

## 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](http://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.

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

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Degree Requirements - <a href="https://www.dacc.edu/aac/courses">https://www.dacc.edu/aac/courses</a>	Academic Advisement & Counseling (LH)	217-443-8750
Disability Services (for Academic Accommodations) <a href="https://www.dacc.edu/ssc/oa">https://www.dacc.edu/ssc/oa</a>	Disability Services (CH)	217-443-8809
Disclosure of Private Mental Health (Policy & Form) <a href="http://dacc.edu/assets/pdfs/currentstudents/MentalHealth.pdf">http://dacc.edu/assets/pdfs/currentstudents/MentalHealth.pdf</a>	Admissions & Records (VH)	217-443-8800
Drop/Withdrawal Policy <a href="http://dacc.edu/ar/withdraw">http://dacc.edu/ar/withdraw</a>	Admissions & Records (VH)	217-443-8800
Drug Free Learning Environment/Policy on Alcohol & Drugs Student Handbook: <a href="http://www.dacc.edu/student-handbook/">http://www.dacc.edu/student-handbook/</a>	Admissions & Records (VH)	217-443-8802
Drug Prevention & Education Programs <a href="https://www.dacc.edu/currentstudents/safe-colleges">https://www.dacc.edu/currentstudents/safe-colleges</a>	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 <a href="https://ope.ed.gov/athletics/#/institution/search">https://ope.ed.gov/athletics/#/institution/search</a>	Asst. VP of Student Services (CH 204)	217-443-8823
Financial Aid: Student Aid, Loan Counseling, Private Loans <a href="https://www.dacc.edu/finaid">https://www.dacc.edu/finaid</a>	Financial Aid (VH)	217-443-8891
Financial Responsibility <a href="https://www.dacc.edu/student-handbook-2022-2023/financial-responsibility-tuition-withdrawal-credit">https://www.dacc.edu/student-handbook-2022-2023/financial-responsibility-tuition-withdrawal-credit</a>	Cashier/Accounts Receivable (VH)	217-443-8767
Gainful Employment Information (for Certificates) <a href="https://www.dacc.edu/programs">https://www.dacc.edu/programs</a> 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 <a href="http://www.dacc.edu/ar/grades">http://www.dacc.edu/ar/grades</a>	Records Office (VH)	217-443-8797
Help Desk <a href="http://dacc.edu/helpdesk">http://dacc.edu/helpdesk</a>	Computer Network Services Administrative Data Systems	217-443-8861 217-443-8854
Internet Acceptable Use Policy <a href="http://dacc.edu/board/policies?search=2012%20internet">http://dacc.edu/board/policies?search=2012%20internet</a>	Internet System Administrator (TC)	
Non-Discrimination Statement <a href="http://www.dacc.edu/nondiscrimination">http://www.dacc.edu/nondiscrimination</a>	Human Resources Director (VH)	217-443-8756
Residency Policy (effects tuition rates) <a href="http://www.dacc.edu/ar/residency">http://www.dacc.edu/ar/residency</a>	Admissions Office (VH)	217-443-8802
Scholarships (through DACC Foundation) <a href="https://dacc.scholarships.ngwebsolutions.com/CMXAdmin/Cmx_Content.aspx?cpId=1065">https://dacc.scholarships.ngwebsolutions.com/CMXAdmin/Cmx_Content.aspx?cpId=1065</a>	Foundation Office (VH)	217-443-8893
Scholastic Policies (Standards of Academic Progress) <a href="https://dacc.edu/assets/pdfs/currentstudents/AcademicStandards-ForAllStudents.pdf">https://dacc.edu/assets/pdfs/currentstudents/AcademicStandards-ForAllStudents.pdf</a>	Various Offices	217-443-3222 =Information
Sex-Based Misconduct Policy & Procedures <a href="http://dacc.edu/titleix">http://dacc.edu/titleix</a>	Human Resources (VH) or VP of Student Services (CH 203)	217-443-8756 217-443-8746
Student Code of Conduct <a href="http://www.dacc.edu/student-handbook/">http://www.dacc.edu/student-handbook/</a>	VP of Student Services (CH 203)	217-443-8746
Student Handbook <a href="http://www.dacc.edu/student-handbook/">http://www.dacc.edu/student-handbook/</a>	VP of Student Services (CH 203)	217-443-8746
Student Outcomes Data & Profile <a href="https://www.dacc.edu/depts/ier/data">https://www.dacc.edu/depts/ier/data</a>	Institutional Effectiveness (CH)	217-443-8856

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