2026-2027

STUDENT HANDBOOK

DCC

Danville Community College

WELCOME TO **DANVILLE COMMUNITY COLLEGE!**

DCC
Danville Community College

We are delighted to welcome you to Danville Community College and look forward to supporting you on your educational journey. This Student Handbook is designed to guide you through your time here by helping you understand your rights, responsibilities, and the many resources available to you as a member of our learning community.

Our goal is to provide a safe, healthy, and engaging environment where all students can achieve their academic and personal goals. You will find important information in these pages about College policies, services, and opportunities to get involved and make the most of your experience.

Student conduct remains an essential part of our shared commitment to maintaining a respectful and productive learning environment. While the College expects all students to uphold community standards, we also believe in helping students learn from their experiences. We encourage you to become familiar with these expectations so that together we can create the best possible environment for learning and growth.

Dear DCC Students,

I am thrilled you've chosen to be part of the Danville Community College family. Whether this is your first semester, a continuation of your studies, or a bold new step, you are joining a community that believes in your potential and is committed to your success.

At DCC, you're not just earning credits, you're preparing for a future full of possibilities. Every class, skill, and challenge will build your confidence and open new opportunities in your career and life.

We know balancing school, work, and family can be challenging, but your commitment speaks volumes about your determination. Our faculty, staff, and support services are here to guide and encourage you every step of the way. So, lean into this moment. Use your resources, get involved, ask questions, and believe in the difference you can make. Remember, you are not alone. We are proud to walk beside you as you achieve great things at DCC and beyond.

Go Knights!

Dr. Cornelius Johnson
President

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Danville Community College

2026-2027 Student Handbook

This Student Handbook is a vital resource for students at Danville Community College. The primary purpose of the Handbook is to present information about the important aspects of the College and services available to students. The policies and procedures contained in this document apply to all students taking credit or workforce services (non-credit) classes at Danville Community College (DCC).

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Questions about the Student Handbook

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

Dean of Student Services
Cathy Pulliam
Wyatt 108
cathy.pulliam@danville.edu
434-797-8538
VP: 434-688-0136 or 800-560-4291

Welcome from the President

Dear Students,

Welcome to Danville Community College!

It is my privilege to welcome you to the 2026–2027 academic year and to thank you for choosing Danville Community College as your partner in achieving your educational and career goals. Whether you are beginning your college journey, continuing your education, preparing to transfer to a four-year institution, or developing new workforce skills, you are now part of a college community dedicated to your success.

For more than 60 years, Danville Community College has proudly served the City of Danville, Pittsylvania County, Halifax County, and the surrounding region by providing accessible, affordable, and high-quality educational opportunities that transform lives and strengthen our communities. Today, we continue that tradition by preparing students for meaningful careers, lifelong learning, and leadership in an ever-changing world.

At DCC, your success is our highest priority. Our outstanding faculty and staff are committed to providing an engaging learning environment, personalized support, and the resources you need to achieve your goals. From academic advising and tutoring to career services, student activities, and wellness resources, we are here to support you every step of the way.

This Student Handbook is designed to help you become familiar with the College's policies, procedures, services, and expectations. I encourage you to use it as a resource throughout the year and to take full advantage of the many opportunities available to you both inside and outside the classroom.

As you pursue your education, I encourage you to challenge yourself, embrace new experiences, build meaningful relationships, and remain focused on your aspirations. Your time at Danville Community College will be shaped not only by what you learn in the classroom, but also by the connections you make, the experiences you gain, and the determination you bring to your journey.

Our vision is to be a Leader College—one that is recognized for excellence, innovation, student success, and service to our communities. Each of you plays an important role in that vision, and I encourage you to become actively engaged in campus life, uphold our values of integrity and respect, and contribute positively to our college community.

On behalf of our College Advisory Board, faculty, staff, and administration, thank you for placing your trust in Danville Community College. We are honored to be part of your educational journey and look forward to celebrating your accomplishments in the years ahead.

Go Knights!

Dr. Johnson

Academic Calendar

The current academic calendar may be found on our webpage.

Accessibility Services

At Danville Community College, every student is encouraged to fully participate in and benefit from learning experiences, educational opportunities, and campus life. Accessibility Services is committed to fostering an inclusive and welcoming environment where students with disabilities can thrive, pursue their goals, and reach their full potential.

Accessibility Services partners with students to identify and remove barriers to access by coordinating reasonable accommodations and providing individualized support throughout their college journey. The office assists students as they navigate the transition to college, advocate for their needs, and connect with resources that promote academic success and personal growth. Beyond supporting individual students, Accessibility Services works to cultivate a campus culture that values accessibility, inclusion, and disability awareness as essential components of a diverse and vibrant college community.

To learn more, visit the DCC Accessibility Services website. The Accessibility Services Office is located in the Student Services Suite in the Wyatt Building, Room 108. Students interested in discussing accommodations or learning more about available services may contact the office at 434-797-8443 or email ada@danville.edu.

Advising & Coaching Services

- Advising Services
- Coaching Services

Advising Services

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.

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

Academic advisors review placement information with incoming students, verify their program of study and career goals, and help them register for the most appropriate classes for their first semester. Advisors provide ongoing support by assisting students in getting started at DCC, guiding students with course selection from semester to semester, assisting students with establishing academic and career goals, helping students navigate DCC policies and procedures, providing assistance to students in changing a program of study, helping students interpret advisement reports, tracking student progress towards graduation, supporting successful student transition, and referring students to other college resources as needed.

Contact Advising Services by emailing advising@danville.edu or by calling 434-797-8420. Visit the Advising Services webpage.

Coaching Services

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 a success coach throughout their first academic year. Our 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.

Qualified students are assigned a coach during their first semester. In addition to helping students overcome some barriers to student success, coaches can provide services that include career assessment, career planning, financial aid, and college or career preparedness. Students interested in learning more about the program can contact Coaching Services for more information.

Contact Coaching Services by emailing successcoach@danville.edu or by calling 434-797-6420. Visit the Coaching Services webpage.

Advising & Coaching Services is located in Wyatt 101 on Main Campus.

College Goals

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 qualified 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.

Consumer Information

For general institutional information, health and safety information, student outcomes, student financial assistance information, vaccination policy, and more consumer information, visit DCC's Consumer Information webpage.

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

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

DCC Alert System

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

DCC Castle Bookstore

- Financial Aid Bookstore Purchasing Policy
- DCC Bookstore Refund Policy
- DCC Bookstore Return Policy

Located in the EIT Building, the DCC bookstore offers a variety of products including books, school supplies, clothing, and computer items. Students can access course material information, including ISBN, prices, and the ability to order online on the DCC Castle Bookstore website.

Financial Aid Bookstore Purchasing Policy

The College Bookstore is authorized to allow students to charge the following materials to their financial aid for 10 days prior to the start of a term until the end of the main add/drop period. Students may use excess financial aid in the College Bookstore to purchase only required books and supplies for registered courses deemed eligible for financial aid for the term, during the designated charge dates. A course would be deemed ineligible for financial aid if any of the four following circumstances exist:

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

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

Additional supplies can include:

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

*Students will receive a Bookstore Authorization form from the bookstore. *One laptop/tablet purchase is allowed with subsequent purchase requests evaluated on a case-by-case basis, such as course requirements stipulating an upgrade is necessary or theft.*

There is no refund *from the Bookstore* on laptop purchases or other electronic items. The bookstore staff will be happy to advise students on registering their laptop and activating

any warranties available. The manufacturer will provide instructions on return, repair, or replacement of a defective or damaged laptop within the bounds of the applicable warranty.

Any other electronic item is considered *not course related* and may not be purchased with financial aid. Other items not approved for purchase with financial aid include but are not limited to apparel, food, cell phones, gift items, and gift/prepaid cards.

During the Financial Aid charge period, books and supplies purchased using financial aid cannot be returned to the College Bookstore for cash. Returned amounts must be credited back to the financial aid source that paid for the items on the student's account.

DCC Bookstore - Refund Policy

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

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

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

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

DCC Bookstore - Return Policy

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

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

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

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

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

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

DCC Mission and Vision

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

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

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

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

Distance Learning Services

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

- Canvas - DCC's online course management system. For technical support, call 434-797-8555, visit the Support webpage, or email at canvas@danville.edu.
- Library and Information Resources - For more information call 434-797-8555 or visit us online.
- Tutoring - For more information, call 434-797-6432, or email at tutoring@danville.edu, or visit us online.
- Proctored Testing - For more information, call 434-797-8404, or email testingcenter@danville.edu or visit us online.
- Bookstore - For more information, call 434-797-8426 or visit us online.
- Enrollment Services - For more information, call 434-797-8467, email admissions@danville.edu, or visit us online.
- Advising & Coaching - For more information, call 434-797-8420, email advising@danville.edu, or visit us online.
- Financial Aid - For more information, call 434-797-8439 or 434-797-8567, email dccfinaid@danville.edu, or visit us online.

Distance Learning Services is located in the Library on the upper level of the LRC, and is dedicated to providing comprehensive support for faculty and students engaged in online learning at DCC. Under the direction of the Director of Learning Resources and Distance Learning Services, this team ensures the seamless delivery of educational programs through various services:

- Maintenance of technology infrastructure to support distance learning
- Provision of instructional technology for educational programs and activities
- Administration of the Canvas environment at DCC
- Support for web conferencing software access
- Operation of a Canvas Help Desk for technical assistance to students and faculty

In addition, the library staff actively assists faculty in utilizing instructional technologies in their teaching. For faculty teaching online, professional development and training opportunities are offered to enhance online instruction.

For more information or assistance, contact Distance Learning Services at (434) 797-8598 or via the Canvas Helpdesk at canvas@danville.edu.

Drug & Illegal Substance Policies

ILLEGAL SUBSTANCE POLICY

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

DRUG ABUSE PREVENTION PROGRAM FOR STUDENTS AND EMPLOYEES

The Student Services Department is responsible for the following:

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

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

Expressive Activity and Free Speech Policy

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

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

Policy Statement (VCCS Policy 6.5.1.0)

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

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

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

Procedures (VCCS Policy 6.5.2.01.0.0)

A. Reserving Campus Facilities:

1. If students, student organizations, or college employees desire to reserve campus facilities, they shall submit their requests to the appropriate college administrator. The college normally may not require more than twenty-four hours advance notice for reservation requests. More notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus.
2. If individuals or organizations who are not members of the college community (i.e., not students, student organizations, or college employees) desire to reserve campus facilities, they must be sponsored by a recognized student organization or the college to conduct expressive activities or events on campus.
3. The college may designate certain indoor facilities as not available for expressive activity, such as administration offices, libraries, and (during instructional hours) classrooms. The college shall make the campus community aware of such areas. Any other restrictions on expressive activities occurring in indoor facilities must (a) apply equally to all individuals and organizations and (b) not depend upon the content or viewpoint of the expression or the possible reaction to that expression.
4. Students, student organizations, and college employees may request to reserve campus facilities on a first-come, first-served basis. These requests may be denied for the following reasons only:
    - The requested venue is an indoor facility that the college has designated as not available for expressive activity under VCCS Policy section 6.5.1.0(a)(3);
    - The requested venue is an indoor facility and the request conflicts with restrictions enacted pursuant to VCCS section 6.5.1.0(a)(3);
    - The venue is already reserved for another event;[1]
    - The activity will attract a crowd larger than the venue can safely contain;
    - The activity will substantially disrupt another event being held at a neighboring venue;[2]
    - The activity will substantially disrupt college operations (including classes);
    - The activity is a clear and present threat to public safety, according to the college's police or security department;
    - The activity will occur during college examination periods; or
    - The activity is unlawful.
5. During an event, the student, student organization, or college employee requesting the reservation is responsible for preserving and maintaining the facility it reserved. If it causes any damage to those facilities, the person(s) or organization (and its officers, if applicable) shall assume responsibility.
6. When assessing a request to reserve campus facilities, colleges and their administrators must not consider the content or viewpoint of the expression or the possible reaction to that expression. The college and its administrators may not impose restrictions on students, student

organizations, or college employees due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to a student's, student organization's, or college employee's expression, college officials (including college police or security) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

B. Spontaneous Expressive Activity

1. The college is not required to designate any indoor area as available for spontaneous expressive activities. In the event that the college elects to do so, college officials shall prominently post the areas in which students, student organizations, and their sponsored guests may engage in spontaneous expressive activities. Any areas so designated must (a) apply equally to all students and student organizations and (b) not depend upon the content or viewpoint of the expression or the possible reaction to that expression.
2. For outdoor campus facilities and areas, students, student organizations, and their sponsored guests may freely engage in spontaneous expressive activities as long as they do not (a) block access to campus buildings, (b) obstruct vehicular or pedestrian traffic, (c) substantially disrupt previously scheduled campus events,2 (d) substantially disrupt college operations, (e) constitute unlawful activity; or (f) create a clear and present threat to public safety, according to the college's police or security department.
3. No college personnel may impose restrictions on students, student organizations, or their sponsored guests who are engaging in spontaneous expressive activities due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to these activities, college officials (including college police or security) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

C. Implementation; Report:

1. Each college must include this policy in its student handbook, on its website, and in its student orientation programs.

    1. Each college must develop a process for members of the campus community and invited guests to report incidents of disruption of constitutionally protected speech. Such a process may include, but is not limited to, providing online incident reporting, providing contact information for a designated college official, and in cases of emergency, contact information for campus or local police or campus security.
    2. All colleges must maintain materials on the policy and provide such materials to any employee responsible for the discipline or education of enrolled students. Colleges may provide such materials to other employees if so desired.

3. All college policies and materials on expressive activities must have prior approval from the Office of System Counsel.

Expressive Activity Frequently Asked Questions

Q: What is Expressive Activity?[3]

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

- meetings;
- other group events or activities by student organizations or their invited guests;
- speeches;
- performances;
- demonstrations;
- rallies;
- vigils;
- distributions of literature; and
- any other activity protected by the First Amendment.

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

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

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

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

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

- block access to campus buildings or otherwise interfere with the learning or work environment;
- obstruct traffic (vehicles or pedestrians);
- construct or occupy camping tents;
- substantially disrupt previously scheduled campus events;
- disrupt or physically interfere with the speech by any speaker or the observation thereof;
- create unsanitary conditions;
- remain on campus after the college or campus is closed;
- substantially disrupt college operations or violate or hinder the rights of others;
- break the law; or
- create a threat to public safety, according to the college's police or security department.
- Additionally, the First Amendment does not protect speech that is designed to incite or produce imminent lawless action, and that is likely to incite or produce such action. Other types of unprotected speech include true threats and harassment in limited circumstances. A true threat is a serious expression of an intent to commit an act of unlawful violence against a particular individual or group of individuals. Unprotected harassment is behavior that is so severe, pervasive, and objectively offensive that it hinders the student's access to an educational opportunity or benefit.

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

A:

1. **Request Submission**
    - Complete the Community Use of Campus Facilities Form to reserve campus facilities. Spaces are reserved on a first-come-first served basis. The college can state in advance that certain spaces cannot be reserved for speech activities. Common examples include libraries, offices, hallways, and classrooms during instructional hours. Any other restrictions on expressive activities that occur in indoor facilities must apply equally to everyone and not depend on the

content or viewpoint of the expression or the possible reaction to the expression.

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

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

Responsibility for the space

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

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

A: No. The college is not required to have an indoor area designated for spontaneous speech activities. However, if it chooses to create one or more, college officials must post that the area is available for students, student organizations,

employees and their guests to engage in expressive activities. The area must be available for all students, student organizations, employees, and guests equally, and not depend on the content or viewpoint of the expression or the possible reaction to it.

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

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

Q: I have additional questions.

A: Please contact the Vice President of Academic Affairs and Student Services for more information. Contact information is found in the College Directory.

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

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

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

Updated 1/4/2025, Revised 06/2025, 6/2026

Facility & Room Request Policy

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

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

DCC Facilities and Room Request/Use Policy

For the DCC Facilities and Room Request/Use Policy and Guidelines policy, please click here.

DCC Facilities and Room Request Form

To submit a request to use a DCC Facility or Room, please click here.

Interactive DCC Campus Map

To access an interactive DCC Campus Map, please click here.

Financial Aid Frequently Asked Questions & Policies

- Frequently Asked Questions
- Contact Information
- Financial Aid Bookstore Purchasing Policy
- Book Return Policy
- Date of Withdrawal
- Repayment by the College
- Financial Aid Satisfactory Academic Progress
- Financial Aid Course Audit

Frequently Asked Questions

Q. Must I be accepted before I can apply for financial aid?
A. No, but you must be accepted before your eligibility for financial aid can be determined.

Q. How do I apply for a Federal Pell Grant?
A. When you complete a Free Application for Federal Student Aid (FAFSA), you are automatically considered for a Federal Pell Grant. The easiest way to apply is online.

Q. What information is needed when completing the FAFSA?
A. You will need: Your FSA ID and Password, Personal Information, Household Information, Contributor Information, and Financial and/or Tax Information.

Q. Are my parents required to submit their financial information?
A. Yes, if you are under the age of 24 and do not meet any other requirements for independent status.

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

the parent (and current spouse, if applicable) with the greater income and assets is a required contributor on the FAFSA form.

Q. Do I have to report my stepparent's financial information?
A. Yes, if the parent that contributes over half of your support is remarried, you must send an email to invite that contributor to complete their portion of the FAFSA also.

Q. How do I become an independent student for federal aid purposes?
A. If you meet one of the following: are at least 24 years old, are a veteran of the U.S. Armed Forces, are married, are a ward of the court, have no living parents and have no legal guardian, homeless, or have a legal dependent who gets more than half of their support from you. The FAFSA provides more information regarding these categories.

Q. What is DCC's Title IV Code?
A. Our Title IV School Code is 003758.

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

Q. Why did my financial need change from last year?
A. Since need represents the difference between total costs of attending DCC and the ability of you and your family to contribute; any change in your family's situation or in DCC's charges may mean a change in need. .

