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**Danville Community College**

**Student Handbook  
2009-2010**

**Property of:**

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

Every effort has been made to provide the most accurate, up-to-date information possible in this Student Handbook. The statements in this Student Handbook are not to be regarded as a contract between the student and the College that cannot be recalled. The College reserves the right to change, when warranted, any of the provisions, schedules, programs, courses, or fees, as might be required.

## STUDENT DEVELOPMENT DEPARTMENT

Welcome to DCC. 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.

The Student Development Department at Danville Community College 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 responsibilities as a part of a larger community.

Student Development programs and services are grounded in the philosophy that all students be given opportunities and responsibilities for engaging in activities, programs and services relevant to the individual learning opportunities.

## STUDENT DEVELOPMENT MISSION STATEMENT

The Office of Student Development 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 community.
- Providing well-rounded programs of co-curricular experiences.
- Insuring personal, cultural, and intellectual development.
- Supporting the day-to-day operations of the College.

\* If you have any questions about your handbook, please call or email me at:

**Peter Castiglione**  
**Director of Student Development & Enrollment Management**  
Email: [pcastiglione@dcc.vccs.edu](mailto:pcastiglione@dcc.vccs.edu)  
Phone: (434) 797-8490  
Fax: (434) 797-8451  
TTY: (434) 797-8542

## VISION STATEMENT

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

## MISSION STATEMENT OF THE COLLEGE

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

## ACCREDITATION

Danville Community College is one of 23 colleges in the Virginia Community College System. The State Council of Higher Education for Virginia has approved the associate degree curricula of the College. Danville Community College is accredited by the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033, telephone (404) 679-4500 to award the associate degree. (Note: Inquiries to the Commission should relate only to the accreditation of DCC, and not to general admission information).

## ACADEMIC COUNSELING

Danville Community College provides ongoing academic counseling services to students. College staff members are professionally trained to help students with decisions on a broad range of educational and career concerns. Visit us online at <http://www.dcc.vccs.edu/student-services2/studevdepart.htm>.

## DISABILITY SERVICES

Danville Community College is committed to equality of educational opportunities for qualified disabled students. The Disability Services Office/ADA Counselor looks forward to working with you. All the information that you provide is voluntary and will be kept strictly confidential. Who qualifies? Section 504 of the Rehabilitation Act of 1973 defines a handicapped person as "any person who has a physical or mental impairment which limits one of life's major activities such as walking, talking, seeing, hearing or writing." For additional information, please contact the ADA Counselor in Wyatt 108, Ext. 8572.

## Where can I find out about?

Alliance for Excellence .....	797-8441/Wyatt 101
Arts & Sciences Division .....	797-8402 or 797-8462/Temple Building
Business Division .....	797-8474/Taylor 117
Career Planning .....	797-8520/Wyatt 108
Change of Address .....	Admissions Office 797-8467/Wyatt 108
Student Success Skills (SDV 100/101).....	797-8524/Wyatt 111
Counseling (Personal & Academic).....	Counseling Office 797-8460/Wyatt 108
Curriculum Change .....	Counseling Office 797-8460/Wyatt 108
Disabilities .....	ADA Counselor 797-8572/Wyatt 108
Drug Abuse .....	Director of Student Development & Enrollment Management 797-8490/Wyatt 108
Dropping & Adding Classes .....	Division Dean's Office
Educational Opportunity Center.....	797-8577/Wyatt 109
Engineering Technologies Division.....	797-8440/EIT 12
Financial Aid.....	Financial Aid Office 797-8567/Wyatt 101
Graduation Requirements.....	College Catalog
ID Cards .....	797-8538/Wyatt 108
Institutional Effectiveness Days .....	Student Handbook
Lockers Division .....	Division Dean's Office
Lost & Found .....	Vice President of Academic & Student Services 797-8410/Wyatt 211 or 797-8555/LRC
Parking Decals .....	Switchboard, Ext. 0
Registration .....	Admissions Office 797-8467/Wyatt 108
Scholarships.....	Office of Institutional Advancement 797-8437/Wyatt 213
Security .....	797-8533
Sexual Harassment.....	Affirmative Action Office 797-8458/Wyatt 212
Student Activities.....	Director of Student Development & Enrollment Management 797-8490/Wyatt 108
Student Government.....	797-8481/Wyatt 108
Student Grievance .....	Director of Student Development & Enrollment Management 797-8490/Wyatt 108
Student Success Center .....	797-8524/Wyatt 111
Testing: Group & Individual.....	Counseling Office 797-8460/Wyatt 108
Title III Modular Studies .....	797-8553 or 797-8561/Temple 121
Transcripts & College Grades.....	Admissions Office 797-8490/Wyatt 108
Transfer Information.....	Counseling Office/Transfer Center 797-8460/Wyatt 108 or 797-8469/EIT
	DCC Web Site "Transfer Talk"- <a href="http://www.dcc.vccs.edu/Department/a&amp;s/Advisement/transfer.htm">http://www.dcc.vccs.edu/Department/a&amp;s/Advisement/transfer.htm</a> DCC Web Site "Student Success Center" - <a href="http://www.dcc.vccs.edu/success/success2.htm">http://www.dcc.vccs.edu/success/success2.htm</a>
Tuition Payments .....	Business Office 797-8418/Wyatt 103
Tutoring .....	797-6432/LRC
Veterans' Affairs.....	Financial Aid Office 797-8567/Wyatt 101
Withdrawal from College.....	Counseling Office 797-8460/Wyatt 108
Workforce Services.....	Workforce Services Office 797-6437/RCATT or 797-8430/Wyatt 111

