

## Student Handbook 2023 - 2024

- [DCC Mission & Vision](#)

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

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

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

- [College Admissions](#)

### **ADMISSION - DCC Policy Related to Legislation Regarding Admissions**

Section 23-2.2:1 of the Code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry.

### **Policy related to legislation regarding admissions**

Language on the admissions application informs applicants that their information is being transferred to the State Police. In the event that the State Police determine that a DCC applicant is listed on the Sex Offender Registry, the State Police will notify DCC. When the college receives such notification, the following procedures apply:

1. The applicant will be denied admission to DCC in accordance with its admission policy as published in this the college catalog. The decision is final and not subject to appeal.

2. If the applicant registers for classes and becomes a student before the college receives notification from the State Police that he/she is listed on the Sex Offender Registry, the student will immediately be informed that he/she is being administratively withdrawn from classes and will receive a tuition refund. An applicant, in this instance, may invoke his/her right to an appeal process.

## Appeals Process for Revoked Admission

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

The student will receive a certified letter/return receipt requested from the Dean of Student Services or designee notifying the student of the revoked admission and outlining the appeal process.

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

## DCC BOOKSTORE - REFUND POLICY

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

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

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

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

### **DCC BOOKSTORE - RETURN POLICY**

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

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

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

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

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

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

- [College Clubs and Organizations](#)

### **Why Join a Club or Organization?**

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

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

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

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

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

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

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

**Phi Theta Kappa Upsilon Phi Chapter (International Honor Society)** is the international honor society for two-year colleges. A student must earn 12 or more credits, be a currently full- or part-time student in an associate degree program, and have a grade point average of 3.2 or better to be eligible for membership. The Upsilon Phi Chapter follows an honor theme and has fundraising and service projects each semester. The hallmarks guiding the chapter are scholarship, leadership, service, and fellowship. (Advisors – Jonathan Evans, 434-797- 8452; Mary Motley, 434-797-6426)

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

**Student Government Association (SGA)** is made up of all registered DCC students. The SGA's purpose is to promote a better understanding between faculty and students; to regulate and encourage activities beneficial to the morale of the students and the welfare of the school; and to act as the official voice of the student body. (Advisor Karl Staten - 434-797-8588)

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

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

- [College Childcare](#)

#### **HELPING HANDS CHILD DEVELOPMENT CENTER**

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

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

Hours of Operation

Monday – Friday

7:30 am – 5:30 pm

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

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

**For more information about enrollment contact:**

Jessica C. Testerman

Owner/Program Director

child.care@danville.edu

(434) 429-2716

- [Academic Advising](#)

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

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

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

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

- [DCC Alert System](#)

**DCC ALERT SYSTEM**

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

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

- [Accessibility Services](#)

The primary mission of Danville Community College Accessibility Services is to ensure that all qualified students with disabilities have equal access to educational programs and services. Accessibility Services facilitates access to reasonable accommodations for students with disabilities in accordance with their documentation guidelines. To support their educational pursuit and achievement, Accessibility Services provides students with comprehensive and ongoing support, advocacy efforts, and assistance with the transition to the college environment. Accessibility Services strives to broaden disability awareness throughout the campus community.

The Accessibility Services Office is in the Wyatt Building, Room 108. Contact 434-797-8443

- [Distance Learning Services](#)

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

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

- [College Policies](#)

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

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

## **ATTENDANCE POLICY**

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

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

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

For reasons of security and child welfare, the institution will not permit unattended children to be left anywhere on the college campus. Individuals who bring children to campus and refuse to abide by these guidelines will be referred to security and are subject to the DCC Student Code of Conduct.

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

## **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 (05/11)**

Danville Community College (DCC) is committed to providing, to the extent possible, a healthy and safe educational environment for all students and employees. In compliance with VCCS policy 6.0.78.1 Contagious Diseases Policy, DCC policy is to prevent the spread of communicable/contagious diseases



through measures that focus on safety, prevention and education and to provide continuity of education in the event of a contagious disease outbreak.

Persons who know or who have reason to believe that they are infected with a contagious disease of public health significance/threat have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others and must follow these guidelines:

1. 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.
2. 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.
3. 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.
4. DCC students, staff, and faculty will refrain from any activity or action cleanup activities that could result in exposure to blood borne pathogens. DCC complies with 6.1 Blood borne Pathogens in the DCC Safety Manual.
5. Danville Community College complies with the VCCS policy on Acquired Immunodeficiency Syndrome (AIDS) as stated in Section 6010.10 of the DCC Policy Manual.

#### **EXPRESSIVE ACTIVITY (06/14)**

This policy, in combination with Virginia Community College System (VCCS) Policy 6.5 and DCC Policy Manual Section 4400, 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 leaflets and pamphlets; and
- Any other expression protected by the First Amendment to the U.S. Constitution.

#### 4400.1 Policy

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. Indoors or outdoors, Danville Community 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. 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.

#### 4400.2 Reserving Campus Facilities:

- 1) If students, student organizations, or college employees desire to reserve campus facilities for expressive activities or events, they shall submit their requests per Section 4280 of the DCC Policy Manual on the DCC Website under Community Use of Campus Facilities.
- 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) Facilities available for reservation are listed in Section 4280 of the DCC Policy Manual. Note that some of these facilities are used for instruction and may not be available at certain times.
- 4) Facilities listed in Section 4280 of the DCC Policy Manual, when not being used for instruction, will be made available on a first-come, first-served basis. Areas within indoor facilities not listed in Section 4280 of the DCC Policy Manual, to include, but not limited to administration offices, libraries, and classrooms during instructional hours, are not available for expressive activities at any time.
- 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) Facilities will be made available without regard to the content or viewpoint of the expression or the possible reaction to that expression.

#### 4400.3 Spontaneous Expressive Activity:

Students, student organizations, and their sponsored guests may freely engage in spontaneous expressive activities outdoors throughout the campus 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, (d) substantially disrupt college operations, (e) constitute unlawful activity; or (f) create a clear and present threat to public safety.

#### **INTELLECTUAL PROPERTY POLICY**

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

intellectual property by a student and/or employee of the VCCS. The policy may be viewed online at [www.vccs.edu](http://www.vccs.edu). Also, there is a copy of the policy located in the Library.