Q. How do I view my online FAFSA Submission Summary?
A. After your Free Application for Federal Student Aid (FAFSA®) form is submitted and processed, you can access your FAFSA Submission Summary-an electronic or paper document that summarizes the information you reported on your FAFSA form. It includes your estimated eligibility for a Federal Pell Grant and federal student loans, your Student Aid Index (SAI), and whether you've been selected for verification.
View your online FAFSA Submission Summary by

1. logging in to your StudentAid.gov account Dashboard,
2. selecting your processed FAFSA submission from the "My Activity" section, and
3. selecting "View FAFSA Submission Summary."

Q. How do I get a work-study job?
A. You must first complete a FAFSA form. If you are interested in work-study, come by the Financial Aid Office to complete the application. Once all current

positions are filled we will start a waiting list. Students often drop or change jobs during the year, thus vacancies may arise. Students must be enrolled in at least 6 credits to qualify for work-study.

Q. When and how do I get paid for my work-study job?
A. You will be paid twice a month for the hours that you work. It is your money to spend as you see fit on your education related expenses.

Q. Will I have to pay back any financial aid money if I drop out or withdraw from school?
A. If you receive federal financial aid and drop out stop attending or withdraw from school during the first 60% of the semester, you may be required to repay a percentage of the aid that you received.

Q. How do I apply for a Direct Stafford Loan?
A. For more information about and to apply for Direct Stafford loans, please visit our website.

Q. How do I apply for an Educational Foundation Scholarship?
A. For more information about and to apply for DCC Educational Foundation Scholarships, please visit our website.

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

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

Q. When will I receive my financial aid disbursement?
A. Students enrolled in standard courses should start receiving their disbursements 4-6 weeks after the refund date. Students have the option of receiving disbursements electronically or via paper check.

Contact Information:

Financial Aid Office
1008 South Main Street, Danville, VA 24541
dccfinaid@danville.edu
Telephone: (434) 797-8567

Financial Aid Bookstore Purchasing Policy

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

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

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

Supplies can include:

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

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

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

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

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

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

Book Return Policy

Students need to keep their receipt!

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

Returns are allowed for a full refund during the designated and published charge/return period. Textbook returns for late starting classes must be returned by the first day of class.

New books must be in absolutely NEW condition if returned (No writing, bent, soiled or wrinkled pages, etc).

Books with shrink wrap removed cannot be returned.

CDs MUST be included, if applicable.

Access codes must not have been used (a scratched code is considered used.)).

Credits issued will be applied to the same method of payment used when the books were originally purchased.

There is no refund from the Bookstore on laptops or electronic items.

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

Effective: Summer 2020

Financial Aid Refund and Repayment Policy

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

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

Date of Withdrawal

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

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

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

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

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

Repayment by the College

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

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Pell Grant
- Federal SEOG Grant

- Other grant or loan assistance authorized by Title IV of the Higher Education Act

Financial Aid Satisfactory Academic Progress

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

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

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

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

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

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

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

Under certain circumstances, students who fail to meet SAP standards and lose eligibility for financial aid can appeal the financial aid suspension. Students must clearly state what caused the suspension and must also clearly indicate what has changed that will now allow the student to succeed.

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

Financial Aid Course Audit

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

General College Policies

- Administrative Withdrawal
- Animals (Pets) On Campus
- Attendance/Administrative Withdrawal Policy
- Children On Campus
- Computer Lab
- Contagious Disease
- Financial Responsibility and Obligations
- Intellectual Property
- Inclement Weather
- Information Security
- No Smoking
- Parking and Traffic
- Political Campaign Related Activities
- Returned Payments Fees
- Student Attendance Policy
- Student ID
- Storm Water

ADMINISTRATIVE WITHDRAWAL POLICY (06/2025)

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

ANIMALS (PETS) ON CAMPUS POLICY (06/2026)

- No pets or other animals are permitted on campus except for service animals used by persons with disabilities and animals used by the College for educational purposes.
- No animals may be left unattended on campus in parked vehicles.
- Students using service animals are encouraged to register with the Accessibility Office.

CHILDREN ON CAMPUS POLICY (3/23)

- Minor children (under age 16) should not be brought to the college campus or its facilities unless closely supervised by their parent or guardian. Minor children should never be brought into laboratories, shops, or the Testing and Tutoring Centers in the Learning Resource Center. Some of these environments can be hazardous for children, and children may also be disruptive to the learning process. Supervised children who are participating in college-sponsored events are welcome on campus. For reasons of security and child welfare, the institution will not permit unattended children to be left anywhere on the college campus. Individuals who bring children to campus and refuse to abide by these guidelines will be referred to security and are subject to student discipline.

  Parents/guardians who have problems with childcare can contact the Helping Hands Child Development Center on campus at (434) 429-2716, or talk to a DCC Student Success Coach.

COMPUTER LAB POLICY (03/12)

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

CONTAGIOUS DISEASE POLICY (09/2023)

- Danville Community College (DCC) is committed to providing, to the extent possible, a healthy and safe educational environment for all students and employees. In compliance with VCCS policy 6.0.8.1 Contagious Diseases Policy, DCC policy is to prevent the spread of communicable/contagious diseases through measures that focus on safety, prevention and education and to provide continuity of education in the event of a contagious disease outbreak.
- Persons who are infected with a contagious disease must seek expert medical advice and are encouraged to advise local health authorities of a possible public health threat. They must follow the directions of local health authorities in order to prevent the spread of infection and to protect their own health.
- Persons who know they are infected with a contagious disease are urged to share that information with an appropriate college administrator. Students should contact the Dean of Student Services, and employees should contact the Human

Resources Officer so that the College may respond appropriately to their needs and assess the health risks to the college community. Medical information relating to contagious diseases of persons within the college community will only be disclosed to responsible college officials on a need-to-know basis. Infected persons may be required to isolate themselves from the college community until the danger of infection is no longer present.

- No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other college community member unless required by state and/or federal law. Furthermore, all medical information relating to contagious diseases of students, employees, or other college community members will be kept confidential, according to state and federal law, including the Family Education Rights and Privacy Act of 1974.
- DCC students, staff, and faculty will refrain from any activity or action cleanup activities that could result in exposure to bloodborne pathogens. DCC complies with 6.1 Bloodborne Pathogens in the DCC Safety Manual.
- Authority for interpretation and execution of this policy rests with the Vice President of Academic Affairs and Student Services for students and Human Resources Officer for employees.

FINANCIAL RESPONSIBILITY AND OBLIGATIONS (03/13)

- By registering for classes at Danville Community College, students accept full responsibility for all tuition, fees, and related charges. Danville Community College policy, as outlined in VCCS Policy 4.3.3, requires that enrolled students' tuition and fees be (1) paid in full, (2) covered by a third-party sponsor, or (3) included in a signed tuition payment plan agreement. If a student incurs a past-due balance, the account must be placed on a college-approved repayment plan in accordance with §2.2-4800 et seq. of the Code of Virginia (Virginia Debt Collection Act), with terms that may extend through the semester, academic year, or beyond, as determined by the College.
- Students who remain current on an approved repayment plan will not be subject to collection actions and will remain eligible to re-enroll. If payment is made by cash or credit card, holds will be removed immediately; however, payments made by check require five business days to clear before holds are lifted. Failure to meet these requirements may result in registration holds that prevent future enrollment, restrict access to official records, and place financial aid holds that may suspend eligibility for assistance.

INTELLECTUAL PROPERTY POLICY

- Danville Community College adheres to the policies of the Virginia Community College System (VCCS) relative to its intellectual property, copyright issues, and revenue derived from the creation of intellectual property. The VCCS policy determines ownership rights and responsibilities regarding intellectual property by

a student and/or employee of the VCCS. The policy may be viewed online. There is a copy of the policy located in the Library.

INCLEMENT WEATHER POLICY (07/2024)

- When the weather creates hazardous travel conditions during early morning hours, every effort will be made to announce day closures and delays by 6:30 a.m., and evening classes (defined as those classes starting at 4:00 p.m. and later) by 2:00 p.m. on DCC official communication channels: DCC social media channels, DCC Alert Notification, and the DCC website regarding the operation of the College.
- Every effort will be made to keep the College open during inclement weather. However, for the safety of all College stakeholders, when conditions warrant, the delayed class schedule may be implemented. Every attempt will be made to work with students/employees who are forced to be absent because of the weather. A delayed schedule may be implemented and can be found on the College's website.

INFORMATION SECURITY POLICY (03/12)

- PURPOSE OF VCCS SECURITY PROGRAM
    - 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 and to align the goals and principles of information security with VCCS's business strategy and objectives in accordance with VCCS's Information Security Policy. 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.
- ENFORCEMENT
    - In addressing the consequences of information security policy violations, VCCS governance recognizes there are federal laws for violations against federal programs or for inter-network activities and there are other specific state and local laws that govern violations which occur in those jurisdictions. Finally, the VCCS's enforcement of these Information Security Standards is independent of possible prosecution under the law. Such enforcement by VCCS may include disciplinary action up to and including loss of employment and benefits.
    - 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.

- SCOPE
  - This Information Security Standard is applicable to all VCCS offices and colleges, including all personnel whether employees, students or contractors; all information systems, data, and facilities maintained, whether leased or owned or created within the jurisdiction of the VCCS information technology functions. Hereafter this is collectively referred to 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;
    - All hardware and software in support of and inclusive of any application or operating system regardless of processing mode, including:
    - Batch, remote, distributed processing, client server, networking, inter-networking, intra-networking; and
    - System and applications software, data files, program libraries, or special utility programs.
- RESPONSIBILITIES
  - 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. The 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 a signed Information Technology Employee Acceptable Use Agreements on file. Each college president is also responsible for ensuring that active information channels are established for all active students and patrons using VCCS Technology Resources or the college local computer resources. The information channels must clearly communicate the terms of 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

NO SMOKING POLICY (08/2024)

- All buildings on campus are completely smoke free (no tobacco, cigarettes, e-cigarette, vaping, etc.).
- Smoking is prohibited in all campus buildings and within 25 feet of all building entrances. Smoking is prohibited in accordance with Executive Order 41.

PARKING AND TRAFFIC POLICY

- To help ensure a safe, orderly, and accessible campus environment, all students, faculty, and staff who park a vehicle on campus are expected to display a current Danville Community College (DCC) parking permit.
- Faculty and staff reserved parking spaces are identified with yellow pavement markings and/or appropriate signage. Accessible parking spaces are designated with blue pavement markings and official accessibility signage. Vehicles parked in accessible spaces must display a valid state-issued accessible parking permit or license plate in accordance with applicable laws.
- Parking permits for students are available through the Student Center and the Wyatt Building, Room 108.
- The maximum speed limit on campus is 20 miles per hour (mph). Traffic and parking regulations are enforced by the Danville Police Department. Failure to comply with campus parking and traffic regulations may result in citations, fines, towing, or other disciplinary action, as applicable.

POLITICAL CAMPAIGN RELATED ACTIVITY GUIDELINES

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

RETURNED PAYMENTS FEES (06/2026)

- Danville Community College assesses a fee for all returned checks and dishonored credit or debit card payments in accordance with Virginia Community College System (VCCS) Policy 4.2.3.1. A $35 fee is charged for accounts not in past-due collection status, and a $50 fee is charged for accounts in past-due collection status. The College will make reasonable efforts to collect the original payment. All returned payment fees are deposited to the same fund source (State or Local) as the original transaction. These fees cover the administrative costs of processing returned or rejected payments.

STUDENT ATTENDANCE POLICY (06/2025)

- To meet general attendance requirements for grading and financial aid purposes, enrolled students must attend a minimum of one face-to-face or synchronous class meeting or the equivalent for an asynchronous distance learning class. This attendance must be completed by the last day to drop with refund, as defined and published by the institution. Students who do not comply with this attendance policy must be administratively deleted from the course by the college. Existing college policies regarding tuition refunds shall remain in effect.
- Faculty may develop additional attendance requirements for the classes they teach. Any such requirements must be specified in the syllabus.
    - Attendance Definitions
        - Course attendance requires active participation by a student in an instructional activity related to the course, after the course start date. Attendance is not equivalent to logging into the Learning Management System. Participation includes but is not limited to:
            - Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for predictable and scheduled substantive interaction between the instructor and students
            - Submitting an academic assignment;
            - Taking an assessment or an exam;
            - Instructor documented participation in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
            - Participating in an activity group, group project, or an online discussion that the instructor assigns; or

- Documented coursework interaction with the instructor

STUDENT ID POLICY

- All students are required to carry a DCC Student ID at all times. This is an official form of identification for the College and should not be altered.
- All new and returning students must have a Student Identification card.
- Student must have his/her student EMPLID number.
- Student must be enrolled for the current semester and must present a study list or schedule from the current semester.
- Student must present a current picture ID (i.e.- Valid Driver's License, DMV picture ID card)
- Student cannot wear hats or anything covering his/her head. Sunglasses are not to be worn.
- Duplicate Student ID's will only be taken if the student is currently taking classes and presents the above identification.

STORM WATER POLICY

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

IT-Student and General Patron Acceptable Use Agreement

- Agreement
- Access to Computer & Network Resources
- Intellectual Property
- Prohibited Activities
- Protection of Computer & Network Resources
- Reporting Requirements
- Security & Privacy
- Acknowledgement

IT-Student/General Patron Acceptable Use Agreement

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 and in the U.S. Copyright Office's summary of the Digital Millennium Copyright Act.

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.

Updated 04/10/2018

Learning Resource Center

- Whittington W. Clement Learning Resources Center (LRC)
- Distance Learning Services
- Mary M. Barksdale Library
- Math Lab
- Testing Center
- Tutoring Center

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

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

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

The Math Lab is located on the lower level of the LRC (LRC 5). It operates in conjunction with the Tutoring Center to provide walk-in tutoring services free to all DCC students. Experienced tutors offer assistance for a wide variety of math courses offered at DCC, including but not limited to algebra, calculus, and statistics. For more information about the Math Lab or to inquire about specific course tutoring, please call 434-797-6431 or email tutoring@danville.edu.

The Testing Center is located on the upper level of the LRC. They proctor both make-up tests and distance learning exams. They can also facilitate testing for distance learning students at off-campus locations. The Testing Center can administer tests as paper & pencil, internet, or secure browser-based exams. Tests are proctored during regular LRC

hours. For additional information, contact the Testing Center at (434) 797-8404 or visit our website.

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

Locations & Office Hours

Administrative Office Hours
8 a.m. to 5 p.m. Mon-Fri
Email: info@danville.edu
www.danville.edu

Danville Main Campus
1008 South Main Street Danville, VA 24541
434.797.2222
Toll Free: 800.560.4291
434.688.4764 (vp)
Fax: 434.797.8514

Whittington W. Clement Learning Resources Center (Main Campus)
Mary M. Barksdale Library Hours
(During Full-Session Classes)
Mon - Thurs: 8 a.m. - 8 p.m.
Fri: 8 a.m. - 12 noon
Sat: Closed • Sun: 1 - 5 p.m.
(Fall and Spring Semesters only)

Testing Center Hours

****Appointment only**
Mon - Thurs: 8 a.m. - 8 p.m.
Fri: 8 a.m. - 12 noon
Sat: Closed • Sun: 1 - 5 p.m.
(Fall and Spring Semesters only)

Regional Center for Advanced Technology & Training (RCATT)
121 Slayton Ave., Danville, VA 24540
434.797.6437

Southern Virginia Higher Education Center (SVHEC)
820 Bruce Street
South Boston, VA 24592
434.572.5452 or 434.572.5458

Notification of Student Rights

- Notification of Student Rights
- Student Information Release Authorization
- Social Security Number Disclosure Statement

NOTIFICATION OF STUDENT RIGHTS (12/24)

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

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

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

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

STUDENT INFORMATION RELEASE AUTHORIZATION (12/24)

In compliance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA), the college is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid, and other student record information. This restriction applies, but is not limited, to parents, a spouse, or a sponsor. FERPA does permit the college to disclose information from a student record to a parent(s)

or legal guardian(s) if they claim the student as a dependent for federal tax purposes, and Chapter 495, 2008 Virginia Acts of Assembly requires disclosure to those who claim the student as a dependent. The parent or legal guardian must present current tax information supporting this claim.

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

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

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

SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT (02/17)

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

Federal Financial Aid: According to § 6050S of the Restructuring and Reform Act of 1998, and 34 Code of Federal Regulations Part 668.36, disclosure of your social security number may be required at the time of enrollment or disbursement of federal financial aid.

State Requirements: Section 23-2.2:1 of the Code of Virginia authorizes the Virginia Community College System (VCCS) to collect student social security numbers and other personally identifiable information before enrollment. The VCCS is required to electronically transmit enrollment data to the State Police.

Usage and Disclosure: The VCCS will use your social security number only as required by federal and state reporting requirements and for identification within the VCCS. It will not disclose your social security number further unless permitted by the Family Educational Rights and Privacy Act (FERPA) or with your consent.

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

Statement of Accreditation

Statement of Accreditation

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

Why Accreditation Matters

Accreditation by SACSCOC signifies that the institution:

- Has a mission appropriate to higher education
- Has resources, programs and services sufficient to accomplish and sustain that mission
- Maintains clearly specified educational objectives consistent with its mission and appropriate to the degrees it offers
- Demonstrates a commitment to the process of self-reflection and evidence-based evaluation toward achieving its stated objectives
- Beyond that, accreditation ensures we honor the promises we make to our DCC community. It exemplifies a shared understanding and demonstration of the SACSCOC core values - integrity, peer review, student learning, continuous quality improvement, accountability and transparency - across the college.

Student Center Rules

1. Obey the Student Code of Conduct.
2. All students must have a student ID on their person.
3. Respect the rights of others.
4. Respect yourself.
5. Loud and unruly behavior will not be tolerated, and you will be asked to leave.
6. No offensive or obscene language.
7. All personal listening devices (i.e. iPods, laptops, iPhones, etc.) will require headphones in the student center.
8. No tobacco, alcohol, drugs, or firearms.
9. Minors (under 18 years of age) not enrolled or attending a College event, must be accompanied by an adult.

