

2022-2023

STUDENT HANDBOOK



Danville Area Community College

2000 E. Main Street

Danville, IL 61832

217-443-3222

www.dacc.edu

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GENERAL INFORMATION

WELCOME DACC STUDENTS!

On behalf of the Board of Trustees, the Administration, Faculty, Staff, and the Student Services Division, we would like to welcome you to Danville Area Community College. We are elated that you have chosen DACC!

We know that we serve a diverse student body with various interests, needs, and experiences. With this understanding, we believe that DACC is the place for you. As our new tag line states, this is a chance for you “to write your own story.” To ensure this, we have a variety of programs and services to help you achieve your educational and career goals. The Student Handbook explains many of the services, regulations and policies which affect the quality of your college experience, whether it is on campus or online. Please take time to read through the information. The handbook has been prepared for you, the student, to enhance your college journey and ensure success. The major themes of the handbook include the following:

- General Information
- Academic Advisement & Course Registration Information
- Academic & Student Support Services
- Scholastic Achievements & Awards
- Student Government, Clubs & Organizations
- Campus Safety & Security
- Student Rights & Responsibilities
- Academic Calendar

We are also excited to share some of our exciting, new technologies that will be put in place this academic year. Look for more information on our **myDACC** portal upgrades and our new Emergency Text & Email Alert system. Informational emails will be sent to your DACC student email account.

To better serve you, we welcome any comments or suggestions you may have. Please contact the Vice President of Student Services, Stacy Ehmen, at s.ehmen@dacc.edu with your input and/or questions. Again, we welcome you to campus and wish you great success at DACC!

Sincerely,

DACC Student Services Team

STATEMENT OF NON-DISCRIMINATION

Danville Area Community College does not discriminate in employment or educational opportunities, including career and technical educational opportunities, on the basis of race, color, sex, religion, age, national origin, ancestry, marital status, unfavorable discharge from military service (except dishonorable), mental or physical disability unrelated to the ability to perform essential program and job functions, veteran status, or any basis of discrimination precluded by the applicable federal and state statutes in its programs and activities. The College will take steps to assure that the lack of English-language proficiency will not be a barrier to employment, admission, and participation in CTE programs. Career and technical education courses/program offerings and admission criteria are on our web site, www.dacc.edu or by calling 217-443-3222.

The following person has been designated to handle inquiries regarding the non-discrimination policy: Jill A. Cranmore, Vice President of Human Resources, Affirmative Action Officer, Title IX Coordinator, and Section 504/ADA Coordinator, DACC, 2000 E. Main St., Martin Luther King Memorial Way, Vermilion Hall, Room 217, Danville, IL 61832-5199, 217-443-8756, or j.cranmore@dacc.edu.

DACC MISSION, VISION & CORE VALUES

MISSION STATEMENT

Danville Area Community College is committed to providing quality, innovative, and accessible learning experiences which meet the lifelong academic, cultural and economic needs of our diverse communities and the world we share.

VISION STATEMENT

Danville Area Community College will continue to be a nationally recognized leader in student success and an active partner in building and maintaining academic excellence and the economic vitality of the communities it serves.

CORE VALUES

Integrity

Trusting relationships and an ethical reputation with those we serve (students, faculty, employees, community, business, other educational institutions, government).

- Being respectful
- Being honest and sincere
- Being fair and reasonable
- Acting responsibly by meeting commitments and obligations
- Remaining true to the academic disciplines

Excellence

Consistently achieving exceptional results that delight those we serve.

- Being accountable through the evaluation and adjustment of our services, processes, and programs as needed to assure timeliness, quality, effectiveness, and financial stability
- Providing superior learning experiences and services
- Being learner focused to meet the needs of those we serve
- Encouraging continuous improvement and lifelong learning, growth
- Being innovative and proactive

Communication

Positive and productive relationships and environment for those we serve.

- Openly exchanging thoughts, messages, information and ideas throughout our college and community
- Fostering an environment of belonging, acceptance
- Encouraging participation, involvement and collaboration
- Demonstrating spirit, sound teamwork principles and practices
- Empowering others by enabling them to make decisions, take actions that match their capabilities

Adaptability

Continuously meeting the changing needs of those we serve.

- Providing relevant, meaningful educational services
- Being flexible and willing to change
- Developing and demonstrating the competencies, as well as versatility needed for continuing success
- Anticipating and capitalizing on opportunities for growth, success
- Taking appropriate risks that contribute to learning, growth, or ultimate success

Diversity

Providing a safe and secure learning environment for the personal and intellectual growth of those we serve, preparing them to participate in an increasingly changing world.

- Promoting and upholding our vision that all are treated with equality, fairness, dignity, and respect.
- Delivering a curriculum and services which are inclusive of global considerations and which value the voices, experiences, and worth of a variety of cultural perspectives.
- Fostering educational practices which support the learning styles of each unique human being.

DACC ACCREDITATION & RECOGNITION

DACC is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
Phone: 800-621-7440
Email: info@hlcommission.org

Danville Area Community College is approved as Class I Community College by: Illinois Community College Board, Illinois Board of Higher Education, Illinois State Approving Agency for Veterans Education, and the U.S. Department of Education.

Illinois Community College Board
401 East Capitol Avenue
Springfield, IL 62701-1711
Voice: 217-785-0123
Fax: 217-524-4981
TTD: 217 782-5645

*Several of our academic programs of study are also accredited by industry-related associations. Please see the DACC Catalog or website (<https://www.dacc.edu/about/accreditation>) for additional accreditations.



BOARD OF TRUSTEES

Danville Area Community College
2000 East Main Street
Martin Luther King Memorial Way
Danville, Illinois 61832-5199
217-443-DACC (3222)
www.dacc.edu

DANVILLE AREA COMMUNITY COLLEGE DISTRICT NO. 507 BOARD OF TRUSTEES

Mr. David W. Harby, Chair

Mr. Greg Wolfe, Vice Chair

Ms. Tracy Cherry

Ms. Sandra Finch

Mr. Dylan Haun

Mr. Terry T. Hill

Mr. John Spezia

Olivia Logue, Student Trustee (April 15, 2022 – April 14, 2023)

Dr. Stephen Nacco, President

Mrs. Kerri Thurman Secretary

Mrs. Tammy Betancourt, Treasurer

The governing board of Danville Area Community College consists of seven voting members who are chosen at large on a nonpartisan basis in public elections held in odd-numbered years. These members serve six-year terms which are staggered. A non-voting student member of the Board is elected by the student body for a one-year term. Board members may not be employees of the College nor have financial interest in College business ([Board Policies and Procedures, 1010](#)). The Board of Trustees, composed of community representatives and responsible to the public, has the authority to appoint the President and other administrative personnel, all faculty members, and members of the Board in the case of vacancies.

The Board of Trustees of Danville Area Community College derives its authority from, and is governed by, those articles and sections in an Act of the General Assembly of the State of Illinois creating a Board of Higher Education, approved August 22, 1961, and all subsequent revisions to that Act and the Illinois Public Community College Act approved by the General Assembly on July 15, 1965, and all subsequent revisions to that Act.

Accordingly, the Danville Area Community College Board of Trustees is a body politic and corporate known as "Board of Community College District No. 507, Counties of Vermilion, Edgar, Iroquois, Champaign, and Ford, in the State of Illinois."

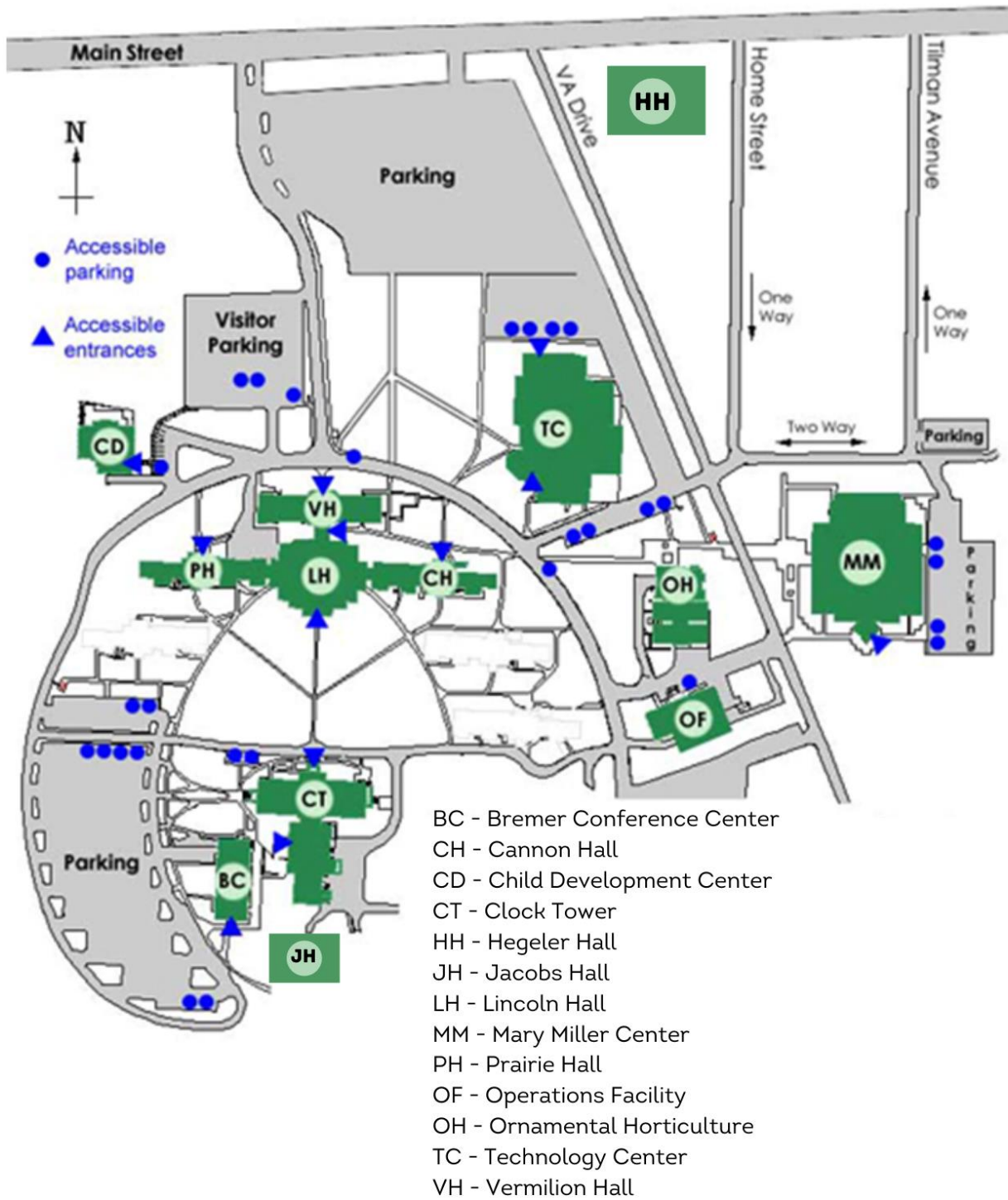
Trustees may be contacted by email, trustees@dacc.edu, or by calling (217) 443-8850.

PHONE, FAXES, LOCATIONS

Department/Service	Phone #	Fax #	Location
Academic Affairs, Vice President's Office	443-8770		VH-202
Academic Advisement	443-8750	443-8555	LH-104
Admissions/Registration	443-8800	443-8337	VH-109
Adult Education	443-8782	443-8783	PH-119
Athletic Director	443-8851	554-1533	MM-124A
Bookstore	443-8759	443-8879	LH - Lower Level
Campus Security	443-8888	554-1643	LH-100
Career Center	443-8597	431-0751	CH-213
Cashier (Student Billing)	443-8767	443-8589	VH-112
Child Development Center	443-8833	554-1622	CDC
College Express	443-8596	554-1674	LH-115
Computer Services (Log-In, Password)	443-8861		TC-137
Counseling & Community Resource Referrals	443-8750	443-8555	LH-104
Corporate & Community Education:	443-8777		
Community Education	554-1667	443-5995	BC
Corporate Education	443-8562	554-1625	BC
Disability Services	443-8809	443-8715	CH-103
Division Deans:			
Adult Education	443-8878		PH-118
Business & Technology	443-8786	443-8580	TC-132
Liberal Arts	443-8747	443-8571	CT-212
Math & Science	443-8806	443-8595	MM-170
Emergency Student Loans	443-8891		VH-110
Financial Aid	443-8891	443-8268	VH-110
Fitness Center	443-5867		MM
Food Pantry	443-8893		VH-209
Foundation	443-8843		VH-209
Hoopeston Higher Learning Center	283-4170	283-4174	Hoopeston
Human Resources	443-8757	443-8560	VH-217
Information	443-3222	443-8337	VH-109
Library	443-8739	554-1623	CT
Lost & Found	443-8888		VH-100
Online Learning Services (Blackboard)	443-8723		LH-115
President's Office	443-8848	443-8587	VH-202
Records Office	443-8797	443-8337	VH-109
Security & Safety	443-8888		LH-100
Student Organizations	443-8593		LH-109
Student Complaints	443-8746		CH-203
Student Services, Vice President	443-8746		CH-203
Technology Equipment Loan Program (TELP)	443-8708		CH 103
Testing & Academic Services Center	443-8708		CH-103
TRIO/Student Success Center	443-8898	443-8715	CH-113
Tutoring:			
Business & Technology Tutoring Center	See website		TC-104B
MASS: Math and Science Solutions	554-1694		MM-123
Writing Center	443-8877		CT-116
Vermilion County Works	703-4123		407 N. Franklin
Veterans' Services	443-8864	431-0751	CH-214 & 202

CAMPUS MAP

DACC is located on an attractive 75-acre campus on the south-east side of Danville, acquired from the Veterans Administration in 1965. Many improvements have been made since then, including the addition of several new buildings and the complete renovation of several of the original buildings.



DESCRIPTION OF OFFICES & DEPARTMENTS IN BUILDINGS

BC - Bremer Conference & Workforce Development Center:

- Conference Rooms
- Corporate & Community Education
- Culinary Arts
- Small Business Development Center
- Theater

CD - Child Development Center

CH - Cannon Hall:

- Career & Veteran Center
- Clothes Closet for Job/Employment Needs
- Disability Services
- Institutional Research
- Student Services Administration
- Testing Center
- TRIO/Student Success Center
- Veterans' Lounge

CT - Clock Tower:

- Art/Ceramics/Painting
- E-Sports & Gaming Lab
- Instructional Media (Audio-Visual, Distance Learning)
- Library
- Liberal Arts Division
- Vermilion Room (meeting room)
- Writing Center

HH - Hegeler Hall

JH - Jacobs Hall

LH - Lincoln Hall:

- Advisement & Counseling
- Bookstore
- Business Division (Accounting, Business Admin Technology, CMA, Graphic Design, Marketing)
- Campus Security
- College Express
- Food Pantry
- Food Service
- Graphics
- Laura Lee Meeting Room
- Online Learning Services (Blackboard assistance)
- Recruitment
- Student Union

MM - Mary Miller Center:

- Health Professions Department
- Athletics
- Gymnasium
- Fitness Center
- MASS: Math and Science Solutions

- Math Department
- Racquetball Courts
- Science Departments

OH – Julius W. Hegeler II Ornamental Horticulture Building

- Julius W. Hegeler II Greenhouse

PH – Prairie Hall:

- Adult Education Department (GED, English-as-a-Second-Language)
- American Job Center
- CNA (Certified Nurse Assistant) Program
- Literacy
- Middle College

TC – Technology Center:

- Computer & Network Services (Student Email services)
- Industrial Training Center
- Technology Departments (Automotive, Drafting/CAD, Electronics, Information Systems, Mechatronics, Manufacturing, Welding, Wind Energy)
- Tractor Trailer Driving

VH – Vermilion Hall:

- Administrative Offices
- Administrative Data Systems
- Admissions & Records
- Business Office
- Cashier & Accounts Receivable
- Executive Vice President for Instruction & Student Services
- Financial Aid
- Food Pantry
- Foundation Office
- Human Resources
- Marketing & College Relations
- President’s Office
- Vermilion County Works Business Office

Off Campus Offices:

- DACC Hoopston Higher Learning Center, 847 E. Orange St., Danville
- Vermilion County Works, 407 N. Franklin St., Danville

Restrooms on Campus:

- All buildings on campus have restrooms on all public floors.
- Several gender neutral restrooms have also been designated in the following buildings: Lincoln Hall (lower level), Clock Tower Library, Technology Center (northeast corner), and the Mary Miller Center (near Athletic Director’s office on first floor).

EMERGENCY RESPONSE GUIDELINES FOR STUDENTS

Emergencies, disasters, accidents, and injuries can occur at any time and without warning. The more prepared you are, the better you will respond to an emergency situation. Listed below are guidelines for specific situations that may occur when you are on the DACC campus.

INJURY & ILLNESS PROCEDURES

- COVID Report Form: IF a student tests positive or has a COVID-related concern/question, they should report it on the COVID Concern Report Form link located in the upper right-hand corner of the DACC website. Direct link: https://docs.google.com/forms/d/e/1FAIpQLSeahJujIXr-yxq08uKppU11Mb8WuEtrOmmzavCX_RnhXBOGAO/viewform
- Minor Illness/Injury: If an incident involves a minor injury or illness, call DACC Security at 217-443-8888 or inform a DACC employee.
- Serious Illness/Injury: If an incident involves serious injury, serious illness, or a perceived psychological emergency, the following procedure is recommended: 1) Call 911 (if using a campus phone, dial 9-911 and 2) Notify DACC Security at 217-443-8888 (or at 8888 if using a campus phone). Please note, medical personnel are best equipped to treat a seriously injured or ill individual.

TORNADO/SEVERE WEATHER

- DACC will be notified through the emergency notification systems in the case of a severe weather warning.
- A continual siren at any time, except for the emergency test conducted the first Tuesday of each month at 10:00 a.m., indicates an emergency condition. It is presumed to be a tornado warning unless notified by officials to the contrary.
- In these situations, remain calm and follow the administrators or instructors directions. They will lead you to designated safe zones in the buildings (generally below ground level). Tornadoes are unpredictable; therefore, you should avoid exterior windows, walls, and ceilings whenever possible. Stay indoors, away from windows and large unsupported ceilings. If outside, take shelter inside the nearest building. Statistics have indicated that the northeast interior corner of the building is the safest.
- In case of an earthquake: 1) drop to the floor; 2) take cover by covering your head and protecting the front of your body; and 3) hold on to your protection.
- The emergency notification system will issue the all clear announcement.
- Do not re-enter damaged buildings.
- Call DACC Security (217-443-8888) to report any injuries, fires, or suspected gas leaks.

FIRE

- If you are the one to discover the fire, smoke, or see an explosion, stay calm and notify your instructor or the nearest employee.
- If a minor fire appears controllable, call DACC Security at 217-443-8888 to report the discovery. If the fire does not appear to be controllable, call 911 (or 9-911 on campus phone) immediately.
- Evacuate the building, following the instructor's/administrator's instructions.
- It is MANDATORY for all DACC buildings to be evacuated upon sounding of the building fire alarm unless a test has been announced.
- Do not use elevators as the electrical power might be cut off.
- If forced to travel through smoke, stay low and breathe shallowly using a shirt or jacket as a filter.
- If a door feels hot to the touch, DO NOT OPEN IT.
- If trapped in a room, retreat and close as many doors as possible between you and fire. Place cloth material around/under the door to stop smoke from coming in. Signal from windows, but DO NOT break the glass unless absolutely necessary.
- Notify DACC employees near you if individuals with a mobility impairment need special assistance.
- Do not attempt to re-enter the building or leave campus until accounted for and/or instructed to do so.

BOMB OR BIOLOGICAL THREATS

- For Bomb Threats:
 - Do not use a cellular phone or radio communication device.
 - Follow instructor/administrator instructions to move to a safe location or evacuate the premises.
 - If an evacuation takes place, DACC administration will notify the campus when it is safe to return.
- For Biological Threats:
 - Do not shake, open, or empty a suspicious package.

- Cover the package with anything available.
- All occupants in the room should leave, closing the door.
- Call 911 (or 9-911 using a DACC phone line). Provide them with as much information as possible about the package. Call DACC Security at 443-8888 to notify them too.
- Wash any exposed skin areas with soap and water. Remove any contaminated clothing and seal it in a plastic bag.

ACTIVE SHOOTER

- DACC follows Run-Hide-Fight strategies and the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training.
- Recognizing that all situations that occur or might occur on the campus cannot be predicted or planned for, this information is provided as a guide to assist us in protecting you in a hostile/active shooter situation.
- Be alert. Any number of things can alert you to a shooter situation: gunfire, witnesses, unusual commotion on campus, phone/text/email alerts.
- Any type of incident of this nature is unpredictable, and your immediate response depends on the situation you face. The guidelines have been developed by the Campus Safety and Security Department based on the best practices established by law enforcement experts.
 - **Run** - If it is possible to do so safely, exit the building immediately when you become aware of an incident, moving away from the immediate area of danger.
 - **Hide** - If you are unable to evacuate, remain calm. Seek refuge in an area with a locked door or block the door with desks, chairs, and/or file cabinets. Turn off the lights and stay hidden away from doors and windows. Silence your cell phone. If it is safe to do so, call 911.
 - **FIGHT** - As a last resort, and only when your life is in imminent danger, attempt to incapacitate the active shooter. Act with physical aggression and throw items at the active shooter. Anything can be a weapon. Fight dirty: bite, kick, gouge eyes, etc.
- Call 911 when possible and provide as much information as possible.
- What to Expect from Responding Police Officers:
 - Police are trained to proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting quickly.
 - Responding officers can be single officers or in teams. They may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers will be armed with guns. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them.
 - Put down anything you may be carrying and keep your hands visible at all times.
 - Do not have your cell phone in your hand.
 - The first officers will not stop to aid injured people. Other officers and emergency medical personnel will follow to remove injured persons.
 - Keep in mind that after you have escaped to a safer location, the entire area is still a crime scene.
 - Police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.
 - Until you are released, remain where authorities designate.

EMERGENCY TELEPHONE NUMBERS AT DACC

- Campus Security: 217-443-8888 or dial 8888 if using a DACC phone line.
- 911 or dial 9-911 if using a DACC phone line.

ONLINE INCIDENT REPORTING

- Go to CURRENT STUDENTS section on the DACC website at www.dacc.edu

Direct Link: https://cm.maxient.com/reportingform.php?DanvilleAreaCC&layout_id=10

ACADEMIC ADVISEMENT & COURSE REGISTRATION INFORMATION

ACADEMIC ADVISEMENT & COUNSELING

Professionally qualified counselors and academic advisors are available for consultation in Lincoln Hall, Room 104. Call (217) 443-8750 to learn about their walk-in and appointment schedule.

One of the primary functions of Academic Advisement and Counseling is to help all students obtain the type of education best adapted to their needs, abilities, and interests. Counselors and academic advisors meet with students to assist them in planning their academic programs and career goals, solving personal problems, and adjusting to college. **All full-time and part-time students who are pursuing a certificate and/or degree are required to work with an Academic Advisor.** Advisors will develop an “academic pathway” with each student to ensure timely student success. The academic pathway is an interactive plan that students can access through the Jaguar Spot/Self Service. Students can view their progress toward their educational goals 24/7!

To assist with the transfer from DACC to a four-year institution, the college hosts an annual College Day each fall to give students the opportunity to obtain first-hand information from college representatives. Transfer admission procedures, evaluation of credits, college costs, financial aid, housing, and other areas of articulation information are available to all participants. In addition, in the spring DACC hosts a College Fair / State University Transfer Day. State university Admissions Counselors will be on campus to answer questions, assist with applications, etc.

Visit the Academic Advisement and Counseling Department web-site for program guides, general education electives, transfer course information, schedule of classes, course descriptions, counselor schedules, and more at www.dacc.edu/aac.

ACADEMIC RECORDS & TRANSCRIPTS REQUIRED FOR ATTENDANCE & GRADUATION

Students who attend Danville Area Community College must submit official transcript records of the following to the DACC Records Office:

- High School Transcript or High School Equivalency (examples include GED, HiSET) Transcript,
- ACT, SAT, or other Placement Test records from the last two years,
- Transcripts from other colleges/universities previously attended or currently attending, and
- Transcripts of credit earned from other organizations such as military credit or CLEP and AP credit.

COURSE REGISTRATION

Students are encouraged to register early for classes. Students who are pursuing a certificate, degree, and/or transfer-oriented coursework must complete 3 steps before registering:

1. **Admissions Process:** Complete Student Information Form/Application and speak to an Admissions Specialist for additional guidance.
2. **Orientation:** DACC offers orientation for students new to DACC. Orientation is offered in-person or online. Visit <https://www.dacc.edu/orientation> or speak to the Admissions Specialist for more information.
3. **Placement Testing:** To ensure student success, DACC has established levels of reading, writing, and math that are required for various courses and/or programs. DACC utilizes ACCUPLACER placement tool to measure reading and writing and ALEKS to measure math skills. Students may also submit ACT and SAT scores for course placement. The Testing & Academic Services Department can provide websites with test preparation tools if requested by students.

Appointments are required to take a test and a picture ID must be presented each time a student comes to test. Please call and make an appointment 2 days in advance of the day you want to test or schedule a test online at <https://dacc.edu/depts/assess>. Enrolled students should have their Student ID number available when scheduling an appointment. Appointments should be made at least two (2) days in advance of desired test date.

GENERAL REGISTRATION TIMELINES:

Term	Term Timeframe	Registration Period for Term
Fall	August – December (16 weeks)	Registration begins first week of April
Winter	December – January (3 weeks)	Registration begins first week of November
Spring	January – May (16 weeks)	Registration begins first week of November
Summer	May – July	Registration begins first week of April

*Please note each term has various start/end dates.

CERTIFICATE & DEGREE SEEKING STUDENTS (PART-TIME & FULL-TIME):

Students must meet with an Academic Advisor to establish an Academic Pathway. Please note, academic plans may be set-up during non-registration periods. Students may see an Advisor by making an appointment (443-8750) or by completing a walk-in visit. Contact Academic Advisement & Counseling to obtain appointment and walk-in hours for enrolling in classes. The office is located in Lincoln Hall, Room 104, or call (217) 443-8750.

- Students who are pursuing a certificate, degree, transfer-oriented coursework, or who do not know what their academic goals are, must meet with an Academic Advisor.
- Resources to help you prepare for Academic Advisement appointments:
 - Visit Career & Employment Services (in CH-213) to narrow down your career goals. Career goals help the Academic Advisor guide you to the appropriate courses, degree, and plan.
 - Program Guides (Academic Pathways for Specific Degrees at DACC and for students transferring to area colleges/universities: <https://www.dacc.edu/programs>)
 - General Education requirements for all degrees: <https://www.dacc.edu/aac/gen-ed-electives>
 - Course Descriptions & Syllabi: <https://dacc.edu/courses>

NON-DEGREE/CERTIFICATE-SEEKING STUDENTS (PART-TIME):

Students who plan to attend part-time (less than 11 hours in Fall & Spring, less than 7 hours in the Summer) and are NOT pursuing a certificate or degree and are taking a course (or courses) for personal enrichment only may register through the Admissions/Registration Office in Vermilion Hall, as well as the Advisement Office. Please note, academic advisement is not available through Admissions.

CLASS SCHEDULE CHANGES: ADD/DROP PROCEDURES & CONSIDERATIONS

Changes in class schedules may be made during formal registration until the class meets for the first time. Full-time students (12 hours or more) may add/drop a course through an academic advisor or counselor. Full-time and part-time students are required to add through their Academic Advisor; drops can be made through their Advisor or the Admissions/Registration office. Please note that adds and drops may affect a student's financial aid, academic scholarship, athletic eligibility, student visa status, and/or private insurance coverage.

For classes meeting 12 weeks or longer if a student officially drops before classes start or during the first two weeks of class, tuition and fees paid or payable will be refunded. For classes meeting less than 12 weeks, tuition and fees paid or payable will be refunded through the first week of classes.

All students should be aware of the consequences of dropping a course BEFORE they officially drop:

CONSEQUENCES OF WITHDRAWING OR DROPPING CLASSES AS A FINANCIAL AID RECIPIENT:

Students receiving Federal/State financial assistance are restricted to receiving assistance for 150% of the cumulative credit hours that the DACC College Catalog states it takes to get the degree or certificate. Once 150% of the cumulative hours has been reached, the student is no longer eligible for Federal or State assistance. Students should work with an academic advisor to request a Degree Audit for review to clarify what is needed to complete their program in a timely manner. Students who receive financial aid should check with the Financial Aid office before they drop a course.

CONSEQUENCES/CONSIDERATIONS FOR ALL STUDENTS BEFORE THEY DROP/WITHDRAW:

- Eligibility for Veteran's benefits. Students should check with the Financial Aid office or with the Coordinator of Career & Veteran Services for advice.
- Athletic Eligibility: All athletes should check with their coach and/or the Athletic Director's office before they drop a course.
- Eligibility for Academic scholarships (through DACC or external scholarships).
- Some classes are only offered in the fall only, spring only, or every other year.
- Is the course being dropped/withdrawn a prerequisite for an upcoming course? If yes, it could extend the time to degree completion.

FINANCIAL RESPONSIBILITY & TUITION/FEE REFUNDS

Financial Responsibility – By registering for classes at DACC, the student accepts full financial responsibility for payment of all amounts due by the applicable deadlines. A student may view their account summary by logging into the *myDACC* student portal to view their Self Service (student records online). Financial Aid and scholarships applied to a student's account may also be viewed through Self Service. Click-by-click instructions may be found on the Current Students webpage (<https://www.dacc.edu/currentstudents>) under General Information.

With registration, the student understands that failure to pay past-due debt may result in referral of the account and will result in restrictions on the student's ability to register for future classes, receive official transcripts and other College services. DACC actively pursues outstanding balances and uses all means necessary as allowed by state and federal law to collect amounts due to the College.

Tuition and course fee refunds are handled through the DACC Business Office, located in Vermilion Hall. For classes meeting 12 weeks or longer if a student officially drops before classes start or during **the first two weeks** of class, tuition and fees paid or payable will be refunded. For classes meeting less than 12 weeks, tuition and fees paid or payable will be refunded through **the first week of classes**. The exception to this policy is when the Department of Education Federal Refund Rule must be applied to those students whose costs are paid by student financial aid funding.

State and/or Accrediting Agency Refund Rule – The State of Illinois has not established a mandated refunding rule for community colleges. The Higher Learning Commission as an accrediting agency has not established a refund rate.

Federal Refund Rule (Return of Title IV Funds) – The Department of Education mandates that unearned federal financial aid funds are returned to the specific programs if a student withdraws from a semester. The amount of the refund is determined by the days of the semester that the student was "in attendance" versus the remaining days (after withdrawal) until the semester ends. Students are notified by mail of their debt to the Department of Education. This debt **MUST BE PAID** in a timely manner in order for the student to receive future financial aid.

WITHDRAWAL POLICY

Students may officially withdraw from their courses with a W grade until the Friday before their final examinations. Since start/end dates vary, withdrawal dates will be posted every semester. **It is the student's responsibility to know the dates.** Dates for each semester will be posted at the Admissions Office, all around campus, and on our website at <http://www.dacc.edu/ar/withdraw>.

Non-attendance does not automatically withdraw a student from a class. **It is the student's responsibility to withdraw him or herself.** Students should contact the Admissions & Records Office or their Academic Advisor/Counselor by phone or in-person to officially withdraw. If receiving financial aid, students are encouraged to seek counseling prior to withdrawing from coursework, as their financial aid may be affected. Failure to do so may result in the student owing refunds to Federal and/or State programs and result in restrictions for future student aid. Owing a debt to the school results in restrictions for future enrollment. Student athletes should also consult with their coach before withdrawing.

TRANSFER-IN CREDIT – EVALUATION OF COURSEWORK FROM OTHER COLLEGES

Danville Area Community College accepts 100-level and 200-level coursework from other postsecondary institutions who have been accredited by approved national, regional, and professional accrediting bodies. Accreditation shows that the institutions have been evaluated by recognized accreditors and are determined, by their peers, to meet acceptable levels of educational quality.

