse Aide Extended Care... Ms. Rosa Wilson

Temple Building, 797-8557 e-mail: rosa.wilson@danville.edu

Office Information Processing .... Ms. Richie J. Robertson

Taylor Building, 797-8428 e-mail: richie.robertson@danville.edu

Respiratory Therapy/Medical Laboratory Technology .... Dr. Paul Fox

Temple Building, 797-8402 or 797-8568 e-mail: paul.fox@danville.edu

Science .... Dr. David Balfour

Temple Building, 797-8465 e-mail: david.balfour@danville.edu

SDV 100 – College Success Skills .... Ms. Connie Richie

e-mail: connie.richie@danville.edu

Website Design ....Mr. Steven Carrigan

Taylor Building, 797-8526 e-mail: steven.carringan@danville.edu

Workforce Services

Vice President of Workforce Services……………........……Mr. Mark Funkey
RCATT/EIT Building 434-797-8448 mark.funkey@danville.edu

Programs of Study

Workforce Contacts

Air Conditioning and Refrigeration …………………………………………………..…… Mr. Elliot Baynes

Hill Building, 797-8464 e-mail: elliot.baynes@danville.edu

Auto Analysis & Repair ....

Hawkins EIT Building, 797-8521 e-mail:

Automation / Robotics ....Mr. Jeremy Smith

RCATT Building, 797-8425 e-mail: jeremy.smith@danville.edu

Cosmetology .... Mr. Jermon Russell

Clement LRC Building, Lower Level LRC-3 797-8479 e-mail: jermon.russell@danville.edu

Electrical / Electronics / Electrical Utilities .... Ms. Teresa Hawker

RCATT Building, 797-8425 e-mail: teresa.hawker@danville.edu

Graphic Imaging Technology .... Ms. Sheila Wright

Hill Building, 797-8433 e-mail: shelia.wright@danville.edu

Industrial Technician – Electrical …………………………………………………………………………… Ms. Teresa Hawker

RCATT Building e-mail: teresa.hawker@danville.edu

Industrial Technician – Mechanical .... Mr. Teresa Hawker

RCATT Building, 797-8425 e-mail: teresa.hawker@danville.edu

Manufacturing Technician .... Ms. Teresa Hawker

RCATT Building, 797-8565 e-mail: teresa.hawker@danville.edu

Pharmacy Technician ………………………………………………………………………………………… Ms. Rosa Wilson

Temple Building, 797-8557 e-mail: rosa.wilson@danville.edu

Precision Machining .... Mr. Joe Distad

Hawkins EIT building, 797-8486 e-mail: joe.distad@danville.edu

Precision Machining .... Mr. Josh McDowell

Hawkins EIT building, 797-8519 e-mail: josh.mcdowell@danville.edu

Precision Machining .... Mr. Kevin Poole

Hawkins EIT building, 797-8580 e-mail: kevin.poole@danville.edu

Precision Machining .... Mr. Todd Sanders

Hawkins EIT building, 797-8530 e-mail: todd.sanders@danville.edu

Welding .... Mr. Chad Secrest

Welding Technologies Building, 797-8545 e-mail: chad.secrest@danville.edu**Workforce Services - Director of Workforce Services** .... Mr. Chadrick Younger

RCATT Building, 797-8573 e-mail: chadrick.younger@danville.edu

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The College

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

Danville Community College promotes and maintains educational and employment opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. Danville Community College prohibits sexual harassment including sexual violence. Inquiries related to the college's nondiscrimination policies should be directed to: Affirmative Action Officer, Danville Community College,1008 S. Main Street, Danville, VA, 24541, 434-797-8443; toll-free: 800-560-4291, option 6.

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

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

Disability Services

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

In order that the College may assess each student's needs and plan most effectively for his or her academic experience, the student should contact the Disability Services Office at (434)797-8443.

History

Danville Community College developed from two institutions, Danville Technical Institute and the Danville Division of Virginia Polytechnic Institute. Danville Technical Institute opened in 1936 as Danville Textile School, becoming Danville Technical Institute in 1941. The Danville Division of Virginia Polytechnic Institute first began as an engineering division in 1946, and was later expanded to include the first two years of coursework for all engineering, business administration, liberal arts, and science majors. Beginning in the summer of 1966, all programs taught by Danville Technical Institute were brought under the Virginia Department of Community Colleges. Effective July 1, 1968, the Danville Division of Virginia Polytechnic Institute merged with the existing community college to provide more comprehensive programming.

Accreditation

Danville Community College is one of 23 colleges in the Virginia Community College System. The associate degree curricula of the College have been approved by the State Council of Higher Education for Virginia. Danville Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033, telephone 404-679-4500, for questions about the accreditation of Danville Community College. (Note: The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.)

Educational Foundation

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

Vision Statement

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.

Mission Statement

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

College Goals

The seven goals of the College are:

1. Educational Programs: The College will provide quality credit and non-credit educational programs and instruction.

2. Faculty and Staff: The College will have an excellent and diverse faculty and staff.

3. Academic and Student Services: The College will provide quality services to assist students in achieving their academic and personal goals.

4. Educational Environment: The College will have facilities, equipment and technology that enhance an effective learning environment.

5. Outreach Programs: The College will have a comprehensive outreach program.

6. Community Relations: The College will foster effective partnerships.

7. Resources: The College will obtain and use resources to achieve its mission and goals.

College Core Values (I AM DCC)

1. **Innovation:** We value innovative thinking, improving processes, and implementing new ideas for success.

2. **Accessibility:** We provide access to ensure that all students are able to participate in and benefit from learning opportunities.

3. **Momentum:** We meet people where they are, create a supportive learning and working environment, and help them to identify goals and develop a clear path to success.

4. **Dignity:** We foster a culture of diversity, equity, and inclusion that welcomes and respects everyone for who they are and who they will become.

5. **Courage:** We courageously take initiative and action to continuously improve and stand up for what's right with integrity.

6. **Commitment:** We are dedicated to assisting our students, partners, and employees to reach their full potential.

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

DCC General Education Competencies and Outcomes

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

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

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

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

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

5. Scientific Literacy
> The ability to apply the scientific method and related concepts and principles to make informed decisions and engage with issues related to the natural, physical, and social world. Degree graduates will recognize and know how to use the scientific method, and to evaluate empirical information.
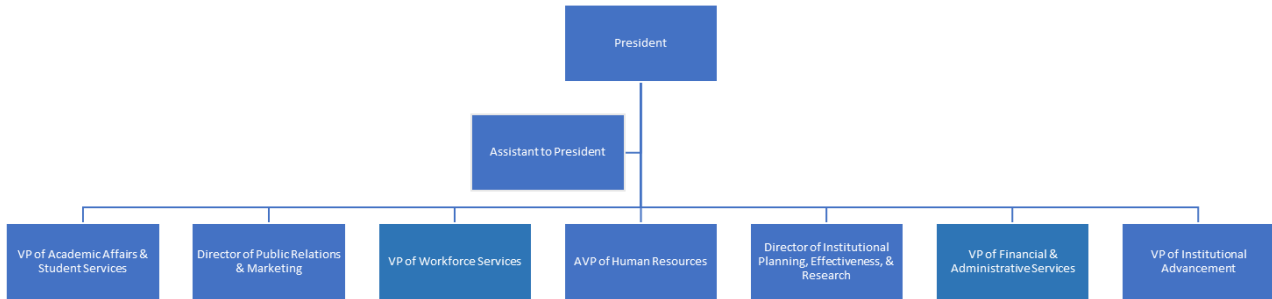
6. Written Communication
> The ability to develop, convey, and exchange ideas in writing, as appropriate to a given context and audience. Degree graduates will express themselves effectively in a variety of written forms.
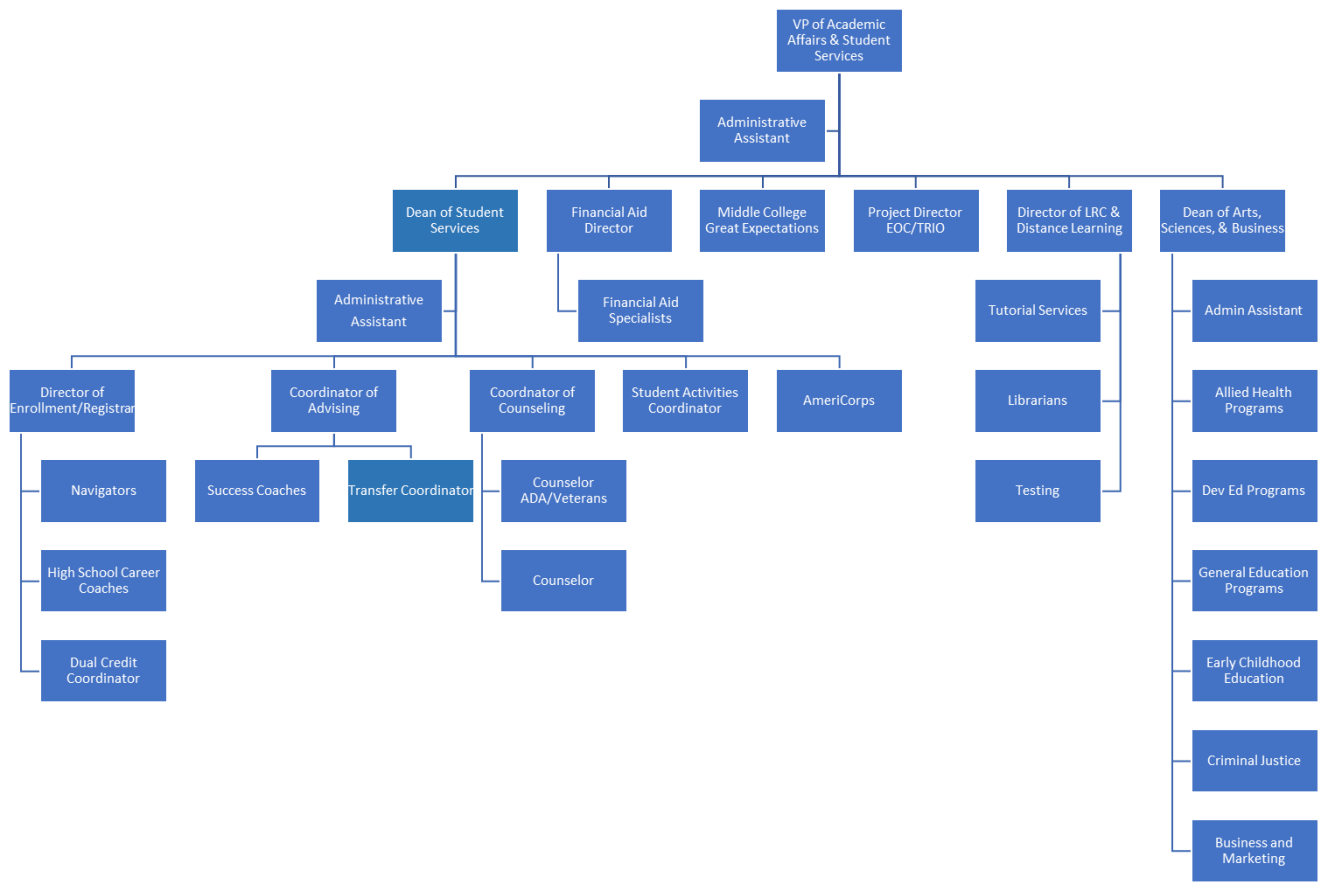
*5.0.2.2 Each college with the Virginia Community College System will be responsible for identifying appropriate learning outcomes relative to each of the six general education core competencies defined above, and for assessing those outcomes in accordance with SACSCOC accreditation standards and SCHEV policy. (VCCS updated 1/17/19)
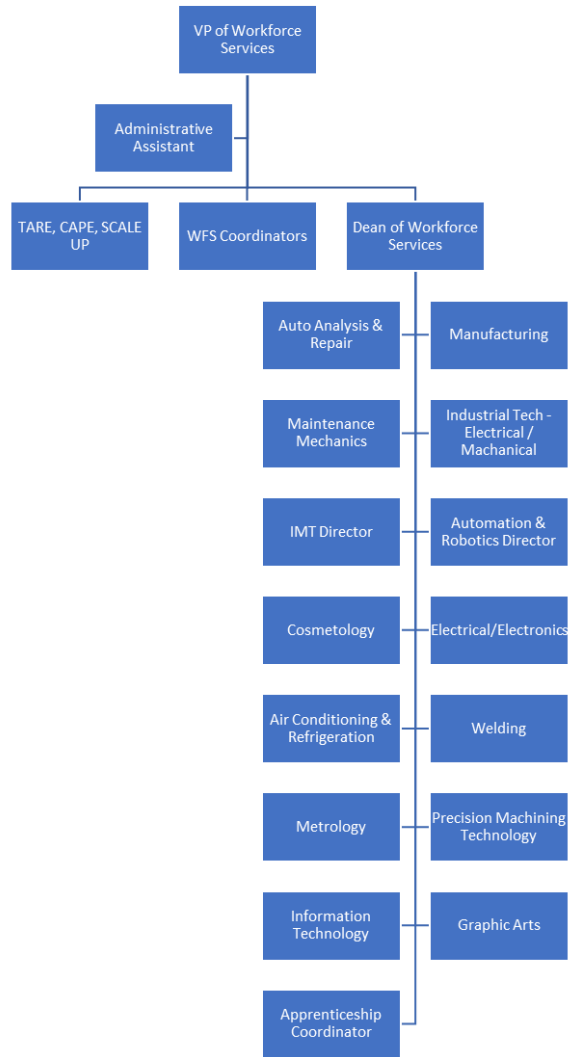
As an instructor it is important for you to understand that your classes should promote development of these competencies as well as discipline specific course content. Structuring assignments to develop and assess these competencies, as well as develop discipline specific knowledge and skills, is desirable and encouraged. Of course, not all courses can support each general education competence. Faculties in each division have identified in the Master Syllabi for their courses core competencies to be supported. Faculty
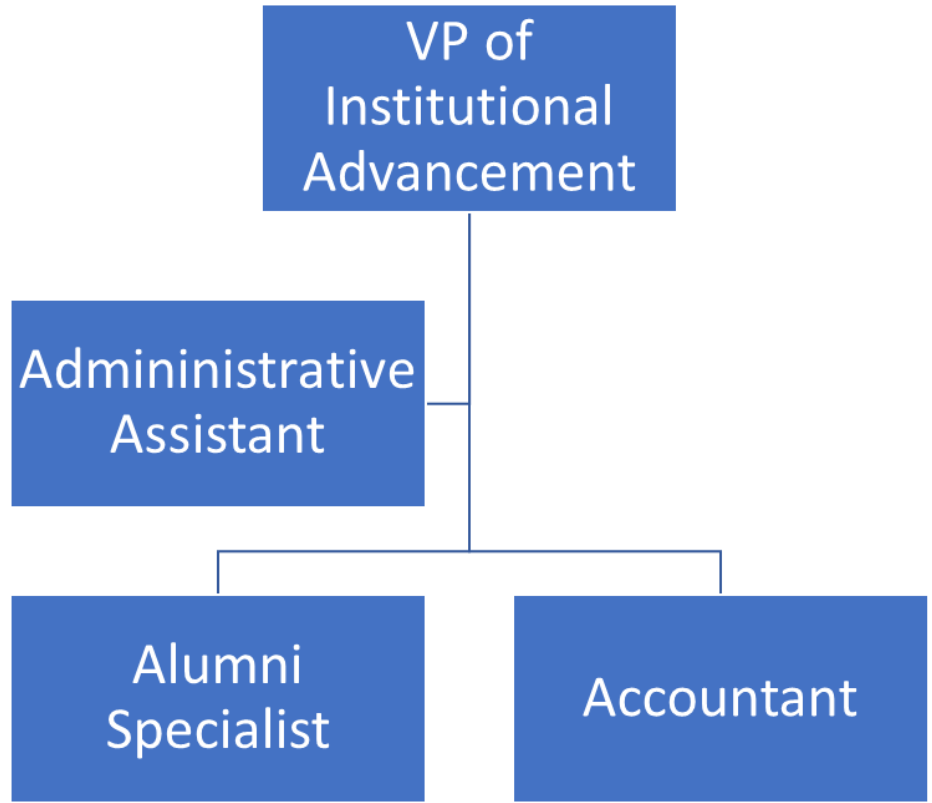
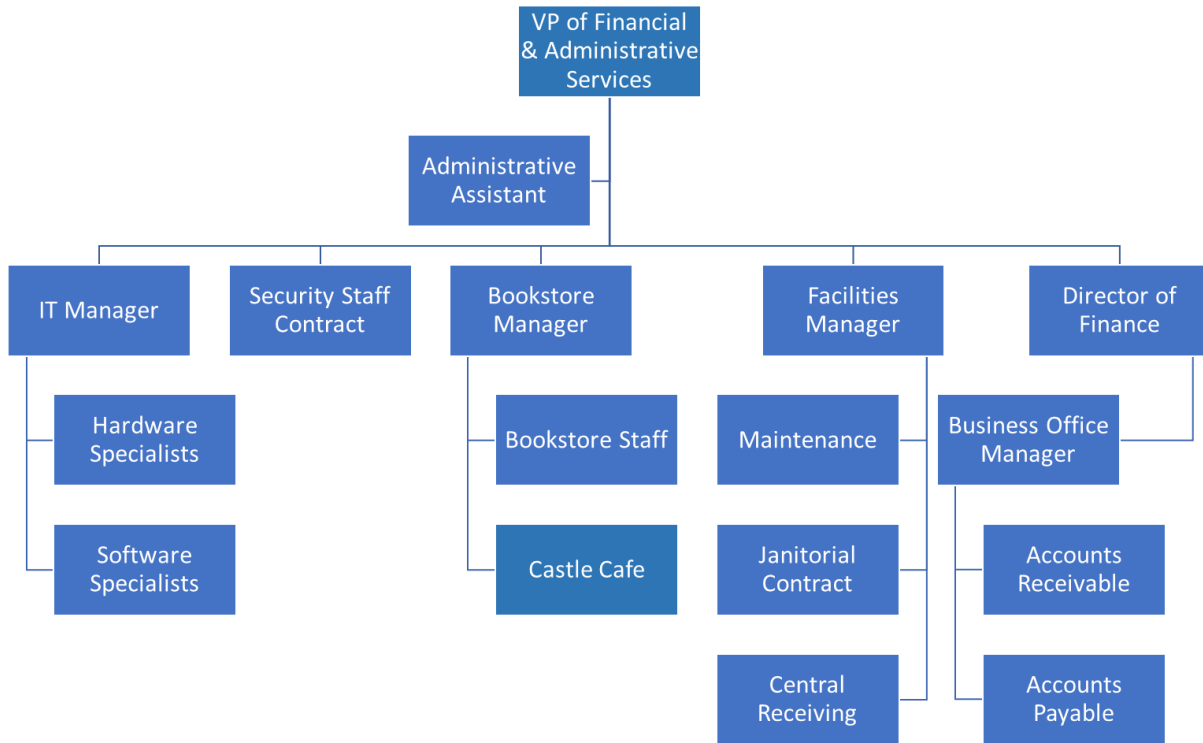should review these syllabi and ensure that their course outlines support the identified competencies.