Student Clubs and Organizations

Why Join a Club or Organization?

Students come to college for many different reasons, whether it's to prepare for a career, earn a degree, learn new skills, or pursue personal goals. While much of that learning happens in the classroom, some of the most meaningful experiences take place outside of it. Getting involved in student organizations and campus activities is a great way to build connections, develop leadership skills, explore interests, and make the most of your college experience. Some of the clubs and organizations available to DCC students are listed below:

African-American Culture Club was organized in 1973 to promote a greater understanding and appreciation for African American Culture by presenting cultural art exhibits, special programs, and speakers. (Advisor - Dara Logan, dara.logan@danville.edu, 434-797-8516)

National Technical Honor Society (NTHS) promotes the ideals of honesty, service, leadership, and skill development among America's future workforce. NTHS rewards scholastic achievement in occupational, vocational and/or technical education. Members help build and maintain a stronger, more positive image for vocational and technical students. Members also may attend conferences, workshops, and seminars to exchange ideas and experiences. (Advisor - Daniel Dalton, daniel.dalton@danville.edu, 434-797-8582).

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

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

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

Phi Theta Kappa Upsilon Phi Chapter (International Honor Society) is the international honor society for two-year colleges. A student must earn 12 or more credits, be a currently full- or part-time student in an associate degree program, and have a grade point average of 3.2 or better to be eligible for membership. The Upsilon Phi Chapter follows an honor theme and has fundraising and service projects each semester. The hallmarks guiding the chapter are scholarship, leadership, service, and fellowship. (Advisors - Deirdra Shupe, deirdra.shupe@danville.edu, 434-797-6433 and Matt Nidiffer, matthew.nidiffer@danville.edu, 434-797-8459)

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

Student Government Association (SGA) is made up of all registered DCC students. The SGA's purpose is to promote a better understanding between faculty and students; to regulate and encourage activities beneficial to the morale of the students and the welfare of the school; and to act as the official voice of the student body. (Advisor Lauren McCray, lauren.mccray@danville.edu, 434-797-8443)

Student Veterans Organization (SVO) ensures veterans, active-duty personnel, reservists, and National Guard members are receiving all benefits to which they are entitled. The SVO also increases awareness and understanding of veterans' issues on campus and advocates on behalf of student veterans. (Advisor - Veteran's Support Specialist 434-797-8506)

Student Code of Conduct

- Student Code of Conduct
- Definitions
- Prohibited Conduct
- Disciplinary Procedures
- Sanctions
- Admission after Disciplinary Action
- Appeal
- General Provisions
- Academic Integrity Policy Statement
- Student Conduct Records Retention

Student Code of Conduct

This Student Code of Conduct outlines the expectations of students enrolled at Danville Community College. Students are subject to college jurisdiction, meaning it is expected that the Conduct Code be maintained while a student at the college. By enrolling, students agree to adhere to college policies and contribute to a respectful academic environment. The college reserves the right to take disciplinary action against any student whose conduct, in the opinion of college representatives, adversely affects the college's pursuit of its educational objectives. Students who are involved in the conduct process should expect any sanctions imposed to be enforced at all college campuses.

The Code of Conduct shall apply both to the conduct of individual students as well as student organizations. Each recognized student organization's activities and the activities of its members will not violate federal, state, or local law; or the college's Code of Conduct.

The Code of Conduct applies to all student activities within the college, VCCS, or their foundations' programs or activities wherever located. The Code of Conduct also applies to all student conduct occurring on the college campus and on any property owned, leased, or operated by the college, VCCS, or their foundations. The Code of Conduct additionally applies to any property used as a student residence and in regard to which students have expressly agreed to abide by or provided written consent to be governed by college policies. The Code of Conduct also applies to acts of misconduct or criminal acts that are not committed on college property if the acts arise from college activities that are being conducted off the college's campuses, or if the conduct undermines the security of the college community or the integrity of the educational process or poses a serious threat to self or others.

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

Definitions

As used in this Code of Conduct, the following terms shall have the following meanings:

Academic Dishonesty - This is when a student intentionally engages in deceptive conduct to gain an unfair advantage in his/her academic work.

Accused Student - a student or student organization who has been accused of violating the Conduct Code.

Advisor - Any one person designated by the accused student to support the student through the conduct process. This person can include, but is not limited to a parent, friend, college faculty or staff member, or attorney (at the student's own expense).

Appeal - If a student is found responsible for violating the Conduct Code the student may request an appeal, meaning the case will be reviewed with the opportunity of a different outcome possible.

Charge - Listed in the "Notice of Incident", the charge is the alleged code violations and what the accused student will respond to during the conduct meeting and be found responsible or not responsible for.

College-Sponsored Activity - Any activity on or off campus which is initiated, authorized, aided, or supervised by the college.

Complainant - Any individual that submits a report alleging that a student violated the Student Code of Conduct. The complainant does not need to be the person who was the target or victim of the alleged violation.

Conduct Hearing Committee - The group of people, trained in the conduct process, which adjudicates a conduct charge. The committee makes a determination of responsibility and imposes sanctions if a student is found responsible.

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.

Decision Letter - A letter sent to the accused student stating whether he/she has been found responsible or not responsible for the alleged Conduct Code violations.

Disposition of a Violation - Determination of responsibility, or lack thereof, for an alleged violation and any sanctions imposed.

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

Evidence - Available information about a conduct case that is used to arrive at a disposition and, if applicable, sanction.

Formal Conduct Hearing - A formal meeting by the Conduct Hearing Committee in which the Committee considers the evidence and determines whether an accused student violated the Conduct Code, and if so, what sanctions should be imposed.

Incident Report - A formal complaint alleging the student violated the college's Conduct Code and submitted by any academic or administrative official, faculty member, student, or member of the public.

Informal Hearing - A conference or meeting with a professional staff member of the [Office of Student Conduct] to discuss the alleged violation.

Mitigating Circumstance - Evidence relating to an offense that may offer context to the alleged violation and may reasonably be considered by the Conduct Hearing Committee to lessen the severity of the sanctions.

Notice of Incident - Official letter, containing the alleged Conduct Code violations, which is sent to a student who is accused of having violated the Conduct Code. This letter is sent to a student's college-provided email account or by mail.

Preponderance of the Evidence - The evidentiary standard used to determine if a violation of the Conduct Code was violated or not. This standard means "more likely than not".

Sanction - Disciplinary measures implemented when a student is found responsible for violating the Conduct Code and which are then outlined in the decision letter to the student. A sanction applies college-wide and is not campus specific, unless specifically stated otherwise in the decision letter.

Sexual Assault - Sexual assault is any sexual act directed against another person without consent or where the person is incapable of giving consent. Sexual assault includes intentionally touching, either directly or through clothing, 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 assault includes sexual violence.

Sexual Violence - Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes rape and sexual assault.

Student - Individuals enrolled in at least one course during the current semester for credit or non-credit (workforce) or enrolled for at least one course in the upcoming semester at the college.

Prohibited Conduct

Violating the student code of conduct by engaging in prohibited behavior is subject to disciplinary action. Violations include, but are not limited to, the following:

1. **Abuse:** Any physical or verbal behavior, action, or words that restrict a person's rightful actions and cause a reasonable person to feel threatened or intimidated.
    a. Physical Abuse is defined as the use of physical force or violence that attempts to or causes harm, restricts the freedom, action, or movement of another person, or endangers the health or safety of another person and restricts his/her rights. Physical abuse also includes physical behavior that involves an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in college-sponsored extracurricular activities or causes the person to have a reasonable apprehension that such harm is about to occur.
    b. Verbal Abuse is defined as any verbal, written, visual, or gesture directed to someone that would cause a reasonable person to feel fear or intimidation and could interfere with an individual's personal safety, academic efforts, employment, or participation in college-sponsored activities. This can include excessive yelling, name-calling, insulting, and other forms of verbal abuse.
2. **Bomb Threat/Threats of Mass Violence:** Students who make a threat of mass violence against college property and people on it, or encourage,

incite, entice, or solicit any person to commit such a threat, shall be disciplined by the college and recommended for criminal prosecution to the full extent of the law. See DCC's Threat Assessment website for additional details.

3. **Cheating:** This is a form of academic dishonesty. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. This includes using another person's work and then submitting as one's own work; allowing another to take an examination in one's name; submitting identical or similar papers in more than one course without obtaining permission from the instructors of all the courses involved. See DCC's Academic Honesty Policy.

4. **College Misrepresentation:** Unauthorized use of the college's name, logo, and/or other official college graphics.

5. **Copyright Infringement:** Conduct or activities that violate federal copyright laws including, but not limited to, written or electronic media.

6. **Data Misrepresentation:** This is a form of academic dishonesty. Fabricating data; deliberately presenting assignment data that were not gathered in accordance with assigned guidelines or are deliberately fabricated; or providing an inaccurate account of the method by which the data were gathered and generated. See DCC's Academic Honesty Policy.

7. **Destruction of Property:** Attempted or actual damage to property of the college or personal property of another, on or off campus, without permission.

8. **Dishonesty:** Furnishing false information to any college official, faculty member, office, or fellow student including, forgery, lying, or deception.

9. **Disruptive Acts:**

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

b. No person may obstruct, disrupt, or attempt by physical force to cancel or discontinue speech by any speaker or the observation of speech by any person intending to see or hear a speaker.
c. Substantially unmanageable behavior inside or outside of the classroom or an administrative office, that interferes with teaching, research, administration, or other college or college-authorized activities, or infringes on the rights of others. This includes disruptive behavior at student activities or during college-sponsored trips.

10. **Emergency Safety:** Violations of campus or college emergency regulations, such as failing to comply with emergency evacuation procedures.

11. **Encampment:**

    a. The construction or occupation of a Camping Tent is prohibited.
        i. "Camping Tent" means any collapsible tent or structure, typically having as its basic components a flexible material supported by a framework, designed, intended, or used as temporary shelter while camping or on recreational outdoor outings. Camping Tents may include tents known as "pup tents," "dome tents," "cabin tents," "hiker tents," and "backpacking tents."
        ii. "Camping Tent" does not include a tent with all sides entirely open and where there is an unobstructed view into such tent from the outside at all angles. All other conduct provisions apply to the use of open tents.
        iii. Only tents approved in advance pursuant to the college Facility Use Rules shall be permitted. No Camping Tents shall be permitted at any time. All tents of any type must be removed no later than 11:00 p.m.
    b. Camping is prohibited on property owned, leased, or operated by the college, Virginia Community college System, or their foundations.

        i. "Camping" means the act of using any part of the property or facilities for living accommodation purposes, such as establishment of temporary or permanent living quarters, sleeping outdoors overnight or making preparations for overnight sleeping (including the laying down of bedding), storing personal belongings, using any tent, shelter, or similar structure regardless of size for sleeping; sleeping in, on, or under parked vehicles, or setting up temporary or permanent sleeping areas outdoors or in structures not designated for human occupancy.
        ii. "Camping" does not include the use of college, VCCS, or their foundations' property that has been wholly or partially

designated as sleeping or relaxation areas; a tailgating activity in conjunction with a college, VCCS, or foundation event; or the use of temporary hammocks or lounge furniture for recreation or studying activities outdoors on college, VCCS, or foundation owned property during the hours of 6:00 a.m. until 11:00 p.m.

c. These prohibitions shall not apply to the college, the Virginia Community College System Office, or the college or System foundations or to Non-Camping Tents erected for their use.

d. These prohibitions shall not apply to federal, state, or local governments or their agencies or to Non-Camping Tents erected for their use.

12. **Facilitating Academic Dishonesty:** This is a form of academic dishonesty. Helping or attempting to help another commit an act of academic dishonesty or seeking unauthorized answers for assignments, quizzes, or tests. See DCC's Academic Honesty Policy.

13. **Failure to Comply:** Failure to obey the directions of authorized college officials given in the performance of his/her duties, including, but not limited to, failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction; refusal to vacate a college facility when directed to do so.

14. **Falsifying Documentation:** Alteration or misuse of any college document or record. This includes any instrument of identification.

15. **Fire Setting:** Unauthorized setting of fires, or attempt to do so, on college property.

16. **Gambling:** An organized opportunity for others to bet or risk something of value (like money) based on a chance outcome that is out of his/her control or influence with the understanding that they will either gain increased value or lose his/her original value determined by the specific outcome is prohibited on campus without proper approval. Examples include, but are not limited to, holding a raffle or lottery on campus or at college functions without permission or approval.

17. **Harassment:** Defined as severe, pervasive, and objectively offensive speech or actions that undermine equal access to educational benefits or opportunities.

18. **Hazing:** "Hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club,

organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. Under Virginia law, hazing that causes bodily injury is a criminal act, whereby a person convicted is guilty of Class 1 misdemeanor. Instances of hazing which cause bodily injury shall be adjudicated under this policy, and reported to the applicable Commonwealth's Attorney's office in compliance with Virginia Code § 18.2-56.

19. **Indecent Conduct:** Lewd or obscene conduct, including but not limited to public urination, performing sexual acts in public, or surreptitiously taking pictures or videos of individuals in private areas like locker rooms or restrooms. This also includes unauthorized recording or sharing video, audio, or photograph of any person(s) without his/her consent in any place where there is a reasonable expectation of privacy.

20. **Interference with Safety Equipment/Personnel:** Tampering with or unauthorized use of or interference with fire or emergency equipment (including but not limited to fire extinguishers, fire alarms, and other apparatus) and interference with the actions of emergency personnel.

21. **Littering:** Improperly disposing of trash of any kind. This includes leaving, throwing, or dropping trash anywhere other than in containers designated for trash disposal. This also includes dumping substances or objects into bodies of water.

22. **Masking to Conceal Identity:** Consistent with Virginia Code § 18.2-422, any individual who is present on college property or attending a college event who is wearing a mask, hood, or other device whereby a substantial portion of the face is hidden or covered so as to conceal the identity of the wearer, must present a valid college or government issued identification document containing both the person's legal name and photograph when requested by a Campus Police or Security Officer or otherwise establish the individual's identity to the satisfaction of the Campus Police Officer.

23. **Minors on Campus:** Bringing a minor on campus in violation of college policies is prohibited conduct. While the college community generally welcomes students and their families to our campuses, safety and other operational goals require that minors who are not enrolled in courses or participating in college-sponsored events or activities always remain under the direct supervision of a responsible adult or family member. See the DCC Student Handbook for College Policies/Children on Campus Policy.
24. **Parking:** Students are expected to comply with college parking regulations. Parking spaces for persons with disabilities and visitors' areas are reserved for those purposes. Vehicles improperly parked in those areas may be ticketed or towed at the owner's expense. Repeated offenses of the college's

parking policies may result in disciplinary action under this Code.

25. **Plagiarism:** This is a form of academic dishonesty. Presenting as new and original an idea or product derived from an existing source without proper citation. This may include unauthorized use of AI tools. See DCC's Academic Honesty Policy.

26. **Possession/Distribution/Consumption of Alcohol and Marijuana:** Use of alcoholic beverages or marijuana products without a college-granted use permit as detailed under college facility policies, including the purchase, serving, consumption, possession, or sale on college property or at college-sponsored events; being under the influence of alcohol or marijuana on college property or at college-sponsored events in violation of the Illegal Substance Policy. See DCC's Illegal Substance Policy.

27. **Possession/Distribution/Consumption of Illegal Drugs or Controlled Substances:** Possessing, using, selling, manufacturing, distributing, or being under the influence of controlled substances while on campus or at college-sponsored events, in violation of the DCC College Policy on Drugs, Illegal Substances, and Prohibited Alcohol Use. See DCC's Illegal Substance Policy.

28. **Retaliation:** Engaging in intimidation, threats, coercion, harassment, discrimination, or other adverse action against any other person for the purpose of interfering with any right or privilege provided under a policy, or because the person has made a report or filed a formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or process afforded under policy. Action is generally deemed adverse if it would deter a reasonable person in the same circumstance from opposing practices prohibited by a policy.

29. **Riot:** Participating in or inciting a violent disturbance of the peace in a crowd or disorder in an assembly.

30. **Sexual Exploitation:** Sexual exploitation occurs when a person 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 harassment offenses. Examples of sexual exploitation include prostituting another person; non-consensual video or audio-taping of otherwise consensual sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex), and knowingly transmitting HIV or another sexually transmitted disease to another person.

31. **Sexual Harassment:** Engaging in conduct on the basis of sex that satisfies one or more of the following:

    a. *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;
    b. *Hostile Environment:* Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity of the college, including a student's educational experience or an employee's work performance; and
    c. *Clery Act/VAWA Offenses:* Sexual assault /sexual violence, dating violence, domestic violence, and stalking, as defined in this policy.
32. **Sexual Misconduct:** Engaging in Sexual Harassment as defined herein, that falls outside of the jurisdiction for a formal complaint and the processes set forth in the Sexual Harassment Policy pursuant to Title IX. See DCC's Title IX Policy.

33. **Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress. Such conduct can occur in person or online, but the conduct must involve an education program or activity of the college. See DCC's Title IX Policy.

34. **Threatening or Intimidating Behavior:** Any words or actions that express, imply, or encourage an actual threat to the safety or well-being of others or college property. This includes fighting words that inherently are likely to provoke a violent reaction.

35. **Theft:** Stealing or possessing unauthorized material, including taking property belonging to another person or to the college without authorization or through unlawful means.

36. **Tobacco/Smoking Violation:** Violating college policy by smoking, vaping, using a hookah, or consuming any type of tobacco product in any college facility or outside of designated areas, or within 25 feet of any college building.

37. **Unapproved Animals:** Unapproved animals, including pets, are not permitted in college buildings or at college-sponsored activities on or off campus unless stated otherwise. This prohibition does not apply to Service Animals that support people with disabilities.