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

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

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

##### **Purpose**

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

##### **General Responsibility**

The VCCS administration reserves the right without notice to limit or restrict any individual's access and to inspect, remove, or otherwise alter any data, file, or system resource that may undermine the authorized use of any network computing facilities. VCCS administration also reserves the right to periodically check any system and take any other action necessary to protect its computing facilities. VCCS disclaims responsibility for loss of data or interference with files resulting from its effort to maintain the privacy and security of those computing facilities. Each college president is responsible for the development, implementation, and enforcement of local information security plans to satisfy the objectives set forth in this policy. The college president is responsible for ensuring that all local college employees have signed Information Technology Employee Ethics Agreements and are on file. Each college president is also responsible for ensuring that all active students and patrons using VCCS or college computer resources have acknowledged acceptance of the Information Technology Student/Patron Ethics Agreement. Finally, college presidents are responsible for establishing approval mechanisms for authorizing staff and students to view, add, or modify local college information located on VCCS resources on a need-to-know basis.

##### **Definition**

The term "Virginia Community College System's (VCCS) local and shared computer systems" means, refers to, and includes any and all forms of equipment, tools, and intellectual property related to computer use. This includes computer systems, personal computers, and computer networks, and all forms of software, firmware, operating software and application software that the VCCS owns or that is under the VCCS's possession, custody, or control. Users of the VCCS computing resources must agree to comply with and be subject to VCCS policies. These policies include the Information Security Policy, the Information Technology Employee Ethics Agreement, the Information Technology Student/Patron Ethics

Agreement, the Computer Ethics Guidelines, and these Conditions of Use. The VCCS reserves the right to amend these conditions and policies at any time without prior notice.

### **NO SMOKING POLICY**

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

### **STUDENT ID POLICY**

All students are required to wear a DCC Student ID at all times. This is an official form of identification for the College and should not be altered.

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

### **STORM WATER Policy**

DCC policy prohibits non-stormwater (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.

- [Virginia Community College System](#)

Information Technology

Student / General Patron Acceptable Use Agreement

Applicable to all Users of College Computing Resources

Version: 3.2

Status: Final 04/10/2018

Contact: Chief Information Security Officer, VCCS Information Technology Services

Agreement

I acknowledge that this college is part of the Virginia Community College System (VCCS), home to Virginia's 23 community colleges. As a user of the college's local and shared computer systems, I understand and agree to abide by the following acceptable use agreement terms. These terms govern my access to and use of the information technology applications, services and resources of the VCCS, the college, and the information they generate.

#### Access to Computer and Network Resources

The college has granted access to me as a necessary privilege in order to perform authorized functions at the college. I will not knowingly permit use of my entrusted access control for any purposes other than those required to perform authorized functions related to my status as a student. These include logon identification, password, workstation identification, user identification, digital certificates or 2-factor authentication.

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

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

.

#### Intellectual Property

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

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

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

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

## Prohibited Activities

I agree to abide by all applicable local, State, Federal, VCCS, and college policies, procedures and standards related to the use of the Internet, Social Media, and Electronic Communications. Prohibited activities include, but are not limited to:

- Attempting to gain access to information owned by the college or by its authorized users without the permission of the owners of that information.
  - Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law or policy;
  - Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
  - Installing or downloading computer software, programs, or executable files contrary to policy;
  - Accessing, uploading, downloading, transmitting, printing, communicating, or posting access-restricted college information, proprietary college information, sensitive data or records, or copyrighted materials in violation of college or state policy;
  - Posting information or sending e-mail with the intent to deceive by using another's identity, an assumed name, or anonymously;
  - Attempting to intercept or read messages intended for others;
  - Intentionally developing, propagating, or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
  - Changing administrator rights on any college-owned computer, or the equivalent on non-Microsoft Windows based systems;
  - Using college computing resources to support any commercial venture, to promote political candidates, and to circulate advertising for products or any other use for personal financial gain.
- 
- Protection of Computer and Network Resources
  - I agree to follow any special rules posted or communicated by responsible staff members when using college computing laboratories, classrooms, and computers in the Learning Resource Centers.
  - I will do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others.
  - I will promptly report problems with college computing resources to the staff in charge or to the Information Technology Help Desk.
- 
- Reporting Requirements

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

- Security and Privacy

- No user shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the college's equipment and/or access.

- The VCCS System Office and colleges reserve the right (with or without cause) to monitor, access and disclose all data created, sent, received, processed, or stored on VCCS systems to ensure compliance with VCCS policies and local, State, or Federal regulations. College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (College owned or personal) connected to a college owned device or network. In addition, except for exemptions under the Act, electronic records may be subject to the Freedom of Information Act (FOIA) and, therefore, available for public distribution.

- Acknowledgement

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

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

- [Financial Aid Frequently Asked Questions & Policies](#)

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

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

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

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

Q. What information is needed when completing the FAFSA?

A. You will need: Your FSA ID and Password, Personal Information, Household Information, 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. The parent that you live with.

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

A. Yes, if the parent that you live with or that contributes over half of your support is remarried, you must report the stepparent's financial information also.

Q. If my or my family's current year income (year 20213) will be drastically lower than last year's income (year 2022) what do I do?

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

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

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

Q. What is DCC's Title IV Code?

A. Our Title IV School Code is 003758.

Q. What is my Expected Family Contribution (EFC)?

A. Expected Family Contribution (EFC) is the amount you and your family are expected to contribute toward your education. You receive an EFC based on the processing results of your Free Application for Federal Student Aid (FAFSA).



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. What do I do with a Student Aid Report (SAR) that I receive in the mail?

A. If you listed DCC on your application we will receive your information electronically and you should keep your original Student Aid Report for your records.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Q. When will I receive my financial aid disbursement?

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

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

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

Contact Information:

Financial Aid Office

1008 South Main Street, Danville, VA 24541

DCCFinAid@danville.edu

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

Financial Aid Bookstore Purchasing Policy

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

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 skill class (BSK) that is below the postsecondary level.

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

Supplies can include:

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

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

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

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

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

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

Book Return Policy

- Students need to keep their receipt!!

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

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

- New books must be in absolutely NEW condition if returned (No writing, bent, soiled or wrinkled pages, etc).
- Books with shrink wrap removed cannot be returned.
- CDs MUST be included, if applicable.
- Access codes must not have been used (a scratched code is considered used.)
- Credits issued will be applied to the same method of payment used when the books were originally purchased.
- There is no refund from the Bookstore on laptops or electronic items.