## COLLEGE CLUBS & ORGANIZATIONS

- African-American Culture Club
- Alpha Beta Gamma (International Business Honors Society)
- Baseball Club
- Better Earth and Animal Treatment Society (BEATS)
- Christian Student Fellowship
- Collegiate Entrepreneurs' Organization (CEO Club)
- Dental Hygienist Club
- Golf Club
- Gospel Ensemble
- Graphics Club
- Honors Program
- International Association of Administrative Professionals (IAAP)
- Japanese Culture Club
- National Technical Honor Society
- Networking Club
- Omega Alpha Omicron Chapter – Lambda Alpha Epsilon (American Criminal Justice Association – Justice Club)
- Phi Theta Kappa (International Honor Society)
- Photography Club
- Practical Nursing Club
- Sigma Kappa Delta (English Honor Society)
- Soccer Club
- Student Government Association
- TEACH Club (To Educate Always Creates Hope)
- Who's Who in American Junior Colleges
- Women's Softball Club

For more information about the above college clubs and organizations, contact the Student Development & Enrollment Management Office at (434) 797-8490.

### NOTIFICATION OF STUDENT RIGHTS

The Family Educational Rights and Privacy Act 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 personally identifiable information from a student's education records. Such information, known as directory information, includes the student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, and previous college(s) or institution(s) attended by the student. This information may be disclosed by the College without the prior consent of the student unless a written request is made to the Director of Student Development and Enrollment Management 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 to this Act may direct inquiries to the Director of Student Development and Enrollment Management.

### LEGISLATION REGARDING ADMISSIONS

#### ***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. Language on the web application informs applicants that their information is being transmitted to the State Police.

In the event that the State Police determine that an applicant to Danville Community College is listed on the Sex Offender Registry, the State Police will notify DCC. When the college receives such a notification, the following procedures apply:

A. The applicant will be denied admission to DCC in accordance with its admission policy as published in its catalog:

Admission Denied/Revoked: Admission to the college, or to college functions or activities, may be denied or revoked to individuals who are unable to demonstrate safe and/or nondisruptive conduct.

B. If the applicant registers for classes and becomes a student before the college receives notification from the State Police, the student will be immediately informed that he/she is being administratively withdrawn from classes and will receive a refund.

C. An applicant may invoke his/her right to an appeal process.

**Appeal Process for Denial of Admission or Withdrawal for Convicted Sex Offender**

When a convicted sex offender is denied admission to or is administratively withdrawn from classes at Danville Community College, he/she may invoke the following appeal process:

A. The applicant or withdrawn student will receive a letter from the Director of Student Development and Enrollment Management stating his/her denial of admission or administrative withdrawal.

B. The applicant/withdrawn student may write a letter of appeal to the Director of Student Development and Enrollment Management in which he/she provides the following information:

1. Disclosure of the nature of the offense for which he/she has been convicted;
2. Justification for consideration of admission/reinstatement;
3. 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.

**Note: If a student is appealing a denial of admission or an administrative withdrawal, he/she must submit the letter of appeal to the Director of Student Development and Enrollment Management within seven (7) calendar days of the administrative withdrawal.**

C. A panel of three (3) full-time faculty or administrators will review the information submitted and make a decision by a simple majority vote within fourteen (14) calendar days of receiving the letter of appeal. The Director of Student Development and Enrollment Management will serve as the convener of the panel and will be a member of the panel.

D. The Director of Student Development and Enrollment Management will inform the applicant/withdrawn student by letter of the decision of the appeals panel. The decision of the appeals panel shall be final.

**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.

**INCLEMENT WEATHER POLICY**

In case of inclement weather, students and employees can contact the DCC Switchboard at (434) 797-8595 or 1-800-560-4291 or check the DCC website ([www.dcc.vccs.edu](http://www.dcc.vccs.edu)) for information about the College's operation.

**OUTCOMES ASSESSMENT REQUIREMENT**

Degree students will be required to take a battery of tests designed to measure general education achievement and/or achievement in selected major areas prior to graduation for the purpose of evaluating general education competencies and academic programs. No minimum score or level of achievement is required for graduation. Individual test results will remain confidential. Group scores will be used for accountability to the state and for improvement of academic programs.

**ACADEMIC RENEWAL POLICY**

Students, who return to a college after a separation of five (5) years, or more, may petition for academic renewal. The request must be in writing and submitted to the Admissions and Records Office. For more information, please contact the Admission's Office at (434)797-8420.

**INSTUTIONAL 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.

**INFORMATION SECURITY POLICY**

**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 network (VCCNet) 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. VCCS Data Services will provide practical guidelines for the application of this policy.

#### **General Responsibility**

VCCNet administration reserves the rights 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. VCCNet 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 on file. Each college president is also responsible for ensuring that all active students and patrons using VCCNet or college computer resources have acknowledged acceptance of the Information Technology Student/Patron Ethics Agreements (Attachment A). Finally, college presidents are responsible for establishing approval mechanisms for authorizing staff and students to view, add, or modify local college information located on VCCNet resources on a need-to-know basis.

#### **Definition**

The term "VCCNet resource" 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 VCCNet owns or that is under the VCCNet's possession, custody, or control. Users of the VCCNet 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 (Attachment A), the Computer Ethics Guidelines (Attachment B), and these Conditions of Use. The VCCS reserves the right to amend these conditions and policies at any time without prior notice.

### **VIRGINIA COMMUNITY COLLEGE SYSTEM Information Technology Student/Patron Ethics Agreement**

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

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

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

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

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

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

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.

#### **VCCS COMPUTER ETHICS GUIDELINES**

Thousands of users share VCCNet computing resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt VCCS business or the works of others. Therefore, you must exercise ethical behavior when using VCCNet resources.

State Law (Article 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2 - 152.4), unauthorized examination (18.2 - 152.5), or unauthorized use (18.2 - 152.6) of computer systems as (misdemeanor) crimes. Computer fraud (18.2 - 152.3) and use of a computer as an instrument of forgery (18.2 - 152.14) can be felonies. The VCCS's internal procedures for enforcement of its policy are independent of possible prosecution under the law.

