

### Students' Rights & Responsibilities at Danville Area Community College

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 can be found on our website at [www.dacc.edu](http://www.dacc.edu). The direct links are noted below. Computer labs are available at DACC for students to view the policies. In no case will a regulation be waived or an exception granted because a student is unaware of the policies and procedures available from the sources mentioned above, or contend that they were not informed of, the regulations and procedures.

Each degree and/or certificate also has specific assessments, requirements, and procedures based on the year the student starts and/or completes the degree/certificate. DACC Academic Advisors/Counselor can assist students with the specific rules and regulations.

Policy/Procedure	For More Info, Call or Visit	Phone Number
Address Changes <a href="http://www.dacc.edu/ar/address-change">http://www.dacc.edu/ar/address-change</a>	Admissions & Records (VH)	217-443-8802
Anti-Harassment in Education Policy <a href="http://www.dacc.edu/assets/pdfs/student-handbook/StuHandbook.pdf">http://www.dacc.edu/assets/pdfs/student-handbook/StuHandbook.pdf</a>	Human Resources (VH)	217-443-8757
Books (for Classes) <a href="http://www.dacc.edu/bookstore">http://www.dacc.edu/bookstore</a>	Bookstore (LH)	217-443-8759
Campus Security Report <a href="http://www.dacc.edu/hr/campus-security-report">http://www.dacc.edu/hr/campus-security-report</a>	Registrar (VH)	217-443-8803
College Catalog <a href="http://www.dacc.edu/catalog">http://www.dacc.edu/catalog</a>	Admissions Office (VH)	217-443-8802
Complaints / Grievances <a href="http://www.dacc.edu/assets/pdfs/student-handbook/StuHandbook.pdf">http://www.dacc.edu/assets/pdfs/student-handbook/StuHandbook.pdf</a>	Dean of Student Services (LH)	217-443-8746
Copyright & Peer-to-Peer File Sharing <a href="http://www.dacc.edu/node/416/?search=6031">http://www.dacc.edu/node/416/?search=6031</a>	Computer & Network Services (TC)	217-443-8861
DACC Curriculum Guides (Certificate & Degree Requirements) <a href="http://www.dacc.edu/degree-cert">http://www.dacc.edu/degree-cert</a>	Academic Advisement & Counseling (LH)	217-443-8750
DACC E-Mail Communications <a href="http://www.dacc.edu/assets/pdfs/aac/CheckEmailAcct.pdf">http://www.dacc.edu/assets/pdfs/aac/CheckEmailAcct.pdf</a>	Computer & Network Services (TC)	217-443-8871
DACCnet Acceptable Use Policy <a href="https://www.dacc.edu/node/416/?search=2012%2Binternet">https://www.dacc.edu/node/416/?search=2012%2Binternet</a>	Internet System Administrator (TC)	217-443-8871
Drop/Withdrawal Policy <a href="https://www.dacc.edu/ar/withdraw">https://www.dacc.edu/ar/withdraw</a>	Admissions & Records (VH)	217-443-8800
Drug Free Learning Environment/Policy on Alcohol & Drugs (page 53) <a href="http://www.dacc.edu/assets/pdfs/student-handbook/StuHandbook.pdf">http://www.dacc.edu/assets/pdfs/student-handbook/StuHandbook.pdf</a>	Admissions & Records (VH)	217-443-8802
Emergency Text Alert <a href="http://www.dacc.edu/events/textalert">http://www.dacc.edu/events/textalert</a>	Business Office (VH)	217-443-8763
Gainful Employment Information <a href="http://www.dacc.edu/aac/cguides">http://www.dacc.edu/aac/cguides</a>	Admissions (VH) or Recruitment & Retention (LH)	217-443-8800 217-443-8755
Grade Changes & Disputes * Should be done within 30 days of the end of the semester.	See Individual Instructors	
Grade Exclusion Policy <a href="http://www.dacc.edu/ar/exclusion">http://www.dacc.edu/ar/exclusion</a>	Records Office (VH)	217-443-8797
Policy for Online Registration <a href="http://www.dacc.edu/ar/online">http://www.dacc.edu/ar/online</a>	Academic Advisement & Counseling (LH)	217-443-8750
Residency Policy <a href="http://www.dacc.edu/ar/residency">http://www.dacc.edu/ar/residency</a>	Admissions Office (VH)	217-443-8802
Scholastic Policies (In catalog starting on page 19) <a href="http://www.dacc.edu/catalog">http://www.dacc.edu/catalog</a>	Various Offices	
Sexual Assault & Violence Awareness <a href="http://www.dacc.edu/assets/pdfs/student-handbook/StuHandbook.pdf">http://www.dacc.edu/assets/pdfs/student-handbook/StuHandbook.pdf</a>	Dean of Student Services (LH)	217-443-8746
Shopping Sheet (part of Jaguar Spot/Online Student Services) <a href="http://www.dacc.edu/jaguarspot/">http://www.dacc.edu/jaguarspot/</a>	Financial Aid (VH)	217-443-8864
Student Code of Conduct (Starting on page 27) <a href="http://www.dacc.edu/catalog">http://www.dacc.edu/catalog</a>	Dean of Student Services (LH)	217-443-8746
Student Handbook <a href="http://www.dacc.edu/assets/pdfs/student-handbook/StuHandbook.pdf">http://www.dacc.edu/assets/pdfs/student-handbook/StuHandbook.pdf</a>	Dean of Student Services (LH)	217-443-8746
Students' Rights to Privacy (Starting on page 33) <a href="http://www.dacc.edu/catalog">http://www.dacc.edu/catalog</a>	Admissions & Records (VH)	217-443-8800
Transfer-In-Credit Policy <a href="http://www.dacc.edu/assets/pdfs/ar/Tran_InCredit_Process.pdf">http://www.dacc.edu/assets/pdfs/ar/Tran_InCredit_Process.pdf</a>	Records Office (VH)	217-443-8797
Tuition & Fees (Starting on page 23) <a href="http://www.dacc.edu/catalog">http://www.dacc.edu/catalog</a>	Cashier/Business Office (VH)	217-443-8767