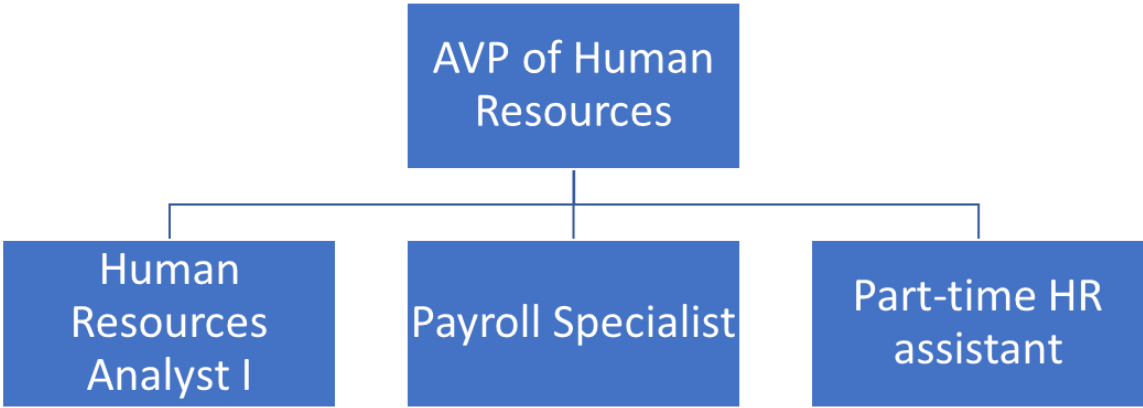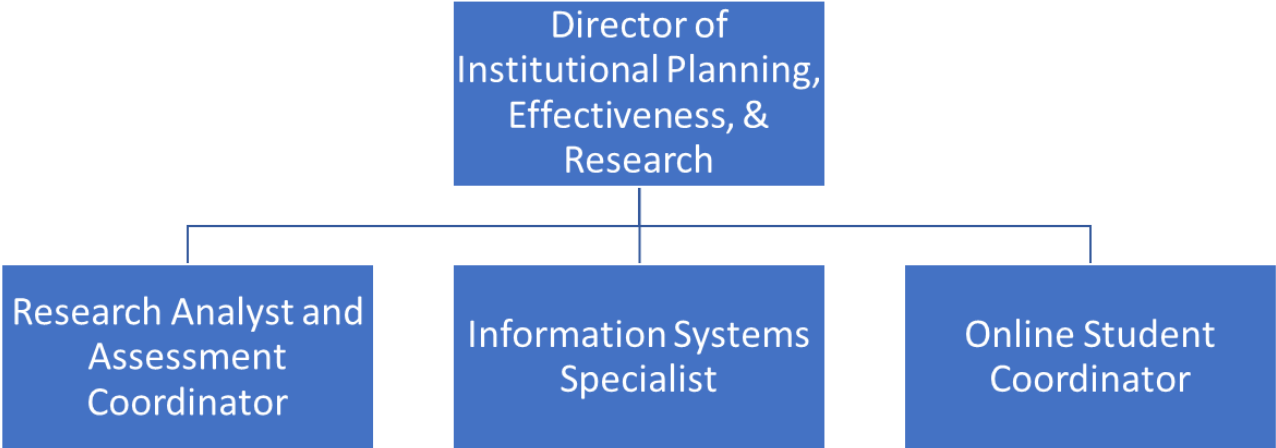# Danville Community College Organizational Charts (updated 7/2023)

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                              ┌──────────────┐
                              │   President  │
                              └──────┬───────┘
                    ┌──────────────┐ │
                    │ Assistant to │─┤
                    │  President   │ │
                    └──────────────┘ │
   ┌───────────┬───────────┬─────────┼─────────┬───────────┬───────────┐
┌──────────┐┌──────────┐┌──────────┐┌──────────┐┌──────────┐┌──────────┐┌──────────┐
│ VP of    ││ Director ││ VP of    ││ AVP of   ││ Director ││ VP of    ││ VP of    │
│ Academic ││ of Public││ Workforce││ Human    ││ of Inst. ││ Financial││ Inst.    │
│ Affairs &││ Relations││ Services ││ Resources││ Planning,││ &        ││ Advance- │
│ Student  ││ &        ││          ││          ││ Effect., ││ Admin.   ││ ment     │
│ Services ││ Marketing││          ││          ││ & Research││ Services ││          │
└──────────┘└──────────┘└──────────┘└──────────┘└──────────┘└──────────┘└──────────┘
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VP of Academic Affairs & Student Services
- Administrative Assistant
  - Dean of Student Services
    - Administrative Assistant
    - Director of Enrollment/Registrar
      - Navigators
      - High School Career Coaches
      - Dual Credit Coordinator
    - Coordinator of Advising
      - Success Coaches
      - Transfer Coordinator
    - Coordnator of Counseling
      - Counselor ADA/Veterans
      - Counselor
    - Student Activities Coordinator
    - AmeriCorps
  - Financial Aid Director
    - Financial Aid Specialists
  - Middle College Great Expectations
  - Project Director EOC/TRIO
  - Director of LRC & Distance Learning
    - Tutorial Services
    - Librarians
    - Testing
  - Dean of Arts, Sciences, & Business
    - Admin Assistant
    - Allied Health Programs
    - Dev Ed Programs
    - General Education Programs
    - Early Childhood Education
    - Criminal Justice
    - Business and Marketing

```
                          VP of Workforce
                              Services

              Administrative
                Assistant

    TARE, CAPE, SCALE        WFS Coordinators      Dean of Workforce
          UP                                            Services

                        Auto Analysis &          Manufacturing
                           Repair

                         Maintenance          Industrial Tech -
                          Mechanics            Electrical /
                                                Machanical

                         IMT Director          Automation &
                                              Robotics Director

                         Cosmetology          Electrical/Electronics

                       Air Conditioning &        Welding
                        Refrigeration

                          Metrology         Precision Machining
                                                Technology

                         Information           Graphic Arts
                         Technology

                        Apprenticeship
                         Coordinator
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                    ┌──────────────────┐
                    │      VP of       │
                    │  Institutional   │
                    │   Advancement    │
                    └──────────────────┘
                             │
        ┌──────────────────┐ │
        │  Admininistrative├─┤
        │    Assistant     │ │
        └──────────────────┘ │
              ┌──────────────┴──────────────┐
        ┌──────────────┐            ┌──────────────┐
        │    Alumni     │            │  Accountant  │
        │  Specialist   │            │              │
        └──────────────┘            └──────────────┘
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                              ┌────────────────────┐
                              │  VP of Financial   │
                              │  & Administrative  │
                              │      Services      │
                              └────────────────────┘
                    ┌──────────────────┐
                    │  Administrative  │
                    │    Assistant     │
                    └──────────────────┘

  ┌────────────┐  ┌──────────────┐  ┌──────────────┐  ┌──────────────┐  ┌──────────────┐
  │ IT Manager │  │ Security Staff│  │  Bookstore   │  │  Facilities  │  │ Director of  │
  │            │  │   Contract   │  │   Manager    │  │   Manager    │  │   Finance    │
  └────────────┘  └──────────────┘  └──────────────┘  └──────────────┘  └──────────────┘

  ┌────────────┐                    ┌──────────────┐  ┌──────────────┐  ┌──────────────┐
  │  Hardware  │                    │Bookstore Staff│  │ Maintenance  │  │Business Office│
  │ Specialists│                    │              │  │              │  │   Manager    │
  └────────────┘                    └──────────────┘  └──────────────┘  └──────────────┘

  ┌────────────┐                    ┌──────────────┐  ┌──────────────┐  ┌──────────────┐
  │  Software  │                    │  Castle Cafe │  │  Janitorial  │  │  Accounts    │
  │ Specialists│                    │              │  │   Contract   │  │  Receivable  │
  └────────────┘                    └──────────────┘  └──────────────┘  └──────────────┘

                                                      ┌──────────────┐  ┌──────────────┐
                                                      │   Central    │  │  Accounts    │
                                                      │  Receiving   │  │   Payable    │
                                                      └──────────────┘  └──────────────┘
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                    Director of
              Institutional Planning,
                 Effectiveness, &
                    Research
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- Research Analyst and Assessment Coordinator
- Information Systems Specialist
- Online Student Coordinator