As part of the DACC application process, students are asked to send “official” transcripts from all institutions previously attended. Once the transcript is received by the DACC Records Office, the transcript is evaluated for credits applicable to the student’s declared major/program of study which will include any math or English credit for course placement. If the student has not indicated a program of study or is “undecided,” only the math and English credits will be evaluated. (Please Note: Students who have indicated “undecided” as their major/program of study are not eligible for Federal and/or State student aid consideration.) After the evaluation has been completed, students will be able to view transfer-in credit via the *myDACC*/Self Service portal tool (see below for information) or by contacting the Records Office at 217-443-8797. The evaluation will specify what the transferred coursework equated to at Danville Area Community College.

If a student updates/changes their major/program of study declaration or wants career-oriented (vocational) coursework to be evaluated, the student should contact the Records Office in Vermilion Hall to make the request. We will need to know the student’s specific major at that time.

Not more than forty-five credit hours will be accepted by transfer. The accepted coursework will also appear on the student’s DACC transcript. Only credit hours are noted on the DACC transcript. Grades are not figured in to the student’s DACC cumulative grade point average. However, if a student is a candidate for Summa Cum Laude honors at commencement, grades will be considered for any coursework that is used for degree completion.

Danville Area Community College will limit the academic residency to twenty-five percent or less of the degree requirement for all degrees for active-duty service members and their adult family members (spouse and college-age children). Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active –duty are covered in the same manner. Students who find themselves in the situations stated above will be referred to the Veterans Representative and/or Registrar for any assistance needed.

ATTENDANCE & LEAVE OF ABSENCE

Attendance in class is a key factor of success in college. To maximize the probability of academic success, students are expected to attend all classes and scheduled laboratories for the courses in which they have enrolled, including their online courses. Each DACC faculty member establishes attendance guidelines in the course syllabus. Students are responsible for knowing and adhering to those guidelines. The College does make two exceptions to the individual attendance policies: 1) Military Leave and; 2) Religious Observances (policies noted below).

Attendance exceptions may also be made by the course instructor. It is each student’s responsibility to become familiar with the attendance expectations of the instructor during the first week of class. Students are also responsible for all class content and assignments missed due to the absence. Course absences may result in reduction of grade, drop for non-attendance, or withdrawal of the student from the course.

Students who do not feel they can meet the attendance expectations for the course should drop during the first week of class. See the Tuition/Fee Refund information above for more information. An instructor may drop/withdraw students for excessive course absences.

DACC does not have a Leave of Absence policy. Students should consider classroom attendance policies, the College’s drop/refund and withdrawal policies (advised by Admissions/ Registration & Advisement), and the Title IV return of funds policy (advised by the Financial Aid Office).

MILITARY LEAVE

Danville Area Community College acknowledges and appreciates the important contributions of our students who have served or are currently serving in our military. In accordance with Illinois Statute (330 ILCS 60/5.2), students who are called to active military service have the right to receive a refund of tuition and fees applicable to their registration when called to duty for a period of 7 or more consecutive days.

Military Leave is specifically for students who are enrolled in DACC classes and who are members of the National Guard, Reserves, or active duty United States military that have been called to serve with their military units. In order to support these students, DACC pledges to make every effort to provide reasonable accommodations for students who must drop/withdraw or be absent from class due to military obligations. Students should see the Registrar in Admissions & Records (Vermilion Hall) to review their military leave options.

UNIVERSITY RELIGIOUS OBSERVANCES ACT POLICY

Danville Area Community College recognizes and respects the broad diversity of religious beliefs and practices of its students in accordance with the University Religious Observances Act (110 ILCS 110/1.5). Please note, “religious observance” or “religious practice” includes all aspects of religious observance and practice, as well as belief. The Illinois’ Public Act 110 ILCS 110/1.5 states the following:

Sec. 1.5 Absence of student due to religious beliefs. (a) In this Section, “institution of higher learning” has the meaning ascribed to that term in the Higher Education Student Assistance Act. (b) Any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work requirement that he or she may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance and provided that the make-up examination, study, or work does not create an unreasonable burden upon the institution. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this Section. (c) A copy of this Section shall be published by each institution of higher learning in the catalog of the institution containing the list of available courses.

REQUIREMENT OF ABSENCE NOTIFICATION:

DACC faculty and administrative personnel require 5 (five) calendar days of advance notice from students of upcoming religious observance absences to ensure the timeliness of the required actions.

GRIEVANCE PROCEDURES FOR RELIGIOUS OBSERVANCES NOT RECOGNIZED OR RESPECTED:

Students may contact the Vice President of Student Services (Cannon Hall, Room 203) in the event that reasonable accommodations have not been made in accordance with this policy. The Vice President will work with the appropriate Dean and faculty member to work toward a reasonable accommodation for religious observance.

STUDENT RECORDS/ACCOUNTS: SCHEDULES, BILLS, FINANCIAL AID & GRADES



Students should retrieve their schedules, tuition bills, grades, and various other information and/or services online through the Self Service tool on the *myDACC* portal. The *myDACC* portal can be accessed through the logo (to the left) found on the www.dacc.edu website in the upper right-hand corner.

Students will need their student user ID and password to enter the portal and Self Service tool. These can be retrieved or reset at <https://rapss.dacc.edu/react/>. Instructions on how to set-up the password can be found at [Instructions for Student Password LogIn](#). If you forget your password and need to reset it, you can also do so online at the <https://rapss.dacc.edu/react/> link. Please note, your password will be the same for ALL DACC logins, including email, Blackboard, *myDACC*, Self Service, and for on-campus computer workstations. If you would like to speak to someone about your login or password, please contact DACC help desk (at <https://www.dacc.edu/helpdesk>) to send an email to the necessary department or call DACC Computer and Network Services (cns@dacc.edu, 217-443-8861 or 217-443-8871).

Through the *myDACC* portal, students have access to critical student systems such as DACC student email, Self Service (schedules, registration, finances, financial aid, grades, unofficial transcript, and degree progress), Blackboard, the DACC calendar, and various communication tools around the clock. If needed, students may utilize the College's computer labs to access the online tools. Instructions on how to access information on the Self Service tool can be found on the Current Students webpage under the General Information heading at <https://www.dacc.edu/currentstudents>.

Students are responsible for retrieving/viewing their semester schedules, bill statements, and grades through our online student services.



ACADEMIC & STUDENT SUPPORT SERVICES

ADMISSIONS OFFICE

The Admissions and Registration Office provides walk-in student registration, telephone registration, and student schedule changes for students enrolled for less than twelve credit hours. Additionally, Admissions and Registration provide students with general information about the College and makes available various informational items such as brochures and maps. The Admissions and Registration Office is located on the first floor of the Administration Building (Vermilion Hall) and can be reached by calling 217-443-8800.

TESTING & ACADEMIC SERVICES CENTER

The Testing & Academic Services Center administers a variety of tests, including placement tests for new students, College-Level Examination Program (CLEP) tests, Spanish and French placement tests, alternative delivery course tests, and proctored exams for students at other educational institutions. In cooperation with the College's Corporate and Community Education division, the Center also serves as a testing site for local businesses administering WorkKeys exams. It also serves as a Pearson Vue Authorized Test Center that administers a variety of certification and licensing test requirements. Please note, **appointments and a Photo ID are required to take any test/assessment**. NO cell phones or other electronic equipment will be allowed in the testing/study areas.

For prospective students who live outside of DACC's college district but wish to enroll in online courses offered by DACC, please contact the Testing Center for information on how to take the ACCUPLACER or ALEKS placement test at a proctored off-site location. Test scores are accepted from other institutions. Please have the institution send the scores to DACC to be evaluated by DACC staff for possible use.

If academic accommodations are needed for students with disabilities, please contact Disability Services at 217-443-8809 or the Testing Center at 217-443-8708.

The staff administers a variety of assessments/tests for DACC students and community members. Tests include:

- ACCUPLACER (A College Board assessment designed to evaluate students' skills in reading, writing, and mathematics.)
- AHIMA (American Health Information Management Association)
- ALEKS (Math assessment and learning system)
- Castle Worldwide (Certification & Licensure Tests)
- CLEP (College Level Examination Program) in which college level credit is given for successful completion of a test. \$87 for test and \$20 for non-student proctoring.
- CNA – Illinois Nurse Assistant/Aide Competency Exam (INACE)
- GED (for Illinois)
- HiSET – alternative high school diploma credential
- Nocti Business Solutions (Pre-employment Testing & Prior Learning Assessments)
- Paraprofessional (for Teachers' Aide Certification)
- Pearson VUE tests (DACC is an authorized testing center)
- Proctoring Services: The Center serves as an official testing site for students of other educational facilities who need a proctor for an exam. (\$20 fee for every 2 hours for non-DACC students)
- Spanish Proficiency tests (Placement in Spanish 101, 102, 103 or 104)
- TEAS Nursing Placement Test
- WorkKeys: In cooperation with the College's Corporate and Community Education division, the Testing Center serves as a testing site for local business.

Testing Center Schedule:

Appointments are required to take a test and a picture ID must be presented each time a student comes to test. Please call and make an appointment 2 days in advance of the day you want to test or schedule a test online at <https://dacc.edu/depts/assess>. Enrolled students should have their Student ID number available when scheduling an appointment. Appointments should be made at least two (2) days in advance of desired test date.

Normal Business Hours for the Testing & Academic Services Center:

Monday - Friday: 8:00 a.m.-5:00 p.m.

**Additional schedules are made for mid-term week and finals week. Please consult the Testing Center webpages at the link noted above for up-to-date information each semester.

For more information about the Testing & Academic Services Center (Cannon Hall, Room 103), to learn about all the various tests administered.

CAREER & VETERANS CENTER

The Career & Veterans Center is located on the second floor of Cannon Hall. Students seeking assistance in their career choice may visit the center to utilize a variety of resources in their decision making process such as individual counseling and computerized career assessment software.

The Career Services Resource room (Cannon Hall, Room 213) also helps students with their full, part, and seasonal employment needs. Additionally, students can receive assistance with resume, job search, and job preparedness skills. Throughout the school year, the Career Center organizes community job fairs and individual hiring events for students, alumni, and job seekers. For more information please contact the Career Center at 217-443-8597 or by email k.mcbride@dacc.edu.

The Veterans Center provides prospective student veterans with general information and assistance with the DACC enrollment process including: application, various assessments, enrollment, financial aid, scholarships, and state and federal education benefit programs. Students can also inquire about the VA work study program.

The Veterans "Freedom" Lounge, located in Cannon Hall, Room 202, is available to any DACC student veteran to utilize. This space provides student veterans with refreshments, comfortable seating, TVs/gaming, computer lab, and study space. For more information please contact Nick Catlett, Veterans Representative, at 217-443-8864 or by email n.catlett@dacc.edu.

DISABILITY SERVICES

Disability Services provides assistance to all qualified students with disabilities. You are required to register with the office and identify your needs in order to be eligible for academic accommodations. All services are based on individual needs. We are here to help you reach your academic goals. Students are responsible for identifying themselves to the Disability Services Office, for providing documentation, and for requesting accommodations each semester (Fall, Spring, Summer).

Steps to Get Started:

1. Contact the Testing & Academic Services Center to complete an official "Request for Accommodations"
2. Provide the Disability Services Office with all requested and appropriate documentation.
3. Meet with the Disability Services staff to complete an interview process.
4. Complete the "Semester Request for Academic Accommodations" form every semester.

In order for accommodations to be in place when classes begin, students are encouraged to meet with Disability Support Services at least four weeks prior to the beginning of each semester. For additional information on services available, please contact the Disability Services Office through the Testing & Academic Support Center in Cannon Hall, 1st Floor (Rm 103) or at 217-443-8708; TTY (217) 443-8701.

Please note, the accommodations and services are offered in accordance with [Section 504 of the Rehabilitation Act of 1973](#) and the [American with Disabilities Act of 1990](#).

Determining the Need for Auxiliary Aids and Services

The collaborative process continues when determining the need and practicality for auxiliary aids and services. Be prepared to describe the auxiliary aids and services you used in the past and provide documentation of disability and need for accommodations.

Documentation Guidelines

- Documentation must be completed by a qualified professional
- The documentation includes a diagnosis and current level of functioning
- The documentation includes current, past, and/or recommended auxiliary aids and services

Fundamental Goals of Curriculum

Faculty have the right to reject accommodations that undercut a course's fundamental goals. Faculty may also choose between equally effective accommodations, if one is less intrusive to the course goals. A student's request for an accommodation that would alter the curriculum or a course's fundamental goals is considered an unreasonable request. Working with your college instructors will be important so that you can select between possible accommodation strategies that will provide you with the maximum opportunity for both learning and demonstrating mastery.

Accessibility on Campus

It is the policy of Danville Area Community College to provide an accessible campus, both in terms of the physical plant and programs. The College will comply with all requirements set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Illinois Accessibility Code of 1988, and all regulations implementing these Acts.

Four offices on the DACC campus work together to address accessibility issues:

Doug Adams, Executive Director of Maintenance & Facilities (OF) reviews and coordinates physical plant modifications to ensure the accessibility of campus for all students, employees, and visitors with disabilities who wish to access the College's programs and services. Doug may be contacted by phone at 443-8832 or via email at d.adams@dacc.edu.

Jill Cranmore, Vice President of Human Resources (Affirmative Action Officer and Section 504/ADA Compliance Officer located in Vermilion Hall, Room 217) is responsible for addressing concerns of students, staff, and the public regarding compliance and accessibility. Jill Cranmore may be contacted by phone at 443-8756.

Lisa Rudolph, Director of Testing & Academic Services (Cannon Hall, Room 103), provides information and services to students, reviews eligibility documentation, approves accommodations, coordinates academic auxiliary aids, serves as the liaison between students and faculty members, and advises students as needed. Lisa may be contacted by phone at 217-443-8809 or by email at lrudolph@dacc.edu.

Testing & Academic Services Center (Cannon Hall, Room 103), provides basic information/services, sets-up appointments, and provides testing and academic accommodations. Contact the Center at 217-443-8708.

An inclusive campus climate is promoted by fostering an understanding of the effects of disabilities and by working to eliminate the physical, technical, and attitudinal barriers that limit the range of opportunities for students with disabilities.

Grievance Policy for Academic Accommodations

Internal Process

This process was established to comply with the ADA/Section 504 mandate to "provide for prompt and equitable resolution of complaints alleging any action that would be prohibited." If a student does not agree with a recommended

accommodation, or has been denied accommodation(s), the student may file a complaint through the Office of Accommodations Complaint Process. A faculty or staff member who does not agree with an accommodation recommended for a student may also utilize this process. A faculty or staff-initiated complaint may not delay the implementation of an accommodation which Office of Accommodations believes to be in compliance with ADA. Any individual needing accommodation to participate in this complaint process should contact the Testing Center.

1. If informal discussions with DACC personnel have not resolved the issue, the individual shall submit a written or recorded complaint to the Vice President of Student Services or his/her designee, within ten (10) working days of the event(s) that triggered the complaint.
2. The Vice President of Student Services or his/her designee shall meet with the individual within ten (10) working days of the receipt of the complaint to reach a resolution informally.
3. If an informal resolution cannot be reached the Vice President of Student Services will appoint an ad hoc committee to investigate the complaint. This committee will be chaired by the Vice President or his/her designee. The investigation will proceed promptly.
4. Within five (5) working days following the conclusion of the investigation, the chair of the ad hoc committee will provide its recommendation to the Executive Vice President of Instruction and Student Services.
5. Within fifteen (15) working days of the receipt of the recommendations from the committee, the Executive Vice President of Instruction & Student Services will make a decision regarding the complaint and provide a written notice of the decision to all parties involved.

External Process

Grievances may be resolved on an informal basis or on a formal basis. Every attempt will be made to resolve all grievances internally at the point of origin in a timely manner. Although students with disabilities are encouraged to attempt to resolve a grievance within the campus process, they have the right to file any grievance directly with the Office for Civil Rights at Office of Civil Rights, U.S. Department of Health & Human Services, 233 N. Michigan Avenue, Suite 240, Chicago, IL 60601, Phone: (800) 368-1019, Fax: (202) 619-3818, TDD: (800) 537-7697.

FINANCIAL AID

Student Financial Assistance (SFA) at DACC is available in the form of scholarships, grant, loans, and part-time employment. In-depth information and counseling may be obtained from the DACC Financial Aid office which is located on the first floor of Vermilion Hall in the West Wing. The office observes regular work hours with extended evening hours the week prior to the beginning of each semester. Students may contact the office by phone: (217) 443-8864 or e-mail: finaid@dacc.edu. For detailed information on programs, important dates, and other Financial Aid information visit <http://www.dacc.edu/finaid/>.

A Danville Area Community College student who may receive any State or Federal financial aid must meet the following minimum standards of program guidelines and academic progress in order for financial aid to be awarded.

1. A student must be enrolled in an **eligible program of study** which leads to a college level degree or certificate, or transfer equivalent.
2. A student may receive financial aid while taking remedial classes and enrolled in an ineligible program. However, financial aid can be received for only one academic year of remedial classes (30 semester hours). This includes all attempted hours.
3. A student must be enrolled in the minimum number of hours required by the financial aid program.
4. Only students who have graduated from high school or have a GED are eligible to receive financial aid. The exception is Ability to Benefit Criteria for students who meet this criteria and began attendance in their Degree Seeking program at Danville Area Community College prior to July 1, 2012.
5. Apply for financial aid using the Free Application for Federal Student Aid (FAFSA). Use the paper application or use the Internet to apply at <https://studentaid.gov/>. **The DACC School Code is 001669.**
6. Provide verification documentation to establish accuracy of FAFSA information. Various information can be provided using "standard" DACC financial aid forms. Click here for [FORM Listing and Access](#).
7. Be meeting DACC's Standards of Academic Progress (SAP) per student aid regulations noted in this handbook.

Eligibility for SFA is determined by individual "Financial Need." Financial need is the difference between the costs of attending college for a period of attendance and the amount a student's family can be expected to contribute from their income and assets. Because various sources of SFA funds are limited, it is usually necessary to meet a student's needs by combining several forms of aid. This combination of more than one kind of aid is referred to as a "financial aid package".

The first step to determine if you are eligible for any type of student aid (Federal and/or Illinois State) is to complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/>. Eligibility for the need and non-need based programs will be determined from the student's family's financial resources as well as household size and number attending college (excluding parent's). Resources for Blind and Visually Impaired Students: Audio Guide (listen on-line at www.studentaid.ed.gov/audioguide; TTY number 1-800-730-9013.

The DACC Financial Aid Office will require copies of Tax Transcripts to complete the verification process. Students can contact the Internal Revenue Service (IRS) at 1-800-829-1040 to request a Tax Return Transcript. If students use the IRS data retrieval, when completing the FAFSA, they will **not** have to submit a tax transcript *unless* they change the tax fields later.

IMPORTANT: If a student thinks his/her family has an exceptional financial circumstance that should be addressed, they should complete the worksheet for the *Appeal for Special Circumstances* (ASC) and return it (with supporting documentation) to the DACC Financial Aid Office. Results from the FAFSA must be on file and that information verified before a Special Circumstance can be evaluated. The ASC form as well as other DACC Financial Aid Office forms can be found on DACC's Financial Aid webpages under FORMS. Be sure to follow all instructions provided and submit the attachments requested with each applicable form.

NOTE: DACC's Financial Aid Office verifies all elements of the FAFSA data. You and your family will be requested to provide the documentation concerning the information required on the FAFSA. Your financial aid file will not be completed and student financial aid (that you may qualify for) will not be awarded until all verification is complete. Any instances of conflicting, erroneous or omitted information may require a correction to your FAFSA data. Once corrections are processed and returned you will be updated to any changes in eligibility. **It is important that you reply to all requests for verification documentation. Verification must be completed and corrections made (if applicable) before the end of the semester for which you are applying for student aid funds or all "potential" Student Financial Aid funds will be canceled.**

LIBRARY

Location and Hours: The Library is located in Clock Tower Center, 1st floor. Follow the North – South corridor to the library entrance. Library hours are set according to the school term:

- Fall/Spring Semester Service Hours: Monday – Friday: 8:00 a.m. – 5:00 p.m.
- Winter Session Service Hours: Closed
- Early Summer Service Hours: Monday – Thursday: 7:30 a.m. – 4:30 p.m. and Friday 7:30-4:00 p.m.
- Regular Summer Service Hours: Monday – Thursday: 7:30 a.m. – 4:30 p.m.
- Holiday Hours: Call the Reference Desk (443-8739) or see the Library's webpage

Library Features: The library has the following facilities and materials available:

- Primo 1Search permits searching of our extensive electronic and physical collections as well as letting users search and borrow directly from our 90+ sister I-Share libraries.
- Extensive collection of electronic resources for research including more than 80,000 ebooks and 20,000 online newspapers, magazines and journals, and more than 70,000 streaming videos.
- Multiple computer work stations. 30 pages of free printing per day per student limit.

- Wireless network access.
- Quiet study area.
- 20,000+ print book collection
- Extensive DVD and digital audiobook collection
- Photocopier and scanner available for public use.

Library Services:

- Off-campus access to all electronic resources. Remote renewal of library materials.
- Research assistance – librarians are available whenever the library is open to help you with any research needs you may have. You can also schedule appointments in advance. Reference assistance is also available online via text, chat and email
- Reserves – instructors can place items on reserve to guarantee that they are available to students. Reserve items are kept at the Circulation Desk.
- Interlibrary loan – books and articles can be requested from other libraries at no charge. Users can place requests for many items themselves using Primo 1Search, but librarians are always happy to assist users.
- Library Instruction – instructors may include library skills instruction in their courses. This instruction is specifically geared to the content of that particular course and assignments.
- INST 105 – Library Research Skills – This 2-credit, 8-week course helps students develop information literacy skills applicable in future courses, employment and independent learning.

Library Cards:

Students’ library cards are their student ID. Students must have their ID with them to check out materials. They can also check materials out from I-Share libraries in person, using their ID.

Contact the DACC Library:

Circulation Desk: 217-443-8733

Reference Librarian: 217-443-8739

Text-a-librarian: 217-864-8842

E-mail: library@dacc.edu

Website: <http://www.dacc.edu/library/>

MYDACC STUDENT RESOURCES



myDACC provides direct access to critical student systems such as email, Self Service (schedules, finances, grades, degree progress), Blackboard, and much more! The information portal will be recognized by the logo seen to the left. You will find the myDACC button in the right-hand corner of the DACC webpage www.dacc.edu. Students will need their student user ID and password to log into the portal. These can be retrieved or reset at <https://rapss.dacc.edu/react/>.

RECORDS OFFICE

The Records Office maintains all student academic records, provides transcript evaluations, issues transcripts and grade reports, and evaluates candidates for graduation. Students may call the Records Office located in the east wing of the first floor of Vermilion Hall at 217-443-8797. Also, please note that student records may be viewed online through our online service portals noted above. Visit the *myDACC* website at <https://www.dacc.edu/mydacc> and then select the Self Service option to view grades, student schedules, unofficial transcripts, degree progress, placement scores, and much more.

SPECIAL POPULATIONS ASSISTANCE

Special Populations are identified in the Strengthening Career & Technical Education for the 21st Century Act (Perkins V) as CTE students that are eligible for additional supports and services to help ensure program accessibility and assist them in overcoming barriers that may limit their opportunity for success. Students who identify with one of the special populations below may run into additional barriers as they navigate through college and prepare for their career. The College's Special Populations' Advocates, Lisa Rudolph in the Testing Center (Cannon Hall, Room 103), J.R. Scruggs with the Iconic (Prairie Hall), and Kellie McBride in Career Services (Lincoln Hall, Room 104), assist our special populations students with identifying the barriers and developing strategies to overcome them.

Under Perkins V, the nine special populations include:

1. **Students Pursuing a Career & Technical Education Certificate or Degree:**
 - a. Students served in any Career & Technical Education (CTE) program.
2. **Students with Disabilities:**
 - a. A physical or mental impairment that substantially limits one or more major life activities of such individual;
 - b. A record of such an impairment; or
 - c. Being regarded as having such an impairment.
3. **Disadvantaged Students:**
 - a. **Economic Disadvantage:** A student may be identified as economically disadvantaged on the basis of one of the following qualifications:
 - i. An individual who receives a Pell Grant or comparable state program of need-based financial assistance;
 - ii. An individual whose annual income is at or less than the official poverty level;
 - iii. An individual who is a recipient of public assistance (or their parent is a recipient of public assistance); or
 - iv. An individual who is eligible to participate in programs assisted under WIOA.
 - b. **Academic Disadvantage:** A student may be identified as academically disadvantaged on the basis of one of the following qualifications:
 - i. An individual who performs at or below the 25th percentile on a standardized achievement or aptitude test in reading skills, writing skills, or math skills;
 - ii. An individual who receives a grade of D or below in a postsecondary class and needs support services to succeed in that class;
 - iii. An individual who receives remedial, developmental, ABE, or ASE instruction; or
 - iv. An individual who is on academic probation.
4. **Single Parents/Single Pregnant Women:**

- a. An individual who is either a single pregnant woman or an individual who is unmarried or legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody
5. **Out-of-Workforce Individual:**
 - a. An individual who is a displaced homemaker, as defined in section 3 of the Workforce Innovation and Opportunity Act; or
 - b. An individual who
 - i. Has worked primarily without remuneration (pay) to care for a home and family, and for that reason has diminished marketable skills; or
 - ii. Is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act not later than 2 years after the date of which the parent applies for assistance under such title; and
 - iii. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
6. **English Learners:**
 - a. A secondary school student who is an English learner, as defined in section 8101 of the Elementary and Secondary Education Act of 1965.
 - b. An adult or an out-of-school youth who had limited ability in speaking, reading, writing, or understanding the English language and –
 - i. Whose native language is a language other than English; or
 - ii. Who lives in a family environment or community in which a language other than English is the dominant language.
7. **Homeless Students:**
 - a. An individual who lack a fixed, regular, and adequate nighttime residence; and
 - b. Includes –
 - i. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - ii. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - iii. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - iv. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.
8. **Foster Care System** - Youth who are in, or have aged out of, the foster care system:
 - a. A minor placed into an alternative living environment due to neglect or abuse by their legal guardian; or
 - b. An individual in foster care who has reached their 21st birthday and aged-out of the system.
9. **Armed Forces/Active Duty Related Youth** - Youth with a parent who
 - a. Is a member of the armed forces (Army, Navy, Air Force, marine Corps, or Coast Guard); and
 - b. Is on active duty (full-time duty in the military service of the United States).

- i. Active duty includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the secretary of the military department concerned. Such term does not include full-time National Guard duty.

Specific definitions and resources are provided by ICSPS (Illinois Center for Specialized Professional Support) at <https://icsps.illinoisstate.edu/cte/special-populations>

TRIO STUDENT SUPPORT SERVICES PROGRAM/STUDENT SUCCESS CENTER

TRIO Student Support Services (SSS) is a federally-funded grant program that offers free academic support services and interventions to eligible Danville Area Community College students. TRIO SSS provides services to first-generation, low-income, and/or students with documented learning or physical disabilities throughout their enrollment at DACC. The goal of the TRIO SSS Program is to increase college retention and degree completion rates of its program participants. TRIO SSS is located inside the Student Success Center in Cannon Hall, Room 113.

TRIO provides individualized support in the following areas:

- Academic planning
- Professional tutoring in-person and virtually
- Financial aid counseling
- Financial literacy
- Transfer advisement
- Assistance with applications to four-year universities and colleges transfer visits
- Assistance with scholarship searches and applications
- Computer lab access
- Cultural enrichment activities
- Academic success workshops and much MORE!

Interested in joining TRIO SSS? Students are encouraged to complete a TRIO New Student Application at www.dacc.edu/ssc/trio/join. For assistance with completing the TRIO New Student Application or any questions regarding the application process, please call the Student Success Center at (217) 443-8898 or email trio@dacc.edu. TRIO Works!

TUTORING

The college offers 5 forms of tutorial services:

1. **Instructor Office Hours:** All DACC Instructors have office hours where students can receive assistance outside the classroom. Office hours are generally noted on the course syllabus.
2. **Online Tutoring:** DACC provides free, 24/7 online tutoring services through Smarthinking. Students connect to live tutors from any computer that has Internet access. Smarthinking is a virtual learning assistance center providing online tutoring 24/7. It also has an online writing lab where e-structors critique and return essays within 24 hours.

Smarthinking provides on-demand, individualized instruction and support from expert online tutors across a wide variety of subjects- from beginner to advanced, including Business, Career Writing, Computers & Technology, Mathematics & Statistics, Nursing & Allied Health, Reading, Science, Spanish and Writing across the curriculum.

You can easily connect with tutors in several ways to benefit from this valuable service:

- **Drop in Tutoring:** Struggling with an assignment and need assistance quickly? This tutoring option allows you to submit a question and receive live tutoring help from one of the available tutors.
- **Scheduled Tutoring:** Schedule sessions with tutors for a specific time that works best for you. Note that scheduled sessions need to be setup at least 24 hours in advance.
- **Writing Center:** Submit your paper draft for a detailed writing review that will be returned to you within 24 hours. Smarthinking tutors review paragraphs, essays, cover letters, and resumes and provide substantive, individualized comments designed to help you improve your writing. Each detailed critique contains a response form with substantial personalized feedback on strengths and areas for improvement, a distilled revision plan, and targeted comments embedded directly in the your writing submission.
- **Offline Questions:** Submit a question anytime to receive detailed feedback and assistance from a tutor within 24 hours.

Refer to the [Smarthinking Quick Start Guide](#) for a brief walk-through of using the website, or see this short introductory video.

3. **Business & Technology Tutoring Center:** The Business & Technology Tutoring Center is intended for students who need assistance with coursework in the Business & Technology division. Subjects include, but are not limited to, Accounting, Business, basic computer skills, Blackboard, Economics, Computer Programming, Business Math, and Technical Math. The Center is located in the Technology Center, Room 104-B. Check out the hours available at <https://www.dacc.edu/depts/bus-tech>.
4. **Math and Science Solutions (MASS):** The MASS Learning Center is located in the Mary Miller Complex on the first floor in room 123. MASS is a gathering place for DACC students to seek support in their math and science courses such as Algebra, Statistics, Calculus, Biology, Anatomy and Physiology, Chemistry, Physics, and Nursing. Students who come to MASS find a welcoming environment that is conducive to learning. The MASS Learning Center seeks to support students through tutoring in course material, study skills, and test taking advice. Types of support that students can take advantage of include:
 - In-person tutoring with professional and peer tutors
 - Online requests for study aid materials
 - Online virtual tutoring by appointment
 - Online ask a tutor a question
 - Math placement test preparation

Stop by the MASS Learning Center in Mary Miller room 123. Schedules, operating hours, request forms and additional information can be found on the MASS webpage at <http://www.dacc.edu/depts/MASS> or email questions to MASS@dacc.edu.

Don't go to tutoring because you are failing, come to tutoring because you want to SUCCEED.

5. **The Writing Center:** The Writing Center (located on the first floor of Clock Tower, Rooms 108 and 116) assists students with academic, business, and personal writing concerns. Our goal is to help students become more independent, confident, and articulate writers and members of the academic community. We can help you at any stage in your writing process. Our staff is comprised of Rhetoric and Composition faculty and professional staff members who specialize in collaborating with students to construct, revise, and polish texts in different genres of

academic and professional writing. The center has two separate areas. CT 108 is a computer lab where students can use technology to work independently or semi-independently on assignments or meet in small study groups. 2D and 3D artwork from DACC's students is also on display on a rotating basis in our lab. CT 116 is the Writing Center office where students can work one-on-one with a staff member. We offer three types of conferences: face-to-face (in CT 116), asynchronous digital (eTutoring/online), and synchronous digital (Collaborative Conference/online). Students can set up their accounts with the Writing Center, schedule conferences, upload documents, and attend digital conferences on the DACC website at <https://www.dacc.edu/depts/la/writing>.