#### **DEFINITION**

VCCNet resources include mainframe computers, minicomputers, microcomputers, networks, software, data, facilities and related supplies.

#### **GUIDELINES**

The following guidelines shall govern the use of all VCCNet resources:

1. You must use only those computer resources that you have the authority to use. You 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. You must not use the VCCNet resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.
2. You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.
3. You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to the VCCNet must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
4. Other than material known to be in the public domain, you must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization. The college of VCCNet data trustee, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures. You must not copy, distribute, or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.
5. You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging or violating the privacy of information not belonging to you. This includes the intentional misuse of resources by others. This includes loading software or data from untrustworthy sources, such as free-ware, onto official systems without prior approval.
6. You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Security Officer or the Internal Audit department.

#### **ENFORCEMENT PROCEDURE**

1. Faculty, staff and students at the college or VCCNet facility should immediately report violations of information security policies to the local Chief Information Officer (CIO).
2. If the accused is an employee, the CIO will collect the facts of the case and identify the offender. If, in the opinion of the CIO, the alleged violation is of a serious nature, the CIO will notify the offender's supervisor. The supervisor, in conjunction with the College or System Office Human Resources Office and the CIO, will determine the appropriate disciplinary action. Disciplinary actions may include but are not limited to:
  - a. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
  - b. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the costs associated with determining the case facts.
  - c. Disciplinary action for faculty and classified staff in accordance with the guidelines established in the State Standards of Conduct Policy.
3. In the event that a student is the offender, the accuser should notify the Vice President of Academic and Student Services. The Vice President, in cooperation with the CIO, will determine the appropriate disciplinary actions which may include but are not limited to:
  - a. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.

- b. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the costs associated with determining the case facts.
  - c. Disciplinary action for student offenders shall be in accordance with the college student standards of conduct.
4. The College President will report any violations of state and federal law to the appropriate authorities.
  5. All formal disciplinary actions taken under this policy are grievable and the accused may pursue findings through the appropriate grievance procedure.

#### **APPROVAL**

This guideline shall remain in effect until superseded or suspended.

#### **COMPUTER LAB POLICY**

The computer labs at DCC 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 LAC (Learning Assistance Center) that are available for public use, and may be used for some of the above activities. 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.

#### **INTERNET USAGE POLICY**

The Internet terminals in the DCC labs are designated for research purposes only. Computer use must fall within the guidelines outlined in the VCCS Computer Ethics Guidelines as stated in this handbook. Inappropriate use of DCC lab computers is prohibited.

#### **Inappropriate Usage**

- **Adult Sites**— Use of computers to access, download, or display data of an adult nature (pictures, text, animations, etc.) is prohibited.
- **Chat**— Internet access is limited to research purposes only. Chat lines or chat rooms are prohibited.
- **Games**— The unauthorized use of DCC computers to access, download, or play games is prohibited.
- **Illegal File Usage Access**— DCC does not allow unauthorized users to access certain files or alter said files necessary for terminal, server, or program operation. Any attempt to access or alter said files or programs is prohibited.
- **Mail**— Use of computers for the purposes of unauthorized reading or sending of mail messages is prohibited.

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

Cash register receipts must be submitted for all refunds. All refunds are made by check. The refund will be mailed within two weeks after the item is returned. New books and related materials must be in new, resalable condition to obtain a refund. Names should not be written in books until student is sure he/she will remain in the class. Receipts are required for state audit purposes. If a receipt is unavailable, exchanges will be permitted for equal value.

#### **Textbooks**

Textbooks may be returned for a refund until the last day of the add/drop period. An official drop form along with the dated bookstore receipt is required.

#### **General Books**

General books such as trade paperbacks, hardcover fiction, and non-fiction are non-refundable.

#### **Calculators and Electronics**

Refunds on calculators are not available. Defective items are not replaced after 30 days of purchase. Merchandise must be returned with its carton, related product materials (instructions, warranty, etc.) and the dated sales receipt. For defective merchandise purchased and held for more than 30 days, the manufacturer or local service outlet must be contacted directly.

#### **Computer Software**

Computer software that is in its original shrink-wrap and is the current version may be returned within seven days of the purchase date. No refund if opened.

#### **General Merchandise**

All merchandise purchased from the bookstore other than the above is non-refundable. Defective merchandise will be exchanged for like items.

#### **Used Books**

The Bookstore purchases and resells used books to provide more reasonable prices for students. Buy-back dates are posted around the campus prior to each book-buy.

**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 DCC campus, the LRC incorporates the latest in educational technology to offer a unique mix of traditional and nontraditional resources for learning and teaching.

**LIBRARY**

Located on the upper-level of the LRC, the Library provides extensive print and non-print collections, full-text electronic databases, and study areas. A library card is required to check out materials and can be obtained by presenting a picture ID or student ID at the circulation desk. For more information, ask the librarian or call (434) 797-8555. Library services include the following:

- **LRCLive** – an online reference service that enables you and a reference staff member to chat online and share web pages in real-time. At the end of each session, you will receive a transcript of the entire session. You can connect to LRCLive at <http://library.cc.va.us/reference/ol.htm>.
- **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. Materials are usually available within 5 days or sooner. A maximum of 5 items may be requested at a time. There is no fee for this service.
- **Internet and Electronic Resources** – students have access to a vast array of Internet and electronic resources including VIVA. VIVA is a collection of approximately 10,000 full-text journals and newspapers, over 9,000 full-text works of poetry and verse drama, and more than 750,000 additional full-text books, reports, pamphlets and statistical sources. The Internet terminals in the Library are designated for research and educational purposes only.

**LIBRARY HOURS**

**Fall and Spring Semesters**

Monday through Thursday – 7:30 a.m. to 9 p.m.