38. **Unauthorized Use of Electronic Devices:** Violating established classroom or college policy by unauthorized use of electronic devices in the academic

setting.

39. **Unauthorized Use of Facilities, Property, or Resources:** Unauthorized entry, use, or occupation of college buildings or facilities.

40. **Unprofessional or Inappropriate Behavior within a Program-Specific Setting, Clinical Environment, or Internship Experience:** Conduct that is non-compliant with standards and expectations set forth in academic programming handbooks in a program in which the student is participating. This includes the professional or accreditation standards identified in the program handbook and/or a violation of clinical or other affiliated site expectations or guidelines as part of the program curriculum.

41. **Violation of IT Security Policies:** Violating the college's online security policy (e.g., IT security and acceptable use policies). See the DCC Student Handbook under IT-Student/General Patron Acceptable Use Agreement.
42. **Violations of Laws, Regulations, and Ordinances:** Prohibited conduct includes violations of federal, state, or local laws, regulations, orders, or ordinances.

    a. Students have a continuing duty to promptly report to the Office of Student Rights and Responsibilities, any arrests for violations of federal, state, local, or international law, excluding minor traffic violations that do not result in injury to others. This duty applies regardless of where the arrest occurred (inside or outside the Commonwealth of Virginia) and regardless of whether the college is in session at the time of the arrest. An arrest includes the issuance of a written citation or summons regardless of whether the student is taken into custody by law enforcement. Charges related to driving under the influence of alcohol or other drugs are not "minor traffic violations" and must be reported.
43. **Weapons Violation**: Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any sporting, entertainment, or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden. A student in violation of this prohibition will be asked to remove the weapon immediately and may be subject to a referral for further discipline under this Policy. For additional definitions, including what constitutes a "weapon" for purposes of this policy, refer to the VA Weapons Regulation.

Disciplinary Procedures

All students are afforded the right to due process for any violation. This process is defined below:

1. **Incident Report is Submitted**
    a. Any academic or administrative official, faculty member, student, or member of the public may file a complaint against any student for misconduct. Reports can be submitted online.
    b. Any administrator, college official, faculty member, or student wishing to file complaints against a college employee must follow a separate protocol as outlined in the human resource policy manual or the formal complaint procedure. The complaint procedure for Classified Staff is available online. The complaint procedure for Faculty is available online.
    c. If the alleged violation involves allegations of Sexual Harassment as defined herein, the report must be referred to the Title IX Coordinator for evaluation under the college's Policy on Sexual Harassment (VCCS Appendix I to Section 6.0, as adopted by the college). The VCCS Policy on Sexual Harassment takes precedence for any conduct falling within its jurisdiction.
        1. If the Title IX Coordinator determines that the conduct as alleged does not fall under that policy, then the Coordinator will refer the matter back to the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services to be addressed as described herein.
        2. If the Title IX Coordinator determines that the conduct as alleged does fall under that policy, the referral to the Title IX Coordinator should be documented. The alleged violation will be adjudicated through Title IX procedures and not through the Conduct Code described herein.
    d. If the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services believes that the alleged conduct presents an immediate danger to the community, the report will be immediately referred to the Danville Community College Threat Assessment Team.

        1. The Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services may also proceed with interim actions afforded under this policy and concurrently proceed with the processes described herein after the referral to TAT is made.
        2. The Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services may take additional actions after/if receiving a recommendation from TAT.

e. If the alleged violation involves academic dishonesty, the case will be adjudicated through the college's Academic Dishonesty Policy and Procedures as found in DCC's Academic Honesty Policy.

2. **Review of the Report**

    1. When the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services receives a formal complaint that a student has allegedly violated the Conduct Code, the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services shall investigate the alleged violation. After completing the preliminary investigation, the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services will either:
        1. Dismiss the allegation as unfounded, or
        2. Issue a notice of incident and schedule an informal hearing between the student and Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services to discuss the charges.

3. **Informal Hearing**

    1. If the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services determines an informal hearing is required as described in Provision 2, a notice of incident and informal hearing meeting request will be sent to the student via mail and/or college-provided email address contained in the college record.
        1. The notice of incident will inform the student of the alleged violation of the student code of conduct.
        2. The notice will instruct the student to respond within five (5) business days from the date of the correspondence to arrange an informal hearing.
        3. An informal hearing time will be set after consultation with all parties involved but must occur within fourteen (14) business days of the date the notice of incident was sent to the student.
        4. If the student fails to respond or appear, the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services may not make an inference of responsibility due to the student failing to respond or appear. The Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services may still find the student responsible, if supported by the weight of the evidence obtained, and impose sanctions.
    2. During the informal hearing, the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student

Services will advise students of allegation(s) and explain the student conduct process and clarify student's rights and responsibilities. The student may present his/her case and any mitigating circumstances. Every effort will be made to resolve the matter by mutual agreement.

3. After the informal hearing, the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services will take one of the courses of action listed in the Provision 4, "Disposition of a Violation".

4. **Disposition of a Violation**

    1. As a result of the informal hearing, the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services may select one of the following (4a, 4b, or 4c) as a course of action, depending on the circumstances:
        1. **Proceed administratively if it is determined that the facts of the alleged violation are not in dispute by the student.**
            1. When the facts of the alleged violation are not in dispute, the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services may administratively dispose of any violation.
            2. In administratively disposing of a violation, the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services may impose any disciplinary action authorized under the section entitled "Sanctions." Mitigating circumstances presented by the student shall be considered. Whether the mitigation offered by the student is sufficient to affect the final disposition is within the discretion of the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services.
            3. The Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services will prepare a decision letter within five (5) business days and forward a copy to the student and to other appropriate administrative personnel.
                1. The decision letter will set forth both the finding and rationale in support of the finding.
                2. The decision letter will outline any sanctions imposed.
                3. The decision letter will become part of the student's conduct record.

4. The decision letter will include information on the appeal process.
5. In cases of suspension or dismissal, the complainant must also be notified of the outcome in compliance with Code of Virginia § 23.1-412.

2. **Proceed administratively if it is determined that the facts of the alleged violation are in dispute and/or must be further investigated.**

    1. When the facts of the alleged violation are in dispute, the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services may elect to gather additional information concerning the allegation and then choose to administratively dispose of the violation or refer the case to a formal conduct hearing.
    2. If the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services elects to gather more information, follow-up with the accused student must occur within ten (10) business days of the informal hearing.
    3. If the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services, upon initial review of the report in Provision 2 above, determines that the alleged violation, if founded, could result in a sanction of suspension or dismissal from the college or program and the student disputes the facts of the alleged violation, the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services must refer the case to a Conduct Hearing Committee and proceed under 4c. The Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services may elect to defer to the Conduct Hearing Committee as described in 4c at any time prior to rendering a determination if facts discovered during the investigation, in the discretion of the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services, warrant review by the Conduct Committee.
    4. In administratively disposing of the violation where the facts are in dispute, the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services will:

1. Make a finding of responsible or not responsible.
2. If the student is found responsible, the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services will impose disciplinary measures authorized under the section entitled "Sanctions." Mitigating circumstances presented by the student shall be considered. Whether the mitigation offered by the student is sufficient to affect the final disposition is within the discretion of the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services.
3. Prepare a decision letter and forward a copy to the student and to other appropriate administrative personnel.
    1. The decision letter will set forth both the finding and rationale in support of the finding.
    2. The decision letter will outline any sanctions imposed.
    3. The decision letter will become part of the student's conduct record.
    4. The decision letter will include information on the appeal process.

3. **Refer the case to a formal conduct hearing.**

    1. When the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services decides 4a and 4b do not apply and decides to refer the case directly to a conduct hearing, the steps outlined in Provision 5 "Formal Conduct Hearing" will be followed.
    2. The Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services will prepare a formal complaint based on the allegation along with a list of witnesses and documentary evidence supporting the allegations.

5. **Formal Conduct Hearing**

    a. The conduct hearing committee will be selected by the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services.

i. The committee shall consist of three (3) members composed of a combination of staff and faculty. One student may be substituted for a staff or faculty member. All members must be trained in the conduct process. The Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services should consider any possible conflicts of interest when the committee members are chosen. To the extent possible, the committee should be composed of individuals uninvolved in the allegation and without prior knowledge of it.

ii. The names of the hearing committee members shall be provided to the student at the time of selection. The student may object to a committee member on the basis of bias or other good cause shown and request that another person be chosen from the list in that same category. One student-requested substitution, with written justification, is permitted.

iii. A committee member who is selected for the hearing may request that another person be chosen if the selected member believes he/she cannot provide a fair judgment in the matter. The objecting committee member must provide a written justification to the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services in support of removal. The removal of the proposed committee member is at the discretion of the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services.

b. The conduct hearing committee will set the date, time, and place for the hearing.

i. The Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services will notify the student by email, mail, or by hand delivery of information pertaining to the date, time, and place of the hearing. The notice of the hearing will be sent within five (5) business days following confirmation of the hearing committee membership.

ii. The hearing will take place within ten (10) business days of the selection of the conduct hearing committee, unless an extension is mutually agreed upon between the student and the college.

iii. The Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services will have the discretion to alter the arrangements of the hearing for good cause.

c. The conduct hearing committee will hold the hearing as scheduled and determine a ruling whether or not the student is present, provided the committee has confirmation that the student received actual notice of the date, time, and place of the hearing.
d. The student alleged to have violated the Conduct Code has the right to be accompanied by an advisor, who may come from within or outside the college. The participation of the advisor shall be restricted to advising the accused only. The advisor shall not participate in the actual proceedings of the hearing, to include discussion with the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services or examination of the witnesses. The advisor shall be required to sign a confidentiality agreement as a condition of participation.
e. The committee will presume a student is not responsible for the alleged violation unless and until the facts and information presented support a decision to the contrary. A student will be found in violation when the preponderance of the evidence (over 50%) indicates that the student has violated the Conduct Code.
f. The committee will proceed as follows during the hearing:

    i. The Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services reads the complaint.
    ii. The Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services presents the college's case. Any person giving testimony may be questioned, at the completion of the witness's testimony, by the student. The Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services has the right to ask questions of the witness at any time and to recall witnesses at his/her discretion.
    iii. The student presents his/her defense and any mitigating circumstances. The committee shall not require the student to testify, nor shall the committee prevent the student from testifying. Any person giving testimony on behalf of the student may also be questioned by the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services.
    iv. The Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services and the student may present rebuttal evidence and argument.
    v. Committee members may freely question witnesses at any time.
    vi. In a closed meeting, the conduct hearing committee will discuss the case and vote whether or not there has been a violation of the Conduct Code. If a majority of the

committee (at least 2 out of 3 voting members) find the student violated the Conduct Code.

vii. The committee will select and recommend an appropriate sanction from the list in the section entitled "Sanctions". Determination of the sanction must be approved by a majority of the committee members. The committee must also provide a rationale for the recommended sanction.

viii. The committee will notify the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services of the committee's decision and its recommended sanction in writing, if any, within 24 hours of the conclusion of the hearing.

g. The Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services has the discretion to accept the hearing committee's recommended sanctions or impose another sanction supported by the evidence. After the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services makes the final determination on any sanctions, the officer will then prepare a decision letter and forward a copy to the student, the hearing committee, and other appropriate college personnel within five (5) business days of the conclusion of the hearing.

i. The decision letter will set forth both the finding and rationale in support of the finding.

ii. The decision letter will outline any sanctions imposed (if a student is found responsible).

iii. The decision letter will become part of the student's conduct record.

iv. The decision letter will include information on the appeal process (if a student is found responsible).

v. This notification will be sent via the student's college-provided email account and/or physical mail to the student.

vi. New information that becomes available after the conclusion of the hearing but prior to the final decision of the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services may, at the discretion of the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services, be referred to the conduct hearing committee for reconsideration of the case.

vii. In cases of suspension or dismissal, the complainant must also be notified of the outcome in compliance with the Code of Virginia § 23.1-412.

h. **Hearing Records**

i. All relevant evidence will be given to the committee during the hearing and be made part of the hearing record.
ii. The hearing record will also include a copy of the notice of the hearing that was provided to the student.
iii. The hearing record will be forwarded to the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services and securely maintained.

Sanctions

Violations of the Conduct Code can result in one or more of the following sanctions as deemed appropriate. All sanctions become part of the student's conduct record. The list of sanctions is not a progression.

1. **Disciplinary Warning:** A written warning to a student that his/her conduct violated the Conduct Code, and that further misconduct will result in more severe disciplinary action. Disciplinary warning may include but not limited to a behavior agreement or contract.

2. **Restitution:** Compensation for damages or losses caused.

3. **Loss of Privileges:** Exclusion from college extracurricular activities, specified college facilities, or other restriction of movements while at the institution for a period of time not to exceed one year. The student may still attend academic classes.

4. **Program Dismissal:** Administrative withdrawal from an academic program due to violation of the program's specific conduct standards, which may include violations of this Conduct Code or other program specific policies as set forth in its Handbook. Effects and eligibility of a program dismissal are set forth in the specific program's policies. Tuition refunds for dismissed students are governed by DCC's Withdrawal & Tuition Refund Policy and are not guaranteed.

5. **Disciplinary Probation:** A specified period of time which is intended to foster reflection, responsibility, and improved decision making. During this period, the student is not in good standing with the college and may be barred from participating in certain college activities. Future violations of the code of conduct while a student is on disciplinary probation may result in additional and more severe sanctions, including suspension or dismissal.

6. **Suspension:** A specific period of time, which may extend for up to two calendar years, during which a student is not permitted to participate or enroll in college classes. A student assigned this sanction will be

administratively withdrawn from all enrolled classes upon the expiration of the appeal period. Tuition refunds for suspended students are governed by DCC's Withdrawal & Tuition Refund Policy and are not guaranteed.

7. **Dismissal:** A permanent separation of a student from the college which is assigned to the most serious conduct cases. Depending on the type of violation, an Academic or Behavioral dismissal may be assigned. Behavioral dismissals are administered under the disciplinary procedures described in the section entitled "Disciplinary Procedures". For more information on academic dismissals, see DCC's Academic Honesty Policy. Either type of dismissal is permanently notated on a student's transcript. A student assigned this sanction will be administratively withdrawn from all classes upon the expiration of the appeal period. Tuition refunds for dismissed students are governed by DCC's Withdrawal & Tuition Refund Policy and are not guaranteed.

8. **Community Service:** Service-learning hours or volunteer work.

9. **Character Development:** Required attendance at an educational workshop, research and writing assignments, or participation in a mentorship program.

10. **Other Sanctions:** Including, but not limited to, no contact orders or removal from a class.

Admission after Disciplinary Action

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

Appeal

The student has the right to appeal the case decision to the Vice-President of Academic Affairs and Student Services within five (5) business days from the date the decision letter was sent to the student's college-provided email account. In cases where the decision letter is sent by physical mail, the student must appeal within five business days from the mail delivery date.

Appeals must be submitted in writing and include a detailed explanation of the grounds for the appeal. Appeals should be submitted via the student's official school email directly to the Vice-President of Academic Affairs and Student Services. Contact information can be found on the College Directory.

The grounds for an appeal are as follows:

1. Procedural error, meaning the college conduct process as outlined herein, was not followed. The student must state how the alleged procedural error caused undue harm.

2. New information, meaning information became available after the Disposition of the Violation that was not reasonably available prior to, and which is of a character that, if known, may have affected the outcome of the case.

3. Fundamental unfairness, meaning the sanction is disproportionate to the Code violation(s). A student's disagreement with a finding of responsibility or a particular sanction does not constitute fundamental unfairness.

The Vice-President of Academic Affairs and Student Services will review the appeal request and determine if grounds for an appeal have been met.

The Vice-President of Academic Affairs and Student Services may:

1. Find that the appeal is not timely or does not state adequate grounds for appeal according to the listing above and dismiss it. The decision is final.

2. Affirm the finding and sanction imposed. The decision is final.

3. Affirm the finding and reduce, but not eliminate, the sanction. The decision is final.

4. Remand the case back to the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services or conduct hearing committee for consideration of new evidence or a procedural error.

The final decision on the appeal will be provided to the student through the student's college-provided email account or by mail within ten (10) business days.

General Provisions

1. Throughout the conduct process, the student may continue to attend classes, unless the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services determines that the student's continued presence poses a significant disruption to the educational rights of other students. The Dean of Student Services and/or designee of the Vice

President of Academic Affairs & Student Services must make a request for interim action from a Vice-President of Academic Affairs and Student Services, who can approve or deny the recommended interim action. Depending on the nature of the alleged violation, interim actions may include, but are not limited to, interim suspension and administrative no-contact orders between individuals or groups. When possible, alternative arrangements will be made for the student to continue to meet academic requirements. If an interim action is determined to be needed, the Dean of Student Services and/or designee of the Vice President of Academic Affairs & Student Services will notify the student in writing of the specific facts and circumstances that make the action necessary. This decision is not appealable.

2. Students needing assistance or disability accommodations with respect to these procedures must request such in a timely manner so that appropriate actions can be taken without unnecessary delays to the process. Students should contact the Student Services Office with requests or contact the Coordinator of Student Life, Title IX, and Accessibility with questions or for assistance.

3. The college investigates all reports of sexual harassment or sexual misconduct. Incidents of alleged sexual harassment should be reported to the college's Title IX Coordinator, by submitting the Title IX Reporting form online. See DCC's Title IX Policy. The Sexual Harassment policy takes precedence for any conduct falling within its jurisdiction.

4. Conduct violations that are specific to a program of study, as detailed in a program handbook, must be adjudicated through this Conduct Code.

5. A student is presumed to be mentally and physically fit to participate in educational programming when he or she enrolls. If a student's conduct indicates they may not be fit, the college can require an evaluation of fitness to continue educational programming. The student will be required to follow any recommendations made by the evaluator.

Academic Integrity Policy Statement

When college officials award credit, degrees, and certificates, they must assume the absolute integrity of the work students have done; therefore, it is important that students maintain the highest standard of honor in their scholastic work.