```
                    AVP of Human
                     Resources
```

- Human Resources Analyst I
- Payroll Specialist
- Part-time HR assistant

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┌─────────────────────────┐
│      Director of         │
│   Public Relations       │
│     & Marketing          │
└─────────────────────────┘
             │
             │
┌─────────────────────────┐
│                          │
│       Marketing          │
│       Specialist         │
│                          │
└─────────────────────────┘
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Guidelines for Academic Preparation of Faculty

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

1. Following your verbal agreement to become a lecturer *(part-time instructor)* and following completion of the online onboarding process, you receive a lecturer's contract from the appropriate Dean and approval from the Vice President of Academic Affairs and Student Services or the Vice President of Workforce . The contract specifies the rate of pay, your tentative course schedule, workload credits, and total salary.

2. During your course planning conference with your division representative, be sure to:
    a) Obtain a copy of the textbook and related instructional materials as appropriate. b) Discuss the syllabus and course outline for your course, and;
    c) Discuss specific division policies and procedures that may pertain to your course and/or laboratory situation.
    d) Obtain any master syllabi for your course from division staff or the DCC website. Master syllabi may be attached to your course outline which needs to contain more specific grading policies, attendance policies, expectations and more specific semester information.

3. All course syllabi shall be prepared by the appropriate faculty member and approved by their division dean. The course syllabus should contain at least the following:
    a) The division in which the course is taught;
    b) A listing of all curricula in which the course is required;
    c) A course description as it appears in the College Catalog;
    d) Dates for withdrawal including the date to withdrawal and receive a refund as well as the date to withdraw and receive a "W" grade;
    e) The relationship of the course to the curricula objectives in the curriculum in which the course is taught;
    f) Any special preparation required for enrollment including prerequisites and co-requisites;
    g) The major topics that will be covered in the course;
    h) The learner outcomes *(competencies or objectives)* that students will be expected to master in the course; and
    i) Identify how each learner outcome will be measured.

4. Be sure to provide your division representative, division administrative assistant and/or human resources representative with:
    a) An application for employment
    b) Copies of Federal and State withholding forms
    c) Completed background check form
    d) Official transcripts from all colleges attended
    e) Verification of, by letter or other means, your work experience f) Statement of qualifications

g)   Employment eligibility verification (Form I-9)

5.   Please utilize the following web link:
       DCC Catalog

       The materials will be useful to you in meeting your first class, answering general student questions, and becoming familiar with DCC and its programs. You can access a tentative class roll through the Student Information System before the class starts. Since registration may continue beyond the first class meeting, keep checking the roll until registration is complete.

6.   Your division representative will inform you of the number of students you must have in order for the course to materialize. If a sufficient number of students are present, you should proceed with the class. *(The division representative will be responsible for assisting students in completing drop/adds and withdrawals.)* The division representative will notify students before registration closes for the semester of the status of the course. He/she, in turn, will keep you informed. A representative will also work with you in case of an over-enrollment.

7.   Assuming your course materializes, make sure your students know:
       a)   That you will be available before and after class to provide individualized assistance *(one hour per class per week)*;
       b)   That they should see their faculty advisor or a professional advisor if they have to drop the course or withdraw from the College *(see withdrawal policy in section on Policies and Procedures)*;
       c)   That smoking is **not** permitted in buildings;
       d)   Food and drinks are not permitted in computer lab rooms;
       e)   Vending machines are located in EIT, Foundation Hall, Hill, Taylor, Temple, and Wyatt Buildings; and,
       f)   That the **Student Center** is located between the EIT and LRC and the operating hours are posted in the *Knightly News*; and
       g)   Depending upon the time of the year, school closings caused by **inclement weather** are announced on all local radio and television stations. Radio Stations include: WBTM and WAKG - Danville; WHLF - South Boston; and WMMA - Gretna. Television Stations include: WSET, WSLS, WDBJ and WFMY) or students can call **(434) 797-8595** for a recorded message concerning College closings and/or delays, or check the DCC web site at http://www.danville.edu or social media sites Facebook, Twitter and Instagram.

8.   DCC does have a "college-wide" attendance policy. If your policy differs from the standard policy, you need to communicate
       it to your students. In addition, make sure your students know how their final grades will be determined.

9.   When you print your class roll from PeopleSoft, verify it with the names of students attending your first class. **If there are any discrepancies, inform your dean or division representative immediately.** *(For example, students taking a two-day class must be registered by 5:00 p.m. on the first day the class meets or by 5:00*

p.m. on the Monday following the first Saturday class.) PeopleSoft instructions can be found in Appendix G.

10. You are expected to be present for all class meetings. In case of illness or emergency, contact your division representative or division office. *[Please obtain a list of your students' telephone numbers (day and night) and email addresses, so they can be contacted by phone or through Canvas email as necessary. Please give a copy of your students' contact information to the appropriate division administrative assistant.]*

11. Lecturers have mailboxes in the building where the majority of their classes are taught. Mailboxes should be checked at least weekly for updated College communications.

13. At mid-term, all faculty must provide mid-term grades to their students in one of three ways:
    a) Post mid-term grades by some method that only the student would recognize; for example, assign each student a number or other identifying code prior to the posting of grades *(we are not allowed to use Social Security numbers or EMPLIDs);* or
    b) Give each student a form with his/her name and mid-term grade. Forms will be printed and delivered to each division office.
    c) Post them on Canvas.

14. The college will provide you with information on how to inform students about completing course evaluation surveys. Please ensure that students complete the surveys before the deadline.

15. Discuss payment for your instructional services with your dean. To prevent a delay in payment, make sure your personal information in SIS is current.

16. **DROP/ADD/WITHDRAWALS:** You will, more than likely, have students ask about DROP/ADD/WITHDRAWAL PROCEDURES. The drop/add/withdrawal and other policies are presented in the section headed "Policies and Procedures." When you are unsure about a specific policy or procedure, instruct the student to contact the Advising Office at DCC, 797-8554.

17. If textbooks are required for short-term courses, students will be notified through the Workforce Services schedule of courses each semester. Students should purchase textbooks in advance from the College Bookstore.

18. All adjuncts are given email accounts and should check their email regularly for receipt of important College information. See Appendix H for instructions on how to access your email.

Virginia Community College System Qualifications of Faculty

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

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

Credential Guidelines:

1. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctors or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline *(a minimum of 18 graduate semester hours in the teaching discipline).*

2. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

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

3. Faculty teaching courses designed for non-associate degree occupational fields: high school diploma or equivalent with demonstrated competencies in the teaching field.

4. Faculty teaching developmental courses: bachelor's degree in a discipline related to the teaching assignment and either teaching/occupational experience related to the teaching assignment or graduate training in developmental education.

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

Interpretive Specifications

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

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

a) Teaching experience beyond the minimum required may be used in lieu of occupational experience at the rate of one year of teaching experience being considered equivalent to a required year of occupational experience.

b) Occupational experience beyond the minimum required may be used in lieu of teaching experience at the rate of one year of related occupational experience being considered equivalent to a required year of teaching experience.

c) Educational preparation above the requirements for initial placement in rank may fulfill requirements for occupational experience and/or teaching experience at the rate of 30 undergraduate credits being considered equivalent to one year of teaching or occupational experience, and 24 graduate credits being considered equivalent to one year of teaching or occupational experience.

VCCS-29 Normal Minimum Criteria for Each Faculty Rank VCCS Board Docs Section 3.02a Revised November 2021
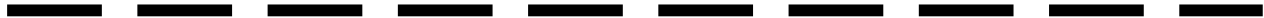
LECTURER SCALE

▄▄▄▄ ▄▄ ▄▄▄▄▄▄ ▄▄ ▄▄ ▄▄ ▄▄ ▄▄ ▄▄

VCCS-18: 2022-2023 Effective July 1, 2022

VCCS ADJUNCT FACULTY RATES 2022-2023

	System	
	Minimum	**Maximum**
Adjunct 1 (Assistant Instructor)		$756
Adjunct II (Instructor)	$717	$1,260
Adjunct III (Assistant Professor)	$813	$1,359
Adjunct IV (Associate Professor)	$898	$1,463
Adjunct V (Professor)	$985	$1,558

*Per Semester Credit Hours

I.   Procedure to determine Lecturer Entry Level Salaries

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

1.   Determine the academic rank which is to be extended utilizing the VCCS 29.

2.   The lecturer may be awarded step increments based on the following formula for utilizing additional qualifications <u>beyond</u> those used in rank placement.

<u>Full-Time Experience</u>   <u>Step Increment</u>

For each academic year of relevant teaching
experience   one

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

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

B.   General Provisions

1. Entry Level Rate -- The entry level rate should not exceed Step 5 of the range for the rank under consideration.

2. Fractions of Years -- Fractions of years beyond a whole number do not apply; therefore, use next lower number of years.

3. Crediting Experience -- No more than one year of experience, teaching or related occupational, may be credited in a single12-month period. Therefore, no more than one year of experience credit may be given for a combination of teaching and related occupational experience in the same year.

4. Teaching Experience -- Teaching experience shall be computed on the basis of full-time employment in an academic year. *(See below for computing part-time teaching experience.)*

5. Related Experience -- A year of related occupational experience must contain twelve months and shall be computed on the basis of equivalent full-time employment in a position closely related to the area of instruction.

6. Part-Time Teaching Experience -- Part-time teaching may be counted in computing total experience to be applied towards the initial appointment. Only that part-time experience which can be verified from previous employment may be allowed. Part-time teaching experience will be calculated on the basis of 30 semester hours being equivalent to one year.

II. Salary Adjustments and Promotion

A. Lecturers will be eligible for a one step-increase when they meet the

following criteria:

1. Have taught at least two semesters *(consecutive not required at their present pay step)*; and,

2. Have taught a minimum total of 12 semester workload credits at their present pay step.

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

B. A lecturer receiving a promotion in academic rank will be moved to the appropriate row on the lecturer scale and remain in the same step.

C. NOTE: Statements "A" and "B" above are implemented only within budgetary constraints.

Name: _____

DCC LECTURER SALARY PLACEMENT FORM
Entry Level First-time ONLY

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

A. Assistant Instructor	(*Lecturer I*)	*Please check the Column*
B. Instructor	(*Lecturer II*)	*from the VCCS-29 used:*
C. Assistant Professor	(*Lecturer III*)	☐ 1 ☐ 3 ☐ 5
D. Associate Professor	(*Lecturer IV*)	
E. Professor	(*Lecturer V*)	

2.   **Experience**

    A. Total years occupational experience……………………………….._____

    B. Total years occupational experience related to teaching field………………_____

    C. Total years related occupational experience required for
       initial appointment *(See VCCS-29)*……………………………….._____

    D. Subtract 2C from 2B………………………………………………….._____

    E. Total years teaching experience…………………………….._____

    F. Total years teaching experience required for
       initial appointment *(See VCCS-29)*……………………………….._____

    G. Subtract 2F from 2E………………………………………………….._____

    H. Total number of college hours…………………………………._____

    I. Total number of college hours required for
       initial appointment *(See VCCS-29)*……………………………._____

    J. Subtract 2I from 2H……………………………………………._____

3.   Step Calculation

    A. Add one step for each two years in Line 2D…………………………._____
       (Not applicable if Columns 1 and 2 are used on the VCCS-29)

    B. Add one step for each year in Line 2G…………………………………_____ C.

    Add one step for each 24 semester hours in 2J (*Max-2 steps*)…….._____ D.

    Steps for demand in the field *(Please attach explanation.)*
       (Requires approval from Vice President of Academic and Student Services)……_____

    E. Total steps [(*3A + 3B + 3C + 3D) up to a maximum of 4*]…………………._____

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

                        $_____

5.   Appointment begins: _____

Lecturer Signature: _____ Date: _____
Social Security No: _____

Division Dean Signature: _____ Date: _____

Vice President of Academic Affairs and Student Services
(If required-3D)   _____ Date: _____
Revised 7/2008

EMPLOYMENT OF LECTURERS

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

1. Lecturers teaching credit courses must meet the same requirements for professional, experiential and scholarly preparation as their full-time counterparts teaching in the same discipline.

2. The academic deans are responsible for maintaining an employment file for lecturers. The file must include an application for employment, official transcripts from all colleges attended, statement of qualifications, salary placement form, faculty qualifications report *(unique experience)*, faculty qualifications report *(non-compliance)*, lecturer contracts, and evaluation reports.

3. A commitment to a lecturer is made subject to adequate enrollment in his/her class or classes as determined by approved guidelines.

4. Lecturers are paid according to the rate approved by the State Board for the Virginia Community College System.

5. Lecturers do not participate in the College's fringe benefits program.

6. Professional development is encouraged and must be demonstrated. Lecturers, including dual enrollment faculty, are eligible to take DCC classes at no charge based on the guidelines established in the *Danville Community College Professional Development Plan* which follows.

Based on guidelines established in the *DCC Professional Development Plan*, educational aid is available to part-time employees for courses offered by Danville Community College approved by the appropriate supervisor, the Vice President of Academic and Student Services, and the President. The electronic educational aid form (VCCS-16) needs to be properly completed and emailed to the division dean or AVP of Workforce Services at least two weeks **prior** to the class start date. The form is available via VCCS Educational Assistance Request Form (VCCS-16)

A part-time employee may request educational assistance for up to six (6) semester credits in the fall and spring semesters and a maximum of twelve (12) credits in the summer term. Exceptions to this policy must be submitted in writing to the appropriate vice president for

the President's approval.

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

1. The electronic educational aid request form must be completed electronically and must be emailed to the immediate supervisory level and ending with the appropriate vice president level.

2. Once all approvers have signed the form electronically, the form with all approvals must be emailed or copied to the College Business Office and to the registrar **before the employee registers for classes**. The employee will not pay for the course, but will receive a validated Registration Identification (R.I.) form when registering.

3. After completion of the coursework, it is the responsibility of the employee to provide **his/her supervisor** with a copy of the grade report.

4. The employee must complete the course with a grade of "C" or better or "P"/"S" in order to take additional courses the next semester or summer session.

5. **Adjunct faculty** are eligible to take DCC classes under VCCS policy. Adjunct faculty Click Here for a copy of the Educational Aid Request Form (VCCS-16) for part-time instructors. Contact your division dean or the AVP of WFS with questions.