The Writing Center opens the second week of each spring and fall semester and remains open until final exams begin. If DACC classes are canceled, then the Writing Center will be closed. The Center is also closed during any school holidays and vacations where students are not required to attend classes. Students with questions should call 217-443-8877 for assistance.



ADDITIONAL STUDENT SERVICES & INFORMATION

BOOKSTORE

The DACC Bookstore is located on the lower level of Lincoln Hall. It has a wide array of items available for DACC students. The bookstore is not just a provider of new, used, and rental textbooks. They have a variety of DACC/Jaguar apparel, coffee mugs, and other DACC merchandise, school supplies and backpacks, electronics, and many more items. For more information on textbook prices and what the bookstore has to offer, visit the DACC Bookstore webpages at <https://www.dacc.edu/bookstore>. Information about Bookstore hours and book buy-back dates can be found on <http://www.dacc.bkstr.com>. This webpage is also where students may purchase or rent textbooks and research information including ISBN# and pricing.

Please note, some textbook costs are built into the course fees. These fees are to cover books through Follett ACCESS. Follett Access is a cost savings program where course materials are included in the cost of tuition and course fees. Students will have access to their materials the first day of class. This allows students to not only save money but to attend class with the confidence that they are prepared to succeed. All Follett Access courses require the digital version of the main text or eBook. There are courses that may require the physical version of the main text as well. This is also included in the cost of tuition and course fees. Now there may be courses that do not require the physical text and students may have an issue with the eBook. For these courses, student will have to pay for the physical out of pocket. We will keep 1-3 copies of a low-cost loose-leaf version of the book. If you have any questions, please contact the bookstore at follett@dacc.edu or call 217-443-8759.

COLLEGE CATALOG

The DACC Catalog is a prime source for information regarding DACC courses, programs, services, and policies. You can find the catalog on our website. DACC students are accountable for the information, rules, regulations, and procedures set forth in the College Catalog. The most recent DACC Catalog is available on our website at <http://www.dacc.edu/catalog>.

CHILD DEVELOPMENT CENTER

The Child Development Center is located on the west side of the DACC campus. The Center is a licensed day care facility with a pre-school program. The professional staff has degrees in Early Childhood Education. The center's activities support the idea that children learn through doing. Learning is geared to the child's development and ability. The Child Development Center accepts any child between the ages of 24 months to 5 years old during the year and 6 years old to 12 years old during the summer months. The center is open to children of college students as well as any child in the community.

Hours: 7:15 a.m. to 4:30 p.m., 51 weeks per year.

Closed on all major holidays and the week between Christmas and New Year's Day

For more information, call 217/443-8833 or visit their webpages at <http://www.dacc.edu/depts/cdc/>.

DACC USER ID & PASSWORD (FOR COMPUTER WORKSTATIONS & ONLINE TOOLS)

In order to view student records online, use computer workstations on campus, use the DACC Email account, and access Blackboard (for online courses), students need to obtain their DACC User ID and password. Typically, one business day after the student's Student Information form (application) has been turned in to the Admissions/Registration office, they may go to <https://rapss.dacc.edu/react/> to retrieve their User ID and set their password. If a student has stopped-out of

college for a year or more, their account will be re-enabled 24 hours after they register for a class. At this point in time, they can reset their password to be able to access the online systems. Passwords may be reset at any time at the link above too. For additional assistance, email cns@dacc.edu or, for further help, use the DACC help desk at <https://www.dacc.edu/helpdesk>.

The DACC User ID and password are needed to:

- Log in to DACC computer workstations; work can be saved to your individual account;
- Check the student's DACC E-mail, which can be done via the web from on- or off-campus;
- Save and use files on the student file/web server;
- Use restricted resources, such as library databases, from off-campus;
- Sign into *myDACC* and Self Service (online student account and records);
- Log in to courses that use Blackboard web-services (if enrolled in any).

DACC STUDENT EMAIL ACCOUNT

Students who are registered for a DACC class will be given a DACC email account 24 hours **after they register**. Students must retrieve their ID and Password at <https://rapss.dacc.edu/react/> to obtain their Email Account information. **Students are responsible for checking their DACC email account on a regular basis** for important information about bill statements, registration changes, semester dates and deadlines, course information, scholarship information, and many other opportunities. Students may forward their DACC email account to a more frequently used email account. Computer & Network Services (contact information listed below) can assist students with this option.

If the password is forgotten or needs to be reset, visit our website at <https://rapss.dacc.edu/react/>. Students may also contact the Computer and Network Services at cns@dacc.edu, 217-443-8761, Technology Center, Room 137 for additional assistance.

HELP DESK – AN ONLINE RESOURCE

Need help with computers, the DACC network, DACC User IDs and passwords, student email account, Blackboard, the *myDACC* portal, or with Self Service (the online student records and account tool)? You can visit our online Help Desk at <https://www.dacc.edu/helpdesk>. Submit an online request form and expect a response within 24 hours! If immediate assistance is required, please use one of the departmental phone numbers provided during regular business hours. On the weekend or during a holiday, we will respond to your request promptly on Monday morning or the day following the holiday.

I.D. CARDS (FOR STUDENTS)

DACC requires all students to get a DACC photo ID card. After registering for classes, DACC students should obtain their DACC Student ID card for transactions at the college such as bookstore services, registration changes, testing, and library services. The photos are being taken in the Information Office (Vermilion Hall, Room 109). Students are required to bring a copy of their current class schedule. Student ID cards have the student's photograph and identification number. There is no fee for the first card.

Using Student ID Cards

- The DACC ID Card is currently used for identification purposes and for verification of current registration status in the Bookstore, Cashier's office, Testing Center, and Financial Aid office. Student ID cards may also be presented at special Student Activity functions for free participation, admissions or discounts, as advertised.

- The DACC ID Card is also the student's DACC Library Card. The card will need to be activated by the DACC Library (Clock Tower) before it can be used as a Library Card. Once activated, it is valid for three years.

Current Enrollment Status on Your Student ID Card

Students may wish to have their current enrollment status on their ID card. This status will need to be validated each semester. To verify full-time attendance, students should follow the directions below:

1. GED and CNA students may verify current enrollment through the Adult Education Office in Prairie Hall, center of first floor.
2. All other students may verify current enrollment through the Admissions/Registration Office in Vermilion Hall, Room 109. Semester verifications will not be distributed until the first day of the regular term.

Lost/Stolen/Replacement Cards

There is no charge for the first DACC Student ID Card. Students will be charged a replacement fee of \$5.00 for any replacement, lost, or stolen cards. Please pay at the Cashier's Office (Vermilion Hall) and bring the receipt to the Information Office (Vermilion Hall).

LOST & FOUND SERVICE

The College does not assume responsibility for personal property of the student. The Security Office (located in Lincoln Hall, Room 100) maintains a lost and found service for misplaced property. Items found will be kept for 30 days. Students may fill out a missing item report online at <http://www.dacc.edu/currentstudents/lost-and-found>.

SECURITY

Campus security is provided 24 hours a day, seven days a week. The Security Office is located on the first floor of Lincoln Hall (Room 100), phone 217-443-8888 or extension 8888 for on-campus phones.

The Safety and Security Office is responsible for taking the necessary steps in promoting and maintaining a safe environment for Danville Area Community College

- Provide safety and security through parking and traffic enforcement and routine patrol.
- Monitor and maintain security surveillance systems on campus.
- Conduct safety drills.
- Investigate incidents on campus and work with local law enforcement to resolve matters of criminal nature.
- Investigate complaints from students and visitors of incidents occurring on campus and relay pertinent information through proper administration.
- Work with alarm monitoring company and fire safety system providers to ensure system safety checks are current.
- Provide safety escorts to students, faculty, staff, and visitors upon request.
- Enforce Parking Rules and Regulations
- Provide security for events on campus:
- Provide customer service and assistance to staff, students, and visitors with vehicle problems: jump start cars; provide lock-out assistance; and assist with flat tires.

The Annual Security Report can be viewed online at <http://www.dacc.edu/hr/campus-security-report>. Students may also request a copy of the report through the Admissions Office, Financial Aid Office, or Security Office.

STUDENT INSURANCE

DACC does not offer insurance for students. However, students seeking insurance may contact Insurance for Students at <https://www.insuranceforstudents.com/> or via phone at 516-300-5677 or email at ifs@insuranceforstudents.com.

VERMILION COUNTY WORKS

The Workforce Innovation and Opportunity Act (WIOA) of 2014, is federal legislation authorizing federally funded workforce programs and services. The Act prepares eligible youth and adults in Vermilion County and the surrounding area for entry into the labor force. As the WIOA Title I provider, Vermilion County Works aims to develop the area workforce by providing job search assistance and training as well as helping you with other career and employment related service needs. It is a proud partner of the American Job Center network. The following types of training and services are provided by our local office: Basic education and high school equivalency classes (thru DACC); vocational skills training; transitional employment; incumbent worker training; on-the-job training; customized training; Dislocated Worker services; client support services (job readiness assessments, career counseling, etc.); and financial assistance. They are located off-campus at 407 N. Franklin St., Danville, IL. Their hours are Monday thru Friday, 8:30a.m. – 5:00p.m. You can also reach them at 217-442-0296.

STUDENT EMPLOYMENT

Students interested in student worker positions must apply using the DACC Human Resources (HR) Office online Student Employment application. **Apply online at www.dacc.edu/hr.** Students will need to create a login and then may apply for any position posted online. On the application, students will be able to designate their work availability and job preference based upon skills and interests. Career Services Specialists (Cannon Hall, Room 213) will assist students with the online process if needed. Student applications will remain in the system for two years, but they can be updated as needed.

DACC employs two types of student employees. The main difference between the two is the funding from which they are paid:

1. **Student Workers** must be registered for 6+ credit hours. Student Workers are funded from through the College's general education fund.
2. **College Work Study** workers must be registered for 3+ credit hours and must be certificate and/or degree seeking. Work study recipients must also maintain good standing and satisfactory academic progress and not in default on any federal Title IV loan program and not owe a repayment of a federal grant or scholarship. Work Study positions are funded by the student qualifying for Work Study money through the Department of Education's Financial Aid processes (which start with the FAFSA being completed (see below)) and the College. The student's financial aid status, along with his/her scholarship monies, determines whether or not he/she is eligible for Work Study positions and the amount of money they are eligible to earn in a Work Study position.

DACC departments may have openings for Student Worker or College Work Study, and a few have both.

Job Placement Procedures

Student Worker and College Work Study (see below) Supervisors will use the electronic applications to contact the potential employee to schedule an interview and make a hiring decision. Student Worker Supervisor's reserve the right to hire, reduce work hours or terminate employment as deemed necessary for the operations of their departmental needs. Work Study positions have additional stipulations (see below).

Qualifying for Work Study Positions

College Work-Study (FCWS) is a federal financial aid work program partially funded by the United States Department of Education. DACC contributes a portion of the funds for the program. The College administers this program in accordance

with the laws, federal regulations and instructions issued by or on behalf of the Department of Education, as well as its own institutional policies.

In order to qualify for a FCWS award, students are required to file the Free Application for Federal Student Aid form (FAFSA) which is provided on the Internet at www.fafsa.ed.gov and have the results verified and a completed student financial aid file at Danville Area Community College. Please note, the Employment Period for Work Study students is for the applicable Award Year only. Each new award year begins on July 1 and ends June 30.



SCHOLASTIC ACHIEVEMENT AND AWARDS

SCHOLARSHIPS FOR STUDENTS

Each year through the generosity of donors, 500+ scholarships valued at more than \$650,000 are available to DACC students. These scholarships are primarily administered by the DACC Foundation through the financial support of friends of the College, and are based on financial need and other criteria established by the donors.

Scholarship Information

- Scholarships are available for full and part-time students in various areas of study.
- Although some restrictions may apply, scholarship dollars can be used for tuition, fees, and course related books.
- Scholarships may be renewed if they are so designated.
- Students seeking scholarship awards are asked to also complete the FAFSA (Free Application for Federal Student Aid) through the DACC Financial Aid Office.

How to apply

Applications are typically available in January and due in early March. The on-line application is available at <http://www.dacc.edu/foundation/scholarship>. This will provide a link to the on-line application. Students should complete the DACC Application before they start the scholarship process to receive a DACC User ID and login information. The DACC Application can be found at <https://www.dacc.edu/ar/application>.

Selection

The Danville Area Community College Foundation's Scholarship Committee selects recipients. This committee is comprised of members of the Foundation's Board of Directors, the College President, and friends of the Foundation. Scholarship awards are presented at the Honors Program held annually in September.

If you are interested in contributing to the Danville Area Community College Foundation scholarship fund, or would like to establish a named scholarship, please contact the DACC Foundation at (217) 443-8843.

Honors Program for Scholarship Recipients

DACC and the DACC Foundation honor all scholarship recipients and donors at the annual Honors Program held in September. Many representatives from the community attend the event and meet the recipients of the scholarship awards.

SCHOLARS PROGRAM

The DACC Scholars Program is an independent study honors program that will expand your intellectual horizons and enhance your academic experience. The program provides additional intellectual stimulation, academic challenge, scholastic opportunity, and personal enrichment beyond the confines of the classroom. In this program, students complete a total of four independent study projects in eligible classes prior to graduation. The scope of these projects is limited only by your own creativity and effort. In addition, members participate in at least 2 special scholar's activities each semester. Because DACC is a member of the National Collegiate Honors Council, completion of this program is usually transferable to honors programs at four year universities. For more information about this program, please contact Ronnie Johnson, Director of Scholars Programs, at 217-443-8869 or at rjohnson@dacc.edu.

PRESIDENT'S LIST & HONOR'S LIST

Danville Area Community College recognizes outstanding scholastic achievements of students each semester. Students who complete twelve or more degree credit hours and earn a 4.0 semester grade point average on a 4.0 scale have their names placed on the President's List. Students who complete twelve or more degree credit hours and earn a 3.5 semester grade point average on a 4.0 scale have their names placed on the Honor's List.

GRADUATION PROCESS FOR ASSOCIATE DEGREE & CERTIFICATE COMPLETERS

Students qualified to receive Associate Degrees from DACC are required to file an "Application to Graduate" with the Records Office. The Application to Graduate should be completed at the beginning of the student's second-to-last term. Associate Degrees are conferred during the Graduation Ceremony which is held upon the conclusion of the Spring Term. Students who have completed a Certificate program are also eligible to participate in the Graduation Ceremony. Students qualified to receive Certificates from DACC are also required to file an Application to Graduate with the Records Office. A Graduation Checklist can be found at <http://www.dacc.edu/ar/checklist>.

As mentioned above, DACC requires students to "apply" to graduate for a certificate or degree. Current students, or students who have attended the college in the last year, should submit their Application to Graduate to the Records Office. Instructions on how to apply can be found on the DACC website at <http://www.dacc.edu/ar/graduation/>.

July, December or May Associate Degree graduates and/or Certificate completers are invited to participate in the Graduation Ceremony. Associate Degree or Certificate candidates who are registered to complete their program of study requirements during the following Summer Term are also eligible to participate in the May Graduation Ceremony.

Please note, it is never too late! DACC is always happy to affirm certificates and degrees. Many students even transfer credit hours back (from two-year or four-year colleges) to complete a certificate/degree that they started at DACC. If you have any questions, please call the Records Office at 217-443-8797.

GRADUATION HONORS & RECOGNITION

Only associate degree completers will be eligible for Honors recognition during the Graduation Ceremony. The student's cumulative grade point average at the completion of Fall Term prior to the May Graduation Ceremony is used to determine Honors Recognition. Certificate completers are not eligible for Honors Recognition at the Graduation Ceremony.



STUDENT GOVERNMENT, CLUBS, AND ORGANIZATIONS

STUDENT TRUSTEE

Danville Area Community College has one advisory-voting member who is a student enrolled in the College under the jurisdiction of the DACC Board of Trustees. The election for the Student Trustee is held in April by the student body. Qualifications are published annually by the Secretary to the Board of Trustees. The incumbent Student Trustee is Olivia Logue and her email is ologue@students.dacc.edu. Her term will end on April 14, 2023. For additional information on the Student Trustee position contact Kerri Thurman at k.thurman@dacc.edu.

STUDENT CLUBS/ORGANIZATIONS

FORMATION OF CLUBS/ORGANIZATIONS

DACC recognizes the important role that campus clubs can play in developing students' personal and professional interests. Campus clubs and organizations may be formed by requesting official recognition from the College. To gain official recognition, the club or organization must take the following steps:

1. Obtain a DACC faculty or staff advisor who is able to attend club meetings and participate in club sponsored activities.
2. Identify at least five students who wish to form the club as charter members.
3. Identify the name of the organization and criteria for membership.
4. Write a Statement of Purpose which explains what unmet needs will be provided by the club or organization.
5. State the proposed club activities.
6. Describe the affiliation of the club or organization with any local, state, or national groups, if any, and provide a copy of that group's constitution.
7. Provide a roster of temporary officers.
8. Provide contact information for the student representative and the faculty/staff advisor.

This information must be submitted in writing to the Coordinator of Recruitment and Student Engagement, Alexis Simmons. She will determine the status of club recognition. Clubs that are officially recognized may request monetary support of \$100.00 per year from the College.

Each campus club or organization is free to choose members upon the basis of individual merit. Any exclusion from membership shall be on the basis of published and justified criteria. Campus clubs, organizations, or their affiliates who discriminate against or exclude members on the basis of race, creed, sex, color, nationality, religion, or handicap will not be granted college recognition. Clubs and organizations are encouraged to generate income. Community involvement, including patron support in the form of advertisements, ticket sales, attendance, and contributions, is encouraged.

Some clubs/organizations may wish to develop a Constitution and By-Laws. This may be done before the organization is officially recognized or after.

Clubs may request support for special activities which promote the general welfare and community relations of the College. Requests for support for special activities should be directed to the Coordinator of Recruitment and Student Engagement.

Club communications and social media posts should be approved by the faculty/staff advisor, DACC College Relations, or the Coordinator of Recruitment and Student Engagement. The advisor should have access to all social media accounts related to the club/organization.

Any publications or communications should follow all official DACC brand guidelines. Contact Marketing and College Relations for a copy of the brand guide and direct any questions to that office.

SCHEDULING CLUB/ORGANIZATION ACTIVITIES

On-campus club activities which require use of campus facilities must be scheduled through the appropriate DACC channels (such as the College's room scheduling system or the Coordinator of Recruitment and Student Engagement). If the organization advisor is not sure, please contact the Coordinator of Recruitment and Student Engagement (443-8593) for more information. Please call with your request AT LEAST two weeks before the activity, to be included in the College's Calendar of Events.

The club/organization's advisor, or an approved substitute, must attend all club functions. Depending upon anticipated attendance, an additional faculty/staff host may be required. Both the advisor and the host must be in attendance throughout the function, and are responsible for closing the function at the designated hour. Costs for additional security required may be billed to the club sponsoring the event.

Special speakers may be invited to address a club, organization, or student body. The club advisor should contact the Coordinator of Recruitment and Student Engagement prior to inviting a speaker to obtain speaker approval and to ensure that proper procedures are followed.

CLUBS, ORGANIZATIONS, & PUBLICATIONS ESTABLISHED

ACTS MINISTRY CLUB

The purpose of ACTS Campus Ministry is twofold: 1) to reinforce the faith of Christian youth attending DACC; and 2) to provide for the students, faculty and staff a basis from which to learn about biblical teaching and the experience of the Apostolic faith. ACTS will provide on-campus Bible study meetings and social activities for DACC students, faculty and staff. For more information, contact Stephen & Brittany Scott at sscott@dacc.edu or 217-443-8800.

ALL STAR JAGUARS

This new student organization puts students in the role of DACC brand ambassadors. "Not a model, but a model student." Be a model for the college's promotional materials, post college content on multiple social media channels (including Instagram, TikTok, Snapchat, and more), volunteer at student engagement and recruitment events, and more! Each year, interested students must submit an application for consideration. Potential candidates will be invited to a casting call, which is a group interview that includes teamwork and leadership scenarios and tasks. This organization is considered a job and students will be compensated for their time. Contact Lara Conklin for more information at l.conklin@dacc.edu.

ATHLETICS

The athletic program of a community college is a meaningful part of the total offerings of the institution. Danville Area Community is a member of the National Junior College Athletic Association. DACC's men's athletic teams include basketball, baseball, cross country, and golf. DACC's women's athletic teams include basketball, cross country, golf, and softball. A large percentage of DACC athletes continue on to four year colleges on athletic scholarships. Student participation is governed by eligibility rules set forth by the above-named organizations and rules of DACC.

Competition includes community colleges and freshmen-sophomore teams of four-year colleges and universities. Each team competes in the regional tournament at the conclusion of their season. There are athletic scholarships available in all sports. Contact Athletic Director Tim Bunton at 217-443-8551 or t.bunton@dacc.edu. Athletic information can also be found at <http://www.dacc.edu/athletics>.

CHEERLEADING SQUAD

The Cheerleading Squad supports the men's basketball team at home games and some away games. The Squad is open to both male and female students. There are scholarship opportunities for members of the squad. Students interested in becoming a member of the Squad should contact the Cheerleading Head Coach, Nikia McGlory at n.mcglory@dacc.edu.

COLLEGE SINGERS

This organization affords students the opportunity to participate in a chorale ensemble for mixed voices and at the same time earn up to four hours of humanities credit through enrollment in MUSI 152, College Singers. The Chorale Ensemble performs at a limited number of campus and community events. Some participating students will also be eligible for partial tuition waivers. For more information contact Eric Simonson (Music Professor) by e-mailing e.simonson@dacc.edu.

DACC PACC

The DACC PACC (also referred to as "The PACC") is the College's official student athletics fan section. Join a group of passionate Jaguar fans and cheer on fellow students in DACC's 7 NJCAA sports - men's and women's basketball, men's and women's golf, men's and women's cross country, men's baseball, and women's softball. Participation includes free swag, food, and fun events at all athletic functions. For more information, contact Alexis Simmons at a.simmons@dacc.edu.

DACC'S STARVING ARTISTS

DACC's Starving Artists is a club for those interested in the visual arts regardless of major and talent base. It is a think tank for those with individual projects; a collective group for art oriented community and campus activities; a resource for materials, fellowship, enlightenment, and awareness; and an avenue to show one's work through fundraisers, galleries and art competitions. For information please contact faculty advisor and art instructor Ronnie Johnson at 217-443-8869 or r.johnson@dacc.edu.

DANVILLE SYMPHONY ORCHESTRA

The orchestra is open to students who qualify by audition and carries one hour of humanities credit per semester for students who enroll in MUSI 151, Orchestra. Up to four hours of credit may be earned. For more information contact Eric Simonson (Music Instructor) by e-mailing e.simonson@dacc.edu.

DJ CLUB

If you love music, want to be employable anywhere, and make some extra cash, DJ Club is for you. Learn from DACC's resident DJ, Guido Esteves, who will teach you how to use a turntable, choose the right music based on the crowd/event, and how to combine beats and sounds to make any playlist bumpin'.

ESPORTS

DACC eSports is a college organization open to all full & part time students, employees, alumni and anyone affiliated with the college. We offer all levels of video gameplay and competition from season long NJCAA tournaments, to casual/social play. Members are allowed access to the DACC eSports lab located in the basement of the Clock Tower building. Scholarships are available. Contact Guido Esteves for more information at g.esteves@dacc.edu.

HORTICULTURE/ENVIRONMENTAL CLUB

The DACC Horticulture/Environmental Club is dedicated to learning and teaching about the diverse realm of the horticultural sciences, emerging sustainable technologies, as well as providing awareness and service to the surrounding community. Interested students should contact Amanda Krabbe at a.krabbe@dacc.edu or at 217-443-8793.

ICONIC

Preparing African American males for skilled employment opportunities through higher education. The program prepares the student for academic success by introducing them to available services through student orientation, online learning orientation, and interest assessments. The program focuses on learning about services through interaction with Financial Aid, Counseling, Business Office, Division Deans, Career Services, Student Support Services, Vermilion County Works, and the DACC Foundation. During the semester, students attend check-in meetings and tutoring sessions throughout the school year for progress monitoring. Additional support services such as mentoring from successful second-year students, attending field trips, and touring local business and industry facilities. DACC partners with local organizations to provide additional resources, as needed. Contact JR Scruggs at 217-443-8876 or j.scruggs@dacc.edu for more information.

PAS CHAPTER (formerly AG Club)

Professional Agricultural Students, formerly the AG Club, is for students in the Ag AAS degree and the Transfer agriculture program. It was designed to implement a student organization which would function to enhance student leadership skills and assist in the comprehension and promotion of the agriculture community. The goals of DACC's PAS Chapter are to promote leadership, scholarship, citizenship, and agriculture. PAS operates the DACC Land Lab, sponsors and Annual Farm Toy Show and arranges for the annual Ag Day each spring, which brings approximately 3,000 people to the campus. PAS members are also able to compete in collegiate contests. For additional information contact Brandy Marron at 217-443-8713 or b.marron@dacc.edu.

PEP BAND

DACC offers the Pep Band opportunity to students who wish to participate in the performing arts. Students may also earn humanities credit for participation in the DACC Pep Band. Some participating students will also be eligible for partial tuition waivers. For more information contact Guido Esteves by emailing g.esteves@dacc.edu.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY (PTK)

Established in 1918, Phi Theta Kappa is the largest honor society in American higher education with more than 1.3 million members and 1100 chapters located in the United States and around the world. In 1929, the American Association of Community Colleges recognized Phi Theta Kappa as the official honor society for two-year colleges. The society's programs center on four hallmarks: scholarship, leadership, fellowship, and service. The complement of services, innovative programs, and membership benefits offered by Phi Theta Kappa today are unequaled among honor societies

Both part-time and full-time students, and international students may be eligible for membership. Membership requires completion of at least 12 hours of college credit coursework and a minimum cumulative GPA of at least 3.50. DACC's Pi Omega Chapter is very active and has won several awards at both the regional and international levels. For more information or to join, please contact Ronnie Johnson at ptk@dacc.edu at 217-443-8869, or visit Phi Theta Kappa International's web site at www.ptk.org.

POWERHOUSE CAMPUS MINISTRY

The purpose of Power House Collegian Ministry is to facilitate the discovery, building, and maintenance of a relationship with Jesus Christ, our Lord and Savior. This student organization endeavors to assist in the construction of this relationship by buttressing students with four pillars: Fellowship, Discipleship, Edification, and Evangelism. The organization and members are interested in providing activities that encourage Christian knowledge, devotion, personal betterment and a sense of community. It hosts such activities as discussion groups that examine academic disciplines from a Christian perspective, support groups in adjusting to the college environment, educational workshops ranging from financial recovery to personal recovery, and presentations relating to the foundation of Christian Beliefs, biblical culture, and understanding among denominations. This organization also hosts various activities and field trips which are open to the DACC students in hopes of serving the student body, developing relationships, and providing recreational activities. Please contact Angela Shaffer at a.shaffer1@dacc.edu for more information.

RAD TECH CLUB

The Rad Tech Club was established in 2005 for students enrolled in the Radiologic Technology Associates Degree program at Danville Area Community College. This campus organization is primarily interested in facilitating participation in radiologic technology conferences to expand our student's knowledge of the field. The Club also has a community service component and assists in organizing a student social function at program completion. Tammy Howard, Director of Radiology Technology Program, is the advisor and she may be contacted by emailing t.howard@dacc.edu.

STUDENT VETERANS OF AMERICA (SVA), "JAGUAR CHAPTER"

The Jaguar Chapter at Danville Area Community College is a member of Student Veterans of America, a coalition of student veterans' groups on campuses across the United States. The SVA works to develop new student groups, coordinate between the groups, and advocate for student veterans on the national, state, and local level. The Jaguar Chapter builds a peer-to-peer network among DACC student veterans, acts as a liaison between veterans and the staff/faculty, and holds functions to promote veterans, the school, and the community. To join, contact staff advisor Nick Catlett at n.catlett@dacc.edu.

TRIO LEADERSHIP AMBASSADORS

Students chosen as TRIO Leadership Ambassadors will participate in professional development and leadership activities that lead to becoming representatives for DACC's TRIO Student Support Services Program and its mission. To be a TRIO Leadership Ambassador, an applicant must be at least a continuing TRIO participant with at least one more semester before graduating. Students must maintain a minimum grade point average of 2.0. The Ambassadors will be expected to participate in activities hosted by the TRIO Student Support Services Program. Interested TRIO participants should contact the TRIO office at 217-443-8898 or stop by CH-113.

VERMILION FESTIVAL CHORUS

This is a community chorale group open to DACC students. The group meets weekly for practices and performs scheduled concerts for the community of major choral works. Students may earn one hour of humanities credit per semester by enrolling in MUSI 150. Up to four credit hours may be earned. For more information contact Eric Simonson (Music Instructor) by e-mailing e.simonson@dacc.edu.

WAITING FOR RAIN (PUBLICATION)

Waiting for Rain is an annual joint publication of the writing and art programs in the Liberal Arts division at Danville Area Community College. The journal, which is staffed by volunteer students, strives to present the best prose, poetry, essays, photography and artwork from DACC's students, faculty and staff. The journal is produced over the summer and is published in the fall semester of each academic year. For information on how to submit written pieces to Waiting for Rain please contact co-faculty advisor Marla Jarmer at 217-443-8820 or m.jarmer@dacc.edu. For information on how to submit photography and artwork to the journal, please contact co-faculty advisor Ronnie Johnson at 217-443-8869 or r.johnson@dacc.edu.

STUDENTS RIGHTS AND RESPONSIBILITIES

DACC POLICIES AND PROCEDURES

College policies and procedures which assure student rights and define student responsibilities can be found in the DACC Board Policies and Procedures Manual, the Student Handbook, the College Catalog, and the College's Website. The following lists many, but not all, of the rights that students are afforded on the DACC campus and indicates responsibilities that students accept as members of the DACC community.

DACC Students have the right to.....

- Expect quality instructional programs, academic support services, and student services;
- Know the admission policy, placement testing requirements, and the costs of attendance;
- Know the requirements, evaluation measures, and the attendance policy for courses;
- Know the academic and financial aid Standards of Progress;
- Know financial aid availability, how eligibility is determined, how awards are calculated, and when awarded (if applicable);
- Know completion requirements for associate degrees and certificates;
- Know graduation rates and campus crime statistics;
- Expect a campus learning environment in which students, staff and faculty treat one another with respect and conduct themselves as good citizens of the campus community;
- Expect a campus climate which is drug and alcohol free, in which students from diverse backgrounds are free from any kind of harassment or intimidation, and which welcomes students with disabilities and affords them access to the physical environment as well as to all programs and services;
- Feel safe and comfortable on the DACC campus; and
- Know the process to address a grievance/complaint and have the opportunity to communicate issues and concerns as needed.

DACC Students have the following responsibilities and are expected to.....

- Read the College Catalog, Student Handbook, and the DACC website to become familiar with and abide by DACC policies and procedures;
- Provide accurate and honest information on all college forms, applications, etc.;
- Review college student email and Self Service accounts;
- Be aware of course, program of study, and graduation requirements;
- Meet financial commitments to the College;
- Demonstrate academic integrity by participating and completing all coursework assignments and projects in an honest manner;
- Communicate and relate to all faculty, staff, and other students with respect and to present themselves in and outside of the classroom in a manner appropriate to a community of adults;
- Refrain from participating in any behavior or activity which is in violation of the Student Code of Conduct, the Prohibiting Sex-Based Misconduct Policy, Drug-Free Learning Environment policy, and/or the Anti-Harassment in Employment Policies;
- Demonstrate regard for college property including facilities, equipment, and available technology, and to abide by the DACCnet Acceptable Use Policy, including use of or surfing pornography sites; and
- Notify College officials if a condition exists which is in violation of a student's rights, College policies, standards, and/or procedures.

ADDRESS CHANGES

It is very important that the Admissions Office (Vermilion Hall) has an updated address on each student. Registration, billing, course changes, and grades are all affected by an incorrect address. Please notify the Admissions Office of your new address. Please note that changing your address to an in-district address will not automatically change your residency or tuition status. Appropriate documentation must be presented to change residency. To view the steps to change residency, visit the Admissions & Registration webpages at <http://www.dacc.edu/ar/residency>. Residency must be verified and approved 30 days before the start of a student's classes. Documents provided must show Residency status in effect 30 days before the term unless there is an approved unusual circumstance (ex: job relocation).