The college does not tolerate academic dishonesty. The following conduct, including Cheating, Data Misrepresentation, Facilitating Academic Dishonesty, or Plagiarism, in addition to others at the college's discretion, will be adjudicated in

accordance with processes set forth by the college's Academic Integrity policy and process, consistent with the terms and definitions herein.

The college's Academic Integrity policy and process are as follows: DCC's Academic Honesty Policy.

Student Conduct Records Retention

Danville Community College follows Library of Virginia standards on retaining student conduct records; see Code of Virginia § 42.1-85. More information can be found on the Library of Virginia records management and retention website under schedule GS-111.

Permanent sanctions on the student transcript, such as suspension or dismissal, are retained indefinitely.

Concluding Statement

This policy aims to foster an environment conducive to learning. All students are expected to understand and comply with these guidelines to maintain their standing within the college community.

Student Emergency and Security Planning

Danville Community College has developed a Student Emergency Planning Guide to help students know what to do in the case of an emergency. This vital resource, along with other important campus security resources and information can be found on DCC's Campus Security webpage.

Students can also utilize DCC's Emergency Preparedness and Response webpage to help prepare in the case of a variety of emergencies.

Student Resources

Students at DCC have access to a wide range of resources. These resources are available online on our Student Resources webpage.

Student Rights and Responsibilities

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

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

- You have the privilege of exercising your rights without fear or prejudice as long as you respect the laws of the state, the policies of the College, and the rights of others on campus. Such rights include the following:
    - You are free to pursue your educational goals; appropriate opportunities for learning in the classroom and on campus shall be provided by the College through its curricula.

    - No disciplinary sanctions may be imposed upon you without due process.

    - Free inquiry, expression, and assembly are guaranteed to you provided your actions do not interfere with the rights or safety of others or the effective operation of the institution.

    - The College and members of the College community have the right to expect safety, protection of property, and the continuity of the educational process.

Student Grievance

STUDENT-INITIATED 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 Student Services staff member to participate 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

- 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.

- Within seven (7) class days after receipt of the written appeal, identify the Chair of the Review Committee, who 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 assess 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).

Threat Assessment Policy

- Threat Assessment Policy
- Consequences of Policy Violations
- Threat Assessment/Violence Prevention Team
- Threat Assessment/Violence Prevention Team Responsibilities
- Campus Members' Responsibilities
- Behavioral Intervention Team

Threat Assessment Policy

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

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

Consequences of Policy Violations:

1. Employees violating this policy will be subject to disciplinary action up to and including termination and criminal prosecution using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct. Additionally, employees who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process and receive approval from the mental health evaluator that they are not a risk to themselves or others.
2. Students violating this policy will be subject to disciplinary action, and other college policies as appropriate. Additionally, students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation as part of a threat assessment process and receive approval from the mental health evaluator that they are not a risk to themselves or others.
3. Visitors and third parties violating this policy will be subject to applicable local, state, federal laws, and associated regulations, and may be barred from the college at the college's discretion for violating this policy.

Threat Assessment/Violence Prevention Team

Danville Community shall establish a committee with responsibility for education and violence prevention on campus. The membership of this body shall include representatives from the following areas: student affairs, human resources, law enforcement, a mental health professional or counseling services representative, and others who have knowledge, professional expertise, or responsibilities that could assist the committee with completing its work. However, in all cases the membership of the committee must comply with the requirements of Virginia Code § 23.1-805. The committee should consult VCCS legal counsel, when necessary, through established protocols. The Threat Assessment/Violence Prevention Team at Danville Community College is dedicated to a coordinated and planned approach to the identification, prevention, assessment and management of behavioral threats to the College and the DCC learning environment.

Threat Assessment/Violence Prevention Team Responsibilities include:

1. Establishing or utilizing existing relationships with local and state law-enforcement agencies as well as mental health agencies to ensure compliance with § 23-9.2:10 of the Code of Virginia, and expedite assessment and intervention with individuals whose behavior may present a threat to campus safety.
2. Upon a preliminary determination that an individual poses a threat of violence to self or others, or exhibits significantly disruptive behavior or need for assistance, a threat assessment team may obtain criminal history

record information, as provided in Virginia Code §§ 19.2-389 and 19.2-389.1, and health records, as provided in § 32.1-127.1:03.

3. No member of a threat assessment team shall redisclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team. Va. Code § 23-9.2:10(E).

Campus Members' Responsibilities

It is the responsibility of faculty, staff and students to immediately report any situation that could possibly result in harm to anyone connected to the College. These reports may be submitted via email to threat@danville.edu, reported to DCC Security at 797-8533, or to any member of the Threat Assessment Team.

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

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

For more information, visit the Threat Assessment/Violence Prevention Team Website.

Behavioral Intervention Team

The Behavioral Intervention Team utilizes the Behavioral Intervention and Recommendation Student Action Model to determine the threat level of student conduct cases and, when necessary, escalate cases to the college threat assessment team (TAT).

Policy updated 06/18/2026

Title IX

- What is Title IX?
- Title IX Coordinator Responsibilities
- Reporting a Title IX Event, Issue, or Concern
- Policy on Sexual Harassment
    - Procedures to Follow after an Incident
    - Support Services
    - Academic Freedom and Freedom of Speech
    - Handling Reports of Sexual Violence
    - Appeals

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.

Member, Virginia's Community Colleges

What is Title IX?

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

Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator Lauren McCray. (See contact information below).

The Title IX Coordinator has the 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 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

Reporting a Title IX Event, Issue, or Concern:

- **Emergency (Life threatening) Situations:** Call 911
- **Non-Emergency Security Issues:** Contact Campus Security at 434-797-8533 or Danville Police at 434-799-5111.
- **Report to Danville Community College's Title IX Coordinator:** The best way to submit a report to the Title IX Coordinator is to submit the online Title IX Reporting Form. This can be done anonymously.

Policy on Sexual Harassment

First Approved by the State Board for Community Colleges September 17, 2015

Last Revised and Approved by the State Board for Community Colleges September 23, 2021 (Definitions updated for compliance October 29, 2025)

A. **Notice of Nondiscrimination**

- As a recipient of federal funds, Danville Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities, admission, and employment. Under certain circumstances, sexual harassment constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. The Title IX Coordinator is Lauren McCray, whose office is located the first floor of the Wyatt building, and may be contacted by phone at 434-797-8443 or by email at lauren.mccray@danville.edu.

B. **Policy**

1. Danville Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. Accordingly, this Policy prohibits sex discrimination, which includes sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking. This Policy also prohibits retaliation. This Policy supplements the following general policy statement set forth by the Virginia Community College System: This College promotes and maintains educational opportunities without regard to race, color, national origin, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), veteran status, or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act), and Virginia law.

2. This Policy is not intended to substitute or supersede related criminal or civil law. Individuals are encouraged to report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the remedies that the College can provide.

C. **Purpose**

- The purpose of this Policy is to establish that the College prohibits sexual harassment and retaliation, and to set forth procedures by which allegations of sexual harassment shall be reported, filed, investigated, and resolved.

D. **Applicability**

- This Policy applies to prohibited conduct by or against students, faculty, staff, and third parties, e.g., contractors and visitors, involving a program or activity of the College in the United States. Conduct outside the jurisdiction of this Policy may be subject to discipline under a separate code of conduct or policy.

E. **Definitions**

1. **Actual Knowledge.** Actual knowledge means notice of sexual harassment or allegations of sexual harassment to a College's Title IX Coordinator or any other official of the College who has authority to institute corrective measures on behalf of the College. "Notice" includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator.

2. **Advisor.** An advisor is an individual who provides the complainant or respondent support, guidance, and advice. Advisors may be present at any meeting or live hearing but may not speak directly on behalf of the complainant or respondent, except to conduct cross- examination during a live hearing. Advisors may be but are not required to be licensed attorneys.

3. **Appeal Officer.** The Appeal Officer is the designated employee who reviews the complete record of the formal complaint and written statements of the parties during an appeal of a written determination or dismissal of a formal complaint or any allegations therein. The Appeal Officer decides whether to grant the appeal and determines the result of the appeal.

4. **Campus.** 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.

5. **Complainant**. A complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. A complainant may file a formal complaint against faculty, staff, students, or third parties.

6. **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 touching) 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. 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.

    a. *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 by using drugs or alcohol. Intoxication is not synonymous with incapacitation.

b. *Physical helplessness* means unconsciousness or any other condition existing at the time which otherwise renders 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.

7. **Cross-examination**. Cross-examination is the opportunity for a party's advisor to ask questions of the other party and the other party's witnesses.

8. **Cumulative Evidence**. Cumulative evidence is additional evidence that has been introduced already on the same issue and is therefore unnecessary. The Hearing Officer has the discretion to exclude cumulative evidence.

9. **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.

10. **Deliberate Indifference.** Deliberate indifference refers to a response to sexual harassment that is clearly unreasonable in light of the known circumstances. The College's response may be deliberately indifferent if the response restricts the rights to the Freedom of Speech and Due Process under the First, Fifth, and Fourteenth Amendments of the U.S. Constitution.

11. **Direct Examination**. Direct examination is the questioning of a witness by a party who has called the witness to provide such testimony.

12. **Domestic Violence**. Domestic violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury and that is committed by a person against such person's family or household member, which includes a current or former spouse, a person with whom the victim shares a child in common, or who is cohabitating with or has cohabitated with the person as a spouse or intimate partner.
13. **Due Process.** Due process is a right guaranteed by the Fifth and Fourteenth Amendments of the U.S. Constitution. Basic procedural due process guarantees that an individual receives notice of the matter pending that relates to the possible deprivation of a property or liberty interest and the opportunity to be heard. For example, students and employees facing suspension or expulsion/termination for disciplinary reasons must be given notice of the allegations against them prior to any hearing or determination

of responsibility. Any disciplinary process must be fair and impartial. Additionally, the opportunity to respond must be meaningful.

14. **Education Program or Activity.** An education program or activity encompasses all of the College's operations and includes locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Examples of education programs or activities includes, but are not limited to, college-sponsored conferences, athletic events and sports teams, student organizations, and wi-fi network.
15. **Exculpatory Evidence**. Exculpatory evidence is evidence that shows, or tends to show, that a respondent is not responsible for some or all of the conduct alleged in the notice of allegations. The College must provide the respondent with all exculpatory evidence.
16. **Facilitator.** A Facilitator guides a discussion between parties during the informal resolution process and reaches a decision to the satisfaction of each party.
17. **Final Decision.** A final decision is the written document that describes any sanctions imposed and remedies provided to the respondent and complainant, respectively, at the conclusion of the formal resolution process.
18. **Formal Complaint**. A formal complaint is a document filed and signed by a complainant or signed by the Title IX Coordinator that alleges sexual harassment against a respondent and requests the College to investigate the allegation of sexual harassment. The complainant must be participating in or attempting to participate in an education program or activity of the College when the formal complaint is filed. A complainant cannot file a formal complaint anonymously. The Title IX Coordinator may sign on a complainant's behalf in matters where it is in the best interest of the complainant or the College to do so. The College may consolidate formal complaints against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.
19. **Freedom of Speech.** The freedom of speech is a right guaranteed by the First Amendment of the U.S. Constitution to express one's thoughts and views without unlawful governmental restrictions. As governmental entities, Colleges must not infringe on this right. This Policy expressly prohibits censorship of constitutionally protected expression.
20. **Hearing Officer.** A Hearing Officer is the presiding official of a live hearing who must issue a written determination on responsibility. Colleges may choose to hold live hearings with a single Hearing Officer or by committee.
21. **Inculpatory Evidence**. Inculpatory evidence is evidence that shows, or tends to show, that a respondent is responsible for some or all of the conduct alleged in the notice of allegations.

22. **Preponderance of the Evidence**. A preponderance of the evidence is evidence that shows that the allegation against the respondent is more likely to be true than not. The preponderance of the evidence standard is the standard of evidence the College must use to determine responsibility.
23. **Relevance.** Relevance refers to evidence that tends to prove or disprove whether the respondent is responsible for the alleged conduct. A relevant question asks whether the facts material to the allegations under investigation are more or less likely to be true. A question not directly related to the allegations in the formal complaint generally will be irrelevant.
24. **Remedies.** Remedies are actions taken or accommodations provided to the complainant after a determination of responsibility for sexual harassment has been made against the respondent. Remedies are designed to restore or preserve equal access to the College's education program or activity. Remedies may be disciplinary or non-disciplinary.
25. **Report of Sexual Harassment**. A report of sexual harassment occurs when anyone reports an allegation of sexual harassment to the Title IX Coordinator, or one that reaches the Title IX Coordinator through a Responsible Employee. An individual need not be participating or attempting to participate in an education program or activity of the College to file a report. The respondent also does not need to be an employee, student, or otherwise affiliated with the College for a person to file a report against a respondent. A report of sexual harassment does not trigger an investigation or the formal or informal resolution process, but it does require the Title IX Coordinator to meet with the complainant and carry out the procedures described in Section S and/or T of this Policy, as applicable.
26. **Respondent.** A respondent is an individual who has been reported to have engaged in conduct that could constitute sexual harassment as defined under this Policy. In most cases, a respondent is a person enrolled or employed by the College or who has another affiliation or connection with the College. The College may dismiss a formal complaint when the College has little to no control over the respondent but will offer supportive measures to the complainant and set reasonable restrictions on an unaffiliated respondent when appropriate.
27. **Responsible Employee.** A Responsible Employee is an employee who has the authority to take action to redress sexual harassment; who has been given the duty to report sexual harassment to the Title IX Coordinator [or other designee]; or an employee a student could reasonably believe has such authority or duty. A Responsible Employee shall not be an employee who, in his or her 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.
28. **Review Committee**. A Review Committee is the committee consisting of three or more persons, including the Title IX Coordinator or designee, a representative of campus police or campus security, and a student affairs

representative, that is responsible for reviewing information related to acts of sexual violence.

29. **Sex Discrimination.** Sex discrimination is the unlawful treatment of another based on the individual's sex that excludes an individual from participation in, separates or denies the individual the benefits of, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in an education program or activity. The College's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment constitutes sex discrimination under Title IX when such response is deliberately indifferent.
30. **Sexual Assault.** Sexual assault is any sexual act directed against another person without consent or where the person is incapable of giving consent. Sexual assault includes the specific offenses of Sexual Violence (see E.33) and Fondling.
    a. Fondling (actual or attempted) is defined as (1) the intentional touching of the clothed or unclothed genitals, buttocks, groin, breasts, or other body parts of the Complainant by the Respondent (i) without the consent of the Complainant, and (ii) for the purpose of sexual degradation, sexual gratification, or sexual humiliation; or (2) the forced touching by the Complainant of the Respondent's clothed or unclothed genitals, buttocks, groin, breasts, or other body parts (i) without consent of the Complainant, and (ii) for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
31. **Sexual Exploitation.** Sexual exploitation occurs when a person 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 harassment offenses. Examples of sexual exploitation include prostituting another person; non-consensual video or audio-taping of otherwise consensual sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex), and knowingly transmitting HIV or an STD to another.
32. **Sexual Harassment.** Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

    a. *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;
    b. *Hostile Environment:* Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity of the College, including a student's educational experience or an employee's work performance; and
    c. *Clery Act/VAWA Offenses:* Sexual assault/sexual violence, dating violence, domestic violence, and stalking, as defined by this Policy.

33. **Sexual Violence.** Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes rape and sexual assault.
34. **Stalking.** Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Such conduct can occur in person or online, but the conduct must involve an education program or activity of the College.
35. **Statement**. A statement is a person's intent to make factual assertions during the formal or informal resolution process, including evidence that contains a person's statement(s). Party or witness statements, police reports, Sexual Assault Nurse Examiner (SANE) reports, medical reports, and other records, such as emails and texts may be considered by the Hearing Officer even if they were not subject to cross-examination at a live hearing.
36. **Supportive Measures.** Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the campus environment, or to deter sexual harassment.
37. **Third Party.** A third party is any person who is not a student or employee of the College.
38. **Title IX.** Title IX means Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving Federal financial assistance.
39. **Title IX Coordinator.** The Title IX Coordinator is the employee or employees designated and authorized to coordinate the College's efforts to comply with its responsibilities under Title IX.
40. **Workday.** A workday is any eight-hour day, Monday through Friday, that the College is open for regular business. Workdays include days when classes are not held, but when employees are expected to be at work.
41. **Written Determination.** A written determination is the written decision by a Hearing Officer that a respondent is responsible or not responsible for a violation of this Policy by a preponderance of the evidence after a live hearing. A written determination also is the result of an appeal decided by an Appeal Officer.

F. **Retaliation**

1. No person may intimidate, threaten, coerce, harass, discriminate, or take any other adverse action against any other person for the purpose of interfering with any right or privilege provided by this Policy, or because the person has made a report or filed a formal complaint, testified,

assisted, or participated or refused to participate in any manner in an investigation, live hearing, or any other process described in this Policy.

2. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy.
3. Allegations of retaliation that do not involve sex discrimination or sexual harassment but are related to a report or formal complaint of sexual harassment for the purpose of interfering with any right or privilege provided by this Policy constitutes retaliation.
4. Allegations of retaliation will be investigated and adjudicated as a separate code of conduct violation. Any person found responsible for retaliating against another person is subject to disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of violations of this Policy.

G. **Reporting Incidents of Sexual Harassment**

1. Members of the campus community who believe they have been victims of crimes may report the incident to campus or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to campus police/security or local police by dialing 911 or 494-797-8443.

2. Whether or not a report is made to law enforcement, any person may report incidents of sexual harassment, domestic violence, dating violence, sexual assault, or stalking (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute a violation of this Policy), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by reporting such conduct to a Responsible Employee to ensure that the Title IX Coordinator receives the verbal or written report. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of reports and formal complaints filed with the College.

