HANDBOOK DISCLAIMER
The information contained in this Handbook is subject to change at any time as deemed necessary by the College.
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**WELCOME DACCC STUDENTS!**

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

We realize that your college experiences, needs, and interests are diverse. This understanding has resulted in a variety of services, policies, and procedures to meet the multitude of our stakeholders’ needs. The following pages explain many of the services, regulations and policies which affect the quality of student life at DACC. Please take time to read through the information in this booklet. This Handbook has been prepared for YOU, the student, to enhance your educational experience at DACC. The major themes of the handbook include the following:

- Academic Advisement & Counseling
- Testing & Academic Services (includes General Tutoring & Disability Services)
- Career and Employment Services
- Child Development Center Services
- Financial Aid Services & Counseling
- Tutoring Services
- Online Student Services
- Student Clubs & Organizations
- Student Records and Registration
- Student Rights & Responsibilities
- TRIO Student Support Services
- Vermilion County Works/American Job Center

Please visit any of these offices if you have questions or concerns. We are here to serve you and welcome any comments or suggestions you may have which will assist us to better meet your needs or the needs of other students. Again, we welcome you to campus and wish you success in your educational endeavors at DACC!

Sincerely,

*Your DACCC Student Services Team*

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**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, DACCC, 2000 E. Main St., Martin Luther King Memorial Way, Vermilion Hall, Room 217, Danville, IL 61832-5199, 217-443-8756, or jcranmore@dacc.edu.
Danville Area Community College 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 an active partner in building and maintaining the academic excellence and economic vitality of the diverse communities it serves. This vision will be accomplished by:

- Providing a friendly and dynamic environment in which to learn and grow;
- Embracing the ever-changing world of technology;
- Creating a learning culture where assessment of student academic achievement is valued across the institution, departments, and programs;
- Offering an affordable and convenient education for students;
- Promoting a global perspective of education;
- Reflecting diversity and inclusiveness in our students, faculty, and staff;
- Cultivating partnerships with the community to develop innovative and vital solutions to meet changing academic and economic needs;
- Challenging students to explore their full potential through rigorous academics, diverse campus organizations, and innovative career experiences; and
- Enhancing opportunities for student success through comprehensive support services.

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 ~ Fax: 312-263-7462 ~ Email: info@hlcommission.org


Illinois Community College Board, 401 East Capitol Avenue, Springfield, Illinois 62701-1711

*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.
GENERAL INFORMATION

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
Dr. Ronald E. Serfoss, Vice Chair
Mr. William B. Black
Mrs. Tracy Cherry
Mr. Terry Hill
Mr. John Spezia
Mr. Greg Wolf
Addison Wise, Student Trustee (April 15, 2018 - April 14, 2019)

Dr. Stephen Nacco, President
Kerri Thurman, Secretary
Mrs. Tammy Clark-Betancourt, Treasurer
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Building Codes:
- BC = Bremer Conference Center
- CDC = Child Development Center
- CH = Cannon Hall
- CT = Clock Tower
- LH = Lincoln Hall
- MM = Mary Miller (Gym)
- PH = Prairie Hall
- TC = Technology Center
- VH = Vermilion Hall
- VM = Village Mall
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:
- Developmental Education (2nd Floor)
- Disability Services
- Institutional Effectiveness
- Peer Tutoring Services (General/Basic Skills Tutoring)
- Testing Center
- TRIO/Student Success Center

CT – Clock Tower:
- Art/Ceramics/Painting
- Instructional Media (Audio-Visual, Distance Learning)
- Library
- Liberal Arts Division
- Vermilion Room (meeting room)
- Writing Center

LH – Lincoln Hall:
- Advisement & Counseling
- Bookstore
- Business Division (Accounting, Business Admin Technology, CMA, Graphic Design, Marketing)
- Campus Security
- Career & Employment Services
- College Express
- Copper Penny Room
- Graphics
- International Students Coordinator
- Laura Lee Meeting Room
- Recruitment
- Student Union
- Subway Restaurant
- Veteran Services