6. **Dual enrollment instructors** are eligible to take DCC classes by Electronically completing the DCC Teacher Educational Assistance Scholarship form. Dual enrollment instructors Click Here for the Teacher Educational Assistance Scholarship form. Approved scholarship forms will be signed and provided to the Coordinator of Admissions, Enrollment Management and Student Outreach, who will return to the form to the dual enrollment instructor or from the VP of Academic Affairs and Student Services.
   IMPORTANT INSTRUCTIONS: Once the approved scholarship form is received by the dual enrollment instructor via email, the instructor should:
   (1) Follow the regular registration procedures; and
   (2) Immediately submit a copy of the approved scholarship form, along with a copy of their class schedule, to the Cashier in the DCC Business Office and registrar Contact your division dean with any questions.

FUNCTIONS AND DUTIES OF FACULTY
Position Title: Instructional Faculty

FUNCTIONS AND DUTIES: The primary responsibility of a faculty member in the Virginia Community College System shall be to provide quality instruction for the students. The major emphasis shall be on teaching by working with students in classrooms, laboratories, individual conferences, and related activities--to help the student develop his/her interests and abilities to fullest capacity to become a better person, a better worker, and a better citizen. To accomplish this goal, the following workloads are expected of faculty:

1. Meet assigned classes regularly.

2. Submit required records and reports routinely.

3. Teach the prescribed courses of study with the established texts.

4. Conduct requisite student conferences.

5. Hold required office hours *(one hour per class per week)*.

6. Contribute to the development of the program of instruction.

7. Establish and maintain positive working relationships with colleagues and supervisors.

8. Adhere to the statement on professional ethics in accordance with College policies, procedures, and regulations.

9. Participate in professional development activities.

10. Submit course outlines to the appropriate division office.

SUPPORT SERVICES

STUDENT SERVICES

ADMISSIONS

The Admissions Office is located in Room 108 of the WYATT Building located on South Main Street. The telephone number is 797-8467. Admissions personnel are responsible for admitting students to the College including application and placement, processing registrations, processing student records and transcripts and verifying graduation. The Admissions Office is open from 8:00 a.m. until 5:00 p.m., Monday-Friday.

COUNSELING / ACCESSIBILITY SERVICES

The Counseling / Accessibility Services Office is located in Room 108 of the WYATT Building located on South Main Street. The telephone number is 797-8443. As a service to current and prospective students, the Counseling Office helps students with their academic, personal, career, and transfer plans. 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. The Counseling / Accessibility Services Office is open from 8:00 a.m. until 5:00 p.m., Monday through Friday.

ACADEMIC ADVISING

The Advising Center is located in the on the first floor of the WYATT Building located on South Main Street. 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. To accomplish this goal, we start by ensuring that each program-placed student is assigned an academic advisor.

DCC employs a blended model of professional and faculty advising. Program-placed students are assigned both a program advisor (faculty) and a general advisor (professional). Non-curricular students (personal satisfaction or transient) are served by the Advising Center. Among other things, advisors can answer program specific questions, guide course selection from semester to semester, help interpret advisement reports, help track progress

towards graduation, and refer students to other college programs/resources as needed. For more information, please visit our webpage: https://www.danville.edu/advising-center.

FINANCIAL AID OFFICE

The Financial Aid Office is located in Room 111 of the WYATT Building located on South Main Street. The telephone number is 797-8567. The Financial Aid Coordinator is responsible for administering all financial aid programs including Federal PELL grants, Federal SEOG, Commonwealth Awards *(COMA and VGAP)*, federal work-study and federal student loans. The office is open from 8:00 a.m. until 5:00 p.m., Monday through Friday.

STUDENT SUCCESS PROGRAM

The Student Success Program is located on the first floor of the WYATT Building located on South Main Street. Danville Community College's Student Success Program was developed in alignment with the Virginia's Community Colleges Chancellor's College Success Coach Initiative (CSCI). DCC's Student Success Program provides qualified students with an assigned success coach throughout their first academic year. The goal is to empower our students to persist through challenges and/or barriers they may encounter on their educational journey at DCC by providing a holistic approach to student success via proactive coaching strategies. Services provided by this group include career assessment, career planning, financial aid assistance, and college or career preparedness. This group also manages the Knight's Pantry, the Career Closet, and Single StopTM. For more information, please visit our webpage: https://danville.edu/student-success-program.

THE DCC CASTLE BOOKSTORE

The Bookstore is located directly across from the student center. Operating hours are from 8:00 a.m. until 5:00 p.m., Monday through Thursday, and 8:00 a.m.-1:00 p.m. on Fridays. Extended hours are posted at the beginning of each semester. You may call the Bookstore at 797-8426.

BUSINESS OFFICE

The Business Office is located in Room 103 of the Wyatt Building on South Main Street. The telephone numbers for this office are as follows: Business Office Manager, 797-8419; The Business Office is responsible for accounts receivable and is also the office where all tuition and fees are paid. This office is open from 8:00 a.m. until 5:00 p.m. Monday-Friday.

LEARNING RESOURCES CENTER AND DISTANCE LEARNING

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

Mary M. Barksdale Library Hours		Testing	
Monday-Thursday	**8:00 a.m.-8:00 p.m.**	**Monday-Thursday**	**8:00 a.m.-8:00 p.m.**
Friday	**8:00 a.m.-12 noon**	**Friday**	**8:00 a.m.-12 noon**
Saturday	**Closed**	**Saturday**	**Closed**
Sunday	**1:00 p.m.-5:00 p.m.**	**Sunday**	**1:00 p.m.-5:00p.m.**
Tutoring Center			
Monday-Thursday		**8:00 a.m.-8:00 p.m.**	
Friday		**8:00 a.m.-12 noon**	
Saturday		**Closed**	
Sunday		**Closed**	
Holidays and Special Hours: **The LRC will be closed whenever the College is closed. Special hours for holidays, faculty planning and preparation days, and other special occasions will be posted. The LRC is closed on Sunday during the summer sessions.**			

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

LIBRARY

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

CIRCULATION OF MATERIAL

- Most books circulate for a period of two (2) weeks and can be renewed once if returned on or before the date due. Most print materials circulate to faculty and staff for one semester and are renewable.

- Software is available for use in the LRC in the form of DVDs and compact discs. Compact discs circulate for two weeks. Compact discs are not renewable. All other software is available for loan to instructors for classroom use. DVD's may be checked out by faculty and staff for two days and are not renewable.

INES

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

RESERVE MATERIALS

The LRC has established a reserve system for those materials which will be in heavy demand throughout the semester. Materials placed on reserve should be those in which specific assignments are to be given. Loan periods for reserve items are determined by the faculty member and may be desk reserved *(use in LRC only).* Instructors are reminded to allow at least 24 hours between sending a reserve request to the LRC and notifying a class that the material is available.

COLLECTION DEVELOPMENT

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

INTER-LIBRARY LOAN

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

COMPUTERIZED INFORMATION RETRIEVAL

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

INFORMATION SKILLS INSTRUCTION

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

TESTING SERVICE

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

Tests will be proctored during regular LRC hours. Individual make-up tests are left in the

Testing Center, along with directions from the instructor specifying time limits and if books or calculators are allowed. Completed tests are filed in folders for the instructor to pick up. **NOTE:** The LRC testing service is not designed or equipped to handle testing for a class in the instructor's absence. For additional information visit: testingcenter@danville.edu ⌂

Placement Testing: The College's placement testing is administered by Student Services. For information, please contact 797-8404 or visit the Counseling Office located in Wyatt 108.

TESTING CENTER REGULATIONS

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

1. Tests left in the Testing Center should be different from the tests administered in the classroom.

2. Tests should have the Testing Center's Test Slip can be found on the Testing Center's website testingcenter@danville.edu. The student's name should be written on the test itself, as well as the instruction slip.

3. No unauthorized items will be allowed into the testing area including books, book bags, purses, scratch paper, etc. All required test taking materials must be noted on the Testing Slip that is completed by the instructor. The Testing Center staff will provide scratch paper upon request.

4. Students will be asked to show a picture ID *(preferably driver's license)* before they are given a test.

5. All books, book bags, purses, etc. must be placed in the locker that corresponds to the student's cubicle *(oversized book bags are to be placed on top of lockers)*. Cell phones must be turned off completely and placed in the locker.
6. Tests must be delivered to the Testing Center and returned to the instructor in a secure manner. (*Adopted by Vice President's Council on September 25, 2012*)

If you have questions regarding the procedures listed above, please contact the Vice President of Academic Affairs and Student Services or your dean/director.

CANVAS

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

Canvas administration is in the LRC. The LRC Staff also provides training for faculty and staff in the use of Canvas. For more information, contact 797-8555.

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

TUTORING CENTER

The Tutoring Center provides **free** tutoring to currently enrolled DCC students in a wide range of subject areas. Trained peer and professional tutors are available to tutor specific subject areas and to assist students in developing effective learning strategies. Individual and small group tutoring for most courses is available on an appointment basis. Students may sign-up at any time during the semester; however, students should be encouraged to seek tutoring early. DCC's Tutoring Center is nationally certified by the College Reading and Learning Association and is located in the upper level of the Learning Resources Center. For more information on tutoring services, call 797-6432 or link to https://danville.edu/tutoring-center.

DISTANCE LEARNING

Distance Learning Services is located in the library on the upper level of the LRC. The Director of Learning Resources and Distance Learning Services is responsible for academic support services for distance learning at DCC. The various services provided in this department include maintaining the technology infrastructure to support distance learning opportunities, providing instructional technology in support of the College's educational programs and activities, directing the administration of the Canvas environment at DCC, supporting access to web conferencing software, and staffing a Canvas Hel Desk for technical aid to students and faculty. Library staff provide assistance to faculty who wish to use instructional technologies in their teaching. For faculty teaching online, library staff offer professional development and training opportunities for faculty related to online instruction. The college's librarians and staff work directly with instructors to develop applications and also provide information technology training for faculty and staff. For more information, call (434)797-8555 or visit https://danville.edu/distance-learning.

AUDIO-VISUAL SERVICES

Audio-visual services are provided by the College's IT Department. To request assistance, send an email to the Help Desk @ Danville Community College (helpdesk@dcc.vccs.edu).

WORKFORCE SERVICES

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

management and supervisory development training, teleconferencing, and use of College facilities for company-sponsored training.

CONTINUING EDUCATION

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

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

From East (South Boston) on Hwy 58 West	
Travel West on US-360 W / US-58 W toward Danville	27.6 miles
Turn LEFT onto RIVER POINT DR. (Wendy's will be on your right. This is immediately prior to crossing the Hwy265 Bypass/Future I85 Corridor)	0.5 miles
Turn LEFT onto SLAYTON AVE.	0.1 miles
End at Danville Community College's Regional Center for Advanced Technology & Training, 121 Slayton Ave, Danville, VA 24540 (on your left)	
From West (Martinsville) on Hwy 58 East	
Travel East on US-360 W / US-58 W/Riverside Drive through Danville	
Turn RIGHT onto RIVER POINT DR. (Wendy's will be on your left. This is immediately after crossing the Hwy265 Bypass/Future I85 Corridor)	0.5 miles
Turn LEFT onto SLAYTON AVE.	0.1 miles
End at Danville Community College's Regional Center for Advanced Technology & Training, 121 Slayton Ave, Danville, VA 24540 (on your left)	

From South (Greensboro) taking Hwy265 Bypass/Future I85 Corridor toward Lynchburg/South Boston	
Take the Dan Daniel Park Exit, at the end of the exit ramp take a right	0.1 miles
Turn LEFT onto RIVER POINT DR.	0.5 miles
Turn Right onto SLAYTON AVE.	0.1 miles
End at Danville Community College's Regional Center for Advanced Technology & Training, 121 Slayton Ave, Danville, VA 24540 (on your left)	
From North (Lynchburg) taking Hwy265 Bypass/Future I85 Corridor toward Greensboro/South Boston	
Take the Dan Daniel Park Exit, at the end of the exit ramp take a left	0.2 miles
Turn LEFT onto RIVER POINT DR.	0.5 miles
Turn Right onto SLAYTON AVE.	0.1 miles
End at Danville Community College's Regional Center for Advanced Technology & Training, 121 Slayton Ave, Danville, VA 24540 (on your left)	
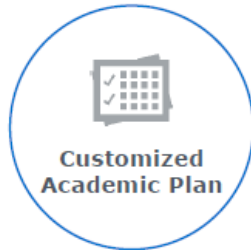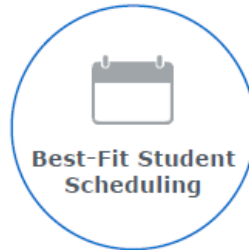
EAB NAVIGATE

Navigate is higher education's first enterprise-level student success platform. Trusted by more than 850 schools, Navigate unites students, administrators, advisors, faculty, and other staff in a collaborative network to improve student support. DCC employs two Navigate Applications which can both be accessed via MyDCC. One is EAB Navigate Staff which is the used by faculty, staff, and administrators. The other is EAB Navigate Student which is used by students.

EAB Navigate Staff

As the employee facing side of the Navigate platform, EAB Navigate Staff offers a multitude of resources for faculty, staff, and administrators. Examples of features one may use based on their role at the college are outlined below. For more information about EAB Navigate Staff, please contact Brad Prillaman (434-797-8554 or bradley.prillaman@danville.edu).

Professor
- Navigate Alert
  - This features allows professors to submit alerts on students based on their progress. Faculty can also use this feature to submit never attendeds, administrative withdrawals, or refer students to services.
- Taking Attendance
  - This features allows faculty to easily take attendance in all of their classes. Doing so not only provides efficient record keeping for the college, but it also allows support staff like coaches, advisors, and tutors to view attendance records of students.
- Communication Tools
  - These features allow faculty the ability to message students in their classes via email and/or text message.

Student Support Staff (Advisor, Coach, Tutor, Financial Aid, etc.)

- Navigate Appointment Scheduling
  - This feature allows student support staff to set appointment availability and link it to their Outlook calendar. Students can then schedule appointments based on this availability to streamline the process.
- Advanced Search / Communication Tools
  - This features allows student support staff the ability to search students based on a variety of characteristics (student groups, enrollment, program, course, performance data, advisor assignments, etc.) to provide more targeted communication.
- Reporting Tools
  - This features allows student support staff the ability to report on student appointments and/or interactions. By completing the appropriate report or making a note on the student accounts, DCC can better keep a track of the student history and provide more holistic support for the student.
- Campaigns
  - This feature allows the student support staff the ability to campaign to students to encourage participation in events/activities (career fairs, advising events, registration events, transfer fairs, resume building workshops, etc.).

EAB Navigate Student

As the student facing side of the Navigate platform, EAB Navigate Student offers a multitude of resources for students. Examples of these features are outlined below. For more information about EAB Navigate Student, please contact Brad Prillaman (434-797-8554 or bradley.prillaman@danville.edu) or visit the Navigate webpage: https://danville.edu/navigate

- To-Do List
  - Students can check their to-dos to see all the important things they need to do in one easy-to-view path.
- Appointment Scheduling
  - Students can easily schedule appointments to meet with their advisor, counselor, success coach, and more based on their needs.
- Pick/Confirm a Major