Danville Community College Title IX Campus Resources

Title IX Coordinator: Lauren McCray

1008 South Main Street, Wyatt Building Room 108

434-797-8443

lauren.mccray@danville.edu

Deputy Title IX Coordinator: Rachel Baines

1008 South Main Street, Wyatt Building

434-797-8487

rachel.baines@danville.edu

3. During non-business hours, members of the campus community should report alleged violations of this Policy to 911 in the case of an emergency or Campus Security at 434-797-8533 for non-emergency concerns.

4. There is no time limit for reporting incidents of sexual harassment with the Title IX Coordinator. However, complainants should report possible violations of this Policy as soon as possible to maximize the College's ability to respond effectively to the report. Failure to report promptly also could result in the loss of relevant evidence.

H. **Confidentiality and Anonymous Reports**

1. Individuals may be concerned about their privacy when they report a possible violation of this Policy. The College must keep confidential the identity of any individual who has made a report or formal complaint of sexual harassment; any complainant or any individual who has been reported to be the perpetrator of sexual harassment; and any witness related to a report or formal complaint of sexual harassment, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), or as otherwise required by law, or to carry out the purposes of this Policy, including the conduct of any investigation, live hearing, or judicial proceeding arising from any report or formal complaint.

2. The College has a responsibility to respond to conduct that violates this Policy. For this reason, most College employees may not keep secret a report of sexual harassment. The College expects employees to treat information they learn concerning incidents of reported violations of this Policy with respect and as confidentially as possible. College employees must share such information only with those College and law enforcement officials who must be informed of the information pursuant to this Policy.

3. Responsible Employees must report all alleged violations of this Policy obtained in the course of his or her employment to the Title IX Coordinator as soon as practicable after addressing the immediate needs of the complainant. Other campus employees have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Campus Security Authority (CSA) under the Clery Act). CSAs include student/conduct affairs personnel, campus law enforcement, student activities staff, human resources staff, and advisors to student organizations. All employees must report suspected child abuse or neglect to the Title IX Coordinator/other designated official as soon as practicable, but no later than 24 hours after forming such suspicion,

pursuant to VCCS Policy Number 3.14.6, Reporting Sexual Child Abuse or Neglect.

4. If a complainant wishes to keep the report of sexual harassment completely confidential, it is recommended that he or she reports the alleged conduct to someone without a duty to report incidents of sexual harassment to the Title IX Coordinator. Full-time employees also may contact the Employee Assistance Program. If the complainant requests that the complainant's identity is not released to anyone else, the College's response will be limited to providing supportive measures, if appropriate and reasonably available. When supportive measures are provided, the College will protect that person's privacy to the extent possible while still providing the supportive measures.

5. The College will accept anonymous reports, but a complainant may not remain anonymous if a complainant files a formal complaint. In the absence of a formal complaint, the College's response will be limited to providing supportive measures if appropriate and reasonably available.

6. The College may pursue the formal resolution process even if the complainant requests the College to take no action. The Title IX Coordinator will notify the complainant in writing within five (5) workdays of the decision to pursue the formal resolution process when he or she is unable to maintain confidentiality or respect the complainant's request for no further action. The Title IX Coordinator will give the complainant's wishes due consideration.

I. Immunity

- The College encourages the reporting of incidents that violate this Policy. The use of alcohol or drugs should not be a deterrent to reporting a possible incident of sexual harassment. When conducting the investigation, the College's primary focus will be on addressing the alleged sexual harassment and not on alcohol and drug violations that may be discovered or disclosed. The College does not condone underage drinking or the use of illicit drugs; however, the College will grant immunity from disciplinary action based on the personal consumption of alcohol or drugs to individuals who report incidents that violate this Policy, provided that such report is made in good faith. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

J. Timely Warnings

- The College is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure, to the extent possible,

that an alleged victim's name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safely in light of the potential danger.

K. **Interim Measures**

1. **Immediate Suspension.** Prior to the resolution of a formal complaint, the College may immediately suspend the respondent from an education program or activity when it determines that the respondent's continued presence poses an immediate threat to the physical health or safety of any person arising from the allegations of sexual harassment. Prior to such suspension, the College will conduct an individualized safety and risk analysis, focusing on the respondent and the specific facts and circumstances arising from the allegations of sexual harassment that justify the suspension. The College shall notify the respondent in writing of the specific facts and circumstances that make the immediate suspension necessary and reasonable and shall give the respondent the opportunity to challenge the decision immediately following the notice of suspension.

2. **Administrative Leave**. The College may place a respondent employee on administrative leave prior to the resolution of a formal complaint. Reasons to place an employee on administrative leave include but are not limited to, the continued presence of the employee may be harmful to the employee or other employees; may hamper an investigation into the employee's alleged conduct; or may disrupt the work environment.

3. **Mutual No Contact Order.** The College may impose a "no contact" order on each party, requiring the parties to refrain from having contact with one another, directly or through proxies, whether in person or by electronic means.

L. **Supportive Measures**

1. The College will offer supportive measures to complainants and respondents, whether or not a formal complaint has been filed, or whether the alleged incident is under investigation by a law enforcement agency. All requests for supportive measures will be provided if appropriate and reasonably available.

2. Supportive measures may include, but are not limited to, course schedule adjustments, reassignment of duty, leaves of absence, alternative parking arrangements, rescheduling class work, assignments, and examinations; allowing alternative class or work arrangements, such as independent study or teleworking; escort services, increased security and monitoring of certain

areas of the campus, and other similar measures. Provisions of supportive measures to either party will be kept confidential to the extent possible.

M. **Procedures to Follow after an Incident**

Anyone who has experienced a sex offense, domestic violence, dating violence, sexual assault, or stalking should take the following action:

1. Find a safe place away from harm.

2. Call 911 or if on campus, contact campus police/security. The Title IX Coordinator may assist you in notifying law enforcement authorities if you wish, and you may decline to notify law enforcement.

3. Call a friend, a campus advocate, a family member, or someone else you trust and ask her or him to stay with you.

4. 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.

5. 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.

6. 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.

7. You should take the following 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:

    a. Do not wash your hands, bathe, or douche. Do not urinate, if possible.

    b. Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if the incident involved oral contact.

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

    d. 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.

e. Tell someone all the details you remember or write them down as soon as possible.

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

8. The College will enforce protective orders issued by a court of law to the extent possible.

N. **Support Services**

1. All students and employees will receive information in writing of available counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community and on campus.

2. For information about available resources, go to: Danville Community College Community Resource Guide

O. **Education and Awareness Program**

1. The College conducts a program to educate students and employees about this Policy and its procedures. The education and awareness program is designed to promote awareness of sexual assault, domestic violence, dating violence, and stalking.

2. The program, at a minimum, shall include:

a. A statement that the College prohibits sexual harassment, including sexual assault, domestic violence, dating violence, and stalking;

b. The definition of sexual harassment, including sexual assault, domestic violence, dating violence, and stalking;

c. The definition of consent;

d. Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual assault, domestic violence, dating violence, or stalking against a person other than such individual;

e. Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;

f. Information on possible sanctions and procedures to follow after an incident of sexual assault, domestic violence, dating violence or stalking;

g. The College's disciplinary procedures;

h. Information on how the College will protect confidentiality; and

i. Written notification about available resources and support services and available supportive measures available if appropriate and reasonably available.

3. The College offers the prevention and awareness program to all new and existing students and employees.

P. **Academic Freedom and Freedom of Speech**

1. This Policy does not allow censorship of constitutionally protected expression. As a "marketplace of ideas," the College encourages intellectual inquiry and recognizes that such inquiry may result in intellectual disagreements. Verbal or written communications constitute sexual harassment only when such communications are sufficiently severe, pervasive, and objectively offensive that they undermine and detract from a student's educational experience or an employee's work performance. Verbal or written communications, without accompanying unwanted sexual physical contact, does not constitute sexual assault.

2. In addressing all complaints and reports of alleged violations of this Policy, the College will take actions to comply with this Policy that recognize and ensure the free speech rights of students and employees. This Policy does not apply to curricula, curricular materials, or abridge the use of any textbooks.

Q. **False Statements**

- The College prohibits knowingly making false statements or knowingly submitting false information. Any individual who knowingly files a false report or formal complaint, who knowingly provides false information to College officials, or who intentionally misleads College officials who are involved in the investigation or resolution of a report or formal complaint may be subject to disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff. An allegation that cannot be proven by a preponderance of the evidence is insufficient evidence of a knowing false statement.

R. **Consensual Relationships**

- Pursuant to VCCS Policy 3.14.2, consenting romantic or sexual relationships between employees and students for whom the employee has a direct professional responsibility are prohibited. Consenting romantic or sexual relationships between employees where one employee has a direct professional responsibility to the other also are prohibited. Consenting romantic or sexual relationships between other employees (not in a supervisory position), or with students for whom the employee does not have a direct professional responsibility, although not expressly prohibited, are unwise and strongly discouraged. The relationship may be viewed in different ways by each of the parties, in retrospect. Additionally, circumstances may change and conduct that was previously welcome may become unwelcome.

S. **Handling Reports of Sexual Violence**

1. **Reports to Law Enforcement.** The Title IX Coordinator will assist members of the campus community in reporting incidents of sexual violence as defined by this Policy to law enforcement authorities upon request. When allowable under Virginia law, the Title IX Coordinator will request the consent of the complainant (or alleged victim if different from the complainant) to report incidents of alleged sexual violence that occur on campus property to law enforcement.

2. **Meeting(s) of the Review Committee.** Within 72 hours of receiving a report of an alleged act of sexual violence as defined in this Policy against a student or one that allegedly 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, the Title IX Coordinator shall convene the College's Review Committee to review the information reported and any information obtained through law enforcement records, criminal history record information, health records, conduct or personnel records, and any other facts and circumstances, including personally identifiable information, related to the alleged incident known to the Review Committee.

3. **Disclosures to Law Enforcement**. Under Virginia law, the Review Committee may determine that the disclosure of information to local law enforcement regarding the alleged incident of sexual violence, including personally identifiable information, is necessary to protect the health or safety of the complainant or other individuals.

    a. The Review Committee may try to reach a consensus, but it is the law enforcement representative of the Review Committee that ultimately determines whether the disclosure of the information, including the personally identifiable information, is necessary to protect the health or safety of the alleged victim or other individuals. The College shall

disclose such information to the law enforcement agency that would be responsible for investigating the alleged incident immediately.

b. The Title IX Coordinator will notify the alleged victim in writing that the College will disclose such information to law enforcement.

4. **Disclosures to the Commonwealth's Attorney.** If the report of an alleged act of sexual violence would constitute a felony, within 24 hours of the first Review Committee meeting, the law enforcement representative of the Review Committee shall notify the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the alleged act of sexual violence) and disclose the information received by the Review Committee, including personally identifiable information, if such information was disclosed pursuant to Section S3.

   a. The law enforcement representative usually will make this disclosure; however, any member of the Review Committee may decide independently that such disclosure is required under state law and within 24 hours of the first Review Committee meeting shall disclose the information to the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the alleged act of sexual violence), including personally identifiable information, if such information was disclosed pursuant to Section S3.

   b. If the Title IX Coordinator is aware of such disclosure, the Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

5. Law enforcement will notify the local Commonwealth's Attorney within 48 hours of beginning an investigation involving a felonious act of sexual violence. Either campus police, the local law enforcement agency, or the State Police will notify the Commonwealth's Attorney pursuant to an MAA/MOU.

6. The College also must inform the complainant of the following:

   a. the available law enforcement options for investigation and prosecution;

   b. the importance of collection and preservation of evidence;

   c. the available options for a protective order;

   d. the available campus options for investigation and adjudication under the institution's policies;

e. the complainant's rights to participate or decline to participate in any investigation to the extent permitted under state or federal law;

f. the applicable federal or state confidentiality provisions that govern information provided by a victim;

g. the available on-campus resources and any unaffiliated community resources, including sexual assault crisis centers, domestic violence crisis centers, or other victim support services;

h. the importance of seeking appropriate medical attention; and

i. the College's obligation to disclose information about the report, including personally identifiable information, to campus or local law enforcement, or to the local Commonwealth's Attorney, or both, if the review team determines that such disclosure is necessary to protect the health or safety of the complainant or others.

j. In addition to the procedures described in this Section, the College shall follow the procedures described in Section T.

T. **Handling Reports of Sexual Harassment, including Domestic Violence, Dating Violence, Sexual Assault, or Stalking**

1. Upon receiving actual knowledge of sexual harassment in an education program or activity of the College against a person in the United States, the College must respond promptly in a manner that is not deliberately indifferent. The College will treat complainants and respondents equitably by offering supportive measures to the complainant and by completing either a formal or informal resolution process before imposing any disciplinary sanctions or other corrective actions that are not supportive measures against a respondent.

2. Upon receiving a report of sexual harassment (including domestic or dating violence, sexual assault, or stalking), the Title IX Coordinator shall take the following actions:

   a. promptly contact the complainant to discuss the availability of supportive measures and consider the complainant's wishes with respect to such supportive measures;

   b. inform the complainant that supportive measures are available with or without the filing of a formal complaint;

c. explain to the complainant the process for filing a formal complaint, including providing the complainant with a Formal Complaint Form, when applicable; and,

d. give the complainant a written explanation of available rights and options as described in Sections H, L, M, N, U, and AA.

3. The Title IX Coordinator shall take the actions described above whether the offense occurred on or off campus.

4. Closing the Report. After following the procedures described in this Section, the Title IX Coordinator must close the report if:

   a. the conduct alleged in the report would not constitute sexual harassment as defined by this Policy, even if proved;

   b. the conduct did not involve an education program or activity of the College; or

   c. the complainant does not file a formal complaint and the Title IX Coordinator does not sign a formal complaint.

      I. The Title IX Coordinator shall forward the report to the appropriate College official that will determine whether the conduct alleged in the report violates a separate policy or code of conduct and provide written notice of the decision to close the report to the complainant.

      II. The Title IX Coordinator will document the action(s) taken and the rationale for such action(s).

      III. The decision to close the report is final.

U. **Resolution of Formal Complaints**

1. **The College's Responsibilities**. The College must provide a prompt, fair, and impartial investigation, and resolution of alleged violations of this Policy. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties, but the parties may present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

   a. When resolving a formal complaint, the College will evaluate all relevant evidence objectively, including both inculpatory and exculpatory evidence, and will make credibility determinations

without reference to a person's status as a complainant, respondent, or witness.

b. The College will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

c. All employees involved in the resolution of formal complaints, including the appeal process, must not have a conflict of interest or bias for or against complainants or respondents generally, or for or against an individual complainant or respondent.

d. All employees involved in the resolution of formal complaints receive relevant training.

e. The College will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the formal or informal resolution process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

f. At all times prior to a determination of responsibility, the respondent will be presumed not responsible for the alleged conduct. The imposition of interim measures does not constitute a presumption of responsibility.

2. **Resolution Process Options.** The College may resolve formal complaints by either a formal or informal resolution process.

3. **Consolidation of Formal Complaints.** The College may consolidate formal complaints against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

4. **Suspending an Investigation.** The College will comply with all requests for cooperation by the campus police or local law enforcement in investigations. The College may be required to suspend the Title IX investigation while the campus police or the local law enforcement agency gathers evidence. The College will resume its Title IX investigation as soon as the campus police or local law enforcement agency has completed its gathering of evidence. Otherwise, the College's investigation will not be precluded or suspended on the grounds that criminal charges involving the

same incident have been filed or that charges have been dismissed or reduced.

5. **Preliminary Investigation.** If the respondent's identity is unknown, the Title IX Coordinator (or campus police) will conduct a preliminary investigation to determine the respondent's identity. If the preliminary investigation fails to reveal the identity of the respondent, the Title IX Coordinator shall dismiss the formal complaint because the College must have sufficient information to conduct a meaningful and fair investigation. If the identity of the respondent is revealed, the Title IX Coordinator shall proceed as otherwise provided in this Policy. The Title IX Coordinator will notify the complainant in writing of the result of the preliminary investigation promptly after the preliminary investigation.

6. **Time Frame for Resolution of Formal Complaint.**

    a. The formal resolution of any formal complaint should be completed normally within seventy-five (75) workdays of filing the formal complaint, unless good cause exists to extend the timeframe. For resolving formal complaints, good cause includes but is not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; the need for language assistance or accommodation of disabilities; or unavoidable scheduling conflicts. The 75-workday timeframe refers to the entire formal resolution process, which includes the initial determination, investigation, live hearing, determination of responsibility, and the imposition of sanctions and provision of remedies, if any. The 75-workday timeframe does not include appeals. If any step of the process must be suspended or delayed for any reason and more time is necessary, the Title IX Coordinator will notify the parties in writing and give the reason for the delay and an estimated length of the delay.

    b. The informal resolution of any formal complaint should be completed within thirty (30) workdays of filing the formal complaint. Timeframes governing the formal resolution process temporarily cease, and only recommence upon reentry into the formal resolution process.

V. **Formal Resolution Process**

1. **Formal Complaint Form.** To initiate the formal resolution process, complainants must complete the Formal Complaint Form or other written and signed document that requests an investigation, and submit it to the Title IX Coordinator. After due consideration of the complainant's wishes, the Title IX Coordinator may sign a formal complaint. In determining

whether to sign a formal complaint, the Title IX Coordinator will consider the following factors:

a. The seriousness of the allegation(s), including whether the allegation(s) include bodily injury, threats, or the use of weapons;

b. The complainant's or alleged victim's age;

c. Whether there have been other similar complaints of against the same respondent; and,

d. The applicability of any laws mandating disclosure.