MM – Mary Miller Center:
- Allied Health Programs (Health Information Technology, Nursing, Radiologic Technology, Echocardiography, Diagnostic Medical Sonography)
- Athletics
- Gymnasium
- Fitness Center
MM – Mary Miller Center (Continued)
- 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
- Online Learning Services (Blackboard assistance)

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 (formerly JTP)

Off Campus Offices:
- Community Education, Village Mall, 2917 N. Vermilion St, Danville
- 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
- 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 systems 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, and take the following steps.
  - **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. 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 will normally be 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.
  - 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 plan” with each student to ensure timely student success. The academic plan 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 State University Transfer Day. State university admissions will be on campus to answer questions, assist with applications, etc.

Visit the Academic Advisement and Counseling Department web-site for curriculum guides, general education electives, transfer course information, schedule of classes, course descriptions, counselor schedules, and more at [www.dacc.edu/aac](http://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, transfer-oriented coursework, or who do not know what their academic goals are, must meet with an Academic Advisor.

**Certificate & Degree Seeking Students (Part-time & Full-time):** Students must meet with an Academic Advisor to establish an Academic Plan. 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.

**Part-time, Non-degree/certificate Students:** 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 may register through the Admissions/Registration Office in Vermilion Hall. Please note, academic advisement is not available through Admissions.
Registration Timelines:

<table>
<thead>
<tr>
<th>Term</th>
<th>Term Timeframe</th>
<th>Registration Period for Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>August – December (16 weeks)</td>
<td>Registration begins first week of April</td>
</tr>
<tr>
<td>Winter</td>
<td>December – January (3 weeks)</td>
<td>Registration begins last week of October</td>
</tr>
<tr>
<td>Spring</td>
<td>January – May (16 weeks)</td>
<td>Registration begins last week of October</td>
</tr>
<tr>
<td>Summer</td>
<td>May – July</td>
<td>Registration begins first week of April</td>
</tr>
</tbody>
</table>

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

Resources to help you prepare for Registration Academic Advisement appointments:

- Visit Career & Employment Services (in LH-104) to narrow down your career goals. Career goals help the Academic Advisor guide you to the appropriate courses, degree, and plan.
- Curriculum Guides (Academic Plans for Specific Degrees at DACC and for students transferring to area colleges/universities: [https://dacc.edu/aac/cguides](https://dacc.edu/aac/cguides)
- General Education requirements for all degrees: [https://www.dacc.edu/aac/gen-ed-electives](https://www.dacc.edu/aac/gen-ed-electives)
- Course Descriptions & Syllabi: [https://dacc.edu/courses](https://dacc.edu/courses)

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 effect 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 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 or Spring term 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. 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 who 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 North Central Association 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**

For classes that meet 5 weeks or longer, students may withdraw from a course up until the end of the week that 75% of the course has been completed (according to course start and end dates). For classes that meet 4 weeks or less, students may withdraw up until the Friday prior to end of the course. 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://dacc.edu/ar/withdraw](http://dacc.edu/ar/withdraw). Please remember that it is the student’s responsibility to withdraw himself/herself from a class. No exceptions will be made after the posted dates.

**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 Jaguar Spot 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 servicemembers and their adult family members (spouse and college-age children). Academic residency can be completed at any time while active-duty servicemembers 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 Dean of Student Services (Lincoln Hall, Room 108) in the event that reasonable accommodations have not been made in accordance with this policy. The Dean will work with the faculty member and appropriate academic administrators 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. The Jaguar Spot (www.dacc.edu/jaguarspot/) is our web portal for students to have access to records and services around the clock. Students will have access to computer and printers in our campus computer labs and in student service areas. Instructions on how to use the Jaguar Spot/WebAdvisor or Jaguar Spot/New Self Service (two online service portals can be found on the Current Students webpage at https://www.dacc.edu/currentstudents.