  - Students can use the Major Explorer to explore academic programs and potential careers that match their goals and interests.
- Academic Planning
  - StudentS can use the Planner to view their program requirements and plan their terms all the way to their target graduation date. Students are encouraged to work on this in partnership with their academic advisor and should always use the Academic Requirements Report in their Student Center in SIS as the official record.
- Build a Class Schedule
  - Students can easily build a schedule that works for them based on their personal preferences and class offerings.
- Student Resources
  - Students can easily connect with a variety of resources based on needs (study

buddies, student support services, financial services, community resources, and more).

Policies and Procedures

ACCIDENTS OR MEDICAL INCIDENTS

If <u>minor</u> injury – First Aid Kits are available in Division offices.

If <u>serious</u> injury – Emergency response kits are available in Division Offices.

1) Call 911 *(9-911 from a DCC phone)*.

2) Call Security at 288533.

3) If a <u>student</u> is involved - Call Student Services at 288460.

   If an <u>employee</u> is involved - Call Human Resources at 288477.

4) Call the office of the Vice President of Financial and Administrative Services at 286430 and the Building and Grounds office at 288427.

EMERGENCIES

In emergency situations, call................ 911

        Life Saving Crew...............911

        Fire Department................911

        Police Department.............911

In case of serious injury, notify the Vice President of Academic Affairs and Student Services. Telephone Number: 797-8454 *(on campus 288454)*.

In case of fire or theft, notify the Vice President of Financial and Administrative Services. Telephone Number: 797-6430 *(on campus 286430)*.

OFF-CAMPUS EMERGENCY NUMBERS

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

Non-emergency numbers are:

Location	*Life Saving Crew*	*Fire*	*Police*
Gretna	*656-6100*	*656-1122*	*656-6123*
South Boston	*572-3969*	*572-4921*	*572-3951*

DCC ALERT SYSTEM

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

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

INCLEMENT WEATHER

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

> COURSES OFFERED OFF-CAMPUS IN PUBLIC SCHOOL BUILDINGS ARE AUTOMATICALLY CANCELED WHEN THOSE SCHOOLS ARE CLOSED.
> **DCC classes at the Southern Virginia Higher Education Center (SVHEC) follow the SVHEC schedule. When Pittsylvania County Schools are closed, classes at the GRETNA Office located at the Riddle Center are canceled.**

CLASSROOM RESPONSIBILITIES

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

CLASS   LOCATION

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

SMOKING

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

REGISTRATION

New students should meet with the Advising Center staff for registration and returning students should meet with a Faculty Advisor. Students that prefer to self-register, may do so online at myDCC.

ATTENDANCE POLICY

Faculty are required to take and keep attendance of all class meetings. It is the philosophy of Danville Community College that student and faculty interactions are critical to the learning process. Class attendance enhances this process. Regular attendance is thus expected of students. Students missing twenty-five percent (25%) or more of the total time allocated for classes and/or labs may be administratively withdrawn from the course upon recommendation of the instructor. Students who are administratively withdrawn prior to the completion of 60% of the classes and/or labs will be issued a grade of "W." After that point, students who are administratively withdrawn will be issued a grade of "F." Faculty have the discretion to establish more restrictive policies which will be published in the course outline. Faculty also have the option to excuse a student when documented, mitigating circumstances prevent the student from attending a class or lab session. Non-attendance and administrative withdrawals should be submitted via Navigate alert.

GRADING SYSTEM

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. Note: The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. Grades denote the character of study and are assigned points as follows:

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

I Incomplete No grade point credit. Used only for verifiable, unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an "I" grade, the student must
(1) have satisfactorily completed more than 60% of the course requirements; and,
(2) must request the faculty member to assign the "I" grade and indicate why it is warranted. The faculty member has the discretion to decide whether the "I" grade will be awarded. Since the *"incomplete"* extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student.

In assigning the "I" grade, the faculty member must complete documentation that
(1) states the reason for assigning the grade;
(2) specifies the work to be completed and indicates its percentage in relation to the total work of the course;
(3) specifies the date by which the work must be completed; and,
(4) identifies the default grade (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the chief academic officer of the campus. The student will be provided a copy of the documentation. Colleges will establish procedures to ensure that all "I" grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade assigned by the faculty member. An "I" grade will be changed to a "W" only under documented mitigating circumstances, which must be approved by the Vice President for Academic and Student Services.

X	Audit	No credit (*Permission of the division dean is required to audit a class.*)
CR	Prior Credit	Credit received by exam and/or credit received for prior learning.

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

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

GRADE POINT AVERAGE

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted.

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

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

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

Thus: 40 divided by 14 = 2.86 GPA

GRADING - DEVELOPMENTAL STUDIES COURSES

S   Satisfactory   Shall be assigned for satisfactory completion of the course.

U   Unsatisfactory   Shall be assigned to a student not making satisfactory progress. The Development Studies academic advisors, with concurrence of the Dean of Arts, Sciences, and Business, will determine the subsequent sequence4 of course for the student receiving the "U" grade.

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

WITHDRAWAL POLICY

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. 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, the Admissions Office, 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.

ADD/DROP/SWAPS

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

A. **Curricular Students**

During the first week of classes *(date in catalog as "swap/drops only")*, a student may add/drop and swap classes using SIS on the DCC website, or through the appropriate division's main office. Swaps cannot be processed without the approval of the instructor after the last day for new registration. Changes will be reflected on the "final" class rolls, which should be printed after the refund date of the term.

Each instructor has the responsibility of checking and reporting to Admissions any discrepancies in class rolls and those actually attending classes. After the refund date for the class, instructors should print the final class rolls from SIS, approve the rolls by signing them, and submit the rolls to the appropriate division administrative assistant.

B. Non-Curricular and Evening Students

Swap/drops are initiated in the Admissions Office.

Reporting Last Date of Attendance on Grade Roster

- Faculty must verify attendance.
- Faculty are required to input into SIS the last date of attendance for any student receiving a "U" or "F" grade.
- Faculty are required to consistently review attendance. Students that never attended should be submitted using a "never attended" alert in Navigate by the census date. Administrative withdrawals alerts should be raised in Navigate once they have missed 25 percent of the total class time in accordance with the College's Attendance Policy.

These attendance dates enable the college to comply with Virginia Community College System policies (VCCS Policy Manual, Section 8, "Census Date and Registration Periods," 8.3.0) and federal financial aid guidelines per Title IV.

- **When possible, the actual last date of attendance should be used in lieu of the following placeholder dates.**

- **1/1/1900 would now be defined as an unknown LDA**. In this case, the faculty member does not know if/when the student stopped attending and the Financial Aid staff member would use the midpoint of the student's period of enrollment if the student was identified as an R2T4 candidate. This mirrors federal guidance for colleges not required to take attendance and again equates to the faculty member not knowing when the student stopped attending. In cases of STPA *(stopped attending)* when a withdrawal grade will be awarded by Student Records, the same guidance applies.

- **12/31/9999 would now be used to show that the student completed the entire class.** Ideally, the end date for the course would be used when the student completed the class, but if the faculty member did not know the end date for the class, 12/31/9999 could be used and will be translated in the R2T4 identification report as the end date for the course. There is a strong possibility that this placeholder date will be eliminated in the future, which would require faculty to use the actual end date instead.

EXAMINATIONS

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

INCOMPLETE GRADE POLICY
(See detailed information in the section on Grading System "I" Incomplete -Page 58)

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

AUDITING POLICY

Permission of the appropriate academic dean is required to audit a course. Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit through the usual registration process and paying the normal tuition. Permission of the division dean or another appropriate academic administrator is required to audit a course.

Audited courses carry no credit and do not count as a part of the student's course load. Students desiring to change status in a course from audit to credit or from credit to audit must do so within the add/drop period for the course.

Students who desire to earn credit for a previously audited course must re-enroll in the course for credit and pay normal tuition to earn a grade other than "X." Advanced standing credit should not be awarded for a previously audited course.

ECTURER ORIENTATION

The academic deans are responsible for acquainting their respective lecturers with the applicable operating policies, procedures, and regulations of their division. All instructors have access to the current DCC Website , Student Handbook, Lecturer's Handbook, Class Schedule , Learning Resources Guide, DCC Policy Manual

Lecturers are expected to attend Part-Time Instructor's Information Programs as announced.

LECTURER OFFICE HOURS

Part-time faculty are required to provide for student advising and related activities a minimum of one (1) hour per week for each course taught. Part-time faculty may meet this requirement by:

      (a) being available in the class room the required number of office hours before and/or after the normal hours for the course if the class room is available at such hours;

      (b) part-time faculty may have space in a group office room where a desk or file drawer may be available to the part-time faculty member;

      (c) part-time faculty may share the regular office of a full-time faculty member; and/or,

      (d) any other appropriate arrangement for part-time faculty office hours.

Office hours must be listed in the course syllabus and the course outline that are given to the student.

LECTURER EVALUATION

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

ACADEMIC FREEDOM AND RESPONSIBILITY

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

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

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

POLICY ON ADJUNCT FACULTY TEACHING LOADS

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

ASSESSMENT REQUIREMENTS

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

1. Assessing general education competencies of degree seeking students (*Associate of Arts and Sciences, Associate of Science, and Associate of Applied Science degrees).*

2. Administering pre- and post-tests to Developmental Studies students.

3. Tracking the progress of selected groups of students during their enrollment at Danville Community College.

4. Surveying graduates and non-completers about the programs at the College.

5. Using a variety of assessment techniques to measure the level of success of students in meeting the objectives of their programs of study.

6. Specific to items 3, 4, 5, the expectation is that lecturers provide program leads with appropriate data to review general education and student learning outcomes for program success. **Lecturers will be expected to provide this data within one week after final grades are submitted for each term.**

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

INSTITUTIONAL EFFECTIVENESS DAYS

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

PROCEDURE FOR ENFORCING STUDENT CODE OF CONDUCT

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

1. The determination of disruptive behavior is at the discretion of the College employee
   (teacher, administrator, or staff).

2. Ask the student/individual to leave the instructional site, campus, or activity area.
   Specify criteria for his/her return.

3. Inform the student/individual that he/she has the right to appeal to your supervisor.

4. If a student/individual refuses to leave, the instructor may dismiss the class or adjourn the activity and call security.

5. Report the incident to your supervisor immediately, who will follow up with a report to the Senior Counselor.

STUDENT 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.

A. Student
    1. The student initiating the grievance shall discuss it with the college employee involved.
    2. The student may request a Danville Community College counselor's participation as a third party to discuss the issue when the student judges that the personal conference with the college employee would be detrimental to resolving the problem.
B. Student/Employee
    1. Every reasonable effort should be made by all parties to resolve the matter at this step.
C. Employee
    1. Documentation of the Step I decision shall be submitted in writing by the employee to the student and the employee's supervisor within seven (7) class days of the student/employee conference.

Step II

A. Student
    1. If the student is 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.
B. Supervisor
    1. 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.
    2. 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

A. Student
    1. If the student is dissatisfied with the decision at Step II s/he/they may, within seven (7) class days must file a written grievance to the Vice President of Academic Affairs and Student Services.
B. Vice President of Academic Affairs and Student Services.

2. 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.

C. The Review Committee Process consists of the following:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. The Committee shall deliberate and state its ruling and rationale in writing within seven (7) class days after a decision is reached.
9. 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.
10. 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.
    a. Verbal or written warning;

b. Requirement that the student complete a special project which may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions;
c. Withholding of official transcript or degree;
d. Bar against readmission;
e. Denial or non-recognition of a degree;
f. Withdrawing from a course with a grade of " W " ;
g. Failing or reduction of a grade on a test, a course, or other academic work and/or requiring the performance of additional academic work that is not required of other students in the course;
h. Expulsion.
11. The hearing will be recorded.
12. 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.
13. 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) at www.schev.edu/index/students-and-parents/resources/student-complaints.

For more information, see the **Student Handbook**

COPYRIGHT LAW FOR EDUCATORS

Since the Copyright Act of 1976 went into effect in 1979, the video and computer revolution has made duplication of copyrighted materials easier and cheaper than ever before. This new technology made it necessary to add guidelines to help answer the many questions about protection of these copyrights. The following guidelines address the sections of the Copyright Act that most affect educators -the use of photocopies, computer software, and video tapes. Additional information on copyright law for educators can be found at the following web site: http://www.danville.edu/lrc/LRC/copyright.htm

In General, What Counts as Fair Use?

Keeping in mind that the source(s) of all materials must be cited in order to avoid plagiarism, general examples of limited portions of published materials that might be used in the classroom under fair use for a limited period of time, as discussed by the U.S. Copyright Office (2009, p. 6), include:

PHOTOCOPYING

1.   A single copy may be made of any of the following by, or at the request of, an instructor for scholarly research for use in teaching or preparation for a class:
   - A chapter from a book;
   - An article from a periodical or newspaper;
   - A short story, short essay or short poem, whether or not from a collective work;
   - A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

   Multiple copies may be made by or for the instructor provided that:
   *   The copying meets the brevity and spontaneity requirements as defined below:

   Brevity:

   - **Poetry:** A complete poem if less than 250 words and if printed on not more than two pages or from a longer poem, an excerpt of not more than 250 words.