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

Effective: Summer 2020

#### FINANCIAL AID REFUND AND REPAYMENT POLICY

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

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

#### Date of Withdrawal

If students leave the college prior to completing 60% of the payment period or term, the financial aid office recalculates eligibility for Title IV funds. For students who are dismissed or who stop attending without giving notice of having withdrawn, i.e., who do not follow official withdrawal procedures, the withdrawal date will be the midpoint of the period or the date the student last attended an academic

function at the College. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

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

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

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

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

#### Repayment by the College

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

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Pell Grant
4. Federal SEOG Grant
5. Other grant or loan assistance authorized by Title IV of the Higher Education Act

#### DCC WITHDRAWAL AND TUITION REFUND POLICY (07/16)

Students are eligible for a tuition refund if they drop classes or withdraw from the College on or before the announced refund date each semester. 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 or last day to receive a tuition refund, 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” and will not receive a tuition refund.

If the student is receiving Financial Aid, a Return to Title IV calculation will be completed in the PeopleSoft SIS system, to determine the percent of aid earned by the student based on the withdraw or last date of attendance. The unearned portion of aid will be returned to the Department of Education and the student will be responsible for any remaining tuition and/or bookstore charges.

The add/drop form or withdrawal form must be processed by the Admissions Office. The College publishes in the College’s Academic Calendar and on the website the dates during which a student may be eligible for tuition refunds. The College will not consider refunds after the announced date unless the student has encountered severe medical problems that relate directly to the individual student, in the event that 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 and Student Services. The tuition refund policy and the deadline dates are established by State policy. Please refer to the College Calendar for the deadline for tuition refund for full semester courses. Classes of shorter duration may have a different withdrawal deadline. Please contact the Admissions Office if you have questions.

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 chairman signs the form for students in his/her area; counselors sign forms for non-curricular students. Please indicate with a “W” if mitigating and student is passing; put an “F” if student is failing or if withdrawal is not mitigating. Faculty should sign in the space beside grade. NOTE: Withdrawing from a course(s) can have a negative impact on the status of your financial aid.

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. Such circumstances must be documented and a copy of the documentation placed in the student’s academic file. If mitigating circumstances cause the withdrawal, and if the student is making satisfactory progress at the time of withdrawal, the grade of “W” will be given. Division Deans will decide whether the reason for withdrawal is mitigating.

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 appropriate Dean, with supporting documentation. If approved, the Admissions Office, the Business Office, and the Financial Aid Office will be notified of the tuition amount approved for refund.

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

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

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

#### FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

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

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

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

Credit Hours    Minimum

Attempted 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.

## TUITION REFUND

Refunds are processed under the Virginia Community College System (state) refund policy

Students are eligible for a pro-rated tuition refund if they drop classes or withdraw from college on or before the published refund date as indicated in the academic calendar. The College Academic Calendar is published in the College Catalog, the Student Handbook, and on the College website. The College will not consider tuition refunds after that date unless the student meets one of the following circumstances:

- a medical issue that prevents you from continuing your studies,
- your death or the death of an immediate family member,
- a 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 pro-rated 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. The student should be advised that 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/grievance procedures.

DCC Mitigating Circumstance Tuition Refund Process:

1. Student withdraws from class with mitigating circumstances after the last day to receive a tuition refund as stated in the College Calendar.
2. Student submits partial tuition request to the Dean of Student Services within 30 days after the official withdrawal date. This request should include a typed letter and supporting documentation.
3. The Vice President of Academic Affairs and Student Services will notify the student of the decision.
4. The Vice President of Academic Affairs and Student Services will notify the registration office via the Withdrawal with Tuition Refund form. The registration office will notify the business office of the decision if the partial refund is approved.
5. For students receiving Federal Financial Aid, the Return to Title IV process is completed and adjustments are submitted to the business office. A write-off entry will be made on the account for the approved tuition refund based on the calculated days of award earned. If a tuition or bookstore balance remains, the student will be notified and billed.
6. For students who have paid out-of-pocket, the withdrawal code will be changed by the registration office upon receipt of the Withdrawal with Tuition Refund form indicating approval by the Vice President of Academic Affairs and Student Services. Partial tuition of 25%, 50%, or 75% will be refunded based on the amount of time the student has remained in the class.

- [Guidelines on Political Campaign Related Activities](#)

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

- [Institutional Effectiveness Days](#)

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

- [College Learning Resource Center](#)

#### LEARNING RESOURCES CENTER

##### Academic Support Services

The Whittington W. Clement Learning Resources Center provides academic support services for the college community. Centrally located on the Danville Community College campus, the LRC incorporates the latest in educational technology to offer a unique mix of traditional and nontraditional resources for learning and teaching. For more information, please call 434-797-8555 or go online at [www.danville.edu/lrc](http://www.danville.edu/lrc).

##### Library

Located on the upper-level of the LRC, the Mary M. Barksdale Library provides extensive print and non-print collections, full-text electronic databases, and study areas. A student ID is required to check out materials in the Library. For more information, ask the librarian or call 434-797-8555, or go online at [www.danville.edu/library](http://www.danville.edu/library). Library services include the following:

- Internet and Electronic Resources – Students have access to a vast array of Internet and electronic resources. You can connect to the e-Library at [www.danville.edu/library](http://www.danville.edu/library).
- Print Resources – A large collection of books, periodicals, and other print materials are available for research and study.
- Research Assistance – A librarian is available to assist students in the use of the library and its materials. <https://danville.libguides.com/ask>
- Interlibrary Loan (ILL) - Students who need materials which are not available in the DCC library may request that books and copies of journal articles be borrowed from other libraries. Fill out this form: <https://danville.libguides.com/ILL>
- Copy Machine – 10 cents per page
- Group Study Areas

##### Library Hours

(Fall and Spring Semesters only)

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

Fri: 8 a.m. - 12 noon

Sat: Closed • Sun: 1 - 5 p.m.

(Fall and Spring Semesters only)

Intersession

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

Fri:8a.m.-12noon

Sat: Closed • Sun: Closed

Holidays and Special Hours

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

Testing Center

The Testing Center proctors both make-up tests and distance learning exams. It can also facilitate testing for distance learning students at off-campus locations. The Testing Center is located on the upper-level of the Learning Resources Center. Exams can be administered as paper & pencil, Internet, or secure browser based exams. Tests are proctored by appointment during regular LRC hours. For additional information, contact the Testing Center at 434-797-8404 or email the Testing Center at [testingcenter@danville.edu](mailto:testingcenter@danville.edu) or Fax at 434-797-8415.

Tutoring Center

The Tutoring Center provides free tutoring to currently enrolled DCC students who seek assistance with their DCC coursework. Individual and small group tutoring for most courses is available on an appointment basis. Student may sign-up at any time during the semester. DCC's Tutoring Center is nationally certified by the College Reading and Learning Association. Tutoring is provided by trained professional and peer tutors. The Tutoring Center is located in the upper level of the Learning Resources Center. For more information on tutoring services, call 434-797-6432 or go online at [www.danville.edu/tutoring-center](http://www.danville.edu/tutoring-center).