ACADEMIC STANDARDS OF PROGRESS (FOR ALL COLLEGE LEVEL COURSES AND PROGRAMS)

*The Office of Financial Aid has additional Standards of Academic Progress (SAP) requirements. Please see below the financial aid SAP guidelines or visit the financial aid website at <https://www.dacc.edu/finaid>.

1. GRADE SYSTEM

The final semester grades are determined by the instructors, according to the grades the student earns in all phases of class work: class discussions, tests, daily work, laboratory work, reports, term papers, and the semester examinations. Final grades should reflect consistent improvement as well as averaged grades. Grade reports are issued by the Records Office at the end of each semester. Mid-semester grades are posted by individual instructors. A student may file notice and repeat any unsuccessfully completed course, and the higher grade earned will be used to compute the cumulative grade point average.

The letter system of grading is employed as follows:

Grade	Grade Description	Assigned Grade Points
A	Excellent	4 grade points per credit hour
B	Above Average	3 grade points per credit hour
C	Average	2 grade points per credit hour
D	Below Average	1 grade points per credit hour
F	Failed	0 grade points per credit hour

The following grades do not affect grade point average:

Grade	Grade Description	How the Grade is Used
W	Withdrawal	Official withdrawal of a student within the Withdrawal Policy guidelines.
I	Incomplete	A temporary grade. All incomplete work involved with a temporary "I" grade must be performed within 30 calendar days after the end of the term so that a grade may be recorded. If an "I" grade expires without progress, the student will receive an "F." If an extension beyond 30 days is needed due to extenuating circumstances (such as an illness/accident, natural disaster, pandemic, etc.), it may be considered by the Instructor and Dean. The Registrar should be consulted regarding the extension length for procedural guidance to meet state and federal compliance regulations.
P	Passed	This grade is used for successfully completed labs and orientations.
AU	Audit	Students auditing a course will receive an "AU" grade.

S	Satisfactory	The Satisfactory/Unsatisfactory grades are used by some non-degree courses (ex: Developmental Education, Corporate & Community Education).
U	Unsatisfactory	

2. MINIMUM SATISFACTORY GRADE LEVEL

A student will be considered on academic probation if he or she fails to maintain the cumulative grade point average (GPA) required for good standing as follows:

Semester Hours Earned @ DACC		Minimum GPA for Good Standing
0-17	credit hours	1.400
18-31	credit hours	1.600
32-48	credit hours	1.800
49+	credit hours	2.000

3. ACADEMIC PROBATION

A student placed on Academic Probation will be limited to a maximum of twelve (12) credit hours of enrollment for the next term. The following criteria also apply:

1. The student must earn a 2.000 GPA or higher for the term.
2. The student will remain on Probation until he/she attains a cumulative grade point average that falls under "good standing."

In the event that the student does not achieve either of the above criteria, the student will be placed on Academic Suspension for one term.

4. ACADEMIC PROBATION "GRACE PERIOD"

The rapid pace of change in today's society requires everyone to be engaged in lifelong learning. Realizing that personal circumstances and attitudes change over time, returning students who have been absent for five years or more and who have had an unsuccessful academic experience will not be placed on Academic Probation during their first term of re-enrollment with the College. It is hoped that this "Grace Period" will support students who have an unsatisfactory academic record, but who desire to return to DACC and seriously pursue a course of study.

The returning student's cumulative GPA will be examined following the first term of re-enrollment, and DACC Standards of Progress will apply. Students may wish to explore the possibility of a grade exclusion at that time if appropriate. Please be advised that this "Grace Period" is not relevant to a previous financial aid warning, suspension or ineligible status which is governed by federal and/or state regulations.

5. READMISSION OF SUSPENDED STUDENTS

Before a suspended student will be readmitted he or she must prepare a Probation Contract which will identify the measures to be applied to improve the student's GPA (e.g. change of program, remedial classes, tutorial, or other academic support services, etc.). Enrollment for the next semester will be limited to a maximum of twelve (12) credit hours. The student must earn a 2.00 grade point average (GPA) or higher for the term. The student will remain on probation until he/she attains a cumulative GPA for good standing (see above chart). In the event that the student does not achieve either of the above mentioned criteria, the student will be placed on academic suspension for one term.

6. APPEALING SUSPENSION STATUS

The student enrolled at DACC may appeal an academic suspension through the Vice President of Student Services by completing an Appeals Form. The student's appeal will be reviewed with respect to past/current academic standing and/or

demonstrated ability to achieve academic success. Submission of an appeals form does not guarantee or suggest automatic reinstatement. The Vice President's office is located in room 203 of Cannon Hall.

FINANCIAL AID RECIPIENTS STANDARDS OF ACADEMIC PROGRESS (SAP)

The Danville Area Community College (DACC) Office of Financial Aid is required by federal regulation (HEA Subpart B, 34 CFR 668.16(e), Subpart C, CFR 668.32, 668.34, 668.42, 668.43) to monitor academic progress toward a degree or certificate for all degree seeking aid applicants. As a result, the Office of Financial Aid reviews the academic history of *all* attempted credit hours of *all* applicants prior to the awarding of Title IV Federal Student Aid and/or Illinois State Student Aid. These standards must have components of a Quantitative Measure (the *Pace* at which the student must be completing their Program of Study) and a Qualitative Measure (the grades a student must be obtaining in their coursework) and be reviewed at stated intervals. At DACC SAP is reviewed at the end of each enrollment period.

Academic progress is evaluated the first time a student is awarded student financial aid and at the end of each term thereafter. If during the semester, a student withdraws from a class we will contact them and remind them of the SAP standards and ask that they review them again in the published College materials (*Student Handbook, College Catalog and the DACC's Financial Aid WEB page*). This process may help the student remain in "good standing" with the Federal and State student financial aid programs criteria.

The Standards of Academic Progress (SAP) apply to the following programs:

- **Federal Title IV Programs:** Pell Grant, Supplement Educational Opportunity Grant, College Work-Study, Direct Loan Program (Stafford Loan Program), and the Direct Parent Loan for Undergraduate Students
- **Illinois Student Assistance Commission Programs:** Monetary Award Program, Veteran's Grant, National Guard and the MIA/POW Scholarship
- **Veteran's Educational Benefits:** All Chapter's and Post 9/11 Benefits

COMPLETION RATE & GRADE POINT AVERAGE REQUIREMENT

The student is required to meet the standards listed below or eligibility to receive student financial aid will be placed in a Financial Aid SAP WARNING status or a Financial Aid SAP SUSPENSION status or a Financial Aid SAP PROBATION status.

To be in SAP "**GOOD STANDING**" a student must be meeting the minimum standards each enrollment period by having a cumulative G.P.A. of 2.0, a success rate of 67% of all credits attempted *and* complete their program of study within the published time frames formatted in credit hours.

PACE- MINIMUM CREDIT HOUR COMPLETION (Quantitative Measure)

At the end of each enrollment period SAP is reviewed. Cumulatively a student must successfully complete a minimum percentage of all credit hours attempted to ***stay on pace*** for completing their program ***before*** reaching the maximum time frame allowed. Attempted credit hours include any credit hours in which the student was enrolled in after the refund period is over.

If the student accepted Federal Title IV aid for days attended during the refund period but then totally withdrew from all credit hours the student will be placed on SAP Suspension. Some students will have slightly different refund periods because of late starting classes or classes that end early. Each semester's ***refund period*** is published at the DACC WEB page, in the Student News or a student may contact the Registration Office for the dates or any questions concerning withdrawals.

Successful completion of a class is a letter grade of A, B, C, D, S. Unsuccessful completion of a class is defined as Failure (F), Withdrawal (W), Incomplete (I), or Unsatisfactory (U). Remedial classes are graded as: passing "S" for satisfactory or "U" unsatisfactory (which is considered not completing the course work). The completion rate requirement applies to remedial classes. Note that remedial coursework does not calculate into a GPA. *All* classes that are repeated (including grade exclusions) are counted in the Quantitative (Pace) Measure.

Students who have attended other post-secondary institutions are required to have an official grade transcript from these schools on file in the DACC Records office. Transfer credit that is evaluated to apply towards their program of study at DACC will be included in the total credit hours attempted and earned as part of the quantitative measure (the Pace) of maximum time frame allowance.

Minimum Percentage - A student must complete **67%** of cumulative hours attempted to be on pace for completion of program. The first time a student fails to successfully complete the minimum percentage of credit hours required they must be placed on financial aid WARNING for the next term of enrollment.

Total withdrawal (a "grade" of "W" posted to transcript) or total failure (a grade of "F" posted to transcript) will result in SUSPENSION. This includes the refund period if Title IV funds were accepted for the days in attendance (regardless if tuition and/or fee charges were cancelled).

Minimum Grade Point Average (GPA) Requirement (Qualitative Measure) - The student is required to earn and maintain a 2.0 (C) Cumulative grade point average out of a possible 4.0 scale.

FINANCIAL AID (SAP) WARNING

A SAP Warning status occurs the first time a student fails to meet the minimum standard in any one of the components. If a student is placed on SAP Warning they will still be eligible to receive Student Financial Aid for one more term without appealing the circumstances. Upon the end of the next period of enrollment the student meets the minimum standards they will "automatically" be reinstated to SAP "Good Standing." If upon the end of the student's next period of enrollment they have **not** met the minimum standards they will be in a SAP Suspension status. An Appeal of the circumstances would need to be submitted for any future consideration of using Title IV and/or State student aid at DACC.

FINANCIAL AID (SAP) SUSPENSION

Failure to complete the minimum cumulative standards of either component while on a SAP Warning will result in the SAP SUSPENSION of a student's future aid eligibility. Total withdrawal (a "grade" of "W" posted to transcript) or total failure (a grade of "F" posted to transcript) will result in SAP SUSPENSION. This includes the refund period *if* Title IV was accepted for the days you were in attendance. A student placed on SAP SUSPENSION is NOT eligible for future Federal and/or State student aid at DACC.

MAXIMUM HOURS ATTEMPTED (Cumulative Quantitative Measure)

Time of Completion: Title IV and/or Illinois State Student Aid eligibility will be suspended if the student exceeds the 150% completion of the published program time frame for **all** cumulative credit hours attempted (not earned). Remedial coursework credit hours attempted will be counted as part of the program of study timeframe. Students who require remedial coursework are limited to a maximum of thirty (30) credit hours of attempted remedial coursework. The student is advised to work with their academic advisor to "stay on pace" to complete their educational goal.

Student's on SAP Suspension due to exceeding the maximum time frame (not remaining on pace in cumulative attempted hours) are no longer eligible for student aid funding. They may submit a personal letter (an Appeal) explaining and documenting why they did not stay on pace and complete their program of study within the published timeframe. The Appeal letter must be submitted with an academic plan of program completion including total hours and semesters still required to complete the program. This plan is called a Degree Audit and must be prepared by the student's DACC academic advisor/counselor. The Appeals Committee will take into consideration that remedial coursework may have extended the timeframe towards a completion date.

REINSTATEMENT OF AID ELIGIBILITY (Appeal Procedures)

If the student feels there were circumstances beyond their control that affected their academic performance, they may appeal the SAP Suspension. An appeal is a written statement from the student with supporting documentation explaining your circumstances and your plans to be successful in the future semesters. Other support documentation could include:

- A physician who can document that an illness or accident prevented the student from successfully completing their studies and that the student is now able to successfully resume their studies.
- A physician/clergy/counselor who can verify that the death or life-threatening illness of an immediate family member prevented the student from successfully completing their course work and the family circumstance is no longer applicable.
- An academic advisor/counselor or an employer, childcare provider, etc. who knows about circumstances beyond the student's control that prevented the completion of course work and these circumstances have been resolved

FINANCIAL AID (SAP) PROBATION

If the student's Appeal decision is for reinstatement (approval) they will be placed on SAP Probation and be awarded from Title IV and/or State student aid programs for which they are eligible. A student should be aware that appeal approvals *may* have certain limitations and specific conditions that must be followed to continue using financial aid funding. An Academic Plan for Success (APS) may be mandated by the Appeals Committee. The APS would be prepared by the student's academic advisor/counselor (or other pertinent DACC staff) and the student would need to agree to the plan before further student aid would be awarded. The student must be successful with their APS each semester to continue receiving student aid for which they may be eligible (remain on Probation).

A student on SAP Probation who then meets the minimum standards will "automatically" be placed in to Good Standing status.

DEADLINES TO SUBMIT APPEALS

The deadline to submit an appeal is no later than two weeks PRIOR to the semester the student wishes to attend and be reviewed for eligibility for student aid. It is to the student's advantage to submit an Appeal immediately after being notified of their SAP status. Appeal deadlines are published in the Student News, DACC's Financial Aid WEB page (under "Important Dates") and various bulletin boards on campus. The SAP status notices highlights the two week prior to the term deadline.

Appeal decisions are sent via the U.S. Postal system. If a student is not clear of the meaning of the appeal response they may visit the Financial Aid office for clarification of the Committee's decision. In order to protect a student's privacy these matters will **not** be discussed over the phone. The student is not privy to who serves on the Appeals Committee and will not have an opportunity to meet members in person or via email or phone communication. The Committee consists of faculty, staff and administrative personnel.

THE DECISION OF THE APPEAL COMMITTEE IS FINAL

These requirements are mandated by federal regulations - satisfactory academic progress is the law. The SAP policy applies to all students including first time financial aid recipients. Past academic history (if any) at DACC is evaluated before financial aid is awarded.

ACCOMMODATIONS FOR STUDENTS, EMPLOYEES & VISITORS WITH DISABILITIES

It is the policy of Danville Area Community College to provide an accessible campus, both in terms of the physical plant and programs/services. The College will comply with all requirements set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Illinois Accessibility Code of 1988, and all regulations implementing these Acts.

PROCEDURES

Testing & Academic Services Center

When either required or requested to do so, a DACC Disability Specialist will evaluate and verify a student's need for auxiliary services and provide and coordinate the provision of reasonable academic support services and special accommodations for students with disabilities who are otherwise qualified to participate in and benefit from a specific source, program or activity under the following conditions:

- a. A student makes a request for an accommodation.
- b. A rehabilitation, psychological, medical or educational report describing the disability has been received from a proper authority (i.e., doctor, psychologist, Dept. of Rehabilitation).
- c. An assessment by the Director of Testing & Academic Services, in coordination with faculty in some cases, determines the need for services in order for the student to successfully complete a course, program, or activity. The existence of a mental or physical disability, in itself, does not justify the need for special support services.
- d. A student voluntarily presents him/herself for services and signs a release form.

Office of Maintenance & Facilities

The Executive Director of Maintenance & Facilities reviews and coordinates physical plant modifications to ensure the accessibility of campus. The Testing & Academic Services Director, the Executive Director of Maintenance & Facilities, and the Vice President of Human Resources shall work cooperatively to address the special needs of all students, employees, and visitors with disabilities who wish to access the College's programs and services and to determine what modifications are available.

Office of Human Resources

The Vice President of Human Resources will coordinate all requests for reasonable accommodations by staff, faculty, and applicants. Disabled individuals may request a reasonable accommodation to 1) enable them to complete an application and be considered for a position at Danville Area Community College, 2) perform the essential functions of a position, or 3) enable the disabled employee to enjoy the same benefits and privileges of employment as are enjoyed by other similarly situated non-disabled employees. All requests for accommodation from faculty and staff are to be submitted in writing on the appropriate form(s) and with the appropriate supporting documentation for consideration and/or review. The review of the request may, at the discretion of the College, include an evaluation and determination of the scope of the disability and, if appropriate, request for additional medical documentation, examinations, and/or opinions. Accommodation decisions may be appealed through the designated appeals process.

The Vice President of Human Resources (Affirmative Action Officer and Section 504 Coordinator) is responsible for addressing concerns of students, staff, and the public regarding compliance and accessibility. The Director may be contacted at 217-443-8756 or j.cranmore@dacc.edu and her office is located in Vermilion Hall, 2nd Floor, Room 217.

Appeals Procedure

If a student disagrees with the decision regarding the accommodation request, the student has a right to appeal using the following procedure:

1. A complaint should be filed in writing and must contain the name and address of the person filing it and a brief description of the alleged violation of the regulations.
2. A complaint should be filed within thirty days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be warranted, shall follow a filed complaint. The Vice President of Human Resources (Affirmative Action Officer and Section 504 Coordinator) or designee shall conduct the investigation.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Vice President of Human Resources or designee and a copy sent to the complainant no later than sixty (60) days after its filing.
5. The Vice President of Human Resources, or designee, who investigated the complaint shall maintain the files and records of Danville Area Community College related to the complaint filed.
6. The complainant can request a review of the case in instances where he or she is dissatisfied with the resolution. The request for review should be made within ten (10) days to the President of the College or designee. The President or designee shall respond to the complaint in writing within thirty (30) days.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as filing an ADA complaint with the responsible federal or state department or agency such as the Office of Civil Rights. Use of this procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure the College complies with the ADA and implementing regulations.

Students may contact the Office for Civil Rights at 1-800-368-1019, TDD: 1-800-537-7697 or OCRComplaint@hhs.gov.

ANTI-HARASSMENT IN EMPLOYMENT

Danville Area Community College is committed to providing an educational and workplace environment that is free from harassment and discrimination. In keeping with this commitment, the College prohibits and will not tolerate discrimination or harassment of any person because of race, color, age, sex, national origin, disability, religion, sexual orientation, gender identity or expression, marital status, military or veteran status, genetic information, ancestry, citizenship, pregnancy or any other status protected by law. This policy applies to all College employees, students, visitors and third-parties in connection with employment with the College and any College program or activity, whether on or off campus.

Any person found to have engaged in any form of harassment or discrimination may be subject to discipline, including expulsion, termination and/or exclusion from the College and any College events or activities. Any person who has been subjected to sexual harassment or any other form of sex-based misconduct is encouraged to make a report with the College's Title IX Coordinator. For additional information regarding sex-based misconduct, see the College's Sex-Based Misconduct Policy and Procedures 3024, which can be found at the following link:

<https://www.dacc.edu/board/policies?search=3024.0>. Any person who has been subjected to discrimination or

harassment based on a category or categories other than sex is encouraged to make a report with the Title IX Coordinator, Jill Cranmore, 217-443-8756, 2000 East Main Street, Danville, IL 61832.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's status, such as sex, color, race, religion, creed, ancestry, national origin, age, physical or mental disability, marital status, veteran status, sexual orientation or other legally protected statuses. Danville Area Community College will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Retaliation Prohibited

Any form of retaliation, including intimidation, threats, harassment, bullying and other adverse action taken or threatened against any complainant or person reporting discrimination or harassment or against any person cooperating in the investigation of allegations of discrimination or harassment (including assisting or participating in any manner in an investigation), is strictly prohibited. A person reporting allegations of retaliation may be protected under state or federal law, including but not limited to, the Illinois Whistleblower Act, the Illinois Human Rights Act, and the State Officials and Employees Ethics Act.

Any person found to have engaged in retaliation may be subject to discipline, up to and including expulsion, termination and/or exclusion from the College and its events and activities. Reports of retaliation should be directed to the Title IX Coordinator, Jill Cranmore, 217-443-8756, 2000 East Main Street, Danville, IL 61832.

False Reports

Any person who knowingly makes a false report under this policy may be subject to discipline including termination from employment and exclusion from the College.

Implementing Procedures; Complaints

The procedures implementing this policy can be found at <https://www.dacc.edu/titleix>. Inquiries may also be made to the U.S. Department of Education, Office of Civil Rights, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544 or (312) 730-1560, OCR.Chicago@ed.gov.

Danville Area Community College's policy is to investigate all complaints made under this policy impartially, thoroughly and promptly. To the fullest extent possible, Danville Area Community College will keep harassment complaints, records related to harassment complaints, and the terms of the resolution confidential. If any investigation confirms that a violation of the policy has occurred, Danville Area Community College will take appropriate corrective action to stop the harassment and to ensure that the harassment does not reoccur. Such corrective action may include training of harasser, monitoring of harasser and/or discipline of the harasser proportional to the offense, up to and including discharge.

If you believe that you have been the subject of unlawful discrimination, harassment or retaliation you also have the right to file a charge of civil rights violations with the Illinois Department of Human Rights. For further information, you may call or write to the Illinois Department of Human Rights, 222 S. College Street, Springfield, Illinois 62701, 217.785.5100, of the Illinois Human Rights Commission, Stratton Office Building, Springfield, Illinois 62701, 217.785.4350.

PROHIBITING SEX BASED MISCONDUCT POLICY

1. Board Policy – 3024.0

Danville Area Community College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual

orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identify and expression, pregnancy, and parental status under its Title IX – Prohibiting Discrimination on the Basis of Gender (4003.3).

It is the policy of Danville Area Community College to comply with the Title IX of the *Education Amendments of 1972* (“Title IX”), the *Violence Against Women Reauthorization Act* (“VAWA”), Title VII of the *Civil Rights Act of 1964* (“Title VII”), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (“Clery Act”), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

2. Title IX Compliance

As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Vice President of Human Resources as the Title IX Coordinator who is responsible for coordinating the College’s efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College’s Title IX Coordinator, the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

3. Retaliation Prohibited

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

4. Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy, which set forth:

- The scope and jurisdiction of the College’s prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the College’s Title IX Coordinator;
- Options for assistance following an incident of sex-based discrimination, harassment or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;
- The College’s response to reports of alleged sex-based misconduct;
- The College’s grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinator, campus law enforcement, campus security, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.

PROCEDURES FOR PROHIBITING SEX BASED MISCONDUCT

1. Purpose

The College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identify. The purpose of these procedures is to implement the College’s Prohibiting Sex-Based Misconduct Policy (3024.0), ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the *Education Amendments of 1972* (“Title IX”), which prohibits discrimination on the basis of sex in the College’s education programs or activities; relevant sections of the *Violence Against Women Reauthorization Act* (“VAWA”); Title VII of the *Civil Rights Act of 1964* (“Title VII”), which prohibits discrimination on the basis of sex in employment; relevant sections of the *Illinois Human Rights Act*, which prohibits discrimination on the basis of sex or sexual orientation, including gender-related identify; the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (“Clery Act”), which requires timely warning to the community of certain immediate threats; the *Preventing Sexual Violence in Higher Education Act*; and other applicable law and local ordinances.

The College has an affirmative duty to take immediate and appropriate action once it knows or its management should know of an act of sex-based discrimination, sexual harassment or other sex-based misconduct in any of its educational or employment programs or activities. The College will promptly and thoroughly investigate any complaints of sexual discrimination, harassment and/or misconduct in accordance with the procedures set forth below.

2. Jurisdiction

The College’s Policy Prohibiting Sex-Based Misconduct and these implementing Procedures apply to students, faculty, staff, appointees, or third parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

- A. On College property; or
- B. Off College property if:
 1. The conduct was in connection with a College or College-recognized program or activity; or
 2. The conduct may have the effect of creating a hostile environment for a member of the College community.

3. Scope

These Procedures govern sex-based misconduct in various forms, many of which may trigger legal obligations under one or more state and federal laws. In no case does the inapplicability of a particular legal framework require the College not to address an act of misconduct falling within the scope of these Procedures.

Sections I-VII include provisions relevant to sex-based misconduct in all its forms. Sections VI.A and VI.B address specific reporting procedures for students and employees, respectively. Section VIII, which describes a grievance process with a required live hearing, applies only to formal Title IX complaints and complaints alleging sexual violence, domestic violence, dating violence or stalking.

Section XI provides definitions for these Procedures.

4. Administration

Title IX Coordinator: The College has designated the Vice President of Human Resources/Affirmative Action Officer as the Title IX Coordinator. Contact information for the Title IX Coordinator is as follows:

Responsibilities of the Title IX Coordinator include, but are not limited to:

- Overseeing the College’s response to all title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports or complaints.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Conducting and/or assigning Title IX investigations including the investigation of facts relative to a complaint.
 - The Title IX Coordinator must not be the decision-maker for a determination of responsibility in response to a formal Title IX complaint of sexual harassment.
- Coordinating any appropriate supportive measures and ensuring the effective implementation of any remedies.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Monitoring students’ participation in athletics and across academic fields to ensure that sex discrimination is not causing any disproportionate enrollment based on sex or otherwise negatively affecting a student’s access to equal educational opportunities.
- Developing a method to survey the school climate and coordinating the collection and analysis of information from that survey.
- Promoting an educational and employment environment which is free of sex discrimination and gender bias.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights at the United States Department of Education:

Office for Civil Rights, Chicago Office
U.S. Department of Education
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: (312) 730-1560
Facsimile: (312) 730-1576
Email: OCR.Chicago@ed.gov

The Human Resources Department will partner with the Title IX Coordinator with respect to any complaints of sex-based misconduct that involve a College employee as the complainant or as the respondent. For any such complaints that involve a College employee as the respondent and fall outside the scope of Title IX, the Human Resources Department will manage the investigation into the allegations and issue a decision and any appropriate sanction(s).

For complaints of sex-based misconduct that involve a College employee as the respondent, investigatory and disciplinary procedures required by any applicable collective bargaining agreement will apply in addition to these Procedures.

5. Options for Assistance Following an Incident of Sex-Based Discrimination, Harassment or Misconduct

A. On- and Off-Campus Counselors and Advocates: The following on- and off-campus counselors and advocates can provide an immediate confidential* response in a crisis situation, as well as ongoing assistance and support.

- Off-Campus/Confidential Advisors*:

- The College does not have a Confidential Advisor on campus, but partners with the local Survivor Resource Center who can provide confidential assistance.

Survivor Resource Center

27 N. Vermilion Street

Danville, IL 61832

Phone: 217-446-1337 or 24-Hour Toll-Free Hotline: 1-866-617-3224

- On-Campus Resources: (Note: All of the On-Campus Resources below are not classified as Confidential Advisors per definition in Section XI)
 - Advisement & Counseling, Lincoln Hall, Rm 104, 217-443-8750: for personal counseling and information on additional campus and community resources.
 - Title IX Coordinator, Jill Cranmore, Vermilion Hall/Human Resources Office, 217-443-8756: for all Title IX processes and assistance
 - Stacy Ehmen, Vice President of Student Services, 217-443-8746: for guidance, processes, general assistance
 - Brian Hensgen, Assistant Vice President of Student Services, 217-443-8823: for guidance, processes, general assistance

B. Emergency Response: Anyone who experiences or observes an emergency situation should immediately call 911 and/or one of the phone numbers listed below:

- Danville Police Department: 217-431-2250
- Catlin Police Department: 217-427-2131
- Westville Police Department: 217-267-2131
- Georgetown Police Department: 217-442-0153
- Hoopston Police Department: 217-283-5196
- Milford Police Department: 815-889-4085
- Oakwood Police Department: 217-442-0153
- Rossville Police Department: 217-748-6914
- Vermilion County Sheriff's Office: 217-442-4080

C. On- and Off-Campus Health Care Options: Individuals may see treatment for injuries, preventative treatment for sexually transmitted disease, and/or other health services by contacting one of the following health care providers:

- **OSF Sacred Heart Medical Center – OSF HealthCare**
812 N. Logan Avenue, Danville, IL 61832
Phone 217-443-5000. *OSF has a SANE Nurse on staff.
- **Carle Hoopston Regional Health Center**
701 E. Orange Street, Hoopston, IL 60942
Phone 217-283-5531

*Indicates health care options which provide medical forensic services (rape kits) and/or Sexual Assault Nurse Examiners (SANE) at no cost, pursuant to the Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70).

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

Off-campus health care providers will generally maintain confidentiality and not share information with the College unless the reporting person requests the disclosure and signs a consent or waiver form. Note, however,

that while these health care providers may maintain a reporting person's confidentiality vis-à-vis the College, they may have other reporting obligations under State law.

- D. State of Illinois Sexual Harassment and Discrimination Helpline:** The Illinois Department of Human Rights has established a helpline for individuals to obtain information about their reporting options and referrals to other resources. The helpline is available Monday through Friday, from 8:30 a.m. to 5:00 p.m. at (877) 236-7703. *TTY users call 7-1-1.

6. How to Report an Incident of Sex-Based Misconduct

Any student, employee or community member who wishes to avail himself or herself of these Procedures may do so by making a report to the Title IX Coordinator or one of the following College officials:

- Vice President of Human Resources/Title IX Coordinator: Jill Cranmore, 217-443-8756, Vermilion Hall, Room 217, j.cranmore@dacc.edu;
- Vice President of Student Services: Stacy Ehmen, 217-443-8746, Cannon Hall, Room 203, s.ehmen@dacc.edu;
- DACC Security: 443-8888; Lincoln Hall, Room 100; or
- Complete an online Incident Report at [DACC Online Incident Report](#). The online Incident Report does allow complainants to report anonymously. However, an anonymous report may interfere with the investigation process and the ultimate resolution.

Students may also make a report to any Responsible Employee as defined below and in Section XI. Detailed information concerning student and employee reporting follows below.

A. Student Reporting:

The College encourages students who have experienced sex-based misconduct to talk with someone about what happened so that they can get the support they need and so that the College can respond appropriately. Different employees on campus have different reporting obligations with regard to alleged sex-based misconduct. Some College employees (referred to as "Responsible Employees") are required to report all incidents of sex-based misconduct to the Title IX Coordinator, including the identities of the persons involved in the incident. While only designated Responsible Employees are required to report all incidents of sex-based misconduct to the Title IX Coordinator, all members of the College community (including students) are encouraged to report such incidents to the Title IX Coordinator.

The various reporting options available are set forth in further detail below. Regardless of to whom a report is made, the College will provide the person alleged to be the victim, if identified, with concise information, written in plain language, of the person's rights and options pursuant to these Procedures.

Immunity for Good-Faith Reporting: Students who in good faith report an alleged violation of the College's Policy Prohibiting Sex-Based Misconduct will be granted immunity and will not receive a disciplinary sanction for a student conduct violation (such as underage drinking) revealed during the course of reporting. Immunity will not be provided for student conduct violations which the College determines are egregious, including without limitation misconduct which places the health or safety of another person at risk.

1. **Student Reporting to the Title IX Coordinator:** Students are encouraged to report alleged incidents of sex-based misconduct to the Title IX Coordinator directly. The College's Title IX Coordinator is Vice President of Human Resources/Title IX Coordinator: Jill Cranmore, 217-443-8756, Vermilion Hall, Room 217, j.cranmore@dacc.edu.

2. **Student Reporting to Responsible Employees:** A Responsible Employee, as defined in section XI, must report to the Title IX Coordinator all relevant details about an alleged incident of sex-based misconduct shared by a student, including the date, time and specific location of the alleged incident, and the names of all involved individuals. To the extent possible, information shared with a Responsible Employee will be disclosed only to the Title IX Coordinator and/or those individuals responsible for handling the College's response to the report.

The following categories of employees are the College's Responsible Employees:

- Title IX Coordinator
- College Administrators
- Supervisors and Managerial Staff
- Faculty
- Campus Security
- Coaches
- Student Club/Organization Advisors

Before a student reveals any information to a Responsible Employee, the employee should ensure that the student understands the employee's reporting obligations. If the student wants to make a confidential report, the Responsible Employee should direct the student to the confidential resources listed in Section VI.A.3 below.

If the student wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the student that the College will consider the request, but that the College cannot guarantee it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the student's request for confidentiality.

3. **Confidential Reporting:** Students who wish to confidentially report an incident of sex-based misconduct may make a confidential report to our local, off-campus resource:

Survivor Resource Center

27 N. Vermilion Street

Danville, IL 61832

Phone: 217-446-1337 or 24 Hour, Toll-Free Hotline: 1-866-617-3224.

The individuals at the Survivor Resource Center are Confidential Advisors, as defined in Section XI. Professional licensed counselors who provide mental health counseling to students (including counselors who act in that role under the supervision of a licensed counselor) are not required to report any information about an alleged incident to the Title IX Coordinator without a student's permission.