   - **Prose:** Either a complete article, story or essay of less than 2,500 words, or an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less.

- **Illustration:** One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

- **Special Works:** Certain works in poetry and prose fall short of 2,500 words in their entirety. These works may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages and containing not more than 10% of the words in the text may be reproduced.

  Spontaneity: The decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

2.   **Other Prohibitions**:
   *   Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, or more than three from the same collective work or periodical volume during one class term.
   *   No more than nine instances of such multiple copying for one course during one class term.
   *   Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works.
   *   Copying of works intended to be *"consumable"* is not allowed. These include workbooks, exercises, and standardized tests.
   *   Copying shall not:
         a.   substitute for the purchase of the printed material;
         b.   be directed by higher authority;
         c.   be repeated with respect to the same item by the same teacher from term to term.

SOFTWARE DUPLICATION

The Software Copyright Act of 1980 is an amendment to the 1976 law. It provides for the making of legal copies of copyrighted software under specific conditions:

- The owner of the software may make a one-time only archival *(backup)* copy of the original disk. The archival disk may be used as a replacement for a damaged disk, but one may not generate any further copies.

- If multiple backup copies of software are desired, this will need to be negotiated at the time of purchase. *(If software is licensed for use, rather than owned, then one may not make an archival copy unless the terms of the license allows duplication.)*

OFF-AIR RECORDING GUIDELINES

1. **Off-Air Recording**

   - A broadcast program may be recorded off-air and retained by an educational institution for a period of forty-five (45) consecutive calendar days after the date of recording. At the end of this time, all off-air recordings must be erased or destroyed immediately. ("Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.) Pay services such as HBO, Cinemax, and out-of-town stations available only on cable do not fall under these guidelines.

   - Off-air recordings may be (a) used once by individual teachers in the course of relevant teaching activities (not for entertainment); and (b) repeated only when instructional reinforcement is necessary. The use of the recording must occur during the first ten (10) consecutive school days within the 45 calendar day retention period.

   - After the first ten consecutive school days, the off-air recording can only be used, up to the end of the 45 consecutive calendar days, for teacher evaluation purposes and not with students.

   - The program must be recorded in its entirety, including the copyright notice, and may not be altered, merged or edited. (However, recordings need not necessarily be shown in their entirety).

   - Duplicate copies are permitted, but are subject to the same restrictions as the original.

   - **SPECIAL NOTE: *Educators who videotape a televised program in their home for use in class should follow the guidelines applicable to off-air taping by schools.***

2. **Pre-recorded Videotapes**

   - A "home-use only" pre-recorded videocassette may be used in the classroom only if the instructor is present and the screening is part of an established curriculum in a not-for-profit educational institution.

FAIR USE GUIDELINES FOR EDUCATIONAL MULTIMEDIA

These guidelines were developed during the CONFU process. For a full explanation of their status, see **Confu: The conference on fair use**.

These guidelines apply to the use, without permission, of portions of lawfully acquired copyrighted non-print works in educational multimedia projects which are created by educators or students as part of a systematic learning activity.

Educational multimedia projects created under these guidelines incorporate students' or educators' original material, such as course notes or commentary, together with various copyrighted media formats including but not limited to, motion media, music, text material, graphics, illustrations, photographs and digital software which are combined into an integrated presentation.

PREPARATION OF EDUCATIONAL MULTIMEDIA PROJECTS USING PORTIONS OF COPYRIGHTED WORKS

Students:

Students may incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia projects for a specific course. They may use them in their own portfolios as examples of their academic work for later personal uses such as job and graduate school interviews.

Educators for Curriculum-Based Instruction:

Educators may incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia programs for their own teaching tools in support of curriculum-based instructional activities. Educators may perform and display their own educational multimedia projects in the following situations:

- for face-to-face instruction,

- assigned to students for directed self-study,

- for remote instruction to students enrolled in curriculum-based courses and located at remote sites, provided over the educational institution's secure electronic network in real-time, or for after class review or directed self-study, provided there are technological limitations on access to the network and educational multimedia project *(such as a password or PIN)* and provided further that the technology prevents the making of copies of copyrighted material.

If the educational institution's network or technology used to access the educational multimedia project cannot prevent duplication of copyrighted material, students or educators may use the multimedia educational projects over an otherwise secure network for a period of only 15 days after its initial real-time remote use in the course of instruction

or 15 days after its assignment for directed self-study. After that period, one of the two use copies of the educational multimedia project may be placed on reserve in a learning resource center, library or similar facility for on-site use by students enrolled in the course.

Students shall be advised that they are not permitted to make their own copies of the multimedia project.

LIMITATIONS--TIME, PORTION, COPYING AND DISTRIBUTION

The preparation of educational multimedia projects incorporating copyrighted works are subject to the limitations noted below.

- **Time Limitations**

  Educators may use their educational multimedia projects created for educational purposes under for a period of up to two years after the first instructional use with a class. Use beyond that time period, even for educational purposes, requires permission for each copyrighted portion incorporated in the production.

- **Portion Limitations**

  Portion limitations mean the amount of a copyrighted work that can reasonably be used in educational multimedia projects under these guidelines regardless of the original medium from which the copyrighted works are taken. **In the aggregate** means the total amount of copyrighted material from a single copyrighted work that is permitted to be used in an educational multimedia project without permission under these guidelines. These limits apply cumulatively to each educator's or students' multimedia project(s) for the same academic semester, cycle or term. All students should be instructed about the reasons for copyright protection and the need to follow these guidelines. It is understood, however, that students in kindergarten through grade six may not be able to adhere rigidly to the portion limitations in this section in their independent development of educational multimedia projects.

- **Motion Media -** Up to 10% or three (3) minutes, whichever is less, in the aggregate of a copyrighted motion media work may be reproduced or otherwise incorporated as part of a multimedia project.

- **Text Material** - Up to 10% or 1000 words, whichever is less, in the aggregate of a copyrighted work consisting of text material may be reproduced or otherwise incorporated as part of a multimedia project. An entire poem of less than 250 words may be used, but no more than three poems by one poet, or five poems by different poets from any anthology may be used. For poems of greater

length, 250 words may be used but no more than three excerpts by a poet, or five excerpts by different poets from a single anthology may be used.

- **Music, Lyrics, and Music Video** - Up to 10%, but in no event more than 30 seconds, of the music and lyrics from an individual musical work (or in the aggregate of extracts from an individual work), whether the musical work is embodied in copies, or audio or audiovisual works, may be reproduced or otherwise incorporated as a part of a multimedia project. Any alterations to a musical work shall not change the basic melody or the fundamental character of the work.

- **Illustrations and Photographs** - The reproduction or incorporation of photographs and illustrations is more difficult to define with regard to fair use because fair use usually precludes the use of an entire work. Under these guidelines a photograph or illustration may be used in its entirety but no more than 5 images by an artist or photographer may be reproduced or otherwise incorporated as part of an educational multimedia project. When using photographs and illustrations from a published collective work, not more than 10% or 15 images, whichever is less, may be reproduced or otherwise incorporated as part of an educational multimedia project.

- **Numerical Data Sets** - Up to 10% or 2500 fields or cell entries, whichever is less, from a copyrighted database or data table may be reproduced or otherwise incorporated as part of an educational multimedia project. A field entry is defined as a specific item of information, such as a name or Social Security number, in a record of a database file. A cell entry is defined as the intersection where a row and a column meet on a spreadsheet.

Information Technology Security
Standards and Guidelines

VCCS Information Security Standard

AUTHORITY

Authority for this security standard lies in the:

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

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

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

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

SCOPE

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

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

- Information Technology Services;

- College information processing facilities within the VCCS; e.g., local area networks, standalone microcomputers and other computing equipment that may or may not interact directly with the shared technology resources supported by the VCCS;

- Computer Users; e.g., individual or department, computer, or another application interacting with information processing resources, usually through timesharing, networking, and personal computer technologies and/or are assigned a user account;

- Consultants, contractors, or external processing services that provide processing of information for any division, department or section;

- All individuals who have physical access to information systems owned, leased, or managed by the VCCS.

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

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

PURPOSE

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

GENERAL RESPONSIBILITY

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

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

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

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

DEFINITION

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

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

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

INFORMATION SECURITY OBJECTIVES

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

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

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

business interruptions or disasters.

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

ADEQUACY STANDARD

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

Requesting IT Services and Reporting Problems

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

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

Please provide the following information when contacting the helpdesk:
Only list one request per email to helpdesk@dcc.vccs.edu

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

Information Technology Services
Helpdesk at helpdesk@dcc.vccs.edu

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

AUDIO-VISUAL SERVICES

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

Virginia Community College System
Information Technology Employee Ethics Agreement

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

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

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

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

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

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

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

_____

_____   _____
Employee/Consultant Name (Print)   Date

_____   _____
Employee/Consultant Signature   Empl ID or Last 4-Digits of Social Security Number

_____   _____
Institution/College   Department/Office

Student-Patron Acceptable Use Agreement

Information Technology
Student/Patron Acceptable Use Agreement

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.

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.

Use of the Internet and Electronic Communication Systems

CERTIFICATE OF RECEIPT

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

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

Employee's Name: _____

Signature: _____

Date: _____

Policy Number: 1.75 - Use of the Internet and Electronic Communications Systems
Efft. Date: 8/01/01

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

PURPOSE

To establish a policy for use of the Internet and the state's electronic communication systems for state agencies and their employees. This policy establishes minimum standards. Agencies may supplement this policy as they need or desire, as long as such supplement is consistent with this policy.

DEFINITIONS

Computer Network	Two or more computers that can share information, typically connected by cable, data line, or satellite link.
Electronic Communication Systems	System used as a means of sending and receiving messages electronically through connected computer systems or the Internet, such as e-mail or voice mail.
Internet	An international network of independent computer systems. The World Wide Web is one of the most recognized means of using the Internet.
Users	All employees of the Commonwealth who use an agency's Internet and/or electronic communication systems. NOTE: Agencies which give consultants, contract personnel or other non-employees such as volunteers or interns access to the agency's Internet or electronic communication systems may require such individuals to abide by this policy.

GENERAL PROVISIONS FOR USE OF INTERNET AND ELECTRONIC COMMUNICATION SYSTEMS

All users must follow this policy and any additional policy that may be adopted by the agency or institution of the Commonwealth where the user is working.

Business Use	Agency-provided computer systems that allow access to the Internet and electronic communication systems are the property of the Commonwealth and are provided to facilitate the effective and efficient

conduct of State business. Users are permitted access to the Internet and electronic communication systems to assist in the performance of their jobs. Each agency or institution of the Commonwealth may adopt its own policy setting forth with specificity the work-related purposes for which such equipment and access are provided.

Personal Use

Personal use means use that is not job-related. In general, incidental and occasional personal use of the Commonwealth's Internet access or electronic communication systems is permitted; however, personal use is prohibited if it:

- interferes with the user's productivity or work performance, or with any other employee's productivity or work performance;

- adversely affects the efficient operation of the computer system;

- violates any provision of this policy, any supplemental policy adopted by the agency supplying the Internet or electronic communication systems, or any other policy, regulation, law or guideline as set forth by local, State or Federal law. (See Code of Virginia §2.1-804-805; §2.2-2827 as of October 1, 2001.)

NOTE: Users employing the Commonwealth's Internet or electronic communication systems for personal use must present their communications in such a way as to be clear that the communication is personal and is not a communication of the agency or the Commonwealth.

No Expectation of Privacy

No user should have any expectation of privacy in any message, file, image or data created, sent, retrieved or received by use of the Commonwealth's equipment and/or access. Agencies have a right to monitor any and all aspects of their computer systems including, but not limited to, sites, instant messaging systems, chat groups, or news groups visited by agency users, material downloaded or uploaded by agency users, and e-mail sent or received by agency users. Such monitoring may occur at any time, without notice, and without the user's permission.

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

Prohibited Activities

Certain activities are prohibited when using the Internet or electronic communications. These include, but are not limited to:

- accessing, downloading, printing or storing information with sexually explicit content as prohibited by law (see Code of Virginia §2.1-804-805; §2.2-2827 as of October 1, 2001);

- 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;

- uploading or downloading copyrighted materials or proprietary agency information contrary to policy;

- uploading or downloading access-restricted agency information contrary to policy or in violation of agency policy;

- sending e-mail using another's identity, an assumed name, or anonymously;

- permitting a non-user to use for purposes of communicating the message of some third party individual or organization;