2. **Notice of Allegations to the Parties.** After receiving a formal complaint and as soon as practicable, the Title IX Coordinator will contact the parties to schedule an initial meeting. The correspondence must include the following information:

   a. A copy of the College's Title IX Policy against sexual harassment, including the process by which the College resolves allegations of sexual harassment;

   b. Notice of the allegation(s), including sufficient details known at the time and with sufficient time to prepare a response before the initial meeting. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;

   c. Notice that each party may be accompanied by an advisor of his or her choice at all meetings and the live hearing who may be, but is not required to be, an attorney, and that each party and advisor will have the opportunity to inspect and review evidence;

   d. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the formal or informal resolution process;

   e. A statement that each party must notify the Title IX Coordinator in writing within five (5) workdays if he or she believes that the Title IX Coordinator has a conflict of interest or bias against the party; and

   f. A statement that the College prohibits knowingly making false statements or knowingly submitting false information during the

resolution of a formal complaint, in accordance with Section Q of this Policy.

3. **Complainant's Initial Meeting with the Title IX Coordinator**. At this meeting, the Title IX Coordinator will:

    a. Determine whether an informal resolution is permissible, and whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;

    b. Explain avenues for formal resolution and informal resolution of the formal complaint;

    c. Explain that if the complainant chooses an informal resolution, that the complainant may withdraw from the informal resolution process at any time prior to the conclusion of the informal resolution process and pursue a formal resolution process, but may not do so after the conclusion of the informal resolution process;

    d. Explain that records related to the informal resolution process will be maintained for a period of seven years and be made part of the record if a formal resolution process is pursued;

    e. Explain the investigative process, including the right to discuss the allegations under investigation and to present fact and expert witnesses and other relevant evidence;

    f. Discuss confidentiality standards and concerns with the complainant;

    g. Discuss non-retaliation requirements;

    h. Refer the complainant to campus and community resources, including the local sexual assault crisis center, domestic violence crisis center, victim support service with which the College has entered into a memorandum of understanding, or other appropriate support services;

    i. Inform the complainant of any interim measures that will be imposed and any supportive measures that will be provided to the complainant during the pendency of the investigative and resolution processes;

    j. Discuss the right to a prompt, fair, and impartial resolution of the formal complaint; and,

    k. Answer questions about the Policy and procedures.

4. **Respondent's Initial Meeting with the Title IX Coordinator**. During this meeting with the respondent, the Title IX Coordinator will:

    a. Review the allegations;

    b. Determine whether an informal resolution is permissible, and whether the respondent wishes to pursue an informal resolution;

    c. Explain avenues for formal resolution and informal resolution of the formal complaint;

    d. Explain that if the respondent chooses an informal resolution, that the respondent may withdraw from the informal resolution process at any time prior to the conclusion of the informal resolution process and pursue a formal resolution process, but may not do so after the conclusion of the informal resolution process;

    e. Explain that records related to the informal resolution process will be maintained for a period of seven years and be made part of the record if a formal resolution process is pursued;

    f. Explain the investigative process, including the right to discuss the allegations under investigation and to present fact and expert witnesses and other relevant evidence;

    g. Discuss confidentiality standards and concerns with the respondent;

    h. Discuss non-retaliation requirements;

    i. Inform the respondent of any interim measures that will be imposed and any supportive measures that will be provided to the respondent during the pendency of the investigative and resolution processes;

    j. Refer the respondent to campus and community resources, as appropriate;

    k. Discuss the respondent's the right to due process and a prompt, fair, and impartial resolution of the formal complaint;

    l. If the respondent is a student and the formal complaint involves an alleged act of sexual violence as defined in this Policy, explain to the respondent that the College will include a notation on the academic transcript if the respondent is suspended or dismissed after being found responsible, or if the respondent withdraws while under investigation, that the investigation may continue in the respondent's absence, if possible, while being afforded notice of all meetings and

the live hearing, if applicable, and an opportunity to inspect, review, and respond to all the evidence; and

m. Answer questions about the Policy and procedures.

5. **Title IX Coordinator's Initial Determination.**

a. **Mandatory Dismissal of Formal Complaint.** After completing the initial meetings, the Title IX Coordinator must dismiss the formal complaint if:

i. the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this Policy even if proved;

ii. the conduct did not involve an education program or activity of the College;

iii. the conduct did not occur against a person in the United States.

b. **Optional Dismissal of Formal Complaint.** The Title IX Coordinator may dismiss the formal complaint if:

i. a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any of its allegations. If a complainant requests to withdraw a formal complaint, the Title IX Coordinator will consider the factors listed in Section V1 in determining whether to sign the formal complaint;

ii. the respondent is no longer enrolled or employed at the College; or

iii. specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or any of its allegations.

c. After dismissing the formal complaint, the Title IX Coordinator shall forward the formal complaint to an appropriate College official that will determine whether the conduct alleged in the formal complaint violates a separate policy or code of conduct.

d. The Title IX Coordinator will send written notice of the dismissal with specific reason(s) for the dismissal to the parties, simultaneously, within five (5) workdays of completing the initial meetings. This decision may be appealed.

6. **Appointment of the Investigator and Conduct of the Investigation.**

   a. **Appointment of Investigator.** After an initial determination to continue the formal resolution process or after failed informal resolution process, the Title IX Coordinator will appoint an investigator within five (5) workdays of completing the initial meetings. The Title IX Coordinator will provide the investigator's name and contact information to the complainant and respondent and will forward the formal complaint to the investigator. Within five (5) workdays of such appointment, the investigator, the complainant, or the respondent may identify to the Title IX Coordinator in writing any potential conflict of interest or bias of the appointed investigator. The Title IX Coordinator will consider such information and will appoint a different investigator if it is determined that a material conflict of interest or bias exists.

   b. **Contacting the Parties.** The investigator will contact the complainant and respondent promptly. In most cases, this should occur within ten (10) workdays from the date of the investigator's appointment. The investigator will schedule meetings with the parties. The parties may provide supporting documents, evidence, and recommendations of witnesses, including character and expert witnesses, to be interviewed for the investigation. Each party may have one advisor present during any meeting with the investigator; however, the advisor may not speak on the party's behalf.

   c. **Weighing of the Evidence.** As part of the investigation, the investigator must weigh the credibility and demeanor of the complainant, respondent, and witnesses, and ensure that credibility determinations are not based on a person's status as a complainant, respondent, or witness; the logic and consistency of the evidence, motives, and any inculpatory and exculpatory evidence.

   d. **Withdrawal of a Student During an Investigation.** The withdrawal of a student from the College while under investigation for an alleged act of sexual violence as defined by this Policy in most cases will not end the College's investigation and resolution of the complaint. The College shall continue the investigation, if possible, as set forth under this Policy. The College shall notify the student in writing of the investigation and afford the student the opportunity to provide evidence, to inspect, review, and respond to all the evidence and the written investigative report prior to making a determination on responsibility.

      i. Upon the student's withdrawal, the College shall place a notation on the student's academic transcript that states,

"Withdrew while under investigation for a violation of [name of community college's] Title IX Policy." After the College has completed its investigation and resolution of the complaint, the College shall either (a) remove the notation if the student is found not responsible or (b) change the notation to reflect either a suspension or dismissal for a violation of the Policy if either was imposed.

ii. The College shall end the investigation and resolution of the complaint if the College cannot locate the respondent to provide due process. In such cases, the College shall maintain the withdrawal notation on the student's academic transcript. Upon a final determination, the Title IX Coordinator immediately shall notify the registrar and direct that the appropriate notation is made.

e. **Inspection and Review of the Evidence.** The parties will have the opportunity to inspect, review, and respond to all the evidence obtained during the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination of responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The investigator will send each party and each party's advisor, if any, a copy of the evidence subject to review. The parties will have ten (10) workdays to submit a written response to the evidence and the option to submit additional evidence, which the investigator will consider prior to the completion of the investigative report. Neither the parties nor their advisors may disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX formal resolution process. Nevertheless, the College will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

f. **Investigative Report.** The investigator will complete an investigative report that fairly summarizes relevant evidence, including but not limited to, all interviews conducted, photographs, descriptions of relevant evidence, the rationale for credibility determinations, summaries of relevant records, and a detailed report of the events in question. The investigative report shall include the following information to the extent possible:

i. The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation;

ii. The names and gender of all persons alleged to have committed the alleged violation;

iii. A statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);

iv. The dates of the report and formal complaint were filed;

v. The dates the parties were interviewed;

vi. The names and gender of all known witnesses to the alleged incident(s);

vii. The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;

viii. Any written statements of the complainant or the alleged victim if different from the complainant; and

ix. The date on which the College deferred its investigation and disciplinary process because the complainant filed a law enforcement complaint and the date on which the College resumed its investigation and disciplinary process, if applicable.

7. **Submission of the Investigative Report.** The investigator will submit the investigative report to the Title IX Coordinator, who will send the investigative report to the parties and the parties' advisors, if any, simultaneously for review and written response as soon as possible, but no later than five (5) workdays after receiving the investigative report from the investigator. The parties will have ten (10) workdays to submit a written response to the investigative report to the Title IX Coordinator. The Title IX Coordinator will not consider the parties' written responses but will ensure that such statements are added to the record. Neither the parties nor their advisors may disseminate the investigative report or use such report for any purpose unrelated to the Title IX formal or informal resolution process.

W. **Conduct of Live Hearing**

1. The Title IX Coordinator will appoint a Hearing Officer and members of the Hearing Committee, if preferred by the College, within ten (10) workdays after sending the investigative report to the parties and their advisors, if any. Within five (5) workdays after the appointment, the Hearing Officer will contact the parties to schedule a live hearing. The

parties have five (5) workdays after being contacted by the Hearing Officer to notify the Title IX Coordinator in writing of any potential conflict of interest or bias of the Hearing Officer. The Title IX Coordinator will consider such information and will appoint a different Hearing Officer if the Title IX Coordinator determines that a material conflict of interest or bias exists. When the date, time, and place of the live hearing is confirmed, the Hearing Officer will notify the parties in writing simultaneously of the date, time, and place of the live hearing.

2. No later than fifteen (15) workdays before the live hearing, each party must notify the Hearing Officer and the other party of the following:

    a. the name and contact information of the advisor, if new, or notification that a party does not have an advisor available for the hearing, if applicable;

    b. the names and contact information of witnesses that will be called at the live hearing and the purpose of their testimony at the live hearing;

    c. whether a party intends to be subjected to cross-examination;

    d. a description of documents or other evidence and the purpose of such evidence that will be used at the live hearing;

    e. the specific remedy requested; and,

    f. whether a party requests that the live hearing occurs with the parties located in separate rooms with technology that enables the Hearing Officer and the parties to see and hear the party or the witness answering questions simultaneously. Only one party is required to make the request for separate rooms.

3. The Hearing Officer will notify the Title IX Coordinator promptly that the College must appoint an advisor for a party when notified of the need for an advisor. The Title IX Coordinator will appoint the advisor promptly, but no later than ten (10) workdays prior to the live hearing. If a party appears at a live hearing without an advisor, the Hearing Officer shall delay the start of the live hearing until an advisor is available.

4. The Hearing Officer shall ensure that at all evidence obtained during the investigation is made available to the parties at the live hearing.

5. Rules of the Live Hearing.

a. **Evidence**. The formal rules of evidence will not be applied except to determine whether the evidence or question presented is relevant or cumulative.

   I. Either party may call character or expert witnesses.

   II. Questions and evidence about a party's sexual predisposition or prior sexual behavior are not relevant, unless:

      1. such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or

      2. the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

   III. If the evidence or witness testimony is, on its face, not relevant or is cumulative, the Hearing Officer may exclude such evidence or witness statement(s), with the rationale for the decision in the pre-hearing determination. The parties may object in writing to such determination within five (5) workdays of the determination. The Hearing Officer shall rule on the objection within five (5) workdays of receipt of the objection.

b. **Standard of Evidence**. The live hearing will determine responsibility using the preponderance of the evidence standard.

c. **Participation of Parties and Witnesses.** Neither party may choose to waive the right to a live hearing, but parties and witnesses may choose whether to participate in the live hearing or submit to cross-examination.

d. **Recording or Transcript.** The Hearing Officer will arrange for the live hearing to be recorded. Each party will receive a copy of the recorded live hearing upon request. Parties may prepare a transcript of the recording at their own expense. Neither the parties nor their advisors may disseminate the record or transcript or use such record or transcript for any purpose unrelated to the Title IX formal resolution process or related civil proceeding.

e. **Opening Statements and Closing Statements.** At the sole discretion of the Hearing Officer, the parties may make opening and/or closing

statements at the live hearing. The Hearing Officer will determine the time that is allotted for each.

f. **Pre-Hearing Determinations.** No later than ten (10) workdays prior to the live hearing, the Hearing Officer shall decide (1) whether to exclude any of the proposed evidence or witnesses, and the basis upon which such evidence or witness is excluded; and (2) whether to allow opening statements and closing arguments and the time allotted for both.

g. **Rules of Conduct During the Live Hearing.** All live hearings will be closed to the public and witnesses will be present only during their testimony. For live hearings that use technology, the Hearing Officer shall ensure that appropriate protections are in place to maintain confidentiality.

   I. The College will require all parties, advisors, and witnesses to maintain appropriate decorum throughout the live hearing. Participants at the live hearing are expected to abide by the Hearing Officer's directions and determinations, maintain civility, and avoid emotional outbursts and raised voices.

   II. Repeated violations (generally, more than two) of appropriate decorum will result in a break in the live hearing, the length of which shall be determined by the Hearing Officer. The Hearing Officer has the sole discretion to appoint a different advisor to conduct cross-examination on behalf of a party after repeated violations of appropriate decorum or other rules related to the conduct of the live hearing.

6. Role of the Advisor.

   a. The role of the advisor at the live hearing is to conduct cross-examination on behalf of a party. The advisor is not to "represent" a party, but only to relay the party's cross- examination questions that the party wishes to have asked of the other party and witnesses so that parties never personally question or confront each other during a live hearing. A party shall not conduct cross-examination on his or her behalf.

   b. Each party may retain an attorney at his or her expense or designate a non-attorney advisor to accompany him or her at the live hearing. The advisor may provide advice and consultation to the parties or the parties' witnesses outside of the conduct of the live hearing to assist parties in handling the formal resolution process.

c. A party's advisor must conduct cross-examination at the live hearing directly, orally, and in real time. Only relevant cross-examination questions and follow-up questions, including those that challenge credibility, may be asked. Advisors may not raise objections or make statements or arguments during the live hearing.

d. The College shall appoint an advisor for the live hearing at no cost to a party when the party does not have an advisor. The appointed advisor may be but is not required to be a licensed attorney or anyone with formal legal training. Advisors may be faculty, staff, students, or volunteers from the local community.

7. Role of the Hearing Officer.

a. The role of the Hearing Officer is to preside over the live hearing in a fair and impartial manner. After the live hearing, the Hearing Officer must issue a written determination regarding responsibility using the preponderance of the evidence standard of evidence. The Hearing Officer will be the final decision-maker on all matters of procedure during the live hearing.

b. Before a complainant, respondent, or witness answers a cross-examination or other question, the Hearing Officer first must determine whether the question is relevant or cumulative and explain any decision to exclude a question that is not relevant or is cumulative.

c. The Hearing Officer may question the parties and witnesses, but they may refuse to respond.

d. The Hearing Officer must consider all relevant evidence, including statements of a party or witness, even if such statement was not subjected to cross-examination at the live hearing. In determining the amount of weight the Hearing Officer will give to such a statement, the Hearing Officer should consider the reliability of the statement. Factors to consider include, but are not limited to, whether a party or witness commented on or challenged the statement prior to the live hearing, whether the statement is a rumor or something of which the party or witness does not have first- hand knowledge, and whether the person who made the statement has a motive or a conflict of interest that can be demonstrated through other evidence. The level of reliability will determine the amount of weight the Hearing Officer will give to the statement when reaching a determination regarding responsibility. Additionally, the Hearing Officer must not draw an inference about the determination regarding responsibility based

solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

e. Within ten (10) workdays after the live hearing, or with good cause shown as soon as possible, the Hearing Officer will submit a written determination to the Title IX Coordinator. The Hearing Officer must make a finding of responsibility or non- responsibility for each allegation and describe the rationale for the finding based on an objective evaluation of the evidence presented at the live hearing. The written determination shall include the following:

    i. Identification of the allegations potentially constituting sexual harassment defined under this Policy;

    ii. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and live hearings held. The description of the procedural steps also should include who performed the investigation and the process taken to inspect and review the evidence and disseminate the investigative report, including the adherence to mandated procedural timelines;

    iii. Findings of fact supporting the determination;

    iv. Conclusions regarding the application of this Policy to the facts;

    v. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any range of disciplinary sanction(s) to be imposed on the respondent, and whether (not which) remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant.

    vi. When applicable, a statement that a notation will be placed on the academic transcript that the respondent was suspended or dismissed for a violation of the College's Title IX Policy.

    vii. When applicable, a statement that the respondent may request the expungement of the notation on the academic transcript for good cause shown and after a period of three years.

    viii. The College's procedures and permissible bases for the complainant and the respondent to appeal. If the complainant

or respondent does not contest the finding or recommended sanction(s) and/or remedies and does not file an appeal within the required time frame, the written determination shall be final.

X. **Actions Following the Written Determination**

1. The role of the Title IX Coordinator following the receipt of the written determination from the Hearing Officer is to facilitate the imposition of sanctions, if any, the provision of remedies, if any, and to otherwise complete the formal resolution process.

2. The Title IX Coordinator must provide the written determination to the parties simultaneously, with a copy to Human Resources, Conduct Officer, and/or other College officials, as appropriate. The appropriate college official, after consultation with the Title IX Coordinator, will determine the sanction(s) imposed and remedies provided, if any.

3. The parties shall receive the final decision on the imposition of sanction(s), if any, and the provision of remedies, if any, simultaneously within ten (10) workdays of receipt of the written determination by the appropriate college official(s). The College must disclose to the complainant the sanction(s) imposed on the respondent that directly relate to the complainant when such disclosure is necessary to ensure equal access to the College's education program or activity.

4. The Title IX Coordinator shall confer as necessary with employees, community resources, or other support services that will provide such remedies.

5. Any sanctions to be imposed or remedies to be provided should begin after five (5) workdays of issuing the final decision unless a party files an appeal.