Note: While the individuals listed about may maintain a student's confidentiality vis-à-vis the College, may have reporting or other obligations under the State law. Any College employee who suspects or receives knowledge that a minor student may be an abused or neglected child for, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

Also Note: If the College determines that a person alleged to be the perpetrator of sexual misconduct poses a serious and immediate threat to the College community, College Security may be called upon to issue a timely warning to the College community. Any such warning will not include any information that identifies the person alleged to be the victim.

4. **Electronic and/or Anonymous Reporting:** The College maintains an online system for electronic reporting. The reporter may choose to provide his/her identity or may choose to report anonymously. The system will notify the user, before he/she enters information, that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. Anonymous reports can be filed at [DACC Online Incident Report](#). . Where a reporter chooses to provide his/her identity and contact information, the College will respond to the reporter within 12 hours.
5. **Note Regarding Student Participation in Public Awareness Events:** Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents are not considered notice to the College of sex-based discrimination, harassment or misconduct for purposes of triggering an obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students’ rights at these events.

B. Employee Reporting:

1. **Alleged Sex-Based Misconduct of a Student:** In addition to the reporting requirements for Responsible Employees (see Section VI.A), all College employees who have information regarding sex-based misconduct of a student should report it to the Title IX Coordinator or any Responsible Employee.
2. **Alleged Sex-Based Misconduct of an Employee:** an employee should notify the Title IX Coordinator if he or she believes that the College or a member of the College community has engaged in sex discrimination, sexual harassment or other sex-based misconduct in violation of the College’s Policy Prohibiting Sex-Based Misconduct.
3. **Knowingly False Reporting:** A person who knowingly makes a false report of sex-based misconduct may be subject to disciplinary action, up to and including suspension, expulsion, or termination. A determination regarding responsibility, alone, is not sufficient to conclude that a person knowingly made a false report.

C. Board Member Reporting:

Members of the College’s Board of Trustees and other elected official should promptly report claims of sex-based misconduct against a Board member. Board members and elected officials should report claims of sex-based misconduct against a Board member to the Board Chair or College President. If the report is made to the College President, the President shall promptly notify the Board Chair, or if the Board Chair is the subject of the complaint, the Board Vice Chair. When a complaint of sex-based misconduct is made against a member of the Board of Trustees, the Board Chair shall consult with legal counsel for the College to arrange for an independent review of the allegations. If the allegations concern the Board Chair, or the Board Chair is a witness or otherwise conflicted, the Board Vice Chair shall so consult with legal counsel. If the allegations concern both the Board Chair and the Board Vice Chair, and/or they are witnesses or otherwise conflicted, the Board Secretary shall so consult with legal counsel. The investigator shall prepare a written report and submit it to the Board.

7. How the College Responds to Reports of Sex-Based Misconduct

A. Processing of Report

Upon a receipt of a report, the Title IX Coordinator will analyze the report to determine the appropriate method for processing and reviewing it.

For any report alleging sexual harassment, as defined under Title IX and/or alleging sexual violence, domestic violence, dating violence or stalking pursuant to the *Preventing Sexual Violence in Higher Education Act*, the Title IX Coordinator will promptly contact the person alleged to be the victim (hereinafter “complainant”) to:

1. Discuss the availability of supportive measures (see Section VII.B below);
2. Consider the complainant’s wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
4. Explain to the complainant the process for filing a formal complaint.

B. Supportive Measures

Supportive measures (also referred to as “interim protective measures”) are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or respondent, irrespective of whether a formal complaint has been filed.

Examples of supportive measures that the College may offer include, but are not limited to:

- Counseling and mental health support;
- Extensions of deadlines or other course-related adjustments;
- Leaves of absence;
- Changes to academic, living, dining, transportation and/or working schedules or situations;
- Increased security and monitoring of certain areas of campus;
- Issuance and enforcement of mutual campus no contact orders; and
- Enforcement of an order of protection or no contact order entered by a State civil or criminal court.

A report of alleged sex-based misconduct may also prompt the College to consider broader remedial action, such as increased monitoring, supervision or security at locations where the alleged incident occurred; increased education and prevention efforts, including to targeted population groups; the use of climate assessments and/or victimization surveys; and/or revisions to the College’s policies and practices.

The College will maintain as confidential any supportive measures provided to a complainant or respondent, to the extent that maintaining such confidentiality would not impair the College’s ability to provide the supportive measures.

The Title IX Coordinator is responsible for coordinating the College’s implementation of supportive measures.

C. Emergency Removals and/or Administrative Leave

Prior to initiating or completing the Grievance Process in response to a formal complaint, described further in Section VIII below, or in the absence of a formal complaint, the College may remove a respondent from the College’s education program or activity on an emergency basis. There the alleged conduct, if proven, would constitute sexual harassment as defined under Title IX, the College will effectuate an emergency removal only where the College has determined, based on an individualized safety and risk analysis, that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In such cases, the College provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

In addition, the College may place an employee on administrative leave during the pendency of the Grievance Process in response to a formal complaint.

D. Clery Act Reporting Obligations

Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (“Clery Act”), 20 U.S.C. § 1092(f), the College will issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees. The *Clery Act* also requires the College to maintain a public crime log and publish an Annual Security Report (“ASR”) available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault.

8. Grievance Process for Complaints Alleging Title IX Sexual Harassment and/or Sex Based Misconduct

For purposes of this Grievance Process, a formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging (a) sexual harassment in violation of Title IX and/or (b) sexual violence, domestic violence, dating violence or stalking in violation of the Preventing Sexual Violence in Higher Education Act; and requesting that the College investigate the allegation. At the time of filing a formal complaint pursuant to this Grievance process, the complainant must be participating in or attempting to participate in the College’s education programs or activities, either as a student or an employee. Should a formal complaint be filed, the Title IX Coordinator will investigate the formal complaint or appoint a qualified person to undertake the investigation on his or her behalf.

The College as it deems appropriate may extend the time provided in this Grievance process to comply with a requirement and may postpone the scheduled date for any proceeding, meeting, or hearing, provided that the extended deadline or postponed date would not exceed a time limit required by law. The College will provide written notice of the extension to all impacted parties. If one of the parties requested the extension or postponement, that it is available on an equal basis to both parties.

A. Notice of Allegations

Within 10 business days after signing a formal complaint or receiving a formal complaint filed by a complainant, the Title IX Coordinator will provide written notice to the parties who are known of the following:

1. This Grievance Process, including the informal resolution process, where applicable.
2. The allegations potentially constituting sexual harassment under Title IX and/or sexual violence, domestic violence, dating violence or stalking under the Preventing Sexual violence in Higher Education Act, including sufficient details known as the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. That the parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source.
6. The Student Code of Conduct provision(s) that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If during the course of an investigation, the College decides to investigate allegations that are not included in the initial notice of allegations, the Title IX Coordinator will provide subsequent written notice of the additional allegations to all known parties.

B. Informal Resolution

At any time after receiving the initial notice of allegations (See Section VIII.A above), and prior to a determination regarding responsibility being reached, the complainant and respondent may request to participate in an informal resolution process. Informal resolution will only occur with both parties' voluntary, written consent. At any time prior to agreeing to a resolution, any party will have right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The College does not permit informal resolution in cases involving alleged sexual harassment, sexual violence, domestic violence, dating violence or stalking by a College employee toward a student.

C. Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

D. Dismissal of Formal Complaints

If, during the course of an investigation or following an investigation into a formal complaint, the Title IX Coordinator or designated Investigator determines that the conduct alleged in the formal complaint would not constitute sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator will dismiss the formal complaint with regard to that conduct for purposes of Title IX. In Cases where the College determines that Title IX is not applicable but the College still intends to apply this Grievance Process to resolve the alleged misconduct, the College will inform the parties that Title IX is inapplicable but that such Process will nevertheless be applied. In addition, dismissal of a formal complaint for purposes of Title IX does not preclude action under other College policies and procedures.

The Title IX Coordinator may dismiss a formal complaint, or any allegations therein, at any time during an investigation if: (1) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (2) the respondent is no longer enrolled or employed by the College; or (3) specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal – either of a complainant altogether, or of a complaint for purposes of Title IX -- the Title IX Coordinator or Investigator will promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties. Dismissal of a formal complaint under this Process does not preclude action under other College policies and procedures.

E. Investigation of Formal Complaint

The Title IX Coordinator will appoint one or more trained investigators to undertake an investigation into a formal complaint. Throughout the investigation, the parties will be afforded an equal opportunity to present witnesses including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant

evidence. Any proceeding, meeting, or hearing held to resolve formal complaints pursuant to this Grievance process will protect the privacy of the participating parties and witnesses.

Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor's role is limited to providing support, guidance, and/or advice, and to conducting cross-examination during the live (see Section VIII.F below). A party's advisor may not speak on behalf of the party during any meeting, interview or hearing and must comply with all behavioral rules and expectations set forth in these Procedures. If a party's advisor violates these Procedures or engages in behavior that harasses, abuses, or intimidates a party, witness or individual resolving a complaint, that advisor may be prohibited from further participation.

When a party's participation is invited or expected at an investigative interview or other meeting, the Investigator will provide that party with written notice of the date, time, location, participants, and purpose of said interview or meeting at least three (3) business days prior to the interview or meeting.

At the conclusion of the investigation and prior to the Investigator's completion of his/her investigative report, the Investigator will send to each party (and the Party's advisor, if any) the evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, in electronic format or hard copy when necessary. The parties will have 10 business days to submit a written response to the evidence, which the Investigator will consider prior to completion of his/her investigative report.

After receiving and reviewing the parties' written responses, if any, the Investigator will create an investigative report that fairly summarizes the relevant evidence and will forward a copy of his/her report to the Title IX Coordinator. Upon receipt of the Investigator's Report, the Title IX Coordinator will schedule a hearing. At least 10 business days prior to the hearing, the Title IX Coordinator will:

1. Provide both parties with written notice of the hearing date, time, location, participants (including the name of the appointed Hearing Officer) and purpose of the hearing; and
2. Send to each party (and the party's advisor, if any) the investigative report (in electronic format or hard copy when necessary) for their review and written response.

F. Hearings

A hearing will be conducted by a Hearing Officer appointed by the College. Both parties will have the opportunity to request a substitution if the participation of the appointed Hearing Officer poses a conflict of interest. A party wishing to request a substitution must contact the Title IX Coordinator within three (3) business days after the party's receipt of the notice of hearing to make such a request.

At the request of either party, the College will arrange for the live hearing to occur with the parties located in separate rooms, with technology enabling the Hearing Officer and parties to simultaneously see and hearing the party or witness answering questions. A party wishing to request that the live hearing occur with the parties located in separate rooms must contact the Title IX Coordinator to request such an arrangement at least three (3) business days in advance of the hearing. The College may conduct any live hearing virtually, with the participants in one or more separate geographical locations, and with technology enabling participants simultaneously to see and hear each other.

At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination will be conducted directly, orally, and in real time by the party's advisor of choice and may never be conducted by a party personally.

If a party does not have an advisor who is available to conduct cross-examination on behalf of that party at the live hearing, then the College will provide the party with an advisor of the College's choice, free of charge, to conduct cross-examination on behalf of that party. To invoke this right the party must notify the Title IX Coordinator at least three (3) business days in advance of the hearing that the party does not have an advisor to conduct cross-examination. A party who fails to notify the College that he/she does not have an advisor within the required three (3) business day timeframe will waive the right to request that an advisor be appointed.

Only relevant questions, as determined by the Hearing Officer, may be asked of a party or witness. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where:

1. The questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
2. The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, either due to absence from the hearing or due to the party's or witness's refusal to answer cross-examination or other questions, the Hearing Office will not rely on any statement of that party or witness in reaching a determination regarding responsibility; however, the Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

The College will make all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint available for the parties' inspection and review during the hearing. In addition, the College will create an audio or audiovisual recording, or transcript, of the live hearing, which the Title IX Coordinator will make available to the parties for inspection and review upon request.

G. Determination Regarding Responsibility

Within ten (10) business days after the conclusion of the hearing, the Hearing Officer will make a decision regarding responsibility. The Hearing Officer will apply a preponderance of the evidence standard when determining responsibility. With seven (7) business days of reaching his/her decision, the Hearing Officer will issue a written determination to both parties simultaneously. The written determination will include:

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) and/or constituting sexual violence, domestic violence, dating violence, or stalking pursuant to the Preventing Sexual Violence in Higher Education Act;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the Student Code of conduct or other conduct standards to the facts;

5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

H. Appeals

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to the Appellate Hearing Officer or designee assigned in the written determination above (VII.G.6). An appeal must be based on one or more of the following grounds:

- A. A procedural irregularity occurred;
- B. New evidence or information exists that could affect the outcome of the matter;
- C. The Title IX Coordinator, Investigator, or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affect the outcome of the matter; and/or
- D. The sanction is disproportionate with the violation.

A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator with seven (7) business days of the party's receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal.

Within seven (7) business days of the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request to the Vice President designated to resolve the appeal or designee and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the Appellate Hearing Officer will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination or responsibility or dismissal that is the subject of the appeal. Within seven (7) business days after the Appellate Hearing officer or designee has concluded his/her review of the appeal, the Appellate Hearing officer or designee will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The Appellate Hearing Officer or designee's decision is final.

9. Prevention and Education for Students

The College will review on an ongoing basis, its sexual discrimination, harassment and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

All enrolled students have access to a variety of free trainings through our Safe Colleges partner. The trainings are provided online and can be accessed 24/7. The link to the Safe Colleges website is <https://danvilleaccstudents-il.safecolleges.com/login>. The link can also be found on the Current Students webpage. Students use their 7-digit student ID number (with leading zeros in front if your ID number is less than 7-digits) to log in. The trainings can be completed at each person's individual pace.

The College, in conjunction with its community-wide Sexual Assault Response Task Force established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its prevention and education offerings to identify ways in which to enhance its effectiveness.

10. Training for Staff

The Title IX Coordinator, campus security, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors receive annual education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who investigate or resolve complaints, including through informal resolutions, receive at least 8-10 hours of annual training on issues related to Preventing Sexual Violence in Higher Education Act offenses including sexual violence, domestic violence, dating violence, and stalking; the scope of the College's education program or activity; the Title IX and College definitions of sexual harassment; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and how to conduct the College's Grievance Process outlines in Section VIII, above. Decision-makers in particular receive training on any technology to be used at live hearings and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators in particular receive training on issues of relevance so as to enable them to create an investigative report that fairly summarizes relevant evidence.

Confidential Advisors from off-campus community agencies receive training on the College's specific grievance process and procedures and their role in such.

The College, in conjunction with its community-wide Sexual Assault Response Team, established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its training offerings to identify ways in which to enhance its effectiveness.

Any materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

11. Definitions for Prohibiting Sex-Based Misconduct Policy & Procedures:

Bystander Intervention: includes without limitation the act of challenging the social norms that support, condone, or permit sexual violence. See Section 5 of the *Preventing Sexual Violence in Higher Education Act*, [110 ILCS 155/5](#)

Complainant: an individual who is alleged to be the victim of conduct that could constitute sex-based misconduct.

Confidential Advisor: a person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence. Confidential Advisors may include persons employed by a community-based sexual assault crisis center with whom the College partners. Individuals designated as "Responsible Employees" in Section VI of these Procedures are not Confidential Advisors.

Consent: knowing and voluntary agreement to engage in sexual activity. Coercion, force, or the threat of either invalidates consent. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities does not imply ongoing or future consent. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is

unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is under age; or 4) the person is incapacitated due to a mental disability.

Dating Violence: violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.

Education Program or Activity: a location, event, or circumstance over which the College exercised substantial control over both the respondent and the context in which the sex-based misconduct occurs, and also included any building owned or controlled by a student organization that is officially recognized by the College.

Hate Crime: an act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of his or her sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status or unfavorable military discharge.

Hostile Environment Caused by Sexual Harassment: a sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive or persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.

Incapacitation: when a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.

Intimidation: to intentionally make another timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's Policy Prohibiting Sex-Based Misconduct and these Procedures.

Preponderance of the Evidence: when considering all the evidence in the case, the decision-maker is persuaded that the allegations are more probably true than not true.

Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sex-based misconduct.

Responsible Employee: a College employee who has the authority to redress sex-based misconduct, who has the duty to report incidents of such misconduct or other student misconduct, or whom a student could reasonably believe has this

authority or duty. Section VI of these Procedures lists categories of employees who are Responsible Employees for the College.

Retaliation: Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited and may violate the protections of the State Employees and Officials Ethics Act, the Whistleblower Act, and the Illinois Human Rights Act. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Sex-Based Misconduct Policy and these Procedures. Retaliation may result in disciplinary or other action independent of the sanctions or supportive measures imposed in response to the allegations of sexual discrimination, harassment, or misconduct.

Sexual Assault: any type of sexual contact or behavior that occurs by force or coercion, without consent of the recipient of the unwanted sexual activity, or in a familial relationship of a degree that would prohibit marriage. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forcible sexual intercourse, forcible sodomy, forcible fondling, child molestation, incest, attempted rape, statutory rape, and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one's will where sex is the weapon.

Sex-Based Misconduct: Misconduct on the basis of sex, sexual orientation or gender-related identity. Such misconduct includes sex discrimination, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence, and stalking.

Sexual Exploitation: when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.

Sexual Harassment: Unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades.
- Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive employment or educational environment; or
- Such conduct denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits, or opportunities.

Sexual Violence: physical sexual acts attempted or perpetrated against a person's will or when a person is incapable of giving consent (e.g., due to the person's age, use of drugs or alcohol, or because of an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

Survivor: an individual who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled, employed, or attending an event at a higher education institution.

Survivor-Centered: a systematic focus on the needs and concerns of a survivor of sexual violence, domestic violence, dating violence, or stalking that 1) ensures the compassionate and sensitive delivery of services in a nonjudgmental manner; 2) ensures an understanding of how trauma affects survivor behavior; 3) maintains survivor safety, privacy, and, if possible, confidentiality; and 4) recognizes that a survivor is not responsible for the sexual violence, domestic violence, dating violence, or stalking. See Section 5 of the *Preventing Sexual Violence in Higher Education Act*, [110 ILCS 155/5](#)

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.

Threat: any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.

Trauma-Informed Response: a response involving an understanding of the complexities of sexual violence, domestic violence, dating violence, or stalking through training centered on the neurobiological impact of the trauma, the influence of societal myths and stereotypes surrounding sexual violence, domestic violence, dating violence, or stalking, and understanding the behavior of perpetrators. See Section 5 of the *Preventing Sexual Violence in Higher Education Act*, [110 ILCS 155/5](#)

SEXUAL ASSAULT AWARENESS EDUCATION (PUBLIC ACT 095-0764 HEALTH EDUCATION ACT)

Section 55. The Public Community College Act is amended by adding Section 3-29.3 as follows:

(110 ILCS 805/3-29.3 new) The Illinois General Assembly amends the Critical Health Problems and Comprehensive Health Education Act, various Acts relating to the governance of public universities in Illinois, and the Public Community College Act. Provides that a comprehensive health education program shall include sexual assault awareness in secondary schools. Requires each public university and community college to provide some form of sexual assault awareness education to all incoming students, whether through a seminar, online training, or some other way of informing students. Amends the State Mandates Act to require implementation without reimbursement.

DACC provides FREE, online training on *Bystander Intervention for Students*, *Creating a Respectful Campus for LGBTQ+ Students*, *Intimate Partner Violence (VAWA)*, *Sexual Violence Awareness (Campus SaVE Act)*, and *Title IX Rights and Protections*. It can be found on the Current Students webpage at <http://dacc.edu/currentstudents>. The training link is under the Student Development & Training section. The College has also established extensive policies and procedures to stop sexual misconduct which includes sexual violence, harassment, and related misconduct. The policies and procedures are noted above.

CAMPUS PARKING & TRAFFIC REGULATIONS

Campus speed limit is 15 mph.

Common sense and respect for others is expected of all students and staff as well as visitors to the DACC Campus.

Student Parking Areas

The College has designated specific areas of the Campus as restricted parking areas; restricting parking in the designated areas to students, faculty, staff or visitors to the College. **Students, faculty members, staff members, and visitors may only park in the areas for the respective classification and parking in all other areas is prohibited.** Signs specifying the designated restrictions shall be posted at or near the designated areas. Student Workers/College Work Study students are NOT allowed to park in the Faculty/Staff parking lots. Unless otherwise noted on the sign posted at the designated area, the restrictions shall apply and be in full force and effect at all times. Please note the College does have an electric car charging station located in the Technology Center's south lot/drive.

Student Parking Permits

Visitors and students are **NOT** required to obtain permits to park in designated areas for parking by visitors or students respectively.

Violations & Notices

Any person violating the provisions of these Parking Regulations may be subject to the penalties hereinafter specified. Upon a determination by security personnel of the College that a vehicle is parked on the Campus in violation of these Parking Regulations a report of the violation shall be completed and delivered to Campus Security. The report shall specify the date, time and location of the violation and the license number of the vehicle. Upon receipt of a report of a violation of these Parking Regulations, the designated office shall complete and mail to the owner or user of the vehicle parking in violation of these Parking Regulations at the last known address of said person, a Notice of Parking Violation. The notice shall be in a form approved by a Campus Security Administrator and shall specify the date, time and location of the violation of these Parking Regulations, and shall further specify whether the violation is a first, second, third or subsequent violation of these Parking Regulations for the school calendar year, beginning July 1st.

Penalties

Any person to whom two (2) or more Notices of Violation have been sent within a calendar year, shall be subject to, penalties provided for herein, having his/her vehicle parked in violation of these Parking Regulations, for the 3rd or subsequent violation, removed and towed from the Campus and stored at the towing company premises. Any person whose vehicle is towed from Campus as provided herein, shall be responsible for and shall timely pay all charges for the towing and storage of said vehicle.

DACC is not responsible for loss or damage to personal property. Please lock your vehicles.

CANCELLATION/CLOSING/DELAY OF CLASSES

In the event of an emergency or severe weather conditions, every attempt will be made to post cancellation/closing announcements to the DACC website <http://www.dacc.edu>, DACC employee and student email accounts, the DACC main switchboard 217-443-3222, and the Rave Emergency Text Message System before 6 am. These media are the official channels utilized by DACC to communicate with employees and students.

In the event of an emergency or severe weather conditions resulting in a facility closure, an announcement will be posted that, "DACC is CLOSED" and students and employees need not report to campus. If it is determined that snow removal
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and road conditions will permit safe travel later in the day, the College will announce a DELAYED START and will state a specific time that employees and students should report and classes should resume. In the event that weather necessitates “DACC is CLOSED” after the school day begins, all students and non-essential employees may go home.

RAVE is our emergency notification system at DACC that will send text, email and voicemail (landline) alerts to keep you informed both on and off campus. This system will be used for campus emergencies and announcements, such as weather related closings or delays. The RAVE Emergency Notification system, in cooperation with the ALERTUS On-Campus Alert system, will ensure that our campus community is informed immediately if there is an emergency announcement. Please note that students who have a mobile phone number on file in Colleague are automatically enrolled each August and must opt out to avoid receiving these messages.

RAVE Guardian is a FREE app that you can download to your phone and be connected to additional safety features that we have set up for the staff, faculty and students at Danville Area Community College. This is completely optional. Once downloaded, please enter your phone number and answer a few simple questions and you will be connected to our Guardian network. If the system doesn't recognize the number, please send an email to Nathan Howie at n.howie@dacc.edu and he will get you loaded. Below you will see what it looks like and what services are available:

RAVEGuardian

Download the app. Stay Connected and receive important campus notifications, send messages to campus security, and gain access to resources you need.

-  Stay informed. Receive DACC alerts and advisories.
-  Find resources you need without looking up the number.
-  Invite family/friends/security to track you to a final destination.
-  Discreetly contact campus security through text.
-  Connect to Campus Security through phone call.
-  Call 9-1-1 for an emergency.



 Danville Area Community College

Chat- Discreetly contact campus security. See Something, Say something. Stay Connected.

- Just Connect with Security
- Report an injury to a person
- Suspicious Activity
- Report a Disturbance
- Damage to property
- Human Resources Issue

Call Directory - Find Resources you need without looking up the number

- DACC Security
- DACC Main Phone line
- National Suicide Prevention Hotline
- National Domestic Violence Hotline
- National Sexual Assault Hotline
- Vermilion County Rape Crisis Center
- Substance Abuse Hotline
- Poison Control

Safety Timer - Invite Campus Security (while on campus) and members of your social/family circle to watch over you when you feel unsafe. Set a timer and your selected guardians will be able to make sure you made it to your destination safely.

While the College works diligently with local broadcast media to provide accurate and timely information, there exists a possibility for miscommunication or delay via third party. Notice will be given to select area broadcast media (noted below*) and will be posted on the College-managed Facebook (Danville Area Community College and/or DACC Danville) and Twitter (@DanvilleAreaCC) pages; however, none of these are official College communication channels. Messages received through these media should be confirmed via the official communication channels listed above.

Students are encouraged to listen to the following select area broadcast media for updates:

- FM Radio: WDNL 102, WIXY 100.3, WLRW 94.5, K-Rock 94.9, WKZS 103.1
- AM Radio: WDAN 1490, WITY 980
- TV: WCIA – Channel 3, WICD-Channel 15, WTHI-Channel 10-Terre Haute

COMPLAINTS/GRIEVANCES & RESOLUTION PROCEDURES

As members of the Danville Area Community College community, students have rights as well as responsibilities. Student rights and responsibilities are guaranteed by state and federal laws and by college policies. They serve to define student life and, concurrently, support a teaching and learning environment based on respect for all members of the campus community as well as regard for the property and facilities of the College.

Sometimes a student of the DACC community experiences a situation or a conflict in which the student thinks her/her rights have not been fully recognized or have been compromised in some manner. The student's conflict may be with another student, a faculty or staff member, or with a college practice or procedure. When this occurs, it is said that the student has a complaint or a grievance. Again, student rights and responsibilities as defined through college procedures afford students a process by which to resolve a grievance. It is also important to note that the College forbids retaliation against anyone reporting or involved in a reported complaint/grievance. If any student feels that he/she has been retaliated against, he/she is to notify the College's general complaint officer, the Vice President of Student Services, Stacy Ehmen at 217-443-8746 or the College's Affirmative Action Officer, Jill Cranmore, Vice President of Human Services at 217-443-8756.

The College recognizes that a student who knows and fully understands his/her rights and responsibilities and abides by the expectations which are inherent within these rights and responsibilities, is a student who is prepared to fully take advantage of the learning experiences and other opportunities afforded him/her at Danville Area Community College. This information has been prepared in support of this concept. The following pages include an overview of student rights, student responsibilities, and the process whereby a student grievance may be resolved.

Procedure

When a student of the DACC community experiences a situation or a conflict in which the student thinks his/her rights have not been fully recognized or have been compromised in some manner, the student may resolve the conflict or his/her perceived grievance by following the College's process for the resolution of grievances. Grievances may be resolved on an informal basis or on a formal basis. Every attempt will be made to resolve grievances at the point of origin on an informal basis. However, students have the right to end the informal process at any time and begin the formal process which is also noted below.

Informal Resolution Process (Please Note: Students have the right to end the informal process at any time and begin the formal process.)

1. Within 10 business days of the situation or conflict, the student must first contact and talk with the faculty or staff members with whom the student has the conflict or grievance and make every attempt in cooperation with the given faculty or staff member to resolve the issue.
2. If the issue is not resolved to the satisfaction of the student at the point of origin within 5 business days, the student may contact and talk with the dean, director, or coordinator of the division, department or office in which the conflict occurred.

3. If the issue is not resolved at the second level within 5 business days, the student should meet with the appropriate administrator who serves as the lead administrator over the area in which the issue originated. The lead administrator will investigate the matter and make a final determination in resolving the student issue.

At any level of the informal resolution process and when appropriate, a written communication should be prepared and delivered to the student by the college employee involved in the resolution of the issue which details the resolution or decision arrived at or in the case of disciplinary issues, the sanctions which have been imposed.

Due to the nature or the seriousness of some potential student complaints, such as a complaint of harassment, sexual misconduct, or knowledge of a serious conduct violation, the student is encouraged to bypass step one and two and immediately contact a lead administrator to report an issue. The Resolution Process Chart reflects issues that would be of a level of seriousness to warrant this action.

Formal Resolution Process

Any full or part-time student may submit a "formal" complaint in writing to the Vice President of Student Services (217-443-8746, Cannon Hall, Room 203) or by submitting an electronic report through the DACC website at [DACC Complaint/Grievance form](#). The Vice President will acknowledge receipt of the complaint, forward the complaint to the appropriate department Supervisor, conduct an investigation, and respond to the student in a reasonable amount of time. Students may contact the Vice President of Student Services at any point in time for guidance or to file a report directly.

If a student complaint/grievance is not resolved to the satisfaction of the student through the informal process within 5 business days of meeting with the lead administrator, the student has the right to submit a formal complaint.

A student may appeal a grievance before a Standards Hearing Committee (SHC) only if the student can substantiate that a sincere attempt has been made to resolve the issue through the informal and/or formal resolution processes including having followed all processes as described within a college policy or procedure which pertains to the issue.

Formal Hearing Appeal Procedure:

1. Within 7 days from the expiration of days in the informal resolution process, the student must complete a Formal Hearing Request form and deliver it to the appropriate lead administrator as designated in the Resolution Process Chart. Formal Hearing Request forms are available in the offices of lead administrator.
2. The President will be informed and he/she or their designee will identify individuals to serve on the Standards Hearing Committee.
3. Within 10 business days of receipt of the Formal Hearing Request form, the lead administrator for the area of origin of the grievance will communicate with the student and the Standards Hearing Committee in establishing a timely and mutually agreeable date, time, and place for the hearing.
4. The student will inform the lead administrator at least 24 hours prior to the scheduled hearing of any witnesses he/she plans to include in the hearing and, if he/she will have legal counsel present.
5. Failure to attend the hearing on the part of the student or of any other involved individual, will not result in a cancellation of the hearing proceedings.

6. The members of the Standards Hearing Committee are responsible for the following:
 - a. To hear and evaluate all of the information provided during the hearing process, and
 - b. To determine a fair and equitable resolution either through consensus or by a majority vote to the student grievance to be forwarded to the President (or his/her designee) as a recommendation for his/her consideration and final decision. The President's (or designee's) recommendation may uphold the original decision, reverse the original decision, or be a compromise.
7. Within 5 business days of the Formal Hearing, the President or his/her designee, will communicate, in writing to all involved parties, the decision with respect to resolving the student's grievance. The resolution/decision of the President will be final.

Membership Representation on the Standards Hearing Committee & Others Involved in Formal Hearing Procedures

The membership of the Standards Hearing Committee will be comprised of 1) three full-time students including the Student Trustee when available, 2) three college officials consisting of any combination of faculty, student services administrative staff, or other administrative staff depending upon the issue, and 3) one College Cabinet member. The College Cabinet representative will be the lead administrator for the area where the issue originated when appropriate and will serve as the Hearing Officer. The individuals involved in the grievance and any witnesses with information pertinent to the proceedings of the hearing will be included in the hearing process. The student has the right to legal counsel at his/her own expense and to obtain a written recording of the hearing proceedings, also at his/her own expense. The College may also choose to have legal counsel present when a grievance is heard before a Standards Hearing Board.

Student Resolution Process Chart

While the chart detailed below directs students to the closest point of service and command for each issue, students may contact the Vice President of Student Services (Stacy Ehmen, CH-203, 217-443-8746) at any point in time for guidance or to file a report directly. Additional parties may be included in the process based on College procedures noted below.