- any other activities designated as prohibited by the agency.

Security

The distribution of electronic communications is difficult to control and routing mistakes can easily occur. Copies of electronic communications can be forwarded without the sender's knowledge or permission to unintended recipients. Therefore, electronic communications should be drafted and sent with at least the same level of care, professional judgment and discretion as paper memoranda or documents.

USER RESPONSIBILITIES

The conduct of computer users who access the Internet or send e-mail containing an agency's domain address (i.e., ___ @*agency.state.va.us)* may be perceived as reflecting on the character and professionalism of the agency. When engaging in such conduct, whether for personal or official purposes, employees are expected to do so in a responsible and professional manner.

All users are responsible for exercising appropriate care to protect the agency's computer systems against the introduction of viruses. When using the Commonwealth's Internet access or electronic communications, equipment and capability, individuals must:

- use the Internet or electronic communication systems only in accordance with State and agency policy;

- maintain the conditions of security (including safeguarding of passwords) under which they are granted access to such systems;

- check with the appropriate agency staff prior to downloading or accessing a file or document if the source of the file or other circumstances raises doubts about its safety.

AGENCY RESPONSIBILITIES

Agencies may develop a written policy, consistent with this policy which supplements or clarifies specific issues for the agency. With regard to use of the Internet and electronic communications, agencies are responsible for:

- communicating this policy and agency policy, if appropriate, to current users and to new users before granting them access to agencies' Internet or electronic communication systems;

- retaining electronic records in accordance with the retention requirements of the Library of Virginia;

- requiring and retaining acknowledgement statements, signed by each user, acknowledging

receipt of a copy of this policy and agency policy, if appropriate. A sample is attached (Attachment A) that agencies may use, or they may include the acknowledgement statement with other such statements obtained when employees are hired.

NOTE: Agencies also may develop procedures by which a user must actively acknowledge reading the policy before access to the system will be granted.

VIOLATIONS

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

AUTHORITY

This policy is issued by the Department of Human Resource Management pursuant to the authority provided in Chapter 10, Title 2.1 [§2.1-114.5(13)] of the Code of Virginia (Title 2.2, §2.2-1201 as of October 1, 2001) and §2.1-804 (§2.2-2827 as of October 1, 2001) et. seq.

Further, The Acts of the Assembly 1999, c. 384, cl.2, provides: "That the heads of state agencies whose officers and employees are exempt from the Virginia Personnel Act pursuant to Section 2.1-116 shall adopt the acceptable Internet use policy required by this act to be developed by the Department of Human Resource Management and may supplement the Department's policy with such other terms, conditions, and requirements as they deem appropriate."

INTERPRETATION

The Director of the Department of Human Resource Management is responsible for official interpretation of this policy, in accordance with §2.1-114.5(13) of the Code of Virginia (§2.2-1201 as of October 1, 2001).

Questions regarding the application of this policy should be directed to the Department of Human Resource Management's Office of Compensation and Policy.

The Department of Human Resource Management reserves the right to revise or eliminate this policy.

RELATED POLICIES

- Policy 1.60, Standards of Conduct

- Policy 6.10, Personnel Records Management

Chancellor's Safety Statement and Guidelines
January 2007

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

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

- Employees are responsibly for adhering to practices which meet or exceed applicable federal, state, and local standards for health and safety and should make every effort to maintain a safe and healthy working environment.

- All members of the System community shall immediately report any potential unsafe or hazardous condition to their supervisor or their campus/system safety representative and shall work with them to specify methods which will eliminate or minimize such hazards.

- To avoid injury and damage to themselves, others, and the environment, members of the System community shall respectfully use facilities and equipment and make a concerted effort to work as safely as possible, to include wearing safety equipment when required by law, regulations, or provided by their College.

- Supervisors and administrators (faculty and staff) are additionally responsible for minimizing the risks to which students and employees may be exposed, and for correcting inappropriate behaviors. Supervisors shall assume this responsibility by monitoring students' and employees' compliance with the use of personal protective equipment and safe work practices. Supervisors shall also provide special job-specific instructions commensurate with the specific demands of the students' and employees' tasks.

- All employees should avail themselves of appropriate training when offered.

- Employees who violate safety policy rules or laws will be subject to appropriate discipline.

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

CAMPUS SECURITY & CRIME AWARENESS

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

Procedures for Reporting Crimes and Other Emergencies

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

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

Access to the Campus, Facilities, and Campus Security

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

College Policy on Alcohol and Illegal Drugs

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

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

College Policy on Firearms and Other Weapons

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

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

VI.   College Policy on Sexual Misconduct

The College has adopted a Sexual Misconduct Policy which reads in part:
Danville Community College shall not tolerate sexual misconduct in any form. Sexual misconduct is a flagrant violation of the values and behavioral expectations for a college community. All reported violations will be investigated. Report any violations of this policy to the Deputy Title IX Coordinator Cathy Pulliam (Wyatt Building Room 108) or to any DCC Administrator-who will then report it to Title IX Coordinator. The policy below is subject to change. Please refer to the website (www.danville.edu) for more information or email: https://danville.edu/titleix
A complete copy of this policy is published in the *DCC Student Handbook* and students should review this policy in its entirety for additional details. Copies of the *DCC Student Handbook* are available in the Admissions and Counseling Offices.

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

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

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

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

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

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

I. The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and other drugs in the workplace;

II. Impairment at the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes);

III. Action which results in the criminal conviction for:
   - ❖ A violation of any criminal drug law, based upon conduct occurring either on or off the workplace, or
   - ❖ A violation of any alcoholic beverage control law, or law which governs driving while intoxicated, based upon conduct occurring on the workplace;

IV. The failure to report to their supervisors that they have been convicted of any offense, as defined in III above, within five calendar days of the conviction.

- The workplace consists of any state owned or leased property or any site where official duties are being performed by state employees.

- Any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, including discharge, and may be required to participate satisfactorily in an appropriate rehabilitation program.

- A copy of the entire Commonwealth of Virginia's Policy on Alcohol and Other Drugs may be obtained from your agency human resource office.

CERTIFICATE OF RECEIPT

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

Employees Name _____

Signature _____ **Date** _____

DCC
Danville Community College

STUDENT EMERGENCY PLANNING GUIDE

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

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

How will I know about a campus emergency?

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

What should I do in case of an emergency?

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

- **Weather-related emergency**
  If you are informed of a weather emergency, use the following procedure:

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

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

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

- **Lockdown of a building or buildings**
  If you are notified that your building or the campus is under lockdown, you should do the following:

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

How do I report emergencies that I may become involved in or witness?
There are several key telephone numbers for your use to report an emergency that you are involved in or witness:

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

What do I do if someone threatens me, I see someone with a weapon or I am attacked?
DCC has a "zero tolerance" policy for violence or threats of violence, weapons possession on College property or physical violence. Threats made against students either on or off campus will be addressed when reported. Once reported, threats against another person or weapons possession on College property will be dealt with immediately and strongly. Finally, anyone who is physically attacked must report the attack immediately to the above authorities.

What do I do if my situation isn't an emergency but is making me uncomfortable?
Sometimes, incidents occur on campus that tend to make people uncomfortable but don't meet our normal definition of emergency. Such incidents may be a violation of DCC's violence prevention policy. If this is the case, and you don't believe that it is necessary to report the incident to the Department of Emergency Services, immediately report via our online form:

Report a Student Code of Conduct Violation

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

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

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

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

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

All of these sources post the information as soon as they get it from the College. Please do not call them and ask if they have information. Phone lines need to be kept open and available so that these sources can be updated by the College as required.
06/09

Privacy Policy Danville Community College

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

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

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

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

Title IX and **Sexual Misconduct**

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

What is Title IX?

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

For more information, visit Title IX information

Inquiries concerning the application of Title IX may be referred to the Deputy Title IX Coordinator Cathy Pulliam. (See contact information below).

Title IX Coordinators

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

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

Contacts

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

Cathy.pulliam@danville.edu

Reporting Incidents

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

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

Whether or not a report is made to law enforcement, members of the campus community

should report alleged violations to the Title IX Coordinator or Deputy Title IX Coordinator during normal business hours. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the College. To help ensure a prompt, fair, and impartial investigation and resolution, individuals are encouraged to complete a Complaint Form. The form can be found online: Report Sexual Assault or Misconduct (Title IX)

Definitions

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

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

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

Consent: Any sexual activity or sex act committed against one's will, by the use of force, threat, intimidation, or ruse, or through one's mental incapacity or physical helplessness is without consent. Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually-agreed upon sexual activity. Silence does not necessarily constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). An individual cannot consent who is under the age of legal consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.

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

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

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

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

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

Responsible Employee: A responsible employee is one designated for purposes of initiating notice and investigation of alleged violations of this Policy. A responsible employee also is any employee who a person reasonably believes is a responsible employee. Responsible employees are required to forward all reports of violations of this Policy to the Title IX Coordinator. Responsible employees also must report to the Title IX Coordinator any information obtained in the course of his employment that an act of sexual violence may have been committed against a student or may have occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus. DCC College administrators, including Deans, Directors and Coordinators, along with the

DCC Security staff are determined to be "responsible employees." A responsible employee shall not be an employee who, in his position at the College, provides services to the campus community as a licensed health care professional, (or the administrative staff of a licensed health care professional), professional counselor, victim support personnel, clergy, or attorney.

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

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

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

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

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

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

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

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

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

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

Retaliation

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

What You Should Do

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

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

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

-Do not wash your hands, bathe, or douche. Do not urinate, if possible.
-Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.

-Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.

-Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
-Tell someone all the details you remember or write them down as soon as possible.
-Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint.

Support Services
For more information about available resources, go to: www.dcc.vccs.edu, which provides a list of campus and community resources, e.g., hospitals, domestic violence and sexual assault resource center, etc. Danville Community College also maintains an agreement with Piedmont Counseling, which provides professional counseling services upon referral to students and employees.

updated 12/1/2016

APPENDIX

(Sample Forms)

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

B. Administrative Withdrawal Form – available online.

C. Incomplete Grade Form – available online.

D. Grade Change Request Form

E. Syllabus

F. Course Outline

G. DCC Adjunct Faculty Training for Web Access to the New VCCS SIS

H. Instructions for Email Access

I. Basic Instructions for accessing Canvas

These and other forms may be located on the DCC website at
http://www.danvillecc.edu/forms/forms.html

·

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

Add/Drop Form

DCC
Danville Community College

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

ADD/DROP FORM

Name _____   EMPL ID or SS# _____

Address _____

City _____   State _____   Zip Code _____

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

Comments/reason for change: _____

_____
Student Signature

_____
College Personnel

_____
Date

(Effective 6/09)

B. Administrative Withdrawal Form [Administrative Withdrawal Form](Administrative-Withdrawal-Form)

DCC

Danville Community College

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

ADMINISTRATIVE WITHDRAWAL FORM

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

_____   _____
Name   Student ID # or SS#

_____
Address

_____
City   State   Zip Code

Class #	Course Title	Credits	Last Date of Attendance

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

_____
Instructor Signature

_____
Date

C. Incomplete Grade Form (Sample)

DCC

Danville Community College

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

Who do you want to be tomorrow?

INCOMPLETE GRADE FORM

Student EMPLID: _____

Name of Student: _____

Semester: _____

Course Number: _____ Course Section: _____

Name of Course: _____

Credit Hours _____ Instructor Name: _____

Reason for giving grade of "Incomplete":

_____
_____
_____

Student's average on work completed: _____