Friday - 8 a.m. to 5 p.m.

Saturday - Closed

Sunday - 1 p.m. to 5 p.m.

**Summer Sessions**

Monday through Thursday - 8 a.m. to 9 p.m.

Friday - 8 a.m. to 5 p.m.

Saturday – Closed

Sunday – 1 p.m. to 5 p.m.

**Intercession**

Monday through Friday - 8 a.m. to 5 p.m.

Saturday and Sunday - Closed

**LEARNING ASSISTANCE CENTER (LAC)**

The LAC provides a variety of instructional support programs and services to assist students. Call (434) 797-8404 for information.

- **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. The Tutoring Center is located in the upper level of the Learning Resources Center. For more information on tutoring services, call (434) 797-6432.
- **Testing Center** - makeup tests for the instructional programs and distance learning testing are administered in the LAC.
- **Computer Lab** - computers and access to most major software applications used on campus are available in the LAC. Tutorial software, email, and the Internet are also available. Services for the visually and hearing impaired are available.

**LAC HOURS**

**Fall and Spring Semesters**

Monday through Thursday - 7:30 a.m. to 9 p.m.

Friday - 7:30 a.m. to 5 p.m.

Saturday - 10:00 a.m. to 4:00 p.m.

(NO TESTING on Saturday)

Sunday - 1 p.m. to 5 p.m.

**Summer Sessions**

Monday through Thursday - 7:30 a.m. to 9 p.m.

Friday – 7:30 a.m. – 5 p.m.

Saturday – 10 a.m. – 4 p.m.

Sunday – 1 p.m. – 5 p.m.

### **Intercession**

Monday through Friday - 8 a.m. to 5 p.m.  
Saturday and Sunday – Closed

Holidays and Special Hours:

The library and LAC 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 LAC's telephone and at the front of the LRC.

### **DISTANCE LEARNING**

DCC offers a variety of opportunities in Distance Education, bringing learning to you in your home or office -- on your own time schedule. These opportunities include Internet/Web- based courses, Telecourses/Independent Study on videotape, and Interactive Television courses. The following academic support services are available to DCC students:

- **Distance Learning Home Page** - <http://www.dcc.vccs.edu/distance/distance.htm>
- **Blackboard** – DCC's online course management system. For technical support, call (434) 797-8557, (434) 797-8556, or 1-800- 560-4291. On weekends (434) 250-0160 or <http://www.dcc.vccs.edu/distance/help.htm>.

### **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 conducts 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 accord with this general philosophy, efforts will always be made to resolve discipline issues, informally, if possible.

#### **SECTION I: RIGHTS AND RESPONSIBILITIES**

- A. 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 so long as you meet its required academic and behavior standards.
- B. 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:
  1. 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.
  2. No disciplinary sanctions may be imposed upon you without due process, except as hereinafter provided.
  3. Free inquiry, expressions, and assembly are guaranteed to you provided your actions do not interfere with the rights of others or the effective operation of the institution.
  4. Academic evaluation of your performance shall be neither arbitrary nor capricious.
  5. The College and members of the College community have the right to expect safety, protections of property and the continuity of the educational process.

#### **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 <http://www.vccs.edu/Polcypdf/section/sec12.pdf>. Also, there is a copy of the policy located in both the Library and the Student Services office.

#### **STUDENT INITIATED GRIEVANCE PROCEDURE STUDENT RIGHTS & RESPONSIBILITIES**

The Student Grievance Committee serves as a hearing board for formal academic grievance lodged against college personnel. The Committee is dedicated to fair and impartial hearings in order to resolve matters of concern to students where college policy has not been followed or where a student believes that he/she has been discriminated against on the basis of age, race, sex, national origin, disability or some other improper factor.

The Student Grievance Committee shall be composed of two faculty members, two students, and an administrator, whose names are drawn by lot from pools established for this purpose; the college President then appoints them. Should any member of the Committee be a

party in the grievance, the member shall be disqualified from the Committee for the case in question. To ensure a fair and impartial tribunal, the President may replace any member of this Committee with another student or faculty/staff member, whenever deemed appropriate by the President.

The following procedures will implement the grievance process:

1. The student shall request a meeting with the Director of Student Development & Enrollment Management who shall determine that the alleged grievances have occurred and that the grieving student has discussed the grievance with (a) the college employee or faculty member involved, and (b) the supervisor(s) or Division Dean.
2. If the condition of #1 above has been satisfied, the Director of Student Development & Enrollment Management shall accept the written grievance, which shall include (a) the specific grievance and (b) an allegation that the decision or decisions causing the grievance were based on improper factors.
3. The Director of Student Development & Enrollment Management shall forward the written grievance to the Vice President of Academic and Student Services, who shall have the option of calling the Student Grievance Committee into session or hearing the grievance at the Vice President's level.
4. All parties concerned shall be given at least five (5) class days' written notice informing them of the nature of the complaint, and the date, time, and location of the hearing.
5. 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 arrange for such information. Neither party will be allowed to have their case presented by counsel even though legal counsel may be present to advise the party.
6. After hearing all relevant information, the Vice President of Academic and Student Services may ask for a concluding statement from each party if such statement would aid the Committee's deliberation.
7. Following the concluding statements, the Vice President of Academic and Student Services shall invite the student and the faculty member to leave the room.
8. The Committee shall deliberate and shall decide the issue and subsequently state its ruling and rationale in writing.
9. A majority vote will control. A minority report may be included signed by the minority position. If the Committee upholds the student's grievance, it will recommend specific measures to be taken by the Vice President of Academic and Student Services, the Division Dean, and/or the faculty member to resolve the issue in an appropriate and fair manner.
10. If, however, the Committee denies the student's grievance or uncovers acts of academic dishonesty where the student has violated the standards of acceptable conduct, the Committee shall accept the recommended penalty of the faculty member in whose class the offense occurred, unless the Committee finds, by a majority vote, that such recommended penalty is unfair in light of the evidence. It shall then recommend the following penalty or penalties to the Vice President of Academic and Student Services.
  - a. Verbal or written warning;
  - b. Requirement that the student complete a special project which may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions;
  - c. Withholding of official transcript or degree;
  - d. Bar against readmission;
  - e. Denial or non-recognition of a degree;
  - f. Withdrawing from a course with a grade of "W";
  - g. Failing or reduction of a grade on a test, a course, or other academic work and/or requiring the performance of additional academic work that is not required of other students in the course;
  - h. Expulsion.
11. The hearing will be recorded using audiotape. If either party desires to appeal the Committee's decision, the recording will be transcribed and both parties will be furnished a copy of the transcript.
12. The Committee's decision may be appealed to the President of the college. The appeal must be in writing and set forth the specific ground(s) for appeal and be filed with the President no later than ten (10) class days from the decision of the Committee, unless the President grants an extension for good cause. Failure to file an appeal within the time provided, in writing, as above shall cause a loss of the right to appeal.
13. Notwithstanding the foregoing, the President reserves the right to take any action as the President determines to be in the best interests of the college.