Grievance Issue	Informal Resolution Sequence of Contacts or of Process	Formal Resolution Contact
Any Complaint/Grievance *See specific issues below for channels generally followed by Vice President of Student Services.	1. Vice President of Student Services (for general guidance and assistance)	To be determined based on the type of grievance and parties involved. See specific instances below.
Academic Dishonesty	1. Instructor; Academic Dean; Director or Lead Instructor	Vice President of Academic Affairs
Academic Probation or Suspension	1. Director of Advisement & Counseling	Vice President of Academic Affairs

Grievance Issue	Informal Resolution Sequence of Contacts or of Process	Formal Resolution Contact
Advisement Issues	<ol style="list-style-type: none"> 1. Advisor, Faculty Advisor, or Academic Dean 2. Director of Advisement & Counseling 	Vice President of Student Services
Conduct (Within Classroom)	<ol style="list-style-type: none"> 1. Instructor 2. Academic Dean, Director or Lead Instructor 	Vice President of Academic Affairs
Conduct (Outside Classroom)	<ol style="list-style-type: none"> 1. Campus Security or Student Conduct Officer/Administrator 	Vice President of Student Services
Accommodations for Individuals with Disabilities	<ol style="list-style-type: none"> 1. Director of Testing & Academic Services or Director of Maintenance & Facilities 2. Chief Diversity Officer 	Vice President of Human Resources/Title IX & Section 504-ADA Coordinator
Educational Guarantee	<ol style="list-style-type: none"> 1. Academic Deans, Director or Lead Instructor 	Vice President of Academic Affairs
Family Education Rights and Privacy Act (FERPA)	<ol style="list-style-type: none"> 1. Director of Admissions/Registrar 	Vice President of Student Services
Financial Aid Issues	<ol style="list-style-type: none"> 1. Financial Aid Staff 2. Director of Financial Aid 	Vice President of Student Services
Financial Aid Suspension	<ol style="list-style-type: none"> 1. Director of Financial Aid, 2. Financial Aid Suspension Appeals Committee 	Financial Aid Appeals Panel has final Decision-Making Authority
Grade Appeals	<ol style="list-style-type: none"> 1. Instructor 2. Academic Dean 3. Vice President of Academic Affairs 4. Grade Appeals Panel 	Grade Appeals panel has final Decision-Making Authority
Graduation Requirements	<ol style="list-style-type: none"> 1. Advisor, Faculty Advisor, or Academic Dean 2. Director of Admissions/Registrar 	Vice President of Student Services

Grievance Issue	Informal Resolution Sequence of Contacts or of Process	Formal Resolution Contact
Harassment of Any Nature	<ol style="list-style-type: none"> 1. Any DACC Academic Dean or Administrator 2. Title IX Officer 3. Chief Diversity Officer 	Vice President of Human Resources/Affirmative Action Officer
Instructor	<ol style="list-style-type: none"> 1. Instructor 2. Dean over Related Instructor 	Vice President of Academic Affairs
Residency	<ol style="list-style-type: none"> 1. Director of Admissions/Registrar 	Vice President of Student Services
Transfer Credit Guarantee	<ol style="list-style-type: none"> 1. Advisor 2. Director of Advisement & Counseling/Transfer Articulation Coordinator 	Vice President of Student Services and/or Vice President of Academic Affairs
Title IX Issues (Includes prohibiting discrimination on basis of gender including sexual harassment)	<ol style="list-style-type: none"> 1. Any College Administrator or Responsible Employee. 2. Title IX Officer 	Title IX Coordinator (=VP of Human Resources)
Tuition & Fees or other Balances Due Issues	<ol style="list-style-type: none"> 1. Cashier 2. Controller 	Vice President of Finance/Chief Financial Officer

Formal complaints may also be filed electronically on the DACC website at [DACC Electronic Complaint/Grievance Form](#). Questions about the entire process can be directed to the Vice President of Student Services at 217-443-8746.

COMPUTER LAB RULES

DACC provides several computer labs throughout campus for our students to use. A schedule for the open labs can be found on the DACC website at <http://dacc.edu/schedules/complabs>. With the service/facilities, students are asked to obey the following rules to ensure an environment that is conducive to student success:

- Students must be prepared to show DACC student ID and photo ID (Driver's License) when requested by Lab Monitor, DACC Security or other DACC staff.
- Eating and drinking are strictly prohibited in computer labs at all times.
- NO SMOKING! Smoking is not allowed in any DACC building.
- Do not place books or personal belongings on any printer, monitor, or computer equipment. This can interfere with hardware operation and/or inhibit proper cooling functions for the equipment.
- Students are responsible for cleaning up any area they use-this includes discarding scrap paper or printouts in their proper recycling or trash receptacle.
- The computer lab is a study and learning environment. Please be considerate of other students' rights by being quiet.
- Children are not allowed in the computer lab at any time.

- Loading or installation of any software/programs/games on hard drive is prohibited. In addition, any alteration of system settings or configuration is prohibited.
- The display or transmission of threatening, obscene, or harassing materials is prohibited.
- Students must silence cell phones while using the computer lab.
- Students must sign in and out when sheets are provided in the computer labs.
- The connection of outside equipment to DACC computer equipment is prohibited unless specific authorization is granted.
- Students must limit their printing of documents to less than 15 pages unless authorization is granted from DACC staff.

DACC reserves the right to suspend or terminate computer lab access to any campus user if the violation is deemed severe or the use is impacting the educational experience of other users.

CONSUMER INFORMATION

In order for students to make smart financial and academic decisions, DACC provides updated Consumer Information for current and potential students every year. A link to the current Consumer/Student Information on the DACC website is <https://www.dacc.edu/about/consumer-student-information>. Paper copies of the information can be obtained through the Vice President of Student Services Office in Cannon Hall, Room 203 or by calling 217-443-8746.

COPYRIGHT & PEER-TO-PEER FILE SHARING

Danville Area Community College is committed to complying with the requirements of all copyright laws. The faculty, staff, and students are required to comply with The Copyright Act of 1976 and its amendments, the Digital Millennium Copyright Act (DMCA), and the Technology, Education, and Copyright Harmonization (TEACH) Act. The aforementioned Acts dictate policy as to how institutions may use the works of others. It is DACC's intent to comply with these intellectual property, copyright, and fair use guidelines. The incorporation of copyright compliance protects the ideas and products that DACC's faculty, staff, and students create as well as outside materials which are used for academic purposes. Illegal copies or sharing of copyrighted software, movies, or music may not be made or used on equipment owned by the College. Employees and students who disregard this Board policy do so at their own risk and assume all liability for their actions.

The ownership of and copyright to teaching aids, films, outlines, books, and manuals which have been developed on College time and with College materials, through College funds or with technical or secretarial assistance provided by the College, are vested in DACC unless exceptions are negotiated and contracted in advance of material preparation.

File sharing is the practice of distributing or providing access to digitally stored information, such as computer programs, multi-media (audio and video), documents, or electronic books. Illegal file sharing is the sharing of copyright protected files without authorization. Under copyright law, it is illegal to download or share copyrighted materials such as music or movies without the permission of the copyright owner.

DACC Network Users:

In support of its mission of teaching and serving the community, DACC provides access to information technology resources to students, faculty and staff, within institutional priorities and financial capabilities. Access is provided through DACCnet (the entire DACC computer system, the campus network, the campus Internet circuit(s), and all dial-up and other remote-access hardware and software). All members of the DACC community who use DACCnet must do so responsibly. DACC defines network users as students, faculty, staff, and community members who use the DACC network.

DACC prohibits any unauthorized file sharing. The College will enforce the following disciplinary actions when persons are found to be sharing unauthorized copyrighted materials:

- DACC reserves the right to suspend or terminate network access to any campus user if the violation is deemed severe or the use is impacting the operation of the network.
- Violators will be referred to the Student Conduct officer for a Student Code of Conduct review.
- Unauthorized distribution of copyrighted material may subject the student/person to civil and criminal liabilities. Complete information on the federal law and penalties can be found at <http://www.copyright.gov/title17/92chap5.html>.

DACC and our Internet provider utilize technology-based deterrents to effectively combat unauthorized downloading/distribution. DACC's Computer Network Services (CNS) department utilizes filters in our network that block most file sharing systems. On college-owned computers, installation of the software necessary to share files is restricted. The Illinois Century Network (ICN) is the college's Internet provider. The ICN's systems and services are for the use of authorized users only and are subject to routine network monitoring by CNS staff to audit network security and performance. The CNS accepts and responds to Digital Millennium Copyright Act (DMCA) notices. When illegal downloading is detected, CNS personnel at the college have the responsibility to identify and locate the offenders.

DACC communicates the Copyright and Peer-to-Peer regulations and infringements to students and network users through annual notice in the DACC Student Handbook and through separate documents such as DACC's Copyright/Peer-to-Peer File Sharing policy, the DACC Acceptable Internet Use policy, and DACC's Student Code of Conduct. Link to the Policy: <https://www.dacc.edu/about/consumer-student-information> \\employees\sehmen\ADMIT\STU HANDBOOK\StuHandbook 2020-21\www.dacc.edu\about\consumer-student-information. The Library also provides information on the DACC website at https://dacc.libguides.com/copyright_and_fairuse and <https://dacc.libguides.com/plagiarism>.

Information on appropriate use of copyrighted materials and peer-to-peer sharing can be found on the DACC website at www.dacc.edu/about/consumer-student-information. Some music, movies, and television shows can be legally obtained through online subscription services or from sites officially permitted by the copyright holders to offer certain downloads. Use the following sites as alternatives to illegal downloading: <http://www.educause.edu/legalcontent>.

CYBER BULLYING

Cyber Bullying is a form of harassment and a violation of the Student Code of Conduct. It **will not be tolerated**. Any student found responsible and in violation will be subject to **immediate disciplinary action** and **permanent suspension** from Danville Area Community College. Any case of cyber bullying that is determined to be of a criminal or legal nature will be referred to local authorities.

Cyber bullying occurring through use of the district internet system or use of personal digital devices, such as cell phones, digital cameras, personal computers, and PDAs, while on campus is unacceptable. Cyber bullying activities occurring off-campus can cause significant emotional harm to students. When students are emotionally harmed they may present a danger to themselves and to others.

Cyber Bullying Background

Cyber bullying is occurring both within the school and college environment and off campus. Sometimes students are using the college or district internet system – during classes, after college activities, or at home. Students may also use personal digital devices while at college, such as cell phones, digital cameras, PDAs, and personal computers to engage in cyber

bullying. In increasing numbers, students are bringing personal digital devices to college with the expectation that these devices will be used in the classroom for instructional activities. Misuse of the college internet system and personal digital devices on campus is clearly a concern that will be addressed once brought to the attention of college officials.

There are many emerging reports of fights and other altercations, as well as reports of students who are so significantly emotionally harmed that they are avoiding school, forced to change schools, or simply failing. Also, there are increasing reports of youth suicide associated with cyber bullying. It is this combination of online harm and on-campus interactions that presents significant concerns and risks for the safety of the students.

DEMONSTRATIONS ON CAMPUS

Freedom of a student to protest by lawful means must and shall be protected by all the authority available to the College. However, when actions of individuals interfere with the legitimate rights of others and are directed at the disruption of the normal processes of college life, appropriate disciplinary action shall be taken. If interference with the normal function and proper conduct of the College occurs, the College may take appropriate disciplinary action including suspension and/or expulsion, and notification of civil authorities when Local, State or Federal laws are broken.

DISCLOSURE OF PRIVATE MENTAL HEALTH INFORMATION (STUDENT OPTION)

In accordance with Board Policy 3023.0 and the Illinois Student Optional Disclosure of Private Mental Health Act (Public Act 99-278), a student's mental health information is considered private in nature and will not be released to a third party without that student's prior written consent, unless otherwise provided by other state or federal laws.

A student who desires to authorize disclosure of certain private mental health information about himself or herself to a designated person for purposes set out in the Act must complete a Student Optional Disclosure of Private Mental Health Information form, which can be found online at <http://dacc.edu/assets/pdfs/currentstudents/MentalHealth.pdf> or requested at the Admissions Office (VH). This form must be submitted to the Director of Admissions & Records/Registrar in the Admissions & Records Office (Vermilion Hall). The form will remain valid until the student revokes his or her authorization by notifying the College in writing that he or she is withdrawing this authorization.

In the event that a qualified examiner, who is employed by the College in that capacity, determines that a student poses a clear danger to the student or others, the qualified examiner will immediately contact the Director of Admissions & Records/Registrar or her designee to determine if that student has completed and provided the College with a Student Optional Disclosure of Private Mental Health Information form designating a person to whom the College is authorized to disclose this information.

If the student has filed a Student Optional Disclosure of Private Mental Health Information form, the qualified examiner will, as soon as possible, but no more than 24 hours after making the determination described above, attempt to contact and notify the designated person that the qualified examiner has made a determination that the student poses a clear, imminent danger to themselves, or others. The College shall document any and all attempts of the qualified examiner to reach the designated person.

DACC does not typically employ individuals who have the credentials to serve as "qualified examiners" within the meaning of the Act, who are in a position to make the mental health determination described above. Nor is the College required to employ such individuals. Therefore, the College cannot assure a student that it will be able to disclose the student's condition to the person that the student has designated to receive confidential mental health information about him or her in the circumstances provided for in the Act.

The Vice President of Student Services will periodically review whether the College employs a “qualified examiner” who is in a position to make the determinations provided for in the Act.

Finally, consistent with the Family Educational Rights and Privacy Act (FERPA), the College may, in situations where a health or safety emergency exists, disclose confidential personally identifiable information about a student without his or her consent, to any individuals the College reasonably determines to be in need of that information for public health and safety reasons, subject to the conditions and limitations set out in FERPA.

DRUG-FREE ENVIRONMENT: INFORMATION, PROCEDURES, POLICIES & PREVENTIONS

Danville Area Community College works to maintain a drug-free workplace and learning environment for all college employees and students. The College has established an education and training program in an effort to ensure that all College individuals are aware of issues regarding alcohol and drug use/abuse in the campus community including:

1. The dangers
2. The policy of the College regarding a drug-free workplace and learning environment.
3. The availability of alcohol and drug counseling and rehabilitation programs.
4. The penalties that may be imposed upon students for alcohol and drug abuse violations.

Each student of the College receives a written copy of the Policy Statement regarding a drug-free learning environment, which includes the penalties for violating the policy. Each student is made aware that information regarding the dangers of alcohol and drug use/abuse in the campus community and alcohol and drug abuse counseling and rehabilitation is available. Each student is notified that he/she must abide by the Policy Statement.

Drug & Alcohol Prohibition Policy

Danville Area Community College recognizes that substance abuse poses a serious threat to the College’s goal of providing a safe and productive learning environment for all students. In order to provide a learning environment free of drugs, the Danville Area Community College Board of Trustees prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance and the abuse of legal drugs or alcohol while on Danville Area Community College owned or supervised property. Students are also prohibited from using alcohol while on Danville Area Community College owned or supervised grounds at any time, except where authorized by the College for approved College functions. Students are further prohibited from reporting to class or participating in any other College sponsored activities while under the influence of alcohol or illegal drugs.

Any student who violates any aspect of the Policy Statement will be subject to disciplinary action up to and including loss of financial aid, expulsion, and/or referral for prosecution. Additionally, if deemed appropriate by the College under the particular circumstances, a student who violates this Policy Statement may be required to participate in and complete a substance abuse assistance or rehabilitation program to the satisfaction of the College. The Board supports the drug and alcohol awareness workshops and seminars, as required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, which are periodically offered to students each semester free of charge under the direction of Student Services. The Board also supports the efforts made by Human Resources and Student Services to make available to employees and students pamphlets and brochures on substance abuse.

The possession, distribution or consumption of alcoholic beverages is prohibited on the DACC campus, on land owned by the college, and in college-owned honor and language houses. The consumption of alcoholic beverages is prohibited at all college-sponsored functions, no matter where located, that include students as guests.

The possession, manufacture, sale, use, consumption or delivery of alcoholic beverages or controlled substances, or paraphernalia associated with the use of alcohol or other controlled substances by students on the DACC campus is prohibited.

Use of possession of alcoholic beverages or controlled substance by students off campus is governed and controlled by the laws of the state and/or local law enforcement agencies. DACC will cooperate with state and/or local law enforcement agencies and owners or proprietors of bars, taverns, restaurants, or other establishments to counteract known violations of college policy and state and local laws by students or student groups associated with the college.

College, State & Federal Sanctions for Violation of Alcohol and Drug Policies/Laws

Students not using alcohol or other drugs themselves, but knowingly associating with other students or student groups who are violating the College's Alcohol and Other Drug (AOD) policy, will be subject to the same disciplinary action as those students who were actually violating the college AOD policy.

Undesirable conduct stemming from off-campus usage of AOD is subject to disciplinary action by DACC. Any individual, group or organization which permits undesirable conduct stemming from off-campus AOD usage is subject to disciplinary action by the College.

Students are not allowed to transport or consume alcoholic beverages before or during college sponsored trips. Further individuals are not permitted to participate in college sponsored events on or off campus after drinking and when intoxicated.

Illinois Sanctions for Violation of Alcohol Control Statutes

235 Illinois Compiled Statutes 5/6-20

- Class A Misdemeanor – unlawful use of a identification card
- Class 4 Felony – fictitious or unlawfully altered identification card
- Class 4 Felony – fraudulent identification card
- Class B Misdemeanor to possess or sell alcohol if you are under 21*
- Class A Misdemeanor to see, give, or deliver alcohol to individuals under 21 years of age. Local ordinances may also be enforced.

Class A Misdemeanors are punishable with a fine of \$1 to \$2,500 and up to one-year in the county jail.

Class B Misdemeanors are punishable with a fine of \$1 to \$1,500 and up to six-months in the county jail.

- These violations may also result in one's driver's license being administratively revoked or suspended by the Illinois Secretary of State's office.

Illinois Sanctions for Driving Under the Influence

625 Illinois Compiled Statutes 5/11-501

- A. Driving while under the influence of alcohol, other drug or drugs, intoxicating compound or compounds or any combination thereof
 - a. First Conviction:
 - i. Minimum of one-year loss of full driving privileges
 - ii. Possible imprisonment for up to one-year
 - iii. Maximum fine of \$2,500
 - b. Second Conviction:
 - i. Minimum five-year loss of full driving privileges for a second conviction in a 20-year period
 - ii. Mandatory five days imprisonment or 240 hours of community service
 - iii. Possible imprisonment for up to one-year
 - iv. Maximum fine of \$2,500

- c. Third Conviction (Class 2 Felony):
 - i. Minimum 10-year loss of full driving privileges
 - ii. Mandatory 18-30 month periodic imprisonment
 - iii. Possible imprisonment for up to 7 years
 - iv. Maximum fine of \$25,000
- d. Aggravated DUI (Class 4 Felony/following a crash resulting in great bodily harm or permanent disfigurement):
 - i. Minimum of 1-year loss of full driving privileges
 - ii. Sub Mandatory ten days imprisonment or 480 hours of community service
 - iii. Possible imprisonment for up to 12 years
 - iv. Maximum fine of \$25,000
- B. Other Alcohol Offenses
 - a. Providing alcohol to a person under age 21
 - i. Possible imprisonment for up to one year
 - ii. Maximum fine of \$2,500
 - b. Illegal transportation of an alcoholic beverage
 - i. Maximum fine of \$1,000
 - ii. Point-assigned violation will be entered on drivers record
 - iii. Driver's license suspension for a second conviction in a 12-month period
 - c. Knowingly permitting a driver under the influence to operate a vehicle
 - i. Possible imprisonment for up to one-year
 - ii. Maximum fine of \$2,500
 - d. Summary Suspension:
 - i. First offense
 - 1. A chemical test indication of a BAC of .08 or greater results in a mandatory six-month driver's license suspension
 - 2. Refusal to submit to a chemical test(s) in a twelve-month suspension
 - ii. Subsequent offenses
 - 1. A chemical test indicating a BAC of .08 or greater results in a mandatory one-year driver's license suspension
 - 2. Refusal to submit to a chemical test(s) results in a three-year license suspension.

Illinois Penalties for Drinking and Driving Under Age 21

- A. Driving while under the influence of alcohol, other drug or drugs, intoxicating compound or compounds or any combination thereof
 - a. First Conviction
 - i. Minimum of two-year loss of full driving privileges
 - ii. Possible imprisonment for up to one year
 - iii. Maximum fine of \$2,500
 - b. Second Conviction
 - i. Minimum five-year loss of full driving privileges for a second conviction in a 20-year period
 - ii. Mandatory five days imprisonment or 240 hours of community service
 - iii. Possible imprisonment for up to one year
 - iv. Maximum fine of \$25,000
 - c. Third Conviction – Class 2 Felony
 - i. Minimum ten-year loss of full driving privileges
 - ii. Mandatory 18-30 month periodic imprisonment
 - iii. Possible imprisonment for up to seven years
 - iv. Maximum fine of \$25,000
 - d. Aggravated DUI – Class 4 Felony (following a crash resulting in great bodily harm or permanent disfigurement)
 - i. Minimum of one-year loss of full driving privileges

- ii. Possible imprisonment for up to twelve years
 - iii. Maximum fine of \$25,000
- B. Other alcohol offenses
- a. Illegal transportation of an alcoholic beverage
 - i. Maximum fine of \$1,000
 - ii. Driver's license suspended for first conviction
 - iii. Driver's license revoked for a second conviction
 - b. Summary Suspension
 - i. First offense
 - 1. A chemical test indication a BAC of .08 or greater results in a mandatory six-month driver's license suspension
 - 2. Refusal to submit to a chemical test(s) results in a twelve-month suspension
 - ii. Subsequent offenses
 - 1. A chemical test indicating a BAC of .08 or greater results in a mandatory one-year driver's license suspension
 - 2. Refusal to submit to a chemical test(s) results in a three-year license suspension
 - 3.
- C. The Zero Tolerance Law provides that minors can have their driving privileges suspended even if they're not intoxicated at the .08 level. The following table shows the length of time your driving privileges may be suspended under the Zero Tolerance Law (for BAC of .01 or greater) and DUI Laws (for BAC of .08 or greater). The loss of driving privileges is greater if you refuse to take a sobriety test.

Violation Type	Under Zero Tolerance Law (BAC of .01 or Greater)	Under DUI Laws (BAC of .08 or Greater)
1 st Violation: Loss of Driving Privileges	3 months	6 months
1 st Violation: Loss of Driving Privileges Test Refusal	6 months	12 months
2 nd Violation: Loss of Driving Privileges	1 year	1 year
2 nd Violation Loss of Driving Privileges Test Refusal	2 years	3 years

Effect on Driving Record

- Zero tolerance (BAC of .01 or greater) – except during suspension period, not on public driving record as long as there is no subsequent suspension.
- DUI Conviction (BAC of .08 or greater) – Permanently on public driving record.

*Under certain conditions, you may be charged with DUI even though your BAC is below .08.

Except during suspension period, violation is not on public driving record as long as there is no subsequent suspension permanently on public driving record.

State of Illinois Statutory Provisions for Illegal Drugs Manufacture or Delivery:

Illegal Drugs	Manufacture or Delivery (720 Illinois Compiled Statutes 570/401)				Possession (720 ILCS 570/402)	
	Class X Felony	Class 1 Felony	Class 2 Felony	Class 3 Felony	Class 1 Felony	Class 4 Felony
	6 to 30 years not more than \$500,000 fine	4 to 15 years not more than \$250,000 fine	3 to 7 years not more than \$200,000 fine	2 to 5 years not more than \$150,000 fine	4 to 15 years not more than \$20,000 fine	1 to 4 years not more than \$15,000 fine
Heroin	15 grams or more	10-14 grams	10 grams or less		15 grams or more	less than 15 grams
Cocaine	15 grams or more	1-14 grams	1 gram or less		15 grams or more	less than 15 grams
Morphine	15 grams or more	10-14 grams	10 grams or less		15 grams or more	less than 15 grams
Peyote	200 grams or more	50-199 grams		50 grams or less	200 grams or more	less than 200 grams
Barbiturates	200 grams or more	50-199 grams		50 grams or less	200 grams or more	less than 200 grams
Amphetamines	200 grams or more	50-199 grams		50 grams or less	200 grams or more	less than 200 grams
Lysergic Acid(LSD)	15 grams or more	5 to 14 grams or hits		5 grams or less	15 grams or more	less than 15 grams
Petazocine	30 grams or more	10 to 29 grams		10 grams or less	30 grams or more	less than 30 grams
Methaqualone	30 grams or more	10 to 29 grams		10 grams or less	30 grams or more	less than 30 grams
Phencyclidine	30 grams or more	10 to 29 grams		30 grams or less	30 grams or more	less than 30 grams
Ketamine	30 grams or more	11 to 30 grams		less than 10 grams	30 grams or more	less than 30 grams
GHB	200 grams or more	50 to 200 grams		less than 50 grams	200 grams or more	less than 200 grams
Ecstasy	200 grams or more	50 to 199 grams		50 grams or less	200 grams or more	less than 200 grams

Note: Second Offense, double jail sentence and fine. This chart gives examples of the penalties which may be imposed on individuals convicted of drug possession, manufacturing, or delivery. The circumstances of the case and other factors affect whether or not these are the actual penalties imposed.

Possession (720 Illinois Compiled Statutes 550/4)

During the 2016 summer, the Illinois Cannabis Control Act was amended making:

- Possession of 10 grams or less of cannabis a civil law violation punishable by a minimum fine of \$100 and a maximum fine of \$200.
- Possession of any drug paraphernalia seized during the arrest for possession of 10 grams or less of cannabis a civil law violation punishable by a minimum fine of \$100 and a maximum fine of \$200.
- Unlawful use of cannabis-based product manufacturing equipment punishable as a Class 2 felony.
- Unlawful for a person to drive or be in actual physical control of any vehicle, snowmobile, or watercraft within Illinois when the person has, within 2 hours thereof, a tetrahydrocannabinol (THC) concentration in the person's whole blood or other bodily substance of 5 nanograms or more of delta-9-tetrahydrocannabinol per milliliter of whole blood or 10 nanograms or more of delta-9-tetrahydrocannabinol per milliliter of other bodily substance from the unlawful consumption of cannabis (rather than a cannabis THC concentration in any amount).

Marijuana possession greater than 10 grams maintains its original scheduling and classification.

Class A Misdemeanor: between 10-30 grams, \$1,000 fine and/or one year in jail.

Class 4 Felony: between 30-500 grams, 1-3 years in jail and/or \$10,000 fine.

Class 3 Felony: over 500 grams, 2-5 years in jail and/or fine not to exceed \$50,000.

Marijuana Sale or Delivery (720 Illinois Compiled Statutes 550/5)

Class B Misdemeanor: 2.5 grams or less, \$500 fine and/or six months in jail

Class A Misdemeanor: 2.5-10 grams or less, \$1,000 fine and/or one year in jail

Class 4 Felony: between 10-30 grams, 1-3 years in jail and/or \$10,000 fine

Class 3 Felony: between 30-500 grams, 2-5 years in jail and/or fine not to exceed \$50,000

Class 2 Felony: 500 or more grams, 3-7 years in jail and/or fine not to exceed \$100,000

Federal Drug Laws

The possession, use, or distribution of illicit drugs, including any form of marijuana or cannabis, is prohibited by federal law. As per the Federal Drug Free Workplace Act, the Drug Free Schools and Campuses Act, until otherwise classified or scheduled, all forms of marijuana use, including medicinal marijuana, are to be considered illegal on all campus property, and during all official university sponsored events and activities. Strict penalties are enforced for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

Denial of Federal Aid (20 USC 1091)

Under the Higher Education Act of 1998, students convicted under federal or state law for the sale or possession of drugs will have their federal financial aid eligibility suspended. This includes all federal grants, loans, federal work study programs, and more. Students convicted of drug possession will be ineligible for one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely for the second offense. Those who lose eligibility can regain eligibility by successfully completing an approved drug rehabilitation program.

Forfeiture of Personal Property and Real Estate (21 USC 853)

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 USC 841)

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The following list is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe.

If death or serious bodily injury result from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces mandatory life sentence and fines ranging up to \$8 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a University (21 USC 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

Drug/Substance	Amount	Penalty - 1st Conviction
Barbiturates	Any amount	Up to 5 years prison. Fine up to \$250,000
Cocaine	5 kgs. or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	Less than 100 grams	10-63 months prison. Fine up to \$1 million
Crack Cocaine	50 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	5-49 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	5 grams or less	10-63 months prison. Fine up to \$1 million
Ecstasy	Any amount	Up to 20 years imprisonment. Fine up to \$1 million. 3 years of supervised release (following prison)
GHB	Any amount	Up to 20 years imprisonment. Fine up to \$1 million. 3 years of supervised release (following prison)
Hashish	10-100 kg	Up to 20 years imprisonment. Fine up to \$1 million.
	10 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Hash Oil	1-100 kg	Up to 20 years imprisonment. Fine up to \$1 million.
	1 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Heroin	1 kg or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	100-999 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million

Drug/Substance	Amount	Penalty - 1st Conviction
	100 grams or less	10-63 months prison. Fine up to \$1 million
Ketamine	Any amount	Up to 5 years imprisonment. Fine up to \$250,000. 2 years supervised release
LSD	10 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	1-10 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
Marijuana	1000 kg or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	100-999 kg	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	50-99 kg	Up to 20 years imprisonment. Fine up to \$1 million
	50 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Methamphetamine	50 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	10-49 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	10 grams or less	10-21 months prison. Fine up to \$1 million
PCP	100 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	10-99 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	10 grams or less	10-21 months prison. Fine up to \$1 million
Rohypnol	1 gram or more	Up to 20 years imprisonment. Fine up to \$1 million
	less than 30 mgs	Up to 5 years imprisonment. Fine up to \$250,000

Federal Drug Possession Penalties (21 USC 844)

Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000. Possession of drug paraphernalia is punishable by a minimum fine of \$750.

Special sentencing provisions for possession of crack cocaine impose a mandatory prison term of not less than 5 years but not more than 20 years and a fine up to \$250,000, or both if:

- A. It is a first conviction and the amount of crack possessed exceeds 5 grams;

- B. It is a second conviction and the amount of crack possessed exceeds 3 grams;
- C. It is a third or subsequent crack conviction and the amount exceeds 1 gram.

Civil penalties of up to \$10,000 may also be imposed for possession of small amounts of controlled substances, whether or not criminal prosecution is pursued.

SCHOOL REPORTING OF DRUG VIOLATIONS ACT (105 ILCS 127/)

Sec. 1. Short title. This Act may be cited as the School Reporting of Drug Violations Act. (Source: P.A. 90-395, eff. 8-15-97.)

Sec. 2. Duty of school administrators. It is the duty of the principal of a public elementary or secondary school, or his or her designee, and the chief administrative officer of a private elementary or secondary school or a public or private community college, college or university, or his or her designee, to report to the municipal police department or office of the county sheriff of the municipality or county where the school is located violations of Section 5.2 of the Cannabis Control Act and violations of Section 401 and subsection (b) of Section 407 of the Illinois Controlled Substances Act occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident. (105 ILCS 127/99) Sec. 99. Effective date. This Act takes effect upon becoming law. (Source: P.A. 90-395, eff. 8-15-97.)

DRUG PREVENTION & EDUCATION PROGRAMS

Through DACC Student Services, Campus Security, Human Resources, and community resources, a variety of information and educational programs/interventions are offered to prevent and reduce alcohol and other drug use/abuse for the DACC community. The College also provides a free, online training that discusses the responsibilities and consequences of using drugs and alcohol. Specifically, the *Alcohol Awareness for Students*, *Bystander Intervention for Students*, and *Drug Awareness & Abuse* courses are recommended for ALL college students. These online trainings can be found on the Current Students webpage at <http://dacc.edu/currentstudents> under the [DACC Safe Colleges Training](#) link. A biennial review of our alcohol and other drug prevention strategies is also performed to determine the effectiveness and implement changes as needed. For more information concerning current programs, interventions and policies, contact the Vice President of Student Services at 217-443-8746.

Counseling and Treatment

Students are welcome to visit the Advisement & Counseling department (Lincoln Hall, Room 104) to meet with a DACC Counselor. The Counselor will refer students to local resources such as the ones listed below:

Alcohol Chemical Evaluation Services/ACES	217-443-9190
Alcoholics Anonymous (Champaign)	217-373-4200
Hoopeston Multi-Agency	217-283-5544
Illinois Tobacco Quit-line	866-784-8937
New Directions Treatment Center	217-442-9026
The Pavilion	800-373-1700
Rosecrance	866-330-8729

Interested individuals are encouraged to contact each agency for additional information regarding specific services and costs.