Relative weight of work to be completed: _____ Percent

WORK TO BE COMPLETED:

_____
_____

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

Signature of Instructor: _____ Date: _____

Signature of Student: _____ Date: _____

Signature of Division Dean: _____ Date: _____

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

Revised 05/2021

DCC

Danville Community College

1008 South Main Street
Danville, Virginia 24541
434.797.2222
danville.edu

D. Change of Grade Form

(Sample)

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GRADE CHANGE REQUEST

NAME_____   COURSE #. _____

EMPLID #_____   COURSE NAME_____

OLD GRADE_____

PLAN/CURRICULUM_____   NEW GRADE_____

TERM CLASS WAS TAKEN_____

Reason for Change: _____
_____
_____

INSTRUCTORS SIGNATURE_____

DIVISION DEAN'S SIGNATURE_____

DCC Course Syllabus Template
Danville Community College

Text in italics indicates suggested wording.
DCC Course Syllabus Template

Course Information
- o   Course Prefix, Number, section, semester, year
  Online: "*This is an online course. Course information, assignments, and interaction will take place using the course space in Canvas (https://learn.vccs.edu)*"
  Hybrid: "*This is a hybrid course. Classroom instruction will be paired with online assignments using the course space in Canvas (https://learn.vccs.edu)*" List days or dates/times of class meetings
- o   Prerequisites
- o   Last date to DROP class
- o   Last date to WITHDRAW from class

Instructor Information
- o   Instructor name
- o   Engagement hours and office location (online requires 1 hour per 3 credits of ONLINE office hours – this is time where the instructor is actively checking email and/or hosting a web conference)
- o   Contact phone number
- o   DCC email address (instructors - use only DCC email for school business)
- o   Encouragement for students to use engagement hours
- o   Online: detail how your online engagement hours will work and your target response time on student emails and phone messages

Course Student Learning Outcomes
- o   List SLOs exactly as they appear on the Course Content Summary

Course Materials
- o   Author, title publication information (ISBN)
- o   Additional resources – marked as required or optional
- o   Supplies – required/suggested
- o   Technology
  - o   Online: *"Online students must have consistent access to a reliable computer and the Internet. Online students must be able to troubleshoot basic technical issues with their computer and other technology."*Hybrid: *"Hybrid courses require consistent access to a reliable computer and the Internet. There will be required readings and assignments outside of scheduled class time."*

Additional Resources
Online Learning Resources: https://danville.libguides.com/canvas
Library Resources: https://danville.edu/library
Assistance with Distance Learning: canvas@danville.edu
Help & Support Link within Canvas Course site: https://help.instructure.com
Help with Login/Multi-Factor Authentication (MFA):
https://support.vccs.edu/email.php?inst=DC279 or (434) 797-8467

Procedures
o   How the course will be taught – explain how it will be structured. If HYBRID – provide the exact days/times the class will meet in person.
   o   Online: *This course is taught entirely online through the Canvas system. You will use your MyDCC account to login to the course from the MyDCC page or directly at: https://learn.vccs.edu*
   o   Hybrid: *This course will be taught through a combination of required class meetings and activities and assignments located in the Canvas system. You will use your MyDCC account to login to the course from the MyDCC page or directly at: https://learn.vccs.edu*
o   Nature of and requirements for student participation.
   o   Online: "*Participation in an online course is established by logging into the Canvas course site weekly and participating in required online activities.*"
o   Communication. Include any rules for how students should contact the instructor, such as including the course name in the subject line, etc.
   o   *"Students are expected to check their VCCS student email account regularly. Email and announcements on the course Canvas site are used to communication vital course information.*"
o   Questions.
   o   It is normal for online students to have many questions that relate to the course – detail how these questions should be asked – such as a Discussion Board just for them or via email to the instructor, etc.

Course Requirements
o   Written assignments / acceptable format
o   Tests, quizzes, and exams
   o   Online: Proctored assessments – provide exact name and date range for any assignments that will require students to go to a site for proctoring.*"Proctored assessments can be completed at an DCC location without charge. If you live more than 30 miles from any DCC location, the testing center will assist in finding/approving another proctoring site (with advanced notice.) There may be a charge for off campus proctoring."*
o   Special projects (independent, group, presentations, etc)
o   Labs

Attendance Policies and Requirements
- o   Requirements
- o   Online: "*Online students are tracked via their log in to the course in Canvas. Students must complete a required assignment during the first week of class to establish attendance and to avoid being dropped from the class*"
- o   Detail this first "attendance" assignment
- o   How often should students log in to the Canvas course site each week?
- o   Hybrid: acceptable excuse(s) if any; expectation of students who miss class; inclement weather procedures

Grading and Evaluation
- o   Work to be graded
- o   Evaluation criteria
- o   Material and level of comprehension included on assignments
- o   Percentage each factor contributes to final grade (assignment weight)
- o   Grading scale (A=?; B=?) points or percentages
- o   Criteria for grade of Incomplete (at least 60% of course requirements completed, by DCC policy)
- o   Specify the turn-around time for graded work – when can students generally expect to see grades for the work they submitted (e.g. 5-7 days; within 1 week)

Disability Accommodation Policy
Danville Community College is committed to insuring that students with documented disabilities have the opportunity to take part in educational programs and services in accordance with the requirements of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Students seeking accommodations must make an appointment with the ADA Coordinator in the Accessibility Services Office. Accommodations will be made in accordance with the Accommodation Letter from the ADA Coordinator. This letter should be presented to the instructor during the first week of class. For more information go to https://danville.edu/accessibility-services .

- •   For more information on ADA Services:
  - o   Phone: (434) 797-8443
  - o   Email: ada@danville.edu

Testing Center
The Testing Center proctors both make-up tests and distance learning exams. It can also facilitate testing for distance learning students at off-campus locations. The Testing Center is located on the upper-level of the Learning Resources Center. Exams can be administered as paper & pencil, Internet, or secure browser based exams. Tests are proctored during regular LRC hours (https://danville.libguides.com/hours). For additional information, contact the Testing Center:
- •   Phone: (434) 797-8404
- •   Email: testingcenter@danville.edu

Tutoring
1.   **Face-to-Face:** DCC Tutoring Center. Trained peer and professional tutors are available to tutor specific subject areas and to assist students in developing effective learning strategies. Tutoring is designed to support and enhance your classroom learning. DCC's tutorial services are nationally certified by the College Reading and Learning Association. The Tutoring Center is located in the upper level of the Learning Resources Center.

- For more information on tutoring services:
    o   Phone: (434) 797-6432
    o   Email: tutoring@danville.edu.

2.   **Online:** Brainfuse is a 24/7 online tutoring service provided free to students at Danville Community College. Students can get help in Math, Biology, Chemistry, Physics, Economics, Accounting, Statistics, Spanish, Writing and more. Access to Brain-fuse is provided through Canvas.

- If you have any questions about Brainfuse please contact the Tutoring Center:
    o   Phone: (434) 797-6432
    o   Email: tutoring@danville.edu

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

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

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

- https://cm.maxient.com/reportingform.php?DanvilleCC&layout_id=1

TimelyMD
Danville Community College students have FREE, 24/7 access to virtual care services with TimelyCare — the virtual health and well-being platform from TimelyMD, designed for college students. Students do not need insurance to access TimelyCare services.
- It can be accessed in the following ways:
  - In the Canvas course on the left hand menu under "TimelyCare"
  - By visiting https://app.timelycare.com/auth/login

Office of Veterans' Affairs
DCC Campus is a "Military Friendly Campus," and this office 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 will assist veterans in using their earned Veterans benefits through the Department of Veteran Affairs.
- Please contact Mr. Sam Lowery:
- Phone: 434 797-8506
- Email: sam.lowery@danville.edu

Single Stop Program for Enhanced Student Access to Public Benefits
Single Stop, a one-stop shop for meeting the basic needs of families, is partnering with the Virginia Community College System (VCCS) and Danville Community College (DCC) to help students access public benefits without the hassle of applying through each individual public benefit agency. This resource will confidentially screen candidates for public benefits and provide them with specialized staff follow-up.

When a student works with Single Stop to apply for public benefits like the Supplemental Nutrition Assistance Program (SNAP), Women, Infants, and Children Nutrition Program (WIC), and Medicaid, there are no language barriers or waiting in line. The Single Stop screening tool determines eligibility for a wide variety of public benefit programs and dedicated Single Stop staff to help applicants navigate the process, as well as assistance with filing tax returns at no cost.
- For more information about DCC's collaboration with the Single Stop program:
- Email: singlestop@danville.edu
- Visit https://danville.edu/single-stop

Academic Honesty
- Clearly delineate parameters for when collaboration is acceptable and what assignments must be done independently and without assistance.
- Describe plagiarism detection methods used (e.g. Turnitin)
- Clearly spell out consequences for violation of policy – do not simply reference College policy. e.g. First offense: grade of zero on assignment, Second offense: failure of course and referral to college officials.

Student Conduct Policy

- o Expected student conduct (may refer to DCC Code of Conduct)
- o Guidelines for student conduct beyond attendance
- o Clearly spelled out consequences for inappropriate conduct

Course Schedule and Assignments

Module/Week/Date	Readings/Assignments	Points/Weight	Connected to Outcome #...
Week One Start Date – End Date	Course Introductory Biography	100	3
	Read Ch. 1	N/A	1&3
	View Week One Lecture Notes	N/A	1
	Week One Quiz	100	1
	Begin Unit 1 Project	100	2,3,&4
Week Two Start Date – End Date	Read Ch. 2	N/A	1&3
	View Week Two Lecture Notes	N/A	1
	Week Two Discussion Board	100	2&4
	Week Two Quiz	100	1
	Unit 1 Project: Work Cited Page	100	1&2
Week Three Start Date – End Date	Read Ch. 3	N/A	1&3
	View Week Three Lecture Notes	N/A	1
	Week Three Discussion Board	100	2&4
	Week Three Quiz	100	1
	Unit 1 Project: Rough Draft	100	1&2
Week Four Start Date – End Date	Read Ch. 4	N/A	1&3
	View Week Four Lecture Notes	N/A	1
	Week Four Discussion Board	100	2&4
	Test I (Proctored in Testing Center)	100	1
	Unit 1 Project	100	1&2

- o All Core Topics from the Course Content Summary and any supplemental topics (chronological and content order)
- o Due dates for assignments, tests, and exams (include reminder of any that must be proctored)
  - o Hybrid: Class Meeting Dates clearly indicated

o   Online: Weekly dates, Core Topics and clearly marked due dates for all assignments and projects (indicate midnight or other time of day with due date)

Revisions/Updates to Syllabus
o   Describe how students will be notified of revisions and/or updates to syllabus and schedule, e.g. email, posted to Canvas
o   Statement that most current version of syllabus will be maintained on course Canvas site.

Faculty Center

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

Log in to myDCC

Step One: Go to http://danville.edu and click the "myDCC" link. Alternatively, you may access myDCC by going directly there using http://dcc.my.vccs.edu	
Step Two: At the myDCC login page, type your username, then your password into the appropriate text boxes. You will then be prompted to complete MFA, through the method you setup. ***Note****:** If you have not set up MFA, please click on the button at the bottom labeled SETUP MFA. If you encounter any issues, please email helpdesk@danville.edu.	
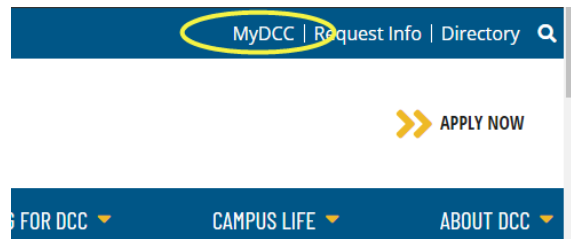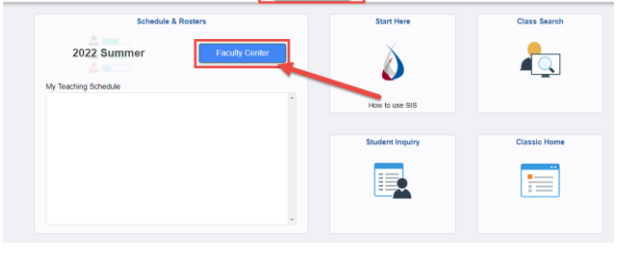
Accessing the Faculty Center

Step One: Once you log in successfully, you will see a screen with a number of Applications. Click on SIS.	
Step Two: Ensure the page is set to **Faculty & Advisors** (see top center of the page). Click on **Faculty Center**.	

My Schedule

This page will show all the classes that you are an instructor for. If you need to change the term to display courses that you have taught (or in some cases are currently teaching), click "change term" and then choose your desired term. If you wish to view your class roster for a particular course, click the people icon.	

Class Roster

This page shows you your class roster. It is the same page that will appear if you click the people icon from the "my schedule" tab. You will be able to change the class roster being displayed by clicking "change class" and then selecting the desired class you wish to display the roster for. *Note*: Students names removed to protect privacy.	

Search

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

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

ORACLE   SIS/HR PRODUCTION

Favorites | Main Menu > Self Service > Faculty Center > My Schedule > Class Search

Lisa Goode

Faculty Center	Search
search for classes	browse course catalog

Search for Classes

Enter Search Criteria

Search for Classes

Institution	Danville Community College ▾
Term	2014 Fall ▾

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

▽ Class Search

Subject	select subject	
Course Number	is exactly ▾	
Course Career	Credit ▾	
Campus	▾	
Mode of Instruction	▾	

☑ Show Open Classes Only
☐ Open Entry/Exit Classes Only

▷ Additional Search Criteria

CLEAR   SEARCH

Faculty Center   Search
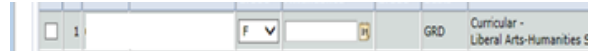Search For Classes   Browse Course Catalog

Grade Roster

Step One: At a certain point in the session, a grade roster for your class will be generated. Until it is generated in the system, you will not see an option to input grades for your students. Once the grade roster is available, you will be able to input grades. Click on My Schedule and then click the grade roster icon. The icon that is circled in red will appear when the grade roster has been generated. If you do not see that icon, the grade roster is not available.	
Step Two: In the Roster Grade column, you will need to select the grade for each student from the drop down menu. For grades of "F" or "NP", a field will appear in the Last Date of Attendance column for that student. You will be required to enter the last day the student was in your class.	
Step Three: Once you are finished entering grades for all of your students, you will need to change the "*Approval Status" to "Approved" and click "save". Please note that is VERY important that you change the Approval Status to Approved and click save. Otherwise, the student's grades will not post to their records. *Note: If you change the Approval Status to Approved and click save but have not entered a Last Date of Attendance for grades "F" or "NP", change the Approval Status back to "Not Reviewed" and enter the date. Then change it back to Approved and save it.*	
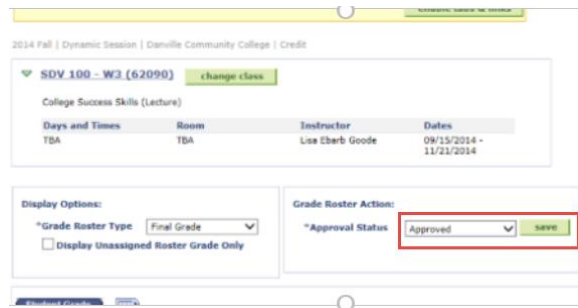
For help with navigating to or using the Faculty Center, you may contact Mark Rutledge at 434-797-8466 or email at mark.rutledge@danville.edu.
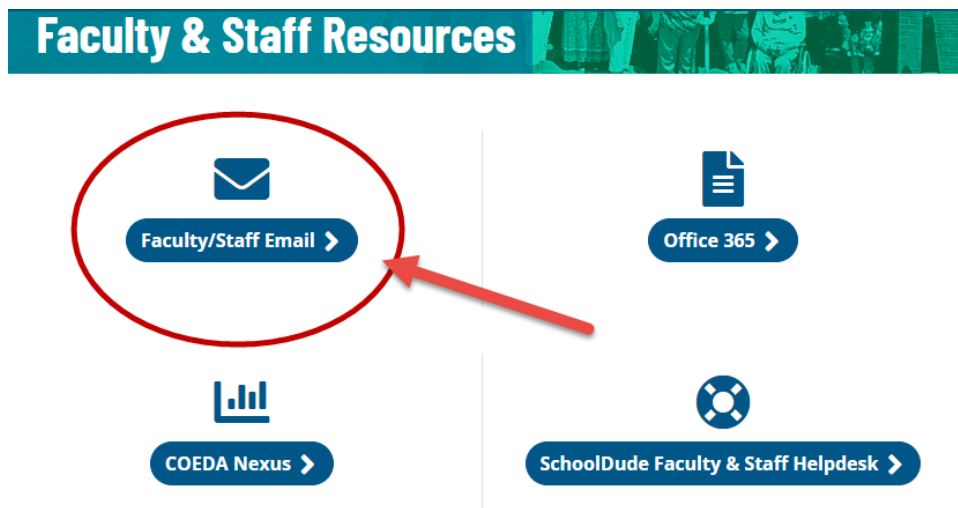
For help with password or security question issues, please contact Bracken Jones (IT Department) at 434-797-8515.

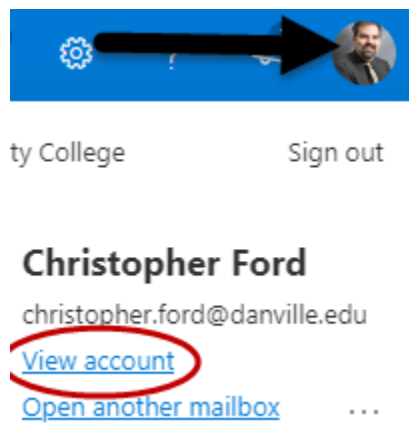# How to access Microsoft Outlook Web Access (OWA) and change your password

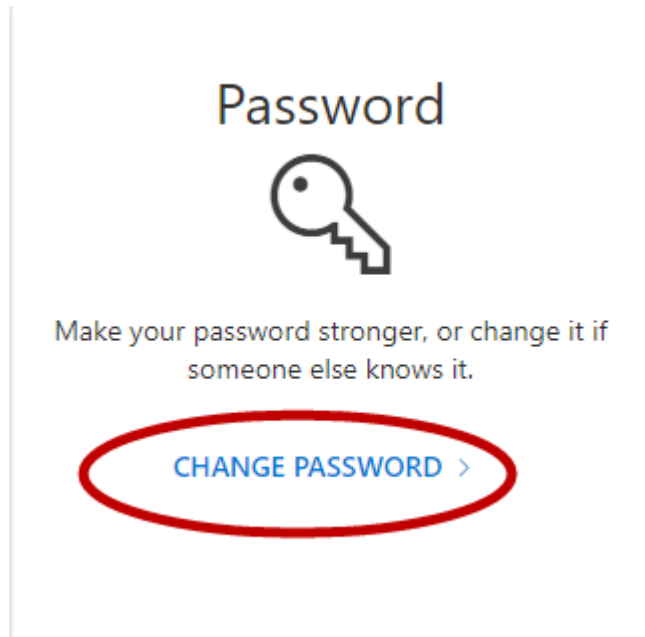1. **From DCC's Homepage, select the "Faculty/Staff" link as shown below.**

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

3. Select your profile image and click on view account

4. Select Change Password

Password

Make your password stronger, or change it if
someone else knows it.

CHANGE PASSWORD >

5. Input your old password and create a new one. Once you have finished, click submit. You have now

Change password

Strong password required. Enter 8-256 characters. Do not
include common words or names. Combine uppercase
letters, lowercase letters, numbers, and symbols.

User ID
christopher.ford@danville.edu

Old password

Create new password

Password strength

Confirm new password

Submit   Cancel

changed your password.

Canvas 9.1 Tutorials for Faculty and Students

Tutorials by Topic:

- Canvas:

  - [Getting Started](#)
  - [Course Organization Basics](#)
  - [Calendar](#)
  - [Canvas Startup – Setup Canvas Course in 30 Minutes](#)
  - [Course Copy](#)
  - [Setup Modules in Canvas](#)
  - [Setup Assignments in Canvas](#)
  - [Setup Quizzes in Canvas](#)
  - [Setup Discussions in Canvas](#)
  - [Setup Announcements in Canvas](#)
  - [Using Rich Content Editor](#)
  - [How to embed a document on a Page](#)
  - [Grading in Canvas](#)
    - [Using Running Points or Weighted Grades](#)
- [VCCS Canvas Training Workshops](#)
  - [Modules and Pages](#)
  - [Assignments and Grading](#)
  - [Communication Options](#)
  - [Studio](#) (Video Making App in Canvas)
  - [Zoom Training](#)
  - [Lockdown Browser Overview](#)
  - [Preparing an exam for Lockdown Browser](#)