## COLLEGE INITIATED CODE OF STUDENT CONDUCT AND DISCIPLINE

### College Code

At Danville Community College, the primary concern is the student. The College attempts to provide all students an environment conducive to academic endeavor, social growth, and individual self-discipline. The College presumes the student has an earnest purpose, is studious, and has courteous habits. Special care is taken to assure due process and to spell out defined routes of appeal when a student feels his/her rights have been violated.

1. **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 office of the Director of Student Development & Enrollment Management. 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.

2. **Student Misconduct:** Each student is expected to conduct himself/herself 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:
- a. Commission of any criminal offense under federal, state, or municipal law.
  - b. Violation of or failure to comply with any college policy, rule, or regulation.
  - c. Failure to comply with the directive of college official/employee acting in the performance of his/her duties.
  - d. Failure to heed an official summons to the office of an administrative officer within the designated time.
  - e. Failure to maintain a current official mailing address in the Admissions and Records office.
  - f. Giving false testimony at any campus disciplinary proceeding.
  - g. Knowingly initiating, communicating, or circulating a report of a present, past, or future bombing; fire offense; or other emergency that is false or baseless and would ordinarily cause action by an official or volunteer agency.
  - h. Misuse of fire or other life-safety equipment.
  - i. Use or possession of ammunition, firearms, or other weapons. None of the above are allowed in cars parked on campus.
  - j. Possession of ignition devices, fireworks, flammable liquids or objects, which could cause damage by fire or explosion.
  - k. Conducting oneself in a manner that endangers the health or safety of other persons.
  - l. Congregating in doorways, hallways, classrooms, and other facilities so as to prevent guests, students, faculty, or administrative officials from entering or leaving classes, offices, or any other facility.
  - m. Creating or participating in disturbances on college-controlled property or at a college activity resulting in the disruption of college activities. (Inappropriate classroom behavior is judged to be a disturbance. The faculty member has responsibility for control of the classroom and may take steps to ensure an orderly environment).
  - n. Failure to meet financial obligations to the college.
  - o. Stealing, destroying, defacing, damaging, or misuse of college property or property belonging to another.
  - p. Possession of or making use of college keys for unauthorized purposes.
  - q. Unauthorized entry into or use of college buildings, facilities, or equipment.
  - r. Unauthorized selling, peddling, or soliciting on college-controlled property.
  - s. Engaging in hazing or voluntarily submitting to hazing which includes any dangerous, harmful, or degrading acts. Violation of this prohibition renders the students involved and the organization subject to disciplinary action.
  - t. Using intoxicating beverages in a classroom building, laboratory, library facility, faculty or administrative office, intramural athletic facility, and other public campus area (except for college-sponsored dances) or being intoxicated in any public area of the campus.
  - u. Gambling in any form on college property.
  - v. Illegal possession, use, sale or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance.
  - w. Forgery, alteration, or misuse of college documents, forms, or records.
  - x. Harassment of any student, employee, or guest of the college.
  - y. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other college activities, including its public service functions or other authorized activities of the college.
  - z. Issuance of a check to the college without sufficient funds.
  - aa. Academic dishonesty (See Item 3.)
3. **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.
- A. The college may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, the following:
- 1. Copying from another student's test paper or other academic work.
  - 2. Using materials not authorized by the person giving the test.
  - 3. Collaborating, without authority, with another student during an examination or in preparing academic work.
  - 4. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an un-administered test.
  - 5. Substitution for another student, or permitting another student to substitute for oneself, to take a test or prepare other academic work.
  - 6. Bribing another person to obtain an unadministered test or information about an unadministered test.
  - 7. The appropriation of another's work without acknowledging the incorporation of another's work in one's own written work (plagiarism).

- B. 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 his/her 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 in Sections 5 and 6.
4. **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 and Student Services.
  5. **Procedure for Administration of Discipline:** The Vice President of Academic and Student Services will have primary authority and responsibility for the administration of student discipline at the college.

Upon receipt of a report alleging misconduct, the student may be summoned to appear before the Vice President of Academic and Student Services. Failure to report may result in suspension from the college.