Health Risks of Commonly Abused Substances

Substance	Names/Nicknames/ Slang Terms	Some of the Short Term Effects	Some of the Risks/Long Term Effects
Alcohol	Booze, Juice, Sauce, Brew	Injuries and risky behavior, including drunk driving and inappropriate sexual behavior; impaired judgement, coordination, and reflexes; slurred speech, memory problems	Irregular heartbeat, stroke, high blood pressure; cirrhosis and fibrosis of the liver; mouth, throat, liver, breast cancer; pregnancy related – fetal alcohol spectrum disorders
Tobacco (cigarettes, cigars, bidis, hookah, smokeless tobacco (snuff, spit, chew), e-cigs, vape)	None	Increased blood pressure, breathing, and heart rate.	Greatly increased risk of cancer, especially lung cancer when smoked and oral cancers when chewed; chronic bronchitis; emphysema; heart disease; leukemia; cataracts; pneumonia
Cannabis/Marijuana	Blunt, bud, dope, ganja, grass, green, herb, joint, mary jane, pot, refer, sinsemilla, skunk, smoke, trees, weed Hashish: boom, gangster, hash, hemp	Enhanced sensory perception and euphoria followed by drowsiness/ relaxation; slowed reaction time; problems with balance and coordination; increased heart rate and appetite; problems with learning and memory; anxiety	Mental health problems, chronic cough, frequent respiratory infections, and in rare cases, risk of recurrent episodes of severe nausea and vomiting.
Cocaine	Blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot	Narrowed blood vessels; enlarged pupils; increased body temperature, heart rate, and blood pressure; headache; abdominal pain and nausea; euphoria; increased energy, alertness; insomnia, restlessness; anxiety; erratic and violent behavior, panic attacks, paranoia, psychosis; heart rhythm problems, heart attack; stroke, seizure, coma.	Loss of sense of smell, nosebleeds, nasal damage and trouble swallowing from snorting; infection and death of bowel tissue from decreased blood flow; poor nutrition and weight loss; lung damage from smoking
Prescription Stimulants Abuse	Amphetamines (Dexedrine, Adderall); Methylphenidate (Ritalin, Concerta)	Increased alertness, attention, energy; irregular heartbeat, dangerously high body temperature, potential for cardiovascular failure or seizures.	High doses, or alternate routes of administration (snorting, injecting) can lead to anxiety, hostility, paranoia, psychosis; addiction.
Methamphetamine	Crank, chalk, crystal, fire, glass, go fast, ice, meth, speed	Increased wakefulness and physical activity; decreased appetite; increased breathing, heart rate, blood pressure, temperature; irregular heartbeat	Anxiety, confusion, insomnia, mood problems, violent behavior, paranoia, hallucinations, delusions, weight loss, severe dental problems (aka “meth mouth”), intense itching leading to skin sores from scratching
Inhalants (Volatile solvents, aerosols, gases, nitrites)	Poppers, snappers, whippets, laughing gas	Confusion; nausea; slurred speech; lack of coordination; euphoria; dizziness; drowsiness; disinhibition, lightheadedness, hallucinations/delusions; headaches;	Liver and kidney damage; bone marrow damage; limb spasms due to nerve damage; brain damage from lack of oxygen that can cause

Health Risks of Commonly Abused Substances

Substance	Names/Nicknames/Slang Terms	Some of the Short Term Effects	Some of the Risks/Long Term Effects
		sudden sniffing death due to heart failure (from butane, propane, and other chemicals in aerosols); death from asphyxiation, suffocation, convulsions or seizures, coma or	problems with thinking, movement, vision, and hearing.
Prescription Sedatives, Sleeping Pills, or Anxiolytics Abuse	Abuse of...Nembutal, Valium, Xanax	Drowsiness, relaxation; overdose	Addiction; tolerance; physical dependence
Hallucinogens	LSD (acid, blotter, blue heaven, cubes, microdot, yellow sunshing)	Rapid emotional swings; distortion of a person's ability to recognize reality, think rationally, or communicate with others; raised blood pressure, heart rate, body temperature; dizziness; loss of appetite; tremors; enlarged pupils	Frightening flashbacks (called Hallucinogen Persisting Perception Disorder (HPPD)); ongoing visual disturbances, disorganized thinking, paranoia, and mood swings.
	PCP (angel dust, boat, hog, love boat, peace pill)	Delusions, hallucinations, paranoia, problems thinking, a sense of distance from one's environment, anxiety; increase in breathing rate, blood pressure, heart rate; shallow breathing; face redness and sweating; numbness of hands/feet; nausea/vomiting; flicking of the eyes; drooling; loss of balance; violence; seizures, coma, and death	Memory loss, problems with speech and thinking, loss of appetite, anxiety
	MDMA: Ecstasy/ Molly (adam, clarity, eve, lover's speed, peace, uppers)	Lowered inhibition; enhanced sensory perception; increased heart rate and blood pressure; muscle tension; nausea; faintness; chills or sweating; sharp rise in body temperature leading to kidney failure or death	Long lasting confusion, depression, problems with attention, memory, and sleep; increased anxiety, impulsiveness; less interest in sex
Heroin	Brown sugar, china white, dope, H, horse, junk, skag, skunk, smack, white horse; with OTC cold medicine and antihistamine: cheese	Euphoria; dry mouth; itching; nausea; vomiting; analgesia; slowed breathing and heart rate	Collapsed veins; abscesses (swollen tissue with pus); infection of the lining and valves in the heart; constipation and stomach cramps; liver or kidney disease
Prescription Opioids Abuse	Hydrocodone, Oxycodone, Codeine	Pain relief; drowsiness; nausea; constipation; increased risk of depressed respiration leading to coma or death	Tolerance; addiction

Reference: <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>

EMERGENCY TEXT & EMAIL ALERTS

Danville Area Community College offers an Emergency Text Messaging system, RAVE Mobile Safety, to students, faculty, staff, and critical stakeholders. Students will be automatically enrolled in the system at the start of each fall term. This communication service may be used in the event of a potential, developing, or existing on-campus emergency, or advisories about closings and/or class cancellations, possibly due to inclement weather. Please note, **standard text messaging rates from your cell phone service provider will apply. Students may opt-out of the service by contacting the Vice President of Student Services at 217-443-8746.**

Danville Area Community College will use to Rave Mobile System and Rave Guardian App to communicate any emergency messages. Students, faculty, and staff will also be able to communicate/report any incidents on campus through DACC Rave Guardian App. We will continue to use a variety of other methods as appropriate, including email, posting on the DACC website, and local radio and television stations.

FIREARMS CONCEAL & CARRY POLICY

Pursuant to Illinois Public Act 098-0063 – The Firearms Concealed Carry Act, the carrying of concealed firearms shall not be allowed on any Danville Area Community College property or grounds, in any college buildings or facilities, at any college sponsored event, or within any college vehicle, whether owned or leased, regardless of whether a person is in possession of a concealed carry permit, except as specifically authorized by this policy. Individuals holding a valid concealed carry permit issued by the State of Illinois, and who are on College property for a legitimate purpose, may store their firearm in a secured container within their locked vehicle (parked in a College parking lot) while they are on campus.

INTERNET ACCEPTABLE USE POLICY – DACCNET ACCEPTABLE USE POLICY

Definitions: DACC is Danville Area Community College, Illinois Community College District No. 507. DACCnet is the entire DACC computer system, including all DACC-owned and DACC-leased computer hardware and software, the campus network, the campus Internet circuit(s), and all dial-up and other remote-access hardware and software.

Purpose: In support of its mission of teaching and serving the community, DACC provides access to information technology resources to students, faculty and staff, within institutional priorities and financial capabilities. All members of the DACC community who use DACCnet must do so responsibly. All users of college-owned or college-leased information technology must respect the rights of other users, respect the integrity of physical facilities and controls, and comply with all pertinent licenses and contractual agreements. All users of information technology are bound by applicable local, state and federal laws and regulations, and by other board policies and procedures.

Acceptable Use:

It is Acceptable to Use DACCnet

- for purposes relating directly to education or research

It is Unacceptable to Use DACCnet

- for any illegal purposes
- to interfere with or disrupt network users, services or equipment
- gain unauthorized access to hardware or software resources
- for personal, financial, or political reason
- to distribute unsolicited advertising
- to intentionally transmit or receive threatening, obscene, or harassing materials

- to propagate computer worms or viruses or other disruptive or destructive constructs

E-mail Guidelines

- Be professional when sending E-mail; be careful what you say to or about others.
- Do not send E-mail which may be offensive to the recipient.
- Do not assume that E-mail is necessarily private to you and the recipient.

Enforcement

Violations of this policy may be met with a reduction of access to DACCnet, or with complete denial or access to DACCnet. Student violators may be brought to the attention of Student Code of Conduct Officers, who may take further action. Action taken by DACC does not eliminate the possibility of legal action taken by others.

Questions related to the DACCnet Acceptable Use Policy should be addressed to:

Internet System Administrator, Danville Area Community College, 2000 East Main Street, Danville, IL 61832, admin@dacc.edu.

PLAGIARISM

With DACC's commitment to academic excellence, the College follows strict rules against plagiarism.

Plagiarism is the representation of another person's work, words, thoughts, or ideas, as one's own. Plagiarism includes, but is not limited to, copying material and using ideas from an article, book, unpublished paper, or the Internet without proper documentation of references or without properly enclosing quoted material in quotation marks. Materials protected under plagiarism rules also include statistics, computer programs, artwork, theories, and photographs. Plagiarism also includes sentences that follow an original source too closely, often created by simply substituting synonyms for another person's words. Plagiarism is a violation of the DACC Student Code of Conduct. For additional help understanding plagiarism, see the DACC Library's guide to Plagiarism at <https://dacc.libguides.com/plagiarism>.

Information on how to properly cite material can be found in the DACC Writing Center (Clock Tower, Room 116), in the DACC Library (Clock Tower), in DACC's ENGL 102 Rhetoric & Composition II course, and online at the Purdue University's OWL (Online Writing Lab) at <https://owl.english.purdue.edu/owl/>. DACC provides access to an online citation tool, Noodletools. See the DACC Library's guide at <https://dacc.libguides.com/noodletools>.

REGISTERED SEX OFFENDERS MUST REGISTER WITH CAMPUS SECURITY

Effective January 1, 2012, registered sex offenders must complete an Illinois Sex Offender Registration Act – Institutions of Higher Education Employment / Student Information Form (ISP 5-695) with the agency of jurisdiction in which they reside (= Police or Sheriff's Department that serves their home residence), the agency of jurisdiction in which they are attending an Institution of Higher Education (= Danville Police Department), AND the public safety or security director of the Institution of Higher Education (= DACC Campus Security). Every semester, registered sex offenders **must, within 3 days of enrolling**, notify in person the DACC Campus Security Office (in Lincoln Hall, Room 100), the agency of jurisdiction in which they reside, and the agency of jurisdiction in which they are attending an Institution of Higher Education. Changes in your enrollment status (drop/withdrawal) must also be reported within 3 days of the change. Sex offenders who fail to properly register their status as a student or employee at an institution of higher education are in violation of the Illinois Sex Offender Registration Act and face arrest for a Class 3 Felony. They also face disciplinary actions up to and including suspension or termination of student / employee status. Sex offenders with questions about this registration requirement should call DACC Campus Security at 217-443-8888.

Please note, the act amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

STUDENT CODE OF CONDUCT

As members of an academic community, the students, staff, and faculty of Danville Area Community College have both rights and responsibilities which derive from appropriate standards of conduct and ethical integrity. The college should provide a safe environment where respect for the individual is practiced and learning is the fundamental goal of all activity. Students are expected to complete their course work honestly in accord with the stated requirements of each class. All individuals should be treated fairly in an atmosphere free from discrimination and harassment. Students who engage in activities which disrupt the learning process for other students and/or which interfere with faculty in the performance of their duties will be subject to discipline according to guidelines established by the College. Violations of standards of conduct as detailed by this Code and other College policies and procedures will be dealt with fairly in a manner appropriate to the offense and according to sanctions guidelines.

Academic and Personal Conduct Standards

The College administration and faculty members define, communicate, and enforce reasonable standards of behavior in classrooms, laboratories, offices, and other campus areas. Students are expected to attend and participate in their courses, to complete assignments, and to communicate clearly with faculty and administration any information necessary for their continued enrollment. Each student should understand the principles of academic integrity and ethical conduct.

Students are required and expected to conduct themselves in a mature and considerate manner. Students should conduct and express themselves in a way that is respectful to all individuals. This includes respecting the rights of others to comment and participate fully in class. Behavior such as, but not limited to, talking in class while the faculty member or other students are speaking, using offensive language, creating distractions or disturbances, sleeping, reading unrelated materials, and moving about the classroom is, in many situations, considered disruptive behavior to the learning process.

When student behavior interferes with an effective learning climate, the student may lose the privilege of attending or receiving credit in course(s) and may be subject to more severe disciplinary actions, including suspension or expulsion from the College. Failure to show respect for order, property, and regulations is considered just cause for disciplinary action.

Student Code of Conduct Terminology & Definitions

The terms "**college**" or "**College**" or "**campus**" or "**DACC**" all mean Danville Area Community College

The term "**student**" includes all persons taking courses at Danville Area Community College, either full or part time, credit or non-credit. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled in a course but who have a continuing relationship with the College or who are in the process of enrolling in a course are still considered "students."

The term "**faculty member**" means any person hired by DACC to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of the faculty.

The term “**administrator**” includes any person employed by DACC, performing assigned administrative or professional responsibility.

The term “**staff**” includes any person employed by DACC, performing duties assigned.

The term “**member of the DACC college community**” includes any person who is a student, faculty member, DACC administrator, staff, volunteer, or any other person employed by or contracted to perform services for the College. A person’s status in a particular situation shall be determined by the Vice President of Human Resources or his/her designee.

The term “**college premises**” includes all land, buildings, facilities, and other property owned, used, or controlled by DACC [including adjacent streets and sidewalks].

The term “**Student Conduct Hearing Committee**” means any person or persons authorized by the Vice President of Student Services to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a violation has been found to have occurred.

The term “**Student Conduct Officer**” means a DACC official authorized on a case-by case-basis by to investigate and impose sanctions upon any student(s) found to have violated the Student Code of Conduct.

The term “**Appeals Committee**” means any person or persons authorized by the DACC President to consider an appeal from the Student Conduct Officer’s or Student Conduct Hearing Committee’s determination as to whether a student has violated the Student Code of Conduct or from the sanctions imposed by the Student Conduct Officer or Student Conduct Hearing Committee.

The terms “**will**” and “**shall**” is used to refer to something a person is expected to do.

The term “**may**” is used in the permissive sense.

The term “**policy**” refers to those policies that have been adopted by the Board of Trustees and are included in the College’s Policy Manual.

The term “**procedure**” refers to the written regulations of DACC as found in, but not limited to, the Student Code of Conduct, Student Handbook, and in the College Catalog.

The term “**academic dishonesty**” is defined as dishonesty or deception in fulfilling academic requirements and is a violation of the Student Code of Conduct. Academic dishonesty includes, but is not limited to cheating, plagiarism, unpermitted collaboration, forged attendance (when attendance is required), fabrication (e.g., use of invented information or falsification of research or other findings), using advantages not approved by the instructor (e.g., unauthorized review of a copy of an exam ahead of time), knowingly permitting another student to plagiarize or cheat from one’s work, or submitting the same assignment in different courses without consent of the instructor.

The term “**cheating**” is defined as any attempt by a student to answer questions on a test, quiz, or assignment by means other than his or her own knowledge. Examples include the following:

- Using the textbook or other materials, such as a notebook, not authorized for use during an examination.
- Using technology (i.e. cell phones, laptop computers, social media, text messages, etc.) to aid in the completion of work when not permitted to do so.
- Observing the work of another student or allowing another student to plagiarize, copy, or observe your work.

- Using unauthorized material during a test such as notes, formula lists, notes written on clothing, etc.
- Taking a quiz, exam, or similar evaluation in the place of another person.
- Providing or requesting assistance from another person in a manner prohibited by the instructor.
- Acquiring unauthorized knowledge of an examination or any part of an examination.
- Submitting the same paper in two different courses without the knowledge and consent of instructors.

The term “**plagiarism**” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

The term “**Reporting Party**” or “**Referring Party**” mean any person who submits a referral alleging that a student violated this Student Code of Conduct.

The term “**Complainant**” means any person who is alleged to be the victim of conduct that could constitute a violation of the Student Code of Conduct. The Complainant is not always the same person who submitted the referral concerning the charges. Regardless of whether the Complainant submitted the referral concerning the charges, the Complainant will be afforded all the basic rights (i.e., the right to an advisor) outlined in the Code of Conduct Procedures below.

The term “**Accused**” or “**Respondent**” or “**Accused Student**” refers to the student who is charged with violating the DACC Student Code of Conduct. He or she will be asked to respond to the report and follow the conduct procedures noted below. These terms can be used interchangeably. Please note: The College’s Sex-Based Misconduct Policy and Procedures contain their own definitions of “Complainant” and “Respondent,” with which students should familiarize themselves.

The term “**disruptive behavior**” includes, but is not limited to the following:

1. Behavior that causes a disruption to either academic endeavors or the administration of the College;
2. Conduct that disrupts any authorized or sponsored College event;
3. The blocking of an entrance, exit, or access to any College facility, area, road, stairway and/or walkway;
4. Behavior that could endanger life or property
5. Behavior that infringes on the rights of other members of the College community;
6. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area

The term “**hazing**” means any activity expected of someone joining or participating in a group that a reasonable person would find to humiliate, degrade, abuse, or endanger them, regardless of the person’s willingness to participate.

The term “**bullying**” means unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. There are 6 main types of bullying: 1) verbal, 2) social, 3) physical, 4) relational aggression, 5) cyberbullying, and 6) prejudicial bullying.

The term “**FERPA**” means the Family Educational Rights and Privacy Act of 1974. Among other provisions, FERPA deals with the release of student education records, and affords students certain rights regarding those records.

Purpose of the Student Code of Conduct

The primary purpose of the Student Code of Conduct is to assist Danville Area Community College in creating an environment that allows for quality, innovative, and accessible learning experiences. Students, faculty, staff and administration share in the responsibility for accomplishing the DACC mission. *Student conduct standards at DACC are not to be equated to state or federal criminal codes.*

College Policies

In addition to its Mission and Values, the College has created policies to ensure Student Code of Conduct also covers all policies that are needed to protect the rights of the DACC community. Students must know and abide by all DACC policies.

Student Code of Conduct Authority

- The Vice President of Student Services is responsible for implementing the Student Code of Conduct.
- The Vice President of Student Services, along with the Threat Assessment Team, shall develop procedures for the administration of the Student Code of Conduct system.
- Decisions made by a Student Conduct Hearing Committee and/or the Conduct Officer shall be final, pending the normal appeal process.

Jurisdiction of the Student Code of Conduct

The Student Code of Conduct shall apply to conduct that occurs:

- On College premises;
- At any activity, function or event sponsored or supervised by the College; or
- Anywhere, if the conduct (a) adversely affects the health, safety or security of any member of the College community or (b) adversely affect the interests of the College.

Each student shall be responsible for his/her conduct. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from or drops out of school while a disciplinary matter is pending.

Student Code of Conduct-Rules and Regulations

Any student found to have committed or to have attempted to commit the following types of misconduct will be subject to disciplinary consequences, as outlined in the "Sanctions" section of the Student Code of Conduct. The list below represents examples of prohibited behavior and is not intended to be exhaustive.

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty
 - b. Furnishing false information to any DACC administrator, faculty, staff member, or department
 - c. Forgery, alteration, or misuse of any DACC document or record
2. Disruption or obstruction of teaching, administration, disciplinary proceedings, other DACC activities, or of other authorized non-DACC activities when the conduct occurs on DACC premises.
3. Disruption of classroom/laboratory settings; not following the instructor's classroom instructions, rules, and procedures.
4. Fighting, physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
5. Engaging in any form of sex-based misconduct, as defined by the College's Sex-Based Misconduct Policy and Procedures. Sex-based misconduct includes, but is not limited to sexual harassment, sexual violence, domestic violence, dating violence, and stalking.
6. Attempted or actual theft and/or damage to property of the DACC or property of a member of the DACC community or other personal or public property, on or off campus.
7. Gang, or gang-related, activity including, but not limited to, the display of gang symbols, paraphernalia, colors, or communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang. Behavior that creates conflict or an atmosphere of intimidation, creates a clear and present danger to life or property, or disrupts orderly operation is prohibited. This includes any activity which will lead College officials to reasonably believe that such

behavior, apparel, activities, acts or other attributes are gang related and would materially interfere or substantially disrupt the College environment or activity and/or educational objectives.

8. Engaging in acts of hazing, bullying (including cyber-bullying) or intimidating towards members of the DACC community.
9. Failure to comply with directions of DACC administrators or faculty or staff acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
10. Parking in unauthorized areas for the respective classification (student, visitor, faculty/staff, and/or person with disability) of the person.
11. Unauthorized possession, duplication or use of keys to College premises.
12. Unauthorized access to any College office, computer, or premise.
13. Violation of any DACC policy, rule or regulation published in hard copy or available electronically on the DACC website.
14. Use, distribution or sale of tobacco, including any smoking device, faux-smoking devices, or carrying of any lighted smoking instrument in college buildings or on college premises, at events on college premises, or in college-owned/rented/leased vehicles. Please note the Tobacco-Free Policy does allow for tobacco use in privately-owned vehicles on College grounds.
15. Use, possession, manufacturing, and/or distribution of marijuana, heroin, narcotics, or other controlled substances while on DACC property or while participating in any College related activities, on or off campus.
16. Use, possession, manufacturing, or distribution of alcoholic beverages, or public intoxication while on DACC property or while participating in any College-related activities.
17. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on DACC premises or use of any such item, even if legally possessed.
18. Participating in an on-campus demonstration, riot, or activity that disrupts the normal operations of DACC and/or infringes on the rights of other members of the DACC community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
19. Obstruction of the flow of pedestrian or vehicular traffic on College premises.
20. Riding skateboards, roller skates, or other similar activities on College premises. Note: These types of transportation means can be carried on campus, but not ridden.
21. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/hers effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in labs, the Fitness Center, locker rooms, or restrooms.
22. Any violation of the DACC Computer/IT policy.
23. Abuse of the Student Code of Conduct system, including but not limited to:
 - a. Failure to obey the notice from the Student Conduct Officer to appear for a meeting or hearing as part of the Student Code of Conduct system.
 - b. Falsification, distortion, or misrepresentation of information before the Student Conduct Officer or Student Conduct Hearing Committee.
 - c. Disruption or interference with the orderly conduct of a Student Code of Conduct discipline proceeding.

- d. Attempt to discourage an individual's proper participation in, or use of, the Student Code of Conduct system
- e. Attempting to influence the impartiality of a member of a Student Conduct Hearing Committee.
- f. Harassment (defined above) and/or intimidation of a member of a Student Conduct Hearing Committee and/or any witness.
- g. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- h. Influencing or attempting to influence another person to commit an abuse of the Student Code of Conduct system.

24. Engaging in acts of retaliation toward other students, faculty, staff, or administrators.

25. Violation of any federal, state or local law.

Interim Suspension

In certain circumstances, the Student Conduct Officer, or a designee, may impose an interim suspension prior to holding a Student Conduct Hearing.

1. Interim suspensions may be imposed only: 1) to ensure the safety and well-being of members of the DACC community or preservation of DACC property; or 2) if the student poses a definite and ongoing threat of disruption of, interference with, the normal operation of DACC.
2. During the interim suspension, a student shall be denied access to the campus (including classes) and/or all other DACC activities or privileges for which the student might otherwise be eligible, as the Student Conduct Officer, or designee, may determine to be appropriate.
3. In the event of an interim suspension, the student will be provided with written notice of the interim suspension, which will include the length of the interim suspension and the reason for the interim suspension. The student will also be afforded an opportunity to meet with the Student Conduct Officer or designee to discuss and review the reason for the interim suspension. This discussion may occur in conjunction with, or separate from, the student's Disciplinary Meeting (see paragraph 4 of Student code of conduct Procedures).
4. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Hearing, if required.
5. During the required interim suspension, accommodations will be made for the student to complete assignments and tests.

Student Code of Conduct Procedures

The purpose of the procedures is to provide a fair evaluation of an accused student's responsibility for violating the DACC Student Code of Conduct.

1. Classroom Management: Each faculty member is responsible for managing classroom behaviors. In the event that a student engages in conduct during class that would constitute a violation of the Code of Conduct but that can be addressed within the classroom, the faculty member may impose class-based consequences. If a student's behavior results in removal from the classroom, the faculty member must complete an Incident/Conduct Report and submit it to the Conduct Officer.
2. Referrals: Any member of the DACC community may refer a student for behavior which the referring person believes violates the Code of Conduct. A person who wishes to make a referral should complete an Incident/Conduct Report and submit the Report to the Student Conduct Officer. Referrals should be submitted as soon as possible after the alleged incident takes place.

3. Upon receiving a referral the Student Conduct Officer may conduct an investigation to determine if the alleged misconduct violates the Code of Conduct.
 - a. Alleged violations that may result in sanctions leading up to probation may be addressed through a Disciplinary Meeting conducted by the Student Conduct Officer
 - b. Alleged violations that may result in sanctions greater than probation (i.e., suspension or expulsion) shall be addressed through a Disciplinary Meeting, followed by a Student Conduct Committee Hearing.
4. Disciplinary Meetings shall be conducted by the following procedures as stated below:
 - a. The Respondent will receive written notice of the Disciplinary Hearing no later than three business days prior to the Meeting. Typically 2-3 Conduct Officers will be present.
 - b. The Respondent will have the opportunity to hear and address the information gathered during the investigation.
 - c. The Student Conduct Officer will determine if the information presented indicates the Respondent has violated the Student Code of Conduct and will provide the Respondent with written notice of the disciplinary determination.
5. Student Conduct Hearings shall be conducted by the following procedures as stated below:
 - a. The Respondent and Reporting Party will receive written notice of the Student Conduct Hearing no later than three business days prior to the hearing.
 - b. The Student Conduct Hearings normally shall be conducted in private.
 - c. There shall be a verbatim record, such as written notes or tape recording, of all Student Conduct Hearings (not including deliberations). Deliberations shall not be recorded. The record shall be the property of DACC.
 - d. When Student Conduct Hearings involve more than one Respondent, the Student Conduct Officer, at his/her discretion, may schedule joint or separate hearings for each Respondent. In some instances, the Student Conduct Committee may choose to keep the Complainant and Accused in separate locations during the hearing. Technology will be used to facilitate the hearing processes.
 - e. Admission of any person other than the Respondent, Complainant and their advisors (see explanation below), shall be at the discretion of the Student Conduct Committee and/or the Student Conduct Officer.
 - f. The Complainant and the Accused have the right to be assisted by an advisor they choose, who may be but is not required to be an attorney. The Complainant and Respondent must notify the College of the name of their chosen advisor at least 48 hours before the hearing takes place. DACC has the right to have an attorney present at the hearing. When selecting an advisor, students should select a person whose schedule allows for attendance at the scheduled date and time for the Student Conduct hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
 - g. Both parties are responsible for presenting their own information, and therefore, advisors are not permitted to speak on behalf of a party in any Conduct Hearings.
 - h. The Complainant, the Accused, and the Student Conduct Officer may arrange for witnesses to present pertinent information at the hearing. The Student Conduct Officer will try to arrange the attendance of the witnesses named if reasonably possible, at least two weekdays prior to the Student Conduct Hearing. Witnesses will provide information to and answer questions from the Student Conduct Officer. Questions may be suggested by the Complainant and/or Accused

students to be answered by each other or by other witnesses. The questions will be directed to the Student Conduct Hearing Committee Chair who will pose the questions to the appropriate party. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. The Student Conduct Committee has the discretion to exclude questions that are irrelevant, harassing or otherwise inappropriate.

- i. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Student Conduct Committee.
 - j. All procedural questions are subject to the final decision of the Student Conduct Hearing Committee.
 - k. After the portion of the Student Conduct Hearing concludes in which all pertinent information has been received, the Student Conduct Hearing Committee shall determine whether the Accused has violated each section of the Student Code of Conduct which the student is charged with violating.
 - l. The Student Conduct Hearing Committee's determination shall be made using a preponderance of the evidence standard, i.e., on the basis of whether it is more likely than not that the Accused violated the Student Code of Conduct.
 - m. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Conduct Hearing proceedings.
 - n. The Student Conduct Hearing Committee will determine if the information presented indicates the student has violated the Student Code of Conduct and, if it does, the Student Conduct Hearing Committee will make recommendations for sanctions.
 - o. The Student Conduct Officer shall be responsible for ensuring that any disciplinary sanctions are implemented.
6. If the Accused student, with notice, does not appear before a Disciplinary Meeting or Student Conduct Hearing, the information in support of the referrals shall be presented even if the Accused is not present.
7. The Student Conduct Hearing process will accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, the Accused, and/or other witness during the hearing by providing separate facilities, by using a screen, and/or permitting participation by telephone, videotape, audio tape, written statement, or other means, where and as determined by the sole judgment of the Student Conduct Officer or Student Conduct hearing Committee to be appropriate.

Sanctions & Decisions

Possible sanctions that may be imposed upon a student found to have violated the Student Code of Conduct include, but are not limited to:

1. Oral reprimand
2. Written reprimand presented to the student and/or attached to the student's permanent records
3. An assignment (new or to repeat the work), to be graded on its merit
4. A lower grade or failing grade on the particular assignment or test
5. A failing grade in the course
6. Assigned educational program or activity including but not limited to Drug and Alcohol Abuse Prevention, Ethics, Conflict Resolution, and Sexual Harassment
7. Warning - A formal notice in writing to the student that the student is violating or has violated institutional regulations
8. Probation - A written reprimand for violation of specified regulations

- Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
9. Loss of privileges or denial of specified privileges for a designated period of time
 10. Removal from a course in progress
 11. Suspension - Separation of the student from DACC for a definite period of time, after which a student is eligible to return
 12. Expulsion/Ban - Permanent separation of the student from DACC

Additional sanction and decision comments:

- More than one of the sanctions listed above may be imposed for any single violation.
- Sanctions for repeated or aggravated violations that may lead up to suspension from the College.
- Disciplinary sanctions become part of the student's disciplinary and educational records.
- In each case in which a Student Conduct Hearing determines that a student(s) has violated the Student Code of Conduct, the sanction(s) shall be determined by the Student Conduct Hearing Committee and imposed by the Student Conduct Officer. Following the Student Conduct Hearing the Student Conduct Officer shall advise the accused student(s) in writing within seven (7) calendar days of the Student conduct Hearing Committee's determination and of the sanction(s) imposed, if any.
- Both parties have the right to appeal. See below.

Appeals

1. A decision reached by the Student Conduct Committee may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Hearing Officer within seven (7) days of the decision. Such appeals shall be in writing and shall be delivered to the Appellate Hearing Officer assigned at the beginning of the Student Conduct Hearing process.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the Student Conduct Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct which the student was found to have committed.
 - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Hearing.
3. Upon conclusion of the appeal review, the Appellate Hearing Officer will affirm, reverse or modify the disciplinary determination or associated sanction(s), if applicable. The Appellate Hearing officer may also, in his/her discretion, remand the matter back to the Student Conduct hearing Committee for reconsideration of the original determination and/or sanction(s). Except in cases where the Appellate

hearing officer remands the matter back to the Student Conduct Hearing Committee, the Appellate hearing officer's decision is final.

Interpretation, Revision, and File Maintenance

1. Any question of interpretation or application of the Student Code of Conduct shall be referred to the Vice President of Student Services.
2. The Student Code of Conduct shall be reviewed every year by the Threat Assessment Team.
3. As educational records all documents related to Student Conduct investigations and/or hearings will be maintained according to DACC Board Policies and FERPA.

Retaliation is Strictly Prohibited

Retaliation, bias, or intimidation against the Complainant, Respondent or any witnesses involved in any investigation is strictly prohibited. An individual found to have engaged in retaliation, bias, or intimidation prohibited by this policy, shall be subject to discipline according to the DACC Student Code of Conduct or the DACC Board of Trustees Policies & Procedures.