- [Notification of Student Rights](#)

Notification of

Student Rights

NOTIFICATION OF STUDENT RIGHTS (02/17)

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.

The College may disclose the following personally identifiable information from a student's education records:

1. Student's name
2. Participation in officially recognized activities and sports
3. Weight and height of members of athletic teams
4. Degrees, honors and awards received
5. Major field of study
6. Dates of attendance
7. Grade Level
8. The most recent educational agency or institution attended
9. Number of credit hours enrolled
10. Photos

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

#### STUDENT INFORMATION RELEASE AUTHORIZATION (02/17)

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. 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.

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

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

#### RETURNED CHECKS AND DISHONORED CREDIT/DEBIT CARD FEES (04/14)

Danville Community College will charge fees for returned checks and dishonored credit/debit cards in compliance with VCCS policy Section 4.2.3.1. The college must assess a \$35 service charge for handling returned checks or

dishonored credit card or debit card payments when the account is not in past due collection status. The college must assess a \$50 service charge for handling returned check or dishonored credit card or debit card payments when the account is in past due collection status. Collection of returned check charges shall be deposited to the State or local funds depending on the fund of the bad check.

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

Disclosure of your social security number is not required, but it is highly recommended. Disclosure ultimately will be required for most students at the time of enrollment, per § 6050S of the Restructuring and Reform Act of 1998, or at the time of disbursement of federal financial aid, per 34 Code of Federal Regulations Part 668.36. Section 23-2.2:1 of the Code of Virginia also authorizes the Virginia Community College System to collect student social security numbers and other personally identifiable information prior to a student's enrollment, and requires it to electronically transmit enrollment data to the State Police. However, the VCCS will only use your social security number in accordance with federal and state reporting requirements, and for identification purposes within the VCCS. It shall not permit further disclosure unless required or authorized by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, or pursuant to your obtained consent.

- [Student Center Rules](#)

1. Obey the Student Code of Conduct.
2. Student ID Cards must be worn at all times and in plain sight.
3. Respect the rights of others
4. Respect yourself.
5. Loud and unruly behavior will not be tolerated, and you will be asked to leave.
6. No offensive or obscene language.

7. All personal listening devices (i.e. iPods, laptops, iPhones, etc.) will require headphones in the student center.
8. No tobacco, alcohol, drugs, or firearms.
9. Minors (under 18 years of age) must be accompanied by an adult.
10. Visitors are allowed for dining purposes.
  - [Student-Initiated Grievance Procedure](#)

#### DANVILLE COMMUNITY COLLEGE STUDENT GRIEVANCE PROCEDURE

Danville Community College is dedicated to an affirmative action policy that provides that all grievances relating to students at the college, including grade appeals, will be handled fairly and without regard to race, color, age, national origin, sex, disability, or other non-merit factors. A grievance is a difference between a student and an employee of the college with respect to the application of the provisions of the rules, policies, procedures, and regulations of the college or the Virginia Community & College system as this application affects the activities or status of each student. The grievance procedure must be initiated within seven (7) class days according to the following procedure. Three steps delineate the procedure to be followed when a student is filing a grievance against an employee of the college for failing to follow the provisions of VCCS and/or DCC rules, policies, procedures, and/or regulations.

#### **Step I**

##### **Student**

The student initiating the grievance shall discuss it with the college employee involved.

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

##### **Student/Employee**

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

##### **Employee**

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

#### **Step II**

##### **Student**

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

##### **Supervisor**

Within (7) seven class days of receipt of the written appeal from the student, the supervisor will schedule and hold a meeting with the student and the employee, separately or together.

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

### **Step III**

#### **Student**

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

Within seven (7) class days after receipt of the written appeal, the Chair of the Review Committee will be responsible for selecting the Review Committee.

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

The Review Committee is dedicated to fair and impartial hearings in order to resolve the grievance. The members will decide, by at least a majority vote, to uphold, to modify, or reverse the decision made at the previous level. The Review Committee will consist of two faculty members, one division dean, one Student Services representative, and two students. To ensure a fair and impartial committee, the Vice President of Academic Affairs and Student Services may replace any member of this Committee with another student or faculty/staff member, whenever deemed appropriate by the President.

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

All parties concerned shall be given at least five (5) class days' written notice informing them of the nature of the complaint, and the date, time, and location/modality (i.e. face to face, remote) of the hearing.

The student requesting the hearing shall present the case to the Committee. The party against whom the complaint has been lodged shall have the opportunity to respond to the complaint. Both parties shall be allowed to present only relevant information to the Committee; however, it is the responsibility of the parties to gather and provide such information.

The student has the right to be accompanied by counsel or advisor who may come from within or outside the College. Such counsel or advisor must restrict his/her/their participation to advising the student, and he/she may not participate in the actual proceedings of the hearing.

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

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

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



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

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

**Penalties may include:**

- Verbal or written warning
- Requirement that the student complete a special project which may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions  
Withholding of official transcript or degree
- Bar against readmission
- Denial or non-recognition of a degree
- Withdrawing from a course with a grade of " W "
- Failing or reduction of a grade on a test, a course, or other academic work and/or requiring the performance of additional academic work that is not required of other students in the course
- Expulsion

The hearing will be recorded.

The Committee's decision may be appealed to the President of the college. The appeal must be in writing and set forth the specific ground(s) for appeal and be filed with the President no later than ten (10) class days from the decision of the Committee unless the President grants an extension for good cause. Failure to file an appeal within the time provided, in writing, as above shall cause a loss of the right to appeal.

Notwithstanding the foregoing, the President reserves the right to take any action as the President determines to be in the best interest of the college.

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

As a last resort, if a student has exhausted the avenues provided by DCC and the complaint has not been resolved internally, the student may file a formal complaint with the State Council of Higher Education for Virginia (SCHEV) at [www.schev.edu/index/students-and-parents/resources/student-complaints](http://www.schev.edu/index/students-and-parents/resources/student-complaints).

- [Student Conduct & Discipline](#)

## College Code

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

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

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

Use or possession of ammunition, firearms, or other weapons. None of the preceding is allowed in cars parked on campus. (See Item 4).

Conducting oneself in a manner that endangers the health or safety of self and/or other persons.

Acts of intimidation, harassment, or bullying directed towards employees, students, or guests of the College, including via social media.