- A. The Vice President of Academic and Student Services will determine if such allegations are founded. If, after discussion with the student, the charges reasonably appear founded, the material facts upon which the charges are based are not disputed, and the student does not request a Student-Faculty Review Committee hearing, the Vice President of Academic and Student Services will assess the penalty appropriate to the charges and inform the student of such action in writing.
  - B. If the student disputes the material facts upon which the charges are based and does not execute a written waiver of the hearing process or appeals the penalty of the Vice President of Academic and Student Services, then the Vice President of Academic and Student Services will prepare a written statement of charges and send a notification of such charges to the student by certified mail, return receipt requested, using the dress appearing in the office of Admissions and Records or hand deliver the document with the student signing a receipt.
6. **Student Disciplinary Hearings:** In these 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 penalty, the student will have the opportunity to have the charges or penalty reviewed by a fair and impartial Student-Faculty Review Committee.
    - 1) The composition of the Student-Faculty Review Committee will include one faculty member, one division dean, one counselor, and two students, whose names are drawn by lots established for this purpose; they are then appointed by the college President.
    - 2) If the student wishes to have a hearing with the Student-Faculty Review Committee, the student must, within 72 hours (three class days) of the time at which disciplinary penalties were determined by the Vice President of Academic and Student Services, submit to the Dean a written request for review.
    - 3) A representative of the Vice President of Academic and Student Services Office will be present during the hearings as a non-voting resource person.
    - 4) Except in those cases where immediate interim disciplinary action has been taken under authority of Section 9, the accused student will be given at least five (5) class days written notice by the Vice President of Academic and Student Services of the date, time, and place for the hearing, and the names of the Student-Faculty Review Committee members.
    - 5) Upon a hearing of the charges, the Vice President of Academic and 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 Student-Faculty Review Committee. The hearing will be conducted in accordance with the following procedures:
      - a. The student may challenge the impartiality of a member of the Student-Faculty 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 Student-Faculty Review Committee is disqualified, a new member will be appointed by the college President.
      - b. Each party will have the right to appear and present evidence in person. Neither party shall have counsel or an advisor present the case; however, counsel may be present to advise a party.
      - c. The student may elect not to appear at a hearing; however, it will still be held.
      - d. The hearing will be closed to the public.
      - e. The Dean will open the meeting by advising the student of the Committee's procedures.
      - f. The Dean will then review in the presence of the student and the Vice President of Academic and Student Services, the allegations that were the basis of the disciplinary action.
      - g. The Dean will then call upon the Vice President of Academic and Student Services to be questioned by Committee members and the student.
      - h. The Dean will then call upon the student to make a formal statement and to be questioned by members of the Committee and the Vice President of Academic and Student Services.
      - i. The Dean will then ask the Vice President of Academic and Student Services to introduce any relevant evidence. In like manner, the dean will ask the student to introduce any relevant evidence.

- j. After reviewing all evidence, the dean will call for a concluding statement from the Vice President of Academic and Student Services and the student.
  - k. 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 a penalty or penalties, as prescribed in Subsection Six (6). 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.
  - l. In cases 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 light of the evidence. It will then assess a penalty or penalties as prescribed in Subsection Six (6). 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.
  - m. The hearing will be recorded using audiotape. If either party desires to appeal the finding, the recording will be transcribed and both parties will be furnished a copy of the transcript.
- 6) The Student-Faculty Review Committee will render a decision in writing as soon as practicable as to the guilt or innocence of the accused student and will, if necessary, assess a penalty or penalties in accordance with the following prescribed penalties:
- a. Verbal or written warning.
  - b. 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, or attending counseling sessions.
  - c. Disciplinary probation imposed for a definite period of time, which stipulates that future violations may result in disciplinary suspension.
  - d. Ineligibility for election to a student office.
  - e. Removal from an organizational office.
  - f. Prohibition from representing the college in any special or honorary role.
  - g. Withholding of official transcript or degree.
  - h. Bar against readmission.
  - i. Restitution, whether monetary or performing specific duties.
  - j. Denial or non-recognition of a degree.
  - k. Suspension of rights and privileges, including participation in curricular, co-curricular, or extracurricular activities for a specified period of time.
  - l. Withdrawal from a course with a grade of "W."
  - m. 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.
  - n. Loss of or ineligibility for student grant, loan, or scholarship.
  - o. Expulsion from the college.
  - p. Blocking a student from enrolling until a specified act is performed by the student.
7. **Review of the College President:** The President of the College may approve, reject, or modify the decision of the Vice President of Academic and Student Services or the Student-Faculty Review Committee or may require that the hearing be reopened for the presentation of additional evidence.
8. **Appeal:** 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 of appeal. The President will be the final appellant review. The President may approve or reject the decision. The decision will be reviewed upon 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. In order for the appeal to be considered, all the necessary documentation is to be filed with the President of the college within ten (10) class days after the notice of appeal is given.
9. **Interim Disciplinary Action:** The Vice President of Academic and Student Services or the President of the college 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 and Student Services will, if possible, meet with the student prior to suspension and discuss the reasons for the interim suspension.

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 in Section 6.

10. **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.

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

The Director of Student Development & Enrollment Management is responsible for the following:

1. Arrange an annual seminar on substance abuse for faculty and staff.
2. Publish information in the student newsletter, Le Courier, and in faculty and staff newsletters about substance abuse prevention and the availability of assistance.
3. Work with the mental health services in providing information about substance abuse prevention to students, faculty, and staff.
4. 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 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 Director of Student Development & Enrollment Management for assistance in obtaining treatment.

### **DANVILLE COMMUNITY COLLEGE SEXUAL MISCONDUCT POLICY FOR STUDENTS AND EMPLOYEES**

Danville Community College shall not tolerate sexual misconduct in any form. Sexual misconduct is a flagrant violation of the values and behavioral expectations for a college community. All reported violations will be investigated. Violations can be reported to any DCC Administrator - who will then report it to the Director of Student Development & Enrollment Management or the Affirmative Action Compliance Officer.

Sexual misconduct falls under two general categories: **Sexual Assault** and **Sexual Harassment**.