STUDENT COMMUNICATIONS

There are several methods for communicating items of interest and importance on campus. The most popular forms of communication used by DACC administrators, faculty, and staff include the following: *myDACC* webpage, Self Service (Online Student Records/Accounts), electronic message boards; DACC email accounts; the DACC website (www.dacc.edu); the Emergency Text/Email Messaging system; Blackboard; the College marquee located at the front entrance of DACC; Facebook; and Twitter. Students should make it a habit to check these sites regularly.

Students who have information they would like to post should bring the material to the Information Office (in Vermilion Hall) to obtain the approval to post. All printed materials must have approval of the Information Office (Vermilion Hall) prior to distribution on campus. It should be clearly understood that printed materials distributed by persons or parties on the DACC campus reflect their opinion and not necessarily those of the College. Any false facts, slanderous or libelous statements contained in such printed matter are the sole legal responsibility of the individual writer(s) or editor(s) of the publication, and they are directly answerable for the contents of such printed matter, should the contents be challenged.

STUDENT'S RIGHT TO PRIVACY (FERPA)

Release of Information About Students

DACC maintains compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380). The law provides the student access to official records directly related to the student. It also provides the student with the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. Students who wish to review their official college records should contact the Admissions & Records Office in Vermilion Hall.

Photography and Videos

Danville area Community College may, from time to time, arrange for the taking of photographs or videos on the various campuses. It is the right of the College to do so. Photos taken are the property of the College and individuals depicted therein are not entitled to compensation or to restrict publication thereof.

Directory Information

The College is authorized under FERPA to release public directory information concerning students without prior consent of the student. Directory information includes the following:

Name; address; telephone numbers; email address; major field of study; participation in officially recognized activities and sports; weight and height (if member of athletic team); dates of attendance; enrollment status (full- or part-time, hours enrolled in or completed); degrees, certificates, honors received or anticipated; (parents' names and home town (in connection with publicity on sports achievements, degrees, and awards received); previous educational agencies or institutions attended; and photograph.

Directory information is subject to release by the College at any time unless the Admissions & Records Office has received prior written request from the student specifying the information not to be released. The College is also authorized to provide access to student records to DACC officials and employees who have legitimate educational interest. These are persons who have responsibilities in the College's academic, administrative, or service functions. If a student is completing courses through Dual Credit/College Express programs, high school administrators and guidance counselors will also have access to student records under the FERPA guideline of legitimate educational interest.

For complete information contact the Director of Admissions and Records/Registrar in Vermilion Hall or at (217) 443-8803.

STUDENT RIGHT-TO-KNOW REPORT

Policy

Danville Area Community College, as an institution of higher education, has a responsibility to disclose information with respect to completion or graduation rates and campus safety policies and procedures to current and prospective students and employees for enrollment or employment. The college will prepare, publish, and distribute information regarding completion or graduation rates and campus policies, procedures, and crime statistics as required by the Student Right-to-Know and Campus Security Act of 1990 (PL 101-542) and as amended by the Higher Education Technical Amendment of 1991 (PL 102-26).

Procedure

Every year, Danville Area Community College will prepare, publish, and distribute for disclosure of the following to current and prospective students and employees for enrollment or employment:

1. Program completion and graduation rates for full-time certificate-seeking and degree-seeking students and student athletes. See below for the current Student Right-to-Know report.
2. Campus security policies, procedures, and campus crime statistical information. See below for the current Annual Security Report.

Disclosure of Institutional Graduation/Completion and Transfer-Out Rates

Danville Area Community College is pleased to provide the following information regarding our institution's graduation/completion and transfer-out rates. The information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation, completion and transfer-out status of students who enrolled during the 2017-18 school year and for whom 150% of the normal time-to-completion has elapsed.

Fall 2018 Cohort	DACC Number	DACC Percentage	All Illinois Community Colleges Number	All Illinois Community Colleges Percentage
First-time, full-time degree/certificate-seeking students	276	N/A	27,343	N/A
Graduation Rate: Completed degree or certificate within 150% of scheduled time (3 years)	116	42%	9,008	33%
Transfer-Out Rate: Transferred to another school within 150% of scheduled time (3 years); did not complete degree or certificate	46	16%	5,072	18%
Still Enrolled	14	5%	2,856	10%
Successful Progress Rate: Includes graduated, transferred, and still enrolled	176	64%	16,396	62%

SOURCE: ICCB GRS Report for DACC and all Illinois Community Colleges, April 2022

During the fall semester of 2018, 276 first-time, full-time, certificate or degree-seeking undergraduate students entered Danville Area Community College. After 3 years (or as of August 31, 2021), 42% of these students had graduated from our institution or completed their programs and 16% had transferred to other higher education institutions. The statistics released by the Illinois Community College Board also reflect how first-time, full-time certificate/degree-seeking students who entered Danville Area Community College in Fall 2018 compared with other community college students in the State of Illinois.

While reviewing this information, please bear in mind:

- Graduation and transfer-out rates are based on 3 years of attendance that equates to 150% of our longest program.
- Graduation (and transfer-out) rates do not include students who left the school to serve in the armed forces, on official church missions, or in the foreign service of the federal government. Students who died or were totally and permanently disabled are also excluded.
- Three years is a relatively short time frame for community college students, many of whom are working full time or part time as well as going to school. Also, students may change enrollment status from full time to part time, may leave school temporarily for work or family reasons, may change their program of study, or may require developmental coursework upon admission. All of these factors tend to delay events like graduation or transfer.

Detailed reports, including race/ethnicity and gender comparisons, are available at the following links:

- [Single-Year Cohort/Sub-cohort Data](#): Includes the Graduation, Transfer, and Successful Progress Rates for the most recent cohort of first-time, full-time, degree/certificate-seeking students by race/ethnicity and gender.
- [Four-Year Average Cohort/Sub-cohort Data](#): Includes the four-year average Graduation, Transfer, and Successful Progress Rates for the four most recent cohorts of first-time, full-time, degree/certificate-seeking students by race/ethnicity and gender.
- [Students Receiving Athletically-Related Aid](#): Count of full-time, degree/certificate-seeking students receiving athletically-related student aid for the past academic year by race/ethnicity and gender.

For additional information on DACC Data and student outcomes, contact the DACC Institutional Effectiveness Office at (217) 443-8856 or visit the DACC Data page at <https://www.dacc.edu/depts/ier/data>.

SECURITY REPORT

DANVILLE AREA COMMUNITY COLLEGE ANNUAL SECURITY REPORT – SEPTEMBER 2022 UPDATES

Danville Area Community College faculty, staff, and administration place a high priority on providing and maintaining a safe campus. Numerous services and practices are in place to insure that DACC students and staff feel comfortable with respect to their personal safety and the security of their possessions when on campus.

Security Personnel are available twenty-four (24) hours a day to respond to emergency situations or to address and investigate any criminal activity or inappropriate conduct reported by a student, staff member, or visitor to campus. Security personnel patrol campus facilities, grounds, and parking lots to monitor activity on campus, assist anyone in need, and to insure that unauthorized persons are not on campus. Additionally, security personnel routinely perform safety/security audits to insure lights, locks, fire extinguishers, and fire and security alarms are operating properly.

Four (4) Emergency Telephones are strategically located on campus for use by students, staff, or visitors which connect directly to the security personnel cell phone.

Surveillance Cameras are strategically located in campus buildings and throughout the grounds which are monitored by security personnel and the Information Specialist housed in the Information Office.

Emergency Text/Email Messaging alert system is available to students, faculty, and staff. This service may be used in the event of a potential, developing, or existing on-campus emergency, or advisories about closings and/or class cancellations, possibly due to inclement weather. There is no charge for the service; however, standard text messaging rates from service provider may apply. Students are automatically enrolled into the program, but may “opt-out” by contacting the Vice President of Student Services (s.ehmen@dacc.edu or CH-203). Students may also sign up online at this link: <https://www.campusalerts.com/danvilleareacollege>

Emergency Text/Email Messaging is just one of the methods Danville Area Community College will use to communicate emergency information to students, faculty, and staff. We will continue to use a variety of other methods as appropriate, including all-student email, posting on the DACC website, and local radio and television stations.

Rave Guardian App can be downloaded through the Apple AppStore – IOS or Google PlayStore – Android. Everyone is encouraged to download the Rave Guardian App and enter their information (photo, emergency contacts, vehicle, and medical conditions) The Rave Guardian App allows students, faculty and staff to contact security with the touch of a single button. Through this app users can call security or 911 by pressing a single button. Users can also contact security by

sending a message through the chat button. This could be used to report suspicious activity, report a disturbance, damage to property, harm to a person, or just to connect with security about any safety incident on campus. Security is then able to communicate back in this chat. Users can also enable location while using this chat so in an emergency, security would be able to find your location on campus. Another safety feature of Rave Guardian is “Safety Timers”. These can be set up for “Official Guardian” and/or “Friends and Family”. When this is activated by users and the timer is set, someone from Official Guardian and/or the users Friends and Family contacts are able to make sure you reach your destination. Once the user reaches their destination they deactivate the timer. If the timer runs out then Official Guardian and/or Friends and Family is notified and are able to then track your path and your last location.

Alertus Mass Notification System allows security personnel to send out campus wide alerts in seconds in cases of active shooter, weather alert, intruder lockdown, fire alarm, and other emergencies that could happen on campus at the touch of a single button. Security personnel are able to activate this system by desktop, panic button, or a mobile device. When activated this can send emergency messages out to desktops, digital signage, and alert beacons throughout the DACC Campus

A **911 Emergency Calling System** is in place which enables officials in the Danville Public Safety Building to identify the building and room or area on campus from which an emergency call originates. When placing an emergency call on campus, an individual should dial 9-911.

Reporting Emergencies or Criminal Activity to the DACC Security Office:

Students and visitors may report emergencies and criminal activity to the DACC Security Office multiple ways to facilitate a quick resolution:

- In Person: DACC Security Office, Lincoln Hall, Room 100
- Phone: Security Office Telephone Number – 217-443-8888; Using campus phones, dial 8888
- Phone for Emergency Number/Calling on campus, dial 8890
- Online: File an Incident Report at [Link to Incident/Conduct Report](#)
- Online: File an Illness, Injury & Accident report at [Link to Illness, Injury & Accident Report](#)

Timely Warnings - Should a criminal offense occur on campus which warrants concern with respect to the safety or security of students and staff, the College will make timely reports to the campus community through announcements and publications. Information given will include precautionary measures which should be taken by students and staff to enhance their safety and the security of their property while on campus.

Law Enforcement Services - The Danville Police Department and other law enforcement agencies provide law enforcement services on the DACC campus. The DACC Security Office does not have law enforcement authority and the Security Officers are not authorized to carry weapons. However, an armed Danville Police Officer is on campus throughout the academic year. DACC Security also works closely with the city police and the county sheriff's office with respect to sharing information and/or evidence pertinent to any criminal activity associated with the DACC community.

Campus Security Awareness Programs and Publications - In support of the *Student Right-To-Know and Campus Security Act of 1990* and the *Higher Education Technical Amendments of 1991 (Clery Law)*, the College provides to students and staff information regarding campus security procedures and practices through various programs and publications. Information shared encourages students and staff to be responsible for their personal safety as well as the safety of others and serves to increase awareness with respect to the prevention of crimes. Publications utilized to disperse security information include, but are not limited to, fliers, the PBR, the Student News, the College Catalog, the Student Handbook, the DACC Telephone Directory, and the DACC website (www.dacc.edu). The College also provides all students and staff with online

training through Safe Colleges. Students can find information about the online trainings on the Current Students webpage. Students are encouraged to complete trainings that are related to the laws mentioned above and a few other key safety trainings. Staff are directed to the trainings by Human Resources. Staff are required to complete certain trainings and encouraged to review all provided.

Sexual Assault Education Program - In support of The Higher Education Amendments of 1992, the Student Services Division offers a minimum of one sex-based misconduct education program per semester to promote awareness of rape, acquaintance rape, and other sex offenses. If a student should be the victim of a sex offense on campus, the student should report the offense to campus security, the Vice President of Student Services, or other campus authority. Once a sex offense is reported, the student will be informed of his/her options to notify local law enforcement authorities and will be assisted by campus authorities if the student chooses to do so. The policy and procedures as defined in the College's Conduct code will be followed with respect to the rights of the accuser and the accused and any disciplinary action which is taken on campus.

Alcohol and Drug-Free Campus - In order to provide a workplace and learning environment free of drugs and concurrently enhance the safety and security of campus, the College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance and the abuse of legal drugs or alcohol while on DACC owned or supervised property or while on college business. Furthermore, in support of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, the College periodically provides substance abuse education programs for students and staff. Information with respect to alcohol and substance use/abuse on campus is covered by the College's Drug-Free Workplace Policy/ Procedures and the Drug-Free Learning Environment Policy/Procedures which are provided to students and staff on an annual basis. The National Advisory Council on Alcohol Abuse and Alcoholism created a Task Force on College Drinking in 1998. Visit their web page and access further information regarding college drinking and to read about some common alcohol myths and discover the facts at <https://www.collegedrinkingprevention.gov>.

Disclosure of Registered Sex Offenders - According to Illinois law, registered sex offenders must, within 3 days of enrolling at DACC, notify in person the agency of jurisdiction in which they reside, the agency of jurisdiction in which they are attending an Institution of Higher Education and the DACC Security Office (in Lincoln Hall, Room 100). Changes in enrollment status must also be reported within 3 days of the change. As of October 28, 2002, per an amendment to the Family Educational Rights and Privacy Act enacted by subsection (d) of the Campus Sex Crimes Prevention Act, educational institutions may disclose information concerning sex offenders enrolled or employed with the institution that has been received under State sex offender registration and community notification programs. Members of the campus community may request information on registered sex offenders from the DACC Security.

CRIME STATISTICS FOR DACC MAIN CAMPUS

SEPTEMBER 2022 REPORT ON 2019, 2020, & 2021 DATA

CRIMINAL OFFENSES (Main Campus)			
Type of Crime	2019	2020	2021
Murder/Non-Negligent Manslaughter	0	0	0
Forcible Sex Offenses (Including Rape)	0	0	0
Non-Forcible Sex Offenses	1	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Dating Violence (VAWA Offense)	0	0	0
Domestic Violence (VAWA Offense)	0	0	0
Stalking (VAWA Offense)	0	0	1
Hate Crimes per Offenses Listed Above*	0	0	0

*Evidence of prejudice based on race (R), gender (G), religion (Rel), sexual orientation (SO), ethnicity (E), or disability (D).

“X “indicates data not available to gather for those years.

ARRESTS (Main Campus)			
	2019	2020	2021
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

DISCIPLINARY ACTIONS & JUDICIAL REVIEWS # (Main Campus)			
	2019	2020	2021
Liquor Law Violations	0	0	0
Drug Law Violations	1	0	0
Illegal Weapons Possession	0	0	0

CRIME STATISTICS FOR DACC EXTENSION SITES & AREA SURROUNDING MAIN CAMPUS

SEPTEMBER 2022 REPORT ON 2019, 2020 & 2021

EXTENSION SITES: DACC Center at the Village Mall, DACC Hoopeston Higher Learning Center, and the DACC Main Campus Surrounding Area (**only** if information is provided by Danville Public Safety Department by federal report deadline.)

CRIMINAL OFFENSES (Extension Sites & Area Surrounding Main Campus)			
Type of Crime	2019#	2020#	2021#
Murder/Non-Negligent Manslaughter	0	0	0
Forcible Sex Offenses (Including Rape)	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Dating Violence (VAWA Offense)	0	0	0
Domestic Violence (VAWA Offense)	0	0	0
Stalking (VAWA Offense)	0	0	0
Hate Crimes per Offenses Listed Above*	0	0	0

* Evidence of prejudice based on race (R), gender (G), religion (B), sexual orientation (S), ethnicity (E), or disability (D).

“X “indicates data not available to gather for those years.

The Hoopeston Higher Learning Center was the only reporting extension site.

ARRESTS (Extension Sites & Area Surrounding Main Campus)			
	2019	2020#	2021#
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

DISCIPLINARY ACTIONS & JUDICIAL REVIEWS # (Extension Sites & Area Surrounding Main Campus)			
	2019#	2020#	2021#
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

DISCIPLINARY ACTIONS / JUDICIAL REVIEWS are not available for information regarding police calls and/or arrests reported by Danville Public Safety Department for the DACC Main Campus’ surrounding areas.

The Hoopeston Higher Learning Center was the only reporting extension site.

TOBACCO FREE POLICY

Danville Area Community College is committed to providing a safe and healthy environment for its employees, students, and visitors. In light of the findings of the US Surgeon General that exposure to secondhand tobacco smoke and use of tobacco are significant health hazards, it is the intent of the Board to establish a tobacco-free environment, effective August 1, 2012. Consequently, use, distribution, or sale of tobacco, including any smoking device, faux-smoking devices (for example e-cigarettes or vapors), or carrying of any lighted smoking instrument, in college buildings or on college premises without exception, at events on college premises, or in college-owned, rented or leased vehicles, is prohibited.

For the purpose of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, hookah, e-cigarettes, vapors, and any other smoking products; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

All college employees, students, visitors, and contractors are required to comply with this policy, which shall remain in force at all times. The College has determined the following fair and uniform fines for violations of these rules and shall provide adequate means for the enforcement and collection of such fines.

Fines and Penalties

- A. There shall be due and owing to the College as a fine for violations of the Tobacco Free Policy, the following amounts:
 1. An oral reminder for the first violation within the calendar year;
 2. A written warning for the second violation within the calendar year;
 3. \$10.00 for the third violation within the calendar year;
 4. \$15.00 for the fourth and each subsequent violation committed within the calendar year.
- B. Payment of all fines as specified herein must be received at the designated location for payment of fines within 10 calendar days of the date of mailing the Notice as provided herein.
- C. Any student to whom one or more Notice(s) of Violation have been sent/and for which timely payment has not been received by the College shall have a hold notice placed upon said student’s records and no further course registration, grade report, transcript or other record function shall be taken until all amounts due from said student for violations of the Tobacco Free Policy have been paid in full.

VOTER REGISTRATION NOTICE

Under Reauthorization of the Higher Education Amendments, institutions who receive Title IV funding must make a “good faith” effort to inform their Degree seeking students of voter’s registration information. DACC provides its student population with voter’s information in a number of ways:

1. Voter’s Registration information is available in the Student Handbook issued to each student with his or her Student ID Cards.
2. Voter’s Registration Information is provided in the annual student mailing, posted on bulletin boards (traditional and electronic), and displayed in campus kiosks. Also, the State of Illinois Pamphlets outlining Voters Information is available in the kiosk in the Financial Aid Office.

Students can follow the links below to their respective state’s website. The sites provide information on how to become a registered voter:

- Illinois Residents: <https://www.elections.il.gov/#News>
- Indiana Residents: <https://indianavoters.in.gov/PublicSite/PublicMain.aspx>

STUDENTS' RIGHTS & RESPONSIBILITIES QUICK GUIDE

Students' Rights & Responsibilities at Danville Area Community College

QUICK REFERENCE GUIDE

It is each student's responsibility to be familiar with the information presented in the DACC Catalog, Student Handbook, college website, and college e-mail communications. The policies and documents below can be found on our website at www.dacc.edu. Listed below are a few policies, procedures, laws, and services that we would like to highlight. Links/offices are also provided for additional/detailed information. Computer labs are available at DACC for students to view the policies online. Printed copies can be requested through the Information Office at 217-443-3222. DACC Academic Advisors can also advise students on the rules and regulations. In no case will a regulation be waived or an exception granted because a student is unaware of the policies/procedures noted in the sources mentioned above, or contend that they were not informed of, the regulations/procedures.

Policy/Procedure/Service/Information	For More Info, Call or Visit	Phone Number
Academic Calendar https://www.dacc.edu/catalog-2021-2022/calendar	Admissions & Records (VH)	217-443-8800
Academic Programs & Course Information Courses: https://selfsrv.dacc.edu/Student/courses Programs: https://www.dacc.edu/programs	Academic Advisement & Counseling (LH)	217-443-8750
Accommodations for Students with Disabilities http://dacc.edu/ssc/oa	Testing Center (CH-103) Disability Services (CH-109)	217-443-8708 217-443-8809
Accreditation https://www.dacc.edu/about/accreditation	Office of the President (VH)	217-443-8750
Address Changes http://dacc.edu/ar/address-change	Admissions & Records (VH)	217-443-8802
Annual Security Report http://www.dacc.edu/hr/campus-security-report	Campus Safety & Security (LH)	217-443-8888
Anti-Harassment in Employment https://www.dacc.edu/board/policies?search=%204003.1	Human Resources (VH)	217-443-8757
Attendance & Leave of Absence Policies http://dacc.edu/ar/withdraw	Admissions & Records (VH)	217-443-8800
Books (for Classes) http://www.dacc.edu/bookstore	Bookstore (LH)	217-443-8759
College Catalog http://www.dacc.edu/catalog/	Admissions Office (VH)	217-443-8802
College Financing Plan (part of myDACC/Self Service tool) https://selfsrv.dacc.edu/Student/Account/Login?ReturnUrl=%2fstudent	Financial Aid (VH)	217-443-8891
Complaints/Grievances http://www.dacc.edu/complaint-procedures	VP of Student Services (CH 203)	217-443-8746
Completion, Graduation & Transfer Rates (for General Population) *Report is known as the Student Right to Know report https://www.dacc.edu/ar/srtk	VP of Student Services (CH 203)	217-443-8746
Completion, Graduation & Transfer Rates (for Athletes Only) *Report is known as the Student Right to Know report or Students Receiving Athletically-Related Aid https://www.dacc.edu/ar/srtk	VP of Student Services (CH 203)	217-443-8746
Consumer/Student Information https://www.dacc.edu/currentstudents	VP of Student Services (CH 203)	217-443-8746
Copyright & Peer-to-Peer File Sharing http://dacc.edu/board/policies?search=6031	VP of Student Services (CH 203)	217-443-8746
DACCnet Acceptable Use Policy http://dacc.edu/board/policies?search=2012%20internet	Internet System Administrator (TC)	217-443-8871

Policy/Procedure/Service/Information	For More Info, Call or Visit	Phone Number
Degree Requirements - https://www.dacc.edu/aac/courses	Academic Advisement & Counseling (LH)	217-443-8750
Disability Services (for Academic Accommodations) https://www.dacc.edu/ssc/oa	Disability Services (CH)	217-443-8809
Disclosure of Private Mental Health (Policy & Form) http://dacc.edu/assets/pdfs/currentstudents/MentalHealth.pdf	Admissions & Records (VH)	217-443-8800
Drop/Withdrawal Policy http://dacc.edu/ar/withdraw	Admissions & Records (VH)	217-443-8800
Drug Free Learning Environment/Policy on Alcohol & Drugs Student Handbook: http://www.dacc.edu/student-handbook/	Admissions & Records (VH)	217-443-8802
Drug Prevention & Education Programs https://www.dacc.edu/currentstudents/safe-colleges	VP of Student Services (CH 203)	217-443-8746
Emergency Text Alert System (The Guardian) Contact the Chief Security Officer	Campus Safety & Security (LH)	217-443-8888
Equitable Athletics Disclosure Report https://ope.ed.gov/athletics/#/institution/search	Asst. VP of Student Services (CH 204)	217-443-8823
Financial Aid: Student Aid, Loan Counseling, Private Loans https://www.dacc.edu/finaid	Financial Aid (VH)	217-443-8891
Financial Responsibility https://www.dacc.edu/student-handbook-2022-2023/financial-responsibility-tuition-withdrawal-credit	Cashier/Accounts Receivable (VH)	217-443-8767
Gainful Employment Information (for Certificates) https://www.dacc.edu/programs On certificate page, click on GEA Info link at the bottom of the page.	Admissions (VH) or Recruitment & Retention (LH)	217-443-8800 217-443-8593
Grade Changes & Disputes * Should be done within 30 days of the end of the semester.	See Individual Instructors or appropriate Academic Dean	217-443-3222 =Information
Grades & Grade Exclusion Policy http://www.dacc.edu/ar/grades	Records Office (VH)	217-443-8797
Help Desk http://dacc.edu/helpdesk	Computer Network Services Administrative Data Systems	217-443-8861 217-443-8854
Internet Acceptable Use Policy http://dacc.edu/board/policies?search=2012%20internet	Internet System Administrator (TC)	
Non-Discrimination Statement http://www.dacc.edu/nondiscrimination	Human Resources Director (VH)	217-443-8756
Residency Policy (effects tuition rates) http://www.dacc.edu/ar/residency	Admissions Office (VH)	217-443-8802
Scholarships (through DACC Foundation) https://dacc.scholarships.ngwebsolutions.com/CMXAdmin/Cmx_Content.aspx?cpId=1065	Foundation Office (VH)	217-443-8893
Scholastic Policies (Standards of Academic Progress) https://dacc.edu/assets/pdfs/currentstudents/AcademicStandards-ForAllStudents.pdf	Various Offices	217-443-3222 =Information
Sex-Based Misconduct Policy & Procedures http://dacc.edu/titleix	Human Resources (VH) or VP of Student Services (CH 203)	217-443-8756 217-443-8746
Student Code of Conduct http://www.dacc.edu/student-handbook/	VP of Student Services (CH 203)	217-443-8746
Student Handbook http://www.dacc.edu/student-handbook/	VP of Student Services (CH 203)	217-443-8746
Student Outcomes Data & Profile https://www.dacc.edu/depts/ier/data	Institutional Effectiveness (CH)	217-443-8856

Policy/Procedure/Service/Information	For More Info, Call or Visit	Phone Number
Students' Rights to Privacy https://www.dacc.edu/ar/ferpa	Admissions & Records (VH)	217-443-8800
Student User ID/Password & E-Mail Communications https://rapss.dacc.edu/react/	Computer & Network Services (TC)	217-443-8871
Tobacco Free Campus Policy http://www.dacc.edu/tfc/faq	VP of Student Services (CH 203)	217-443-8746
Transfer-In-Credit Policy https://www.dacc.edu/ar/transfer-in-credit	Records Office (VH)	217-443-8797
Transferring Credit from DACC https://www.dacc.edu/ar/transfer-out-credit	Advisement & Counseling (LH)	217-443-8750
Tuition & Fees/Financial Responsibility of Student https://www.dacc.edu/tuition-fees	Cashier/Business Office (VH)	217-443-8767
Voters Registration Notice/Information https://www.dacc.edu/assets/pdfs/currentstudents/voterregistration.pdf	VP of Student Services (CH 203)	217-443-8746



TIPS FOR SUCCESS

• GO TO CLASS!

Good attendance = success. Make sure you show up to class prepared and ready to learn. Also, stay on campus! Use time between classes to study, do homework, and read future assignments.

• Participate in class.

Ask questions, share your opinions, and contribute to class discussions. Often, students are awarded participation points (which impact your grade)!

• Use instructor office hours.

These are designated hours for students to stop by their instructors' offices, get help with assignments, and check on their progress in class. Take advantage of them at any point throughout the semester. This is a great time to ask about course requirements and expectations.

• Take advantage of these campus resources:

- **Career Services (CH-213):** For assistance with choosing a career path, mock interviews, resume building, job searching, and more!
- **Computer Labs:** Located throughout campus in Clock Tower, Lincoln Hall, Tech Center, and Mary Miller.
- **Business and Technology Tutoring Center (TC-104B):** For assistance with business and technology courses.
- **Math and Science Solutions (MASS) Tutoring Lab (MM-112 and 113):** For assistance with math and science courses.
- **Testing Center:** For help with setting up academic accommodations or special assistance.
- **TRiO Student Support Services:** Support in academic areas, tutoring, mentoring, and more!
- **Writing Center (CT-116):** For assistance with writing skills and research assignments.

• Develop an organization system for yourself.

You'll need to stay organized to be successful in college. Use note-taking and study skills that make sense to you, write your deadlines down, and schedule time for studying and doing homework.

• Be confident in yourself!

You made it! Going to college is a huge accomplishment. You did all the hard work to get yourself here. Stay consistent and have confidence in the skills that got you here.



REGARDING ATTENDANCE AND WITHDRAWALS

• You should be aware of each instructor's attendance policy.

Most instructors do not distinguish between excused and unexcused absences, but do allow a given number of absences.

• You should not miss the first day/week of a class...

EXCEPT FOR AN EMERGENCY! If you miss the first day/week, make an appointment with the instructor to find out the classroom policies and course requirements.

• You need to understand your instructor's make-up policies.

Make sure you know the policies for making up missed assignments or exams. Ask about major deadlines for papers and assignments.

• Make-up exams should be scheduled QUICKLY.

Sometimes, instructors design make-up exams to be more difficult. The sooner you get it done, the more likely you'll be referencing recent course materials. Make-up exams are usually scheduled at a time convenient for the instructor, and the student must adhere to that time.

• Late assignments often come with a penalty.

Make sure you know your instructors' late policies. Sometimes, late papers/assignments aren't accepted and you may receive a "Zero" or an "F."

• You should keep track of your absences.

Communicate with your instructor(s) if an emergency or illness will create an excessive amount of absences. Special consideration may be given if it is possible for you to successfully complete the course(s).

An instructor may withdraw students for excessive course absences. If you are a financial aid recipient, withdrawals from courses may result in a reduction of funding.

• YOU MUST OFFICIALLY WITHDRAWAL YOURSELF FROM A COURSE.

Some instructors automatically withdraw students after "X" amount of absences; other instructors lower the course grade for too many absences, too many late papers, too many missed exams, or even for coming late to class too often.

If an instructor is not sure of your intent in pursuing a course, they may not automatically withdraw you. If not withdrawn, a student may receive an "F" rather than a "W." Grades of F, I, U, and W have a negative impact on satisfactory academic progress, which impacts your overall GPA and your eligibility for Federal and State financial aid.

ACADEMIC CALENDAR

2022-2023, 2023-2024 & 2024-2025

Fall Semester

	2022-2023	2023-2024	2024-2025
Staff In-Service Days.....	August 17-18	August 16-17	August 14-15
Faculty Preparation Day.....	August 19	August 18	August 16
Fall Classes Begin.....	August 22	August 21	August 19
Labor Day Holiday.....	September 5	September 4	September 2
Columbus Day Holiday.....	October 10	October 9	October 14
Veterans Day Holiday.....	November 11	November 10	November 11
Thanksgiving Holidays.....	November 24-25	November 23-24	November 28-29
Study Day or Makeup Day.....	December 12	December 11	December 9
Final Exams.....	December 13-16	December 12-15	December 10 - 13

Winter Session

	2022-2023	2023-2024	2024-2025
Winter Term Begins.....	December 19	December 18	December 16
Christmas Day Holiday.....	December 26	December 25	December 25
New Year's Day Holiday.....	January 2	January 1	January 1
Winter Term Ends.....	January 6	January 5	January 3

Spring Semester

	2022-2023	2023-2024	2024-2025
Faculty/Staff In-Service Days.....	January 11-12	January 10-11	January 8 -9
Faculty Preparation Day.....	January 13	January 12	January 10
M.L. King's Birthday Holiday ...	January 16	January 15	January 20
Spring Classes Begin	January 17	January 16	January 13
Presidents' Day Holiday.....	February 20	February 19	February 17
Semester Break.....	March 20-24	March 25-28	TBD
Good Friday Holiday.....	April 7	March 29	April 18
Study Days or Makeup Days.....	May 11-12	May 9-10	May 8-9
Final Exams.....	May 15-18	May 13-16	May 12-15
Post Exam / Commencement.....	May 19	May 17	May 16

Summer Term

	2022-2023	2023-2024	2024-2025
Early Summer Classes Begin.....	May 22	May 20	May 19
Memorial Day Holiday.....	May 29	May 27	May 26
Early Summer Classes End.....	June 9	June 7	June 6
Regular Summer Classes Begin...	June 12	June 10	June 9
Juneteenth Holiday	June 19	June 19	June 19
Independence Day Holiday.....	July 4	July 4	July 4
Regular Summer Classes End.....	July 28	July 26	July 25