Wearing clothing that exposes parts of the body or undergarments in such a manner that is offensive to others. Use of vulgar or offensive language.

Commission of any criminal offense under federal, state, or municipal law on campus.

Violation of or failure to comply with any college policy, rule, or regulation.

Giving false testimony and/or information to any campus official.

Knowingly initiating, communicating, or circulating a false report of a bombing-fire offense; or other emergency.

Misuse of fire or other life-safety equipment.

Possession of ignition devices, fireworks, flammable liquids, or objects, which could cause damage by fire or explosion.

Creating or participating in disturbances on college property or at a college activity resulting in the disruption of college activities.

Inappropriate classroom behavior. (The faculty member has responsibility for control of the classroom and may take steps to ensure an orderly environment).

Failure to meet financial obligations to the college in accordance with institutional business office procedures.

Stealing, destroying, defacing, damaging, or misuse of college property or property belonging to another.

Possession of or making use of college keys/keycards for unauthorized purposes.

Unauthorized entry into or use of college buildings, facilities, or equipment.

Unauthorized solicitation on college-controlled property.

Possessing or using intoxicating beverages on college property or at college activities.

Being intoxicated or impaired while on campus or at college activities.

Gambling in any form on college property.

Illegal possession, use, sale, or distribution of any quantity of any drug, narcotic, or controlled substance.

Forgery, alteration, or misuse of college documents, forms, or records.

Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities.

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

**Firearms and Other Weapons:** Firearms and dangerous weapons of any type are NOT PERMITTED on or in campus facilities, except when carried by bona fide law enforcement officers in their official capacities. The use, possession (including in parked cars on campus), or sale of ammunition, firearms, or other weapons is strictly forbidden and may result in penalties that include denial or revocation of admission and suspension from the College.

### **Possession of Weapons Prohibited**

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

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

**Gang Activity:** This is defined as any activity that leads college officials to reasonably believe that such behavior, apparel, activities, or acts are "gang-related" and adversely affect the campus environment and/or educational objectives of Danville Community College. This may include: wearing apparel of a gang-related nature (including, but not limited to clothing, clothing accessories, Jewelry, hair

accessories, tattoos, emblems, badges, symbols, and signs); presenting a physical safety hazard to self, students, faculty, staff, or other persons on the college campus; communicating verbally or nonverbally (gestures, handshakes, slogans, drawings, etc.) to convey affiliation in a gang-defacing college or personal property with gang-related graffiti, symbols, or slogans- or soliciting others for gang membership.

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

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

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

Procedures for discipline due to academic dishonesty will be the same as specified in Section 6, except that all academic dishonesty actions will be first considered and reviewed by the appropriate faculty member. If the student does not accept the decision of the faculty member, the student may discuss their concerns with the Division Dean. If the student does not accept the decision of the Division Dean, the College will then follow the normal disciplinary procedures.

**Plagiarism Policy:** A student who receives a failing grade (" F" ) in a course as a result of academic dishonesty (such as plagiarism) may not withdraw from that course with a " W " or receive a refund. This policy applies to any student in a particular course deemed to have committed an act of academic dishonesty during any part of a semester, and regardless of whether the student has turned in any graded work. Mitigating circumstances do not apply in such cases. If the student does not accept the decision, the College will then follow the normal disciplinary procedures.

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

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

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

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

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

Confidentiality will be maintained throughout the handling of the case.

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

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

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

- Dismiss the allegation as unfounded and take no further action.
- Determine the severity and nature of the problem.
- Refer the student to the College's Grievance Procedure.

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

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

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

- Deny or revoke admission
- Verbal or written warning.
- Requirement that the student meets with a professional counselor.

- Requirement that the student completes a special project which may be, but is not limited to, writing an essay, attending a special class or lecture.
- Disciplinary probation is imposed for a definite period of time, which stipulates that future violations may result in disciplinary suspension.
- Ineligibility for election to a student office.
- Removal from an organizational office.
- Prohibition from representing the college in any special or honorary role.
- Withholding of official transcript or degree.
- Restitution, whether monetary or performing specific duties.
- Denial or non-recognition of a degree.
- Suspension of rights and privileges, including participation in curricular, co-curricular, or extracurricular activities for a specified period of time.
- Withdrawal from a course with a grade of " W " or " F" grade.
- Failing or reduction of a grade on a test, a course, or other academic work and/or requiring the retaking of a test, a course, or other academic work and/or requiring the performance of additional academic work that is not required of other students in the course.
- Loss of or ineligibility for student grant, loan, or scholarship.
- Expulsion from the college.
- Blocking a student from enrolling until a specified act is performed by the student.

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

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

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

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

**Immediate Disciplinary Action:** The Vice President of Academic Affairs and Student Services, the President of the College, or his/her/their designee may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule or regulation of the

college. This should occur only when the continuing presence of the student poses a danger to persons or property or the individual presents a threat of disrupting the academic processes of the institution. In such cases, the Vice President of Academic Affairs and Student Services or his/he/their designee will, if possible, meet with the student prior to suspension and discuss the reasons for the interim suspension.

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

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

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

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

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

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

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

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

Each party will have the right to appear and present evidence in person. Each party has the right to be accompanied by counsel or advisor who may come from within or outside the College. Such counsel or

advisor must restrict his/her/their participation to advising the party, and he/she/they may not participate in the actual proceedings of the hearing.

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

The hearing will be closed to the public.

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

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

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

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

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

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

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

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

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

5. After assessing the previous sanction, the review committee may uphold or amend the action in accordance with the following prescribed options:

- a. Verbal or written warning
- b. Requirement that the student meets with a professional counselor.



- c. Requirement that the student completes a special project which may be, but is not limited to, writing an essay, or attending a special class or lecture.
- d. Disciplinary probation is imposed for a definite period of time, which stipulates that future violations may result in disciplinary suspension.
- e. Ineligibility for election to a student office.
- f. Removal from an organizational office.
- g. Prohibition from representing the college in any special or honorary role.
- h. Withholding of official transcript or degree.
- i. Deny or revoke admission.
- j. Restitution, whether monetary or performing specific duties.
- k. Denial or non-recognition of a degree.
- l. Suspension of rights and privileges, including participation in curricular, co-curricular, or extracurricular activities for a specified period of time.
- m. Withdrawal from a course with a grade of " W " or " F" grade.
- n. Failing or reduction of a grade on a test, a course, or other academic work and/or requiring the retaking of a test, a course, or other academic work and/or requiring the performance of additional academic work that is not required of other students in the course.
- o. Loss of or ineligibility for student grant, loan, or scholarship.
- p. Dismissal or Suspension from the college.
- q. Blocking a student from enrolling until a specified act is performed by the student.