#### **I. SEXUAL ASSAULT POLICY**

This policy shall apply to all employees and students of DCC. An educational institution is a community of trust whose very existence depends on the recognition of each individual's importance and value. This trust creates the freedom for each individual to live, think, act, and speak without fear of physical harm. Sexual assault in any form will not be tolerated on the Danville Community College campus.

Sexual assault may be punishable through civil and criminal proceedings, as well as through college disciplinary processes. **Sexual assault is defined as the touching of an unwilling person's intimate parts or clothing covering them, or forcing an unwilling person to touch another's intimate parts, or sexual intercourse without consent (whether by an acquaintance or a stranger).** To constitute an assault, the acts must be committed either by force, threat, intimidation, or through use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

Where there is probable cause to believe that campus regulations prohibiting sexual assault have been violated by a student or employee of the College, these reported violations will be aggressively investigated.

A student or employee charged with sexual assault can be prosecuted under Virginia criminal statutes and be disciplined under the DCC conduct codes. Even if the criminal justice authorities choose not to prosecute, the college can pursue disciplinary action. This disciplinary action could result in dismissal from the college.

DCC has an obligation to uphold the laws of the community of which it is a part. While the activities covered by the laws of the community and those covered by DCC's rules may overlap, the community's laws and DCC's rules operate independently and do not substitute for each other. DCC may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources such as law enforcement agencies and the courts to determine whether college rules have been broken. DCC will make no attempt to shield members in the College community from the law, nor will it intervene in legal proceedings against a student or employee of the College. Affiliation with DCC does not exempt anyone from local, state or federal laws, but rather imposes the additional obligation to abide by all DCC's policies.

This official college policy will be published in the student, faculty, and staff handbooks. Copies of these handbooks are available in all administrative offices and the Learning Resources Center.

## II. DCC PROCEDURAL OPTIONS FOR CAMPUS SEXUAL ASSAULT

Sexual assault is a serious violation of DCC's code of conduct. Campus judicial procedures ensure that sexual assault cases are pursued with fairness and sensitivity.

### A. Student vs. Student

Since a campus judicial hearing is an administrative hearing and not a criminal one, criminal court procedures are not used as a model. Victims can proceed against the accused by electing to have a judicial hearing by the Campus Student Grievance Committee or choose the mediation process. In order to fall within the jurisdiction of the College, the alleged assailant must be a DCC student, and the alleged assault must have been committed against a person on College-owned, or leased property or at a College-sponsored or supervised function.

- (1) Hearing by Student Grievance Committee - The victim may make a request to the Director of Student Development & Enrollment Management for a hearing by the College Student Grievance Committee, which includes a student member. The use of this procedure does not preclude the filing of a criminal or civil complaint against the accused. The victim may report the incident to the Commonwealth's Attorney who will consider the case and decide whether to prosecute. In this option the state accuses the alleged perpetrator, and the victim may serve as a witness for the state, or the victim may civilly sue the accused for monetary damages.

During the hearing process, both the accused and the victim can be represented by a member of the college community to assist the parties in the presentation of evidence. Punishments that may be imposed against an accused found guilty of sexual assault include the full range of Student Grievance Committee sanctions.

The hearing process is initiated by the victim's filing a complaint in writing with the Director of Student Development & Enrollment Management within one year of sexual assault. The complaint is then forwarded to the Convener of the Student Grievance Committee who confers with the parties and schedules the hearing.

- (2) Mediation Process - The mediation process provides an alternative to the formal hearing process. It is intended to allow the two people involved to discuss their respective understandings of the incident through the assistance of a counselor acting as the mediator. Its goal is to facilitate the resolution of the incident to the satisfaction of both persons involved, and to produce a written agreement that is binding on both parties.

The fact that a victim seeks mediation in no way implies responsibility for the incident on the part of the victim. It does, however, give the victim some control over the outcome of the procedures. The only parties present at the mediation session(s) are the two persons involved in the incident and the mediator. The mediator will listen to the parties and work with them to develop a written agreement on the key issues emerging from the incident, which may include an activity or behavior that one party has agreed to perform following the mediation. The agreement is kept on file in the office of the Director of Student Development & Enrollment Management.

The penalty for violations of the agreement, as determined by the mediator, is a minimum of one semester's suspension from the College. There is no statute of limitations on the mediation process.

Request for mediation should be filed in writing with the Director of Student Development & Enrollment Management, who will discuss the mediation process and its appropriateness to a particular situation. Because both parties must voluntarily enter into mediation, the Director of Student Development & Enrollment Management will work with both parties to determine their willingness to participate in mediation. If both parties agree, a mediator will be assigned. If at any time during mediation the process proves unsatisfactory to either party, the victim is not precluded from pursuing other courses of action.

### B. Student/Employee or Employee/Employee Complaints

- (1) Informal Complaint Procedure

Frequently, a sexual assault complaint can be resolved in an informal confidential manner. To request an informal investigation into any charge of sexual assault by faculty, staff, or student requires the complainant to present the charge in the following manner:

- (a) Complaint presented normally in verbal fashion to any Danville Community College employee.
- (b) Employee, if not an administrator, refers complainant to any administrator. This administrator shall within twenty-four hours forward the complaint to the College Affirmative Action Officer unless the complaint is against the Affirmative Action Officer, in which case it should be brought to the President.
- (c) If the complaint appears to involve a violation of the criminal code, the Affirmative Action Officer will advise the President, who shall contact the Attorney General's office and the appropriate law enforcement agency.  
This means that two investigations may occur simultaneously; one by the Affirmative Action Officer and the other by a law enforcement agency.
- (d) The Affirmative Action Officer, upon receiving the complaint shall explain the procedural operations to the complainant.

**Option 1:** If the complainant does not wish to issue a written statement outlining the charges, he/she can request the Affirmative Action Officer to conduct an informal investigation and to appropriately resolve the problem. The Affirmative Action Officer will advise the President of the problem and the initiation of an investigation. The informal investigation must be completed within seven working days from the time the complainant chooses this option.