Students must get their Student Self-Service User ID and Password online 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, Jaguar Spot/WebAdvisor, Jaguar Spot/New Self Service (including Student Planning), 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).
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 217-443-809 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)
- HESI (for Nursing)
- 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: 8:00am-5:00pm
**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 & EMPLOYMENT SERVICES

The Career and Employment Services Center located on the first floor of Lincoln Hall, Room 104, assists students in making career and life planning choices. Students wishing assistance in the career choice or in gaining skills which will aid them in the job search process are encouraged to visit the Career Center. A wealth of career and job search information is available, including internet-based and computerized career guidance programs. Career and Employment Services also helps students with their full-time, part-time and seasonal employment needs, on and off campus; resume writing; interviewing skills; and appropriate, business-attire clothing. Services are designed to help DACC students acquire the skills necessary for successful job searching as well as connect students with potential employer contacts.

To schedule an appointment, please call 217-443-8597. Additional information can be found on the Career Services webpages at http://www.dacc.edu/career/.

Non-Traditional Career Services
A non-traditional career is defined as one where more than 75 percent of the workforce is of the opposite gender, or where less than 25 percent of the workforce is one gender. For women, many non-traditional careers fall into a few broad categories of jobs: labor-intensive, scientific/technical, and supervisory. However, fewer non-traditional careers are available for men than for women. Male non-traditional careers involve Nursing, Education, Human Services, etc. Non-traditional careers often experience a labor shortage, therefore careers in non-traditional degrees are beneficial for all students. DACC offers a wide array of services for Non-Traditional students including, but not limited to, assistance with career development, mentoring, resume writing, interviewing tools, and overall career services.

For more information and to access these services, contact Kellie McBride at 217-443-8597 or at kmcbride@dacc.edu. Services are housed in the Career & Employment Services department in Lincoln Hall, Room 104.

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 set up a meeting with a Disability Services Specialist.
2. Meet with the Specialist to complete an interview process and to complete the program forms.
3. Provide the Disability Support Services Office with all requested and appropriate documentation.
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 in determining need for auxiliary aids and services and the auxiliary aids and services that are reasonable. Be prepared to describe the auxiliary aids and services you used in the past and provide documentation of disability and need for accommodations.

DACC Documentation Guidelines
The process for determining accommodations is a collaborative one that may or may not require third-party documentation. We encourage students to contact us to engage in a discussion to identify and remove barriers in their academic experience.

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.

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

**Mike Cunningham, Vice President of Administrative Services** (Vermilion Hall) 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. Mike Cunningham may be contacted by phone at 443-8831.

**Jill Cranmore, Vice President of Human Resources** (Affirmative Action Officer and Section 504/ADA Compliance Officer located in Vermilion Hall) 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 and 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 Dean of Student Services or his/her designee, within ten (10) working days of the event(s) that triggered the complaint.
2. The Dean 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 Dean of Student Services will appoint an ad hoc committee to investigate the complaint. This committee will be chaired by the Dean 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 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 of 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 http://www.fafsa.ed.gov. **The DACC School Code is 001669.**
6. If you are male and required to be registered for Selective Service you must be registered to receive student financial aid. If you wish to register electronically visit the Selective Service WEB site at http://www.sss.gov.
7. Provide verification documentation to establish accuracy of FAFSA information. Various information can be provide using "standard" DACC financial aid forms. Click here for FORM Listing and Access.
8. Be meeting DACC's Standards of Academic Progress (SAP) per student aid regulations (on pages 39-42 of 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 www.fafsa.ed.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 (3 week session over holiday break in December/January) Hours: Closed
- Early Summer Service Hours: Monday – Thursday: 7:30 a.m. – 4:30 p.m. and Friday 7:30-4
- 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 Facilities: The library has the following facilities and materials available:
- Online catalog that permits searching of our collection as well as the ability for users to search and borrow directly from our 86 sister I-Share libraries.
- Extensive collection of electronic resources for research including more than 50,000 ebooks and 20,000 online newspapers, magazines and journals.
- Multiple computer work stations. 30 pages of free printing per day per student limit.
- Wireless network access.
- Quiet study area.
- Current print subscriptions to local newspapers.
- 30,000+ print book collection
- Extensive DVD and audiobook collection
- Video and Listening Room for using AV materials
- 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 the online catalog or the Full Text Finder in 1Search, but librarians are always happy to assist users.
- Library Instruction – instructors frequently 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 once it has been activated in the library’s system. Their library card remains active for 3 years, so students simply need to bring it to check out materials. In order to request items
from other libraries in the I-Share system, they will need to set up a login and password using their unique library account number, which will be issued to them when their account is activated. They can also check materials out from I-Share libraries in person, using their ID.