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

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

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

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

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

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

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

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

1. The student will receive an electronic letter/return receipt requested from the Vice President of Student Services and/or designee (i.e. Dean of Student Services) notifying the student of the revoked admission and outlining the appeal process.
2. The student may write a letter of appeal to the Vice President of Student Services and/or designee (i.e. Dean of Student Services) in which he/she/they (1) provides justification for consideration of admission reinstatement and (2) discloses the nature of the offense and/or conviction serving as the basis for DCC's action to revoke admission. If the student is a convicted sex offender, the letter should include a statement acknowledging his/her/their understanding that his/her/their identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated.

The letter of appeal must be submitted to the Vice President of Student Services and/or designee (i.e. Dean of Student Services) within seven (7) business days of notification by the college.

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

5. The Vice President of Student Services and/or designee (i.e. Dean of Student Services) will inform the student by electronic letter/return receipt requested of the decision of the appeals panel. The decision of the appeals panel shall be final.

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

The Student Services Department is responsible for the following:

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

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

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

#### **RIGHTS AND RESPONSIBILITIES**

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

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

You are free to pursue your educational goals; appropriate opportunities for learning in the classroom and on 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 Emergency Planning Guide](#)

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

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

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

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

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

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

- Weather-related emergency

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

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

- Evacuation of a building or buildings

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

1. Treat the evacuation alarm as if it is real;
  2. Do not delay, exit the building immediately and close all doors as you leave;
  3. Use appropriate exits. Do not use elevators;
  4. Assist the handicapped or those needing help;
  5. Go at least 50 yards from your building to the designated assembly point;
  6. Remain with your group so that a headcount can be made;
  7. Do not return to your building until instructed to do so by Security or College authorities.
- Lockdown of a building or buildings

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

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

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

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

1. First, always call the Danville Department of Emergency Services at 911 (cell phone) or 9-911 (campus phone);
2. Next, call Campus Security at 797-8533 (cell phone) or 8533 (campus phone). Emergency Call Boxes, which contact Campus Security, are also located across the campus.

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

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

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

Sometimes, incidents occur on campus that tend to make people uncomfortable but don't meet our normal definition of emergency. If you are concerned about threatening behavior or a disturbing situation and you don't believe that it is necessary to report the incident to 911 or Security, immediately report it to the Counseling Office at 797-8443, your advisor, or a member of the faculty so that appropriate action can be taken by the College. You may also use the online Threat Assessment submission form which can be found at on the DCC website at: <https://danville.edu/threat-assessment-violence-prevention-committee>

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

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

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

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

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

It is sometimes necessary to cancel, reschedule

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

DCC web site - [www.danville.edu](http://www.danville.edu)      Radio stations – WAKG, WBTM and WHLF

\*Television stations – WDBJ, WSLs, WSET WFMY. Recorded Message – (434) 797-8595

\*Television web sites – [www.wdbj7.com](http://www.wdbj7.com),

[www.wsls.com](http://www.wsls.com), [www.wset.com](http://www.wset.com),

[www.wfmynews2.com](http://www.wfmynews2.com)

Social Media – Facebook, Twitter and Instagram - @DCCPR

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

\*All of these sources post the information as soon as they get it from the College. Please do not call them and ask if they have information.

Phone lines need to be kept open and available so that these sources can be updated by the College as required.

- [DCC Consumer Information](#)

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

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

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

- [Student Resources](#)

### **Campus Resources**

Academic Advising 434.797.8420 / Wyatt 101 / [advising@danville.edu](mailto:advising@danville.edu)

Accessibility Services (ADA) ADA Counselor, 434-797-8538 / Wyatt 108

Arts, Sciences & Business Division 434-797-8402 or 434-797-8462 / Temple Building

Bookstore 434-797-8426

Campus Safety/ Security 434-797-8533

Canvas/Distance Learning Helpdesk 434-797-8555 / [canvas@danville.edu](mailto:canvas@danville.edu)

Change of Name/Address Admissions Office, 434-797-8467 / Wyatt 108 / [admissions@danville.edu](mailto:admissions@danville.edu)

Counseling Services <https://danville.edu/mental-health-counseling-services-students>

Curriculum Change Admissions Office 434-797-8467 / Wyatt 108 / [admissions@danville.edu](mailto:admissions@danville.edu)

Developmental Studies 434-797-8462 / Temple 104 or 105

Drug and Alcohol Abuse <https://danville.edu/mental-health-counseling-services-students>

Dropping & Adding Classes Division Dean's Office

Educational Opportunity Center 434-797-8577 / Wyatt 109 / [eoc@danville.edu](mailto:eoc@danville.edu)

Career & Technical Education Division 434-797-8440

Helping Hands Child Development Center 434-429-2716

Financial Aid Office 434-797-8439 or 434-797-8567 / Wyatt 111 / [dccfinaid@danville.edu](mailto:dccfinaid@danville.edu)

Grades MyDCC Student Information System ([danville.edu/MyDCC](http://danville.edu/MyDCC))

ID Cards 434-797-8588 / Student Center

Library Services 434-797-8555/LRC

Lost & Found Vice President of Academic Affairs and Student Services, 434-797-8456 / Wyatt 211

Mental Health Information <https://danville.edu/mental-health-counseling-services-students>

Parking Decals 434-797-8588 / Student Center

Registration Academic Advising Center / 434-797-8420 / Wyatt 101/ [advising@danville.edu](mailto:advising@danville.edu)

Navigate 434-797-8554 / Wyatt 108

Scholarships Office of Institutional Advancement, 434-797-8437 / Foundation Hall 211

Sexual Misconduct/Assault/Harassment Title IX Coordinator, 434-797-8538 / Wyatt 108

Southern Virginia Higher Education Center (SVHEC) 434-572-5440

Student Activities 434-797-8588 / Student Center

Testing: Makeup and Distance Learning 434-797-8404 / LRC

Transcripts Admissions Office, 434-797-6435 / Wyatt 108 / [danville.edu/transcript-request](http://danville.edu/transcript-request)

Transfer Information [danville.edu/transfer](http://danville.edu/transfer)

Tuition Payments Business Services , 434-797-8418 Wyatt 103

Tutoring 434-797-6432 / LRC



Veterans' Affairs and Information [danville.edu/dcc-office-veterans-affairs](http://danville.edu/dcc-office-veterans-affairs) / 434-797-8506 / Wyatt 111  
Withdrawal from College Academic Advising Center, 434-797-8420 / Wyatt 101 / [advising@danville.edu](mailto:advising@danville.edu)  
Workforce Services 434-797-6437 or 434-797-8430 / RCATT

We look forward to helping you “achieve your dreams.”