6. If the respondent is a third party, the Title IX Coordinator will forward the written determination to [vice president/police chief, or other college official]. Within ten (10) workdays, the [designated official] shall determine and impose appropriate sanction(s), as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s) in the final decision, if any. The Title IX Coordinator may disclose to the complainant information as described above.

Y. **Appeals**

1. Within five (5) workdays of receipt of the final decision, either party may appeal the Hearing Officer's written determination regarding responsibility and the final decision related to sanctions and remedies. The parties also may appeal the College's dismissal of a formal complaint or any of its

allegations therein within five (5) workdays of such dismissal. The appeal must be in writing and submitted to the Title IX Coordinator, who will appoint an Appeal Officer within five (5) workdays of receipt of the appeal. The Appeal Officer's decision is final.

2. The Appeal Officer will grant an appeal only on the following bases:
    a. Procedural irregularity that affected the outcome of the matter;
    b. New evidence that was not reasonably known or available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and,
    c. The Title IX Coordinator, investigator(s), or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
3. Within five (5) workdays of receipt of an appeal request, the Title IX Coordinator will notify the other party that an appeal has been filed and implement appeal procedures equally for both parties.
4. The Title IX Coordinator will compile the record, including the notice of allegations, evidence obtained, investigative report, live hearing recording, written determination, and final decision. The Title IX Coordinator shall forward the record with the appeal request to the Appeal Officer as soon as possible, but no later than ten (10) workdays of receipt of the appeal request.
5. The Appeal Officer must not be the Hearing Officer, the investigator, or the Title IX Coordinator and be free from conflict of interest and bias.
6. Upon receipt of the request for the appeal and the record, the Appeal Officer shall decide whether to grant the appeal, including the rationale for the decision, and notify the parties whether the appeal has been granted simultaneously. The decision shall be made within ten (10) workdays of receipt of the appeal request and record from the Title IX Coordinator.
7. If the Appeal Officer grants the appeal, he or she will notify the parties that they have five (5) workdays to submit a written statement in support of, or against, the outcome of the written determination, final decision, or dismissal of the formal complaint. The Appeal Officer may grant additional time for good cause to both parties.
8. The Appeal Officer shall make the decision based on the record and the parties' written statements, if any. The Appeal Officer shall not receive additional statements or testimony from any other person.
9. The Appeal Officer shall issue a written determination of the result of the appeal and the rationale for such result within ten (10) workdays of receipt of written statements, if any. The Appeal Officer shall provide the written determination to the parties simultaneously.
10. At the conclusion of the appeal, the Title IX Officer shall facilitate the imposition of sanctions, if any, and the provision of remedies, if any.

Z. **Informal Resolution Process**

1. The informal resolution process is available under the following conditions:
    a. The complainant has filed a formal complaint of hostile environment sexual harassment involving parties with the same status (e.g., student-student or employee- employee);

    b. The Title IX Coordinator has completed the steps described in Sections V1 through V4; and,

    c. The parties voluntarily request in writing to resolve the formal complaint through the informal resolution process.
2. Within five (5) workdays after the receipt of the written request to start the informal resolution process, the Title IX Coordinator will appoint a College official to facilitate an effective and appropriate resolution ("Facilitator"). The Title IX Coordinator may serve as a Facilitator. Within five (5) workdays of such appointment (or receipt of the written request), the parties may identify to the Title IX Coordinator in writing any potential conflict of interest or bias posed by such Facilitator to the matter. The Title IX Coordinator will consider such information and will appoint another Facilitator if it is determined that a material conflict of interest or bias exists. Within five (5) workdays of the appointment (or receipt of the written request), the Facilitator will request a written statement from the parties to be submitted within ten (10) workdays. Each party may request that witnesses are interviewed, but the Facilitator will not conduct a full investigation as part of the informal resolution process.
3. Within ten (10) workdays of receiving the written statements, the Facilitator will hold a meeting(s) with the parties and coordinate informal resolution measures. The Facilitator shall document the meeting(s) in writing. Each party may have one advisor of his or her choice during any meeting; however, the advisor may not speak on the party's behalf.
4. The informal resolution process should be completed within thirty (30) workdays in most cases, unless good cause exists to extend the time. The parties will be notified in writing and given the reason for the delay and an estimated time of completion.
5. Any resolution of a formal complaint through the informal resolution process must address the concerns of the complainant and the responsibility of the College to address alleged violations of the Policy, while also respecting the due process rights of the respondent.
6. At the conclusion of meetings, interviews, and the receipt of statements, the Facilitator will write a summary of such in a written informal resolution report and provide the parties with the informal resolution report simultaneously. The written informal resolution report shall include the notice of allegations, a meeting(s) summary, remedies provided, if any, sanctions imposed, if any, and whether the formal complaint was resolved through the informal resolution process. The Facilitator will forward the

written informal resolution report to the Title IX Coordinator, when applicable.

7. At the conclusion of the informal resolution process, if the formal complaint was resolved to the satisfaction of the parties, the parties will provide a written and signed statement as such for the record. The decision will be final, and the matter will be closed.
8. At any time prior to resolving a formal complaint through the informal resolution process, either party may withdraw in writing from the informal resolution process and resume or begin the formal resolution process.
9. If the formal complaint is not resolved through the informal resolution process, the Title IX Coordinator shall resume the formal resolution process.

10. The Facilitator shall not be a witness as part of the formal resolution process, but the written informal resolution report (if applicable) shall be part of the record.

AA. **Sanctions & Corrective Actions**

1. The College will take reasonable steps to address any violations of this Policy and to restore or preserve equal access to the College's education programs or activities. Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for similar violations, or both.
2. The range of potential sanctions and corrective actions that may be imposed against a student includes but is not limited to the following: required discrimination or harassment education, a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, verbal or written warning, a no-contact order, written or verbal apology, verbal or written warning, probation, suspension, and expulsion from the College.
3. Sanctions for faculty and staff shall be determined in accordance with the VCCS Policy Manual and the Department of Human Resource Management Standards of Conduct, respectively. Possible sanctions and corrective actions include required discrimination or harassment education, informal or formal counseling, reassignment, demotion, suspension, non-reappointment, and termination from employment.
4. Third parties, e.g., contractors, or patrons from the general public, will be prohibited from having access to the campus. Depending on the violation, this prohibition may be permanent or temporary.
5. Sanctions imposed do not take effect until the resolution of any timely appeal. However, the College may keep in place any interim measures when necessary.
6. Informal resolution process remedies include mandatory training, reflective writing assignment, counseling, written counseling memorandum by an employee's supervisor, suspension, termination, or expulsion, or other

methods designed to restore or preserve equal access to the College's education programs or activities.

BBB. **Academic Transcript Notations and Expungement**

1. If a student is found responsible for an act of sexual violence as defined by this Policy and is suspended or dismissed, the student's academic transcript shall be noted as follows: "Suspended/Dismissed for a violation of Danville Community College's Title IX Policy." In the case of a suspension, the College shall remove such notation immediately following the completion of the term of suspension and any conditions thereof, and when the student is considered to be in good standing. The student shall be considered to be in good standing for the purposes of this section following the completion of the term of suspension and satisfaction of all conditions thereof. Upon completion of the suspension, the Title IX Coordinator (or designee) shall meet with the student to confirm completion of the conditions and upon such confirmation, direct the registrar to remove the notation from the student's academic transcript.

2. If a student withdraws from the College while under investigation involving an act of sexual violence as defined by this Policy, the student's academic transcript shall be noted as follows: "Withdrew while under investigation for a violation of Danville Community College's Title IX Policy." Students are strongly encouraged not to withdraw from the College.

3. The College shall immediately remove the notation from the student's academic transcript upon a subsequent finding that the student is not responsible an offense of sexual violence as defined by this Policy. Upon such a finding, the Title IX Coordinator (or designee) shall direct the registrar to remove the notation from the student's academic transcript.
4. Notations on academic transcripts regarding suspensions and dismissals shall be placed on the student's academic transcript after resolution of any timely appeal.

5. The College shall expunge the notation from the academic transcript of any student for good cause shown and after a period of three (3) years.

    a. Persons seeking to expunge the notation on an academic transcript shall submit a written request for expungement to the College Registrar no sooner than three years after the date the College placed the notation on the academic transcript.

    b. The request for expungement must contain sufficient information to support a finding of good cause. For expungement purposes, good cause includes:

i. the act of sexual violence did not involve serious bodily injury, the use of force, or threat, and the former respondent demonstrates remorse and/or rehabilitation;

ii. the former respondent committed the Policy violation while under the age of 18 and the former respondent demonstrates remorse and/or rehabilitation; and,

iii. any other reason that, in interest of justice, the notation should be expunged.

c. The College Registrar shall issue a written decision and the rationale for such decision within ten (10) workdays of receipt the request.

d. If the request for expungement is denied, the former respondent may submit another request for expungement no sooner than three (3) years after the denial of the request. This decision is final.

CCCC. **Training and Training Materials**

1. Title IX Coordinator(s), investigators, Hearing Officers, Appeal Officers, and Facilitators for the informal resolution process must receive annual training, as appropriate, on the following topics:

   a. The definition of sexual harassment;

   b. The scope of the College's education programs or activities;

   c. How to conduct an investigation and grievance process, including live hearings, appeals, and informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;

   d. The definition of relevance;

   e. Investigative report writing; and,

   f. Technology that may be used at live hearings.

2. College-appointed advisors receive training on the definitions of sexual harassment, consent, preponderance of the evidence, and relevance.
3. Training materials must not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

4. All training materials must be available on the College's website.

DDDDD. **Record Keeping**

1. The Title IX Coordinator, Deputy Title IX Coordinator, if applicable, and any other employee as appropriate, e.g., HR Director, shall maintain in a confidential manner, for at least seven (7) years from the date of creation of the last record pertaining to each case, in paper or electronic files of the following:
    a. The complete file for each sexual harassment investigation and formal resolution process, including (1) any determination regarding responsibility; (2) any audio or audiovisual recording or transcript of the live hearing; (3) any disciplinary sanctions imposed on the respondent; and, (4) any remedies provided to the complainant;

    b. Records of any appeal and its result;

    c. Records of any informal resolution process and its result;

    d. All materials used to train Title IX Coordinators, investigators, Hearing Officers, Appeal Officers, and Facilitators for an informal resolution process.
2. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. Records must explain why the College's response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the College's education programs or activities.

3. If the College does not provide a complainant with supportive measures, then the College must document the reasons why such a response was not clearly unreasonable in light of the known circumstances, including whether such decision was made based on the complainant's request or desire for the College to take no action or to provide supportive measures.

4. The documentation of certain bases or measures does not limit the College in the future from providing additional explanations or detailing additional measures taken.

EEEEEE. **Use of Template/Reports to System Counsel**

- All community colleges of the Virginia Community College System shall use this template. All reports of alleged incidents of sexual harassment shall be reported to the Office of System Counsel.

Page updated 5/20/2026

Veteran's Affairs

Veteran's Affairs Office

DCC is dedicated to helping eligible veterans, dependents, reservists, guardsmen, and disabled veterans (service connected) in the pursuit of education, be it higher education, retraining, vocational skills or just lifelong learning. We are happy to assist veterans in using their earned Veterans benefits. For information about VA educational benefits, contact the Veteran's Support Specialist at 434-797-8506 (Located in Wyatt 111). For more information, please visit our webpage.

Withdrawal & Tuition Refund Policy

- Tuition Appeal Process
- Mitigating Circumstance Tuition Refund Process
- Policy on Refunds, Credits, & Reinstatement due to Military Service
- Administrative Withdrawal Policy

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

DCC will not consider refunds after the announced date unless:

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

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

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

Effective May 21, 2015, the State Board of Community Colleges approved a revision to the VCCS Tuition Refund Policy as listed in the VCCS Policy Manual Section 4.3.2. The revision to the VCCS policy 4.3.2 directs that course registrations shall not be deleted for students who receive a tuition refund for extenuating circumstances after the end of the add/drop period, but a grade of "W" would be assigned instead. Students who request to be withdrawn with a tuition refund, after the stated refund date, must submit a request to the Vice President of Academic Services, with supporting documentation. If approved, Enrollment Services, the Business Office, and the Financial Aid Office will be notified of the tuition amount approved for refund.

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

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

Tuition Appeal Process

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

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

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

- Medical Emergency, such as:
    - An extended illness or major medical issue affecting the student or members of student's immediate family (mother, father, sister, brother, wife, child or grandparent) occurring during the semester you are registered, which requires hospitalization, is life-threatening or is contagious and a danger to the remainder of the college community. A written verification on letterhead by the attending physician is required

and must include the initial date of the problem, a statement that you are required not to attend class, and the duration of the problem.
    - A psychiatric/psychological emergency or severe, extended illness occurring during the semester you are registered, which requires hospitalization or that prevents you from attending classes. A written verification on letterhead by the attending mental health therapist is required and must include the initial date of the problem, a statement that you are not required to attend class, and the duration of the problem.
- Death of the student or a member of the student's immediate family (mother, father, sister, brother, husband, wife, child or grandparent). A copy of the death certificate or obituary should accompany the request.
- National emergency or mobilization declared by the President of the United States and in accordance with Section 23-9.6.2 of the Code of Virginia. Attach a copy of military activation orders. Please see policy on Military Service.
- Administrative error by the college*. The request should explain the circumstances of the error, including dates, names of employees, and publications, if applicable.
- Extreme financial hardship on the student. The request should explain the circumstances, outlining the financial issues and provide documentation as appropriate. In some cases, certain information such as tax returns, bill copies, foreclosure documents and/or employment termination documentation may be required prior to determination.

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

Mitigating Circumstance Withdrawal Process

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

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

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

Pursuant to 23-9.6:2 of the Code of Virginia, and corresponding State Council on Higher Education for Virginia (SCHEV) Guidelines, Danville Community College (DCC) has developed this policy providing for the tuition relief, refund, and reinstatement of students whose service in the uniformed services has required their sudden withdrawal or prolonged absence from their enrollment. For the purpose of this policy, "covered

service in the uniformed services" is defined as service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under call or order to active duty of more than 30 days as defined by Title 10 U.S.C. §101 or state active duty defined by Title 38 U.S.C. §4303.

DCC shall provide for the following:

a. Reinstatement as a Result of Military Service

Students who are called (ordered) to active duty or mobilized shall be entitled to reinstatement to DCC without having to re-qualify for admission following the student's documented (orders) release or return from service in the uniformed services if:

- the student provides notice of intent to return to the college not later than three years after the completion of the period of service;
- The student returns to the college after a cumulative absence of not more than five years; and,
- The permanent change of station (PCS) orders require the military member to be absent from the college for an extended period, and the PCS orders must have been issued after the start of the semester and require execution prior to the end of that semester or term.

A student returning to the college from active duty or mobilization in accordance with the provisions delineated above will be reinstated in the same program of study in which he or she had been enrolled prior to withdrawal. Exceptions may be made in cases where the program has been discontinued by the college or the program has specialized accreditation and selective admission requirements. In the latter case, reinstatement shall be consistent with any relevant standards of the respective accrediting agency. A student, who was admitted to a program but did not begin attendance because of service in the uniformed services, shall be allowed to defer his or her enrollment in the program until reinstatement to the college as described above. A student returning from active duty or mobilization should contact a counselor or advisor and submit the updated DD-214 to determine the impact of absence from the program and to review available options when a program is no longer available or suitable.

b. Tuition and Required Fees

Should a student be ordered to active duty (for reservists) or be mobilized (active military) as described in the Code of Virginia, Section 23-9.6:2 and the State Council's Virginia Tuition Relief, Refund, and Reinstatement Guidelines and he/she requests to be withdrawn from the college after the census date, the student will be deleted from the registration file and be awarded a full refund. This policy also applies to refunds of Miscellaneous Education fees, General Program fees, Deposits, Auxiliary Services fees and Student Activity fees to students.

Title 38 USC §3691A(b) provides if a covered member of the Armed Forces withdraws from covered education after receiving orders to perform covered service, the institution shall refund all tuition and fees including payments for housing such as dormitory charges or fees, but not to include monthly housing allowance stipends of the Post 9/11 GI Bill®, for the academic term in which the covered member withdraws.

Therefore, all tuition and fees paid by the student should be refunded; tuition and fees paid by the VA on behalf of the student should be returned to the VA; and for tuition and fees paid by another entity, the institution will coordinate proper disposition of the funds with the entity and return funds to it by whatever means the entity and the institution deem appropriate.

Definitions:

- Covered Member - a member of the Armed Forces (including Reserve Components) enrolled in Covered Education
- Covered Education - a course of education at an institution of higher learning and paid for with educational assistance furnished under a law administered by the VA
- Covered Service - active-duty service or inactive-duty training as defined in Title 10 USC §101 or state active-duty as defined by Title 38 USC §4303.

GI Bill® is a registered trademark of the U. S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government GI Bill® website.

c. Textbooks

DCC shall process refunds for textbooks according to contractual arrangement with local vendors.

d. Academic Credits and Grades

Students who are called to active duty or are mobilized, meaning serving in the uniformed services, as described in Virginia Tuition Relief, Refund, and Reinstatement Guidelines, will be given the option of taking their examinations prior to regularly scheduled times as an exception to VCCS policy 5.6.1 in accordance with the Virginia Tuition Relief, Refund, and Reinstatement Guidelines.

Careful consideration will be given and special options are available for students who receive student financial aid or Veterans Administration benefits.

e. Dissemination of Information

In accordance with the requirements of the Code of Virginia, Section 23-9.6:2, and the Virginia Tuition Relief, Refund, and Reinstatement Guidelines, DCC will make every

effort to ensure that the aforementioned VCCS policies relative to tuition relief, refund, academic credit and reinstatement are well disseminated and carefully explained. DCC has designated the VP of Student Affairs as the office to ensure that these policies are properly disseminated and administered.

Administrative Withdrawal Policy

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

DCC

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