Contact the DACC Library:
Circulation Desk: 217-443-8733
Text-a-librarian: 217-864-8842
Reference Librarian: 217-443-8739
E-mail: library@dacc.edu
Website: http://www.dacc.edu/library/

MENTORING PROGRAM

The College offers a mentor to students to enhance their student experience while attending DACC and to increase student success. Mentors will meet with and communicate with their mentee throughout the academic year. It is important for each student to have a “go to” person to make them feel welcome and help them learn how to navigate college, inside and outside the classroom. Students who are first-time, full-time, degree and certificate seeking students are assigned a mentor automatically. All other students are welcome to join the program too. For more information contact our Student Success Advocate, Erika Harris, at eharris@dacc.edu or at 217-443-8810.

ONLINE STUDENT SERVICES - JAGUAR SPOT

Current students and alumni can view their student accounts and records online. Visit the Jaguar Spot, our portal to our online student services, at www.dacc.edu/jaguarspot/. Currently, students may access their online records through WebAdvisor or our New Self Service. Over the next year, we will be moving all online functions for students to the New Self Service. It is very mobile and student friendly! Information on these portals includes financial aid updates, bill statements, class schedule, placement test scores, unofficial academic transcript, grades, and much more. Services include online registration, adding/dropping classes, paying DACC tuition and fees, and requesting transcripts or enrollment verifications to be sent to a third party. Instructions on how to use the Jaguar Spot are reviewed in the New Student Orientation (on campus or online) or printed instructions can be found at the Admissions Office. Students are responsible for retrieving/viewing their semester schedules, bill statements, and grades through our online student services.

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 Jaguar Spot at https://www.dacc.edu/jaguarspot.

SPECIAL POPULATIONS ASSISTANCE

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 Special Populations’ Advocates, Lisa Rudolph in the Testing Center (Cannon Hall, Room 103) 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. The Special Populations Coordinator will also refer students to other appropriate resources, on and off campus.
Displaced Homemaker – An individual who has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; has been dependent on the income of another family member but is no longer supported by that income; or is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Individual with Limited English Proficiency – A secondary school student, an adult or an out-of-school youth who has limited ability in speaking, reading, writing, or understanding the English language, and whose native language is a language other than English; or who lives in a family or community environment in which a language other than English is the dominant language.

Individual with a Disability – An individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. For the purposes of this subchapter, consideration shall be given to the employer’s judgment as to what functions of a job are essential, and if an employer has prepared a written description before advertising or interviewing applicants for the job, this description shall be considered evidence of the essential functions of the job. (Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)). The term “disability” means with respect to an individual with a physical or mental impairment that substantially limits one or more of the major life activities of such an individual, a record of such an impairment, or being regarded as having such an impairment. (The term “impairment” does not include characteristics of or predisposition to illness or disease.)

Individuals from Economically Disadvantaged Families (includes Foster Children) – The term “economically disadvantaged family or individual” refers to such families or individuals who are meet one of the following criteria: 1) Recipient of a Pell Grant or comparable State program of need-based financial assistance; 2) Annual income of the individual or family is at or below the national poverty level or the Self-Sufficiency Standard for Illinois; 3) Participant or participant’s family is a recipient of public assistance; and/or 4) Participant is eligible for participation in programs assisted under the Workforce Investment Act.