This handbook is designed as a guide and resource.

Please take time to look at the Calendar of Events  
and become familiar with the policies and procedures.

### **STUDENT SUPPORT SERVICES DEPARTMENT**

The Student Services Department at DCC recognizes that the development of the whole student is achieved through in-class and out-of-class learning opportunities and experiences. We believe that by providing intellectual, personal, cultural, and professional opportunities for learning and growing, students will graduate from DCC with a better understanding of themselves and their peers, their chosen professions and their responsibilities as a part of a larger community.

### **STUDENT SUPPORT SERVICES MISSION STATEMENT**

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

- Maintaining a supportive environment for students and the community.
- Providing well-rounded programs of co-curricular experiences.
- Ensuring personal, cultural, and intellectual development.
- Supporting the day-to-day operations of the College.

### **MISSION STATEMENT OF THE COLLEGE**

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 STATEMENT OF THE COLLEGE**

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.

### **STATEMENT OF ACCREDITATION**

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

**If you have any questions about your handbook, please contact:**

**Cathy Pulliam**

Dean of Student Services

Wyatt 108 • [cathy.pulliam@danville.edu](mailto:cathy.pulliam@danville.edu) • Phone: 434-797-8538

VP: 434-688-0136 • 800-560-4291

### **Locations & Office Hours**

#### **Administrative Office Hours**

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

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

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

#### **Danville Main Campus**

1008 South Main Street  
Danville, VA 24541

434.797.2222

Toll Free: 800.560.4291

434.688.4764 (vp)

Fax: 434.797.8514

**Whittington W. Clement Learning Resources Center (Main Campus)**  
**Mary M. Barksdale Library Hours**

(Fall and Spring Semesters only)

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

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

Intersession

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

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

Holidays and Special Hours

The LRC will be closed whenever the college is closed. Special hours for holidays, faculty planning and preparation days, and other special occasions

will be posted on the front doors of the LRC and by message on the answering machine.

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

121 Slayton Ave.

Danville, VA 24541

434.797.6437

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

820 Bruce Street

South Boston, VA 24592

434.572.5440

- [Title IX](#)

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

Danville Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This policy supplements the following general policy statement set forth by the Virginia Community College System. This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. This policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SAVE Act).

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

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

### **Applicability**

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

### **Reporting Incidents**

Members of the campus community who believe they have been subjected to any of these crimes should immediately report the incident to campus security or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to local police by dialing 911 or campus security at 434-797-8533.

Whether or not a report is made to law enforcement, members of the campus community should report alleged violations of this Policy utilizing the Form: Report Sexual Assault or Misconduct (Title IX) located at the bottom of our DCC website under FORMS. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the College. The completed form will be submitted to the Title IX Coordinator.

### **Support Services**

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

### **DCC Contacts:**

Deputy Title IX Coordinator

Cathy Pulliam

Wyatt Building, Room 108

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

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

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

- [Veteran's Affairs](#)

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

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

- [Student Conduct, Rights, and Responsibilities](#)

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

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

#### **RIGHTS AND RESPONSIBILITIES**

The submission of an application for admission to Danville Community College represents a voluntary decision on your part to participate in the programs offered by the institution pursuant to its policies, rules, and regulations. College approval of your application, in turn, represents the extension of a

privilege to join the college community and to remain a part of it as long as you meet its required academic and behavior standards.

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

Such rights include the following:

You are free to pursue your educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the College through its curricula.

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

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

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

- [Academic Calendar 2023 -2024](#)

<b>DANVILLE COMMUNITY COLLEGE</b>	<b>2023-2024 ACADEMIC CALENDAR</b>
<b>FALL 2023 Dates for 16-week semester</b>	
Advising and Registration for Fall and Summer Semester	April 1, 2023 – August 19, 2023
Final Week for Fall registration	August 14 – August 19, 2023
Bookstore dates for financial aid charges	August 7 – September 12, 2023
Last day to add new class(es)	August 19, 2023
Payment of tuition	***June 3, 2023 – August 19, 2023
Faculty Planning and Preparation days	August 16 – August 18, 2023
Fall Convocation – college closed from 8:00 am – 1:00 pm	August 16, 2023
Division Meetings	August 17-18, 2023
Classes begin	August 21, 2023
Swaps/Drops only (cannot be processed without approval of instructor)	August 21, 2023 - August 25, 2023
Holiday – No classes (Labor Day)	September 4, 2023
Last day to withdraw with Full Tuition Refund	September 7, 2023
Mid-term grades posted	October 16 – October 20, 2023
Last day to withdraw without mitigating circumstances “W” grade issued	October 26, 2023
College Closed –Election Day	November 7, 2023

Advising and Registration for Spring and Summer Semester	November 1- December 22, January 5, 2024
No Classes – Faculty Research Day	November 22, 2023
Holiday – No classes (Thanksgiving) (College closes at noon on Nov.22)	Noon November 22 – November 23, 2023
Fall Graduation Application Deadline (no exceptions)	November 15, 2023
Classes End	December 8, 2023
Final Exams	December 11 – December 15, 2023
Grades due	December 18, 2023
Faculty Planning and Preparation days **college closes at 12 pm Dec. 22	December 18 – December 22, 2023
College Closed	December 23, 2023 – January 2, 2024
<b>FALL 2023 Dates for 1<sup>st</sup> 8-week session</b>	
Bookstore dates for financial aid charges	August 7 – September 12, 2023
Classes begin	August 21, 2023
Swaps/Drops only (cannot be processed without approval of instructor)	August 21 – August 25, 2023
Last day to withdraw with Full Tuition Refund	August 28, 2023
Last day to withdraw without mitigating circumstances “W” grade issued	September 21, 2023
Classes End	October 13, 2023
<b>FALL 2023 Dates for 2<sup>nd</sup> 8-week session</b>	
Bookstore dates for financial aid charges	October 9 – October 20, 2023
Classes begin	October 16, 2023
Swaps/Drops only (cannot be processed without approval of instructor)	October 16, 2023 – October 20, 2023
Last day to withdraw with Full Tuition Refund	October 24, 2023
Last day to withdraw without mitigating circumstances “W” grade issued	November 17, 2023
College Closed- Election Day	November 7, 2023
Classes End	December 15, 2023
<b>SPRING 2024 Dates for 16-week semester</b>	
Advising and Registration for Spring Semester	Nov. 1, 2023 – Dec. 22, 2023