\* A confidential preliminary investigation initiated by the Affirmative Action Officer is an opportunity for an informal resolution of the complaint. The goal of the informal procedure is to stop the offensive behavior. The institution reserves the right to take further action if warranted. In compliance with federal guidelines, each investigation will consider the complaint in relationship to the total circumstances, such as the nature of the conduct and the context within which the alleged incidents occurred. If the parties involved, through an informal mediation process, can resolve the issue to each individual's satisfaction, the complaint will be considered concluded. If the mediation is unsuccessful, the complainant can move the charge to formal grievance procedures. No action taken in an informal process negates the right to file a formal charge or grievance at any time.

**Option 2:** If the complainant wishes to prepare a written statement of the charges:

- A. The written complaint will be provided to the Affirmative Action Officer.
- B. The Affirmative Action Officer will conduct an investigation and will advise the President of the complaint and the initiation of the investigation.
- C. Upon completion of the investigation:
  - (1) If the complaint is erroneous or unsubstantiated, the complainant will be advised of the findings and of the procedure to file a formal complaint if he/she is dissatisfied with the findings.
  - (2) If the complaint is found to have basis, the Affirmative Action Officer will recommend appropriate action to the President. All documentation will be placed in the official personnel file of the individual.

C. Formal Grievance Procedures

The following are procedures available to members of the Danville Community College community as appropriate:

- (1) The Grievance Procedure for State Employees (DCC Policy Manual) may be used by non-probationary State classified employee to charge another College member.
- (2) The Faculty Grievance Procedure (DCC Policy Manual) may be used by any faculty member to charge another College member.
- (3) Student Initiated Grievance Procedure (Student Handbook/Calendar) may be used by any full-time, part-time, previously enrolled student to charge any other member of the College community.
- (4) Title VII Civil Rights Act (as explained in Part II) is available to any person who wishes to file a charge of discrimination by reason of gender. (Charges filed under this act may be made through the College's Affirmative Action Officer or through the Equal Employment Opportunity representative at the Virginia Employment Commission.)

**III. TO ENCOURAGE REPORTING OF ASSAULT AND TO ENSURE FAIRNESS TO VICTIMS THROUGH THE DISCIPLINARY PROCESS, THE FOLLOWING IS A STATEMENT OF RIGHTS OF VICTIMS DURING DISCIPLINARY PROCEEDINGS CONDUCTED BY THE COLLEGE:**

- A. Rights of the Victim
  - (1) The right to be given the options for redress against the accused.
  - (2) The rights of a victim to have a person or persons of choice accompany her or him throughout the disciplinary hearing.
  - (3) The right to remain present during the entire proceeding.
  - (4) The right, as established in state criminal codes, not to have his/her other irrelevant past sexual history discussed during the hearing.

- (5) The right to make a "victim impact statement."
- (6) The right to be informed immediately of the outcome of the hearing.
- (7) The right to not have their identity revealed outside the confidential proceedings, without consent.
- (8) The right to appeal the decision of the judicial hearing board.

B. Rights of the Accused

- (1) The right to an explanation of the charges.
- (2) The right to be accompanied by a person of his/her choice at the hearing before the appropriate judicial committee. All participants will be bound by the rules of confidentiality governing the hearing.
- (3) The right to remain silent.
- (4) The right to testify on his or her own behalf.
- (5) The right to be informed in a timely manner of the judicial board's findings and of the outcome of the hearing.
- (6) The right to appeal the decision of the judicial hearing board.

**IV. SEXUAL HARASSMENT**

Sexual harassment of students by other students, students by college employees, employees of the college by students, and college employees by other College employees is contrary to the policy of the State Board for Community Colleges and the administration of DCC. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature, which is intimidating, hostile, or offensive. Violation of this policy shall be considered to have occurred when:

- A. Accepting or tolerating such conduct is made a term or condition of a student's or employee's status either explicitly or implicitly;
- B. Accepting or rejecting such conduct is used as the basis for academic or other decisions affecting the student or employee; or employee's work environment.
- C. The conduct creates an intimidating, hostile, or offensive environment, which is unwelcome or interferes with a student's educational experience or employee's working environment.

All DCC students and employees are covered by this policy. Procedures for reporting and resolving sexual harassment complaints follow the established procedure for sexual assault. (See DCC Procedural Option for Campus Sexual Assault in the Student Handbook, and DCC Policy Manual).

April 2009

## Personal College Success Plan (PCSP)

Name \_\_\_\_\_ EMPLID: \_\_\_\_\_  
SDV 100 Instructor: \_\_\_\_\_ Program of Study: \_\_\_\_\_

On a scale of 1-10 with 10 being the highest, how committed are you to graduating with a degree? \_\_\_\_\_

### Career Goal(s):

In five years, I expect to be working as a/an \_\_\_\_\_  
or employed in a field related to \_\_\_\_\_.

### Educational Goal(s):

**If I am to be considered for employment in my chosen area of interest,  
I would be expected to have the following degree(s), diploma(s), or certificate(s):**

	Certificate/GED Diploma/Degree	Expected completion date
High school	_____	_____
College I	_____	_____
College II	_____	_____
College III	_____	_____
Other	_____	_____

**The degree(s), diploma(s), or certificate(s) that I expect to earn here at Danville Community College is/are:**

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

## Mapping Your Path to Graduation

Find the degree, diploma, or certificate that you expect to earn here at DCC in the DCC *Catalog* and list the courses that you are expected to complete below:

First term:  
Course/Grade

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Fourth term:  
Course/Grade

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Second term:  
Course/Grade

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Fifth term:  
Course/Grade

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Third term:  
Course/Grade

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Sixth term:  
Course/Grade

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***Welcome to DCC !***