Holiday, College Closed (New Year's Day observed)	January 1, 2024
Bookstore dates for financial aid charges *****	****January 2 – January 30,
Final week for Spring Registration	January 2- January 6, 2024
Payment of Tuition	***Nov. 1, 2023 – January 6
Faculty Planning and Preparation days	January 2 – January 5, 2024
Spring Convocation – college closed from 8:00 am – 1:00 pm	January 4, 2024
Division Meetings	January 5, 2024
Classes begin	January 8, 2024
Last day to add new class(es)	January 6, 2024
Swaps/Drops only (cannot be processed without approval of instructor)	January 8 – January 12, 2024
Holiday, no classes (Martin Luther King, Jr. Day)	January 15, 2024
Last day to withdraw with full tuition refund	January 25, 2024
Spring Graduation Application deadline (no exceptions)	February 15, 2024
Spring break – no classes	March 4 – March 8, 2024
Mid – term grades posted	March 11 – March 15, 2024
Last day to withdraw without mitigating circumstances “W” grade issued	March 22, 2024
Advising and Registration for Summer Semester	April 1, 2024 – May 24, 2024
Institutional Effectiveness Day	XX
Classes End	April 29, 2024
Final Exams	April 30, 2024 – May 6, 2024
Grades due	May 7, 2024
Faculty Planning and Preparation days	May 7- May 10, 2024, May 1
Graduation	May 11, 2024
*****Students charging financial aid may preorder books starting Dec. 21, 2023. Purchases will be available for shipping or in-store pickup starting Jan 02, 2024.	
<b>SPRING 2024 Dates for 1<sup>st</sup> 8-week session</b>	
Bookstore dates for financial aid charges *****	January 2
Classes begin	January 8, 2024



Swaps/Drops only (cannot be processed without approval of instructor)	January 8, 2024 – January 12, 2024
Last day to withdraw with Full Tuition Refund	January 16, 2024
Last day to withdraw without mitigating circumstances “W” grade issued	February 8, 2024
Classes End	March 1, 2024
*****Students charging financial aid may preorder books starting Dec. 21, 2023. Purchases will be available for shipping or in-store pickup starting Jan 02, 2024.	
<b>SPRING 2024 Dates for 2<sup>nd</sup> 8-week session</b>	
Bookstore dates for financial aid charges	March 4 – March 15, 2024
Classes begin	March 11, 2024
Swaps/Drops only (cannot be processed without approval of instructor)	March 12 – March 15, 2024
Last day to withdraw with Full Tuition Refund	March 18, 2024
Last day to withdraw without mitigating circumstances “W” grade issued	April 11, 2024
Classes End	May 3, 2024
<b>SUMMER 2024 Dates for 10-week session</b>	
Summer Graduation Application deadline (no exceptions)	March 15, 2024
Advising and Registration for Summer Semester	April 1, 2024 – May 19, 2024
Payment of tuition for Summer Session	***April 1, 2024 – May 19, 2024
Final week for registration for Summer	May 13 – May 17, 2024
Bookstore dates for financial aid charges	May 6 – June 3, 2024
Last day to add a class	May 17, 2024
Classes begin (10-week session and First 5 weeks)	May 20, 2024
Swaps/Drops only (cannot be processed without approval of instructor)	May 20 – May 23, 2024
Holiday, no classes (Memorial Day)	May 27, 2024
Last day to withdraw with Full Tuition Refund	May 30, 2024
Holiday, no classes (Juneteenth)	June 19, 2024
Holiday, no classes (Independence Day)	July 4, 2024
Last day to withdraw without mitigating circumstances “W” grade issued	July 1, 2024
Classes end	July 31, 2024

<b>SUMMER 2024 Dates for first 5-week session</b>	
Bookstore dates for financial aid charges	May 6 – June 3, 2024
Classes begin	May 20, 2024
Last day to withdraw with Full tuition refund	May 28, 2024
Last day to withdraw without mitigating circumstances “W” grade issued	June 10, 2024
Holiday, no classes (Juneteenth)	June 19, 2024
Classes End	June 25, 2024
<b>SUMMER 2024 Dates for second 5-week session</b>	
Bookstore dates for financial aid charges	June 19 – July 3, 2024
Classes begin	June 26, 2024
Last day to withdraw with Full tuition refund	July 1, 2024
Last day to withdraw without mitigating circumstances “W” grade issued	July 16, 2024
Classes End	July 31, 2024

- **\*\*\*Payment of Tuition:** (A) Early registration: Students are expected to have all payment arrangements, including financial aid, finalized at least 30 calendar days prior to the first day of classes. (B) Standard registration: Students registering within 30 days of the first day of classes are expected to have all payment arrangements finalized, including financial aid, within seven calendar days of registration. All students are expected to finalize tuition payment, including financial aid, with the appropriate DCC office prior to attending any class(es). Failure to pay for classes, including with financial aid, can result in classes being removed from the student’s schedule.
- [Threat Assessment Policy](#)

Threat Assessment Policy (09/2023)

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

- injuring another person physically;
- engaging in behavior that creates a reasonable fear of injury to self or another person;
- engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress;

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

Consequences of Policy Violations:

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.

Behavioral Intervention - Threat Assessment/Violence Prevention Team

Danville Community shall establish a committee with responsibility for education and violence prevention on campus. The membership of this body shall include representatives from the following areas: student affairs, human resources, law enforcement, a mental health professional or counseling services representative, and others who have knowledge, professional expertise, or responsibilities that could assist the committee with completing its work. However, in all cases the membership of the committee must comply with the requirements of Virginia Code § 23-9.2:10. The committee should consult VCCS legal counsel, when necessary, through established protocols. The Threat

Assessment/Violence Prevention Team at Danville Community College is dedicated to a coordinated and planned approach to the identification, prevention, assessment and management of behavioral threats to the College and the DCC learning environment.

Behavioral Intervention - Threat Assessment Team Responsibilities include:

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

#### Campus Members' Responsibilities

It is the responsibility of faculty, staff and students to immediately report any situation that could possibly result in harm to anyone connected to the College. These reports may be submitted via email to [threat@danville.edu](mailto:threat@danville.edu), reported to DCC Security at 797-8533 or campus phone ext. 288533, or to any member of the Behavioral Intervention –Threat Assessment Team.

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

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