Individuals Preparing for Nontraditional Fields -The term “individual preparing for non-traditional fields” refers to learners who are preparing for an occupation in a field that fits the non-traditional career definition. Non-traditional fields are defined as occupations or fields of work, including careers in computer science, technology, and other current and emerging high skill occupations, of which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

Single Parents, Including Single Pregnant Women – The term “single parent” means 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 or is pregnant.

Definitions provided by ICSPS (Illinois Center for Specialized Professional Support at http://icsps.illinoisstate.edu/pd/special-populations-resources/.

STUDENT DIVERSITY TEAM

The Student Diversity Team plans, develops, and implements programs and activities designed to increase the representation and enhance the academic success of students from diverse backgrounds including but not
limited to students from diverse race, ethnic, and cultural backgrounds as well as students with disabilities. The programs and activities sponsored by the Student Diversity Team, ultimately, foster and support an inclusive campus environment which reflects and welcomes students from all backgrounds. Additionally, the Student Diversity Team is available to “advocate” or assist students in the resolution of issues or concerns a student might encounter on campus. For more information contact Dawn Nasser at d­nasser@dacc.edu or Cristin Prince at cprince@dacc.edu.

TRIO STUDENT SUPPORT SERVICES PROGRAM/STUDENT SUCCESS CENTER

The TRIO Student Support Services (SSS) Program is a competitive, five-year grant funded by the United States Department of Education and is housed inside the Student Success Center located in Cannon Hall, Room 113. TRIO SSS offers academic support services and interventions to increase college retention and degree completion rates among the program’s eligible and selected participants. TRIO SSS provides services each year to 190 first generation, low income, and/or students with documented learning or physical disabilities.

TRIO services include:
- Academic advisement and course selection
- Professional tutoring- in person and online
- Financial aid counseling
- Financial literacy
- Transfer counseling
- Assistance with applications to four-year universities and colleges transfer visits
- Assistance with scholarship searches and applications
- Computer lab access
- Academic Success Workshops
- Small Learning Communities

Students can learn more about how to apply to the TRIO Student Support Services Program by visiting the Student Success Center in Cannon Hall, Room 113, by calling (217) 443-8898 (TDD/TTY (217) 443-8701), or by email at trio@dacc.edu.

TUTORING

The college offers 4 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. **General Tutoring**: General Tutoring is provided to all DACC students through the Testing & Academic Services Center. Tutoring is offered in development and basic-level courses of Math, Science, English, and Psychology. Tutors are also equipped to help students with skills and practice for studying, organization, time management, test-taking, and note-taking.

   Tutoring sessions generally begin the second week of the Fall, Spring, and Summer semesters. Students should visit/call the Testing Center in Cannon Hall, Room 103, 217-443-8708 to learn more about their options. Please note, tutoring sessions take place in the Testing Center, Cannon Hall Room 103.

2. **Math and Science Solutions (MASS)**: The MASS Center is dedicated to students’ educational success by providing quality learning support relevant to their individual needs. We seek to provide services that will help students become independent learners and function successfully in an academic environment and foster an interest in becoming lifelong learners.
This endeavor is accomplished through peer tutoring and expert tutoring. Tutors share their knowledge of the subjects with students, explaining difficult concepts, steps and methods, giving examples and being a sounding board to illuminate time management, test taking and study skill problems. Our tutors impart encouragement, inspiration, motivation and confidence to students enabling them to keep a positive attitude and succeed in their courses.

Services are FREE to all currently attending DACC students! Students can receive tutoring in the following math and science courses: Algebra, Statistics, Calculus, Biology, Anatomy and Physiology, Chemistry, Physics, and Nursing. Please stop by Mary Miller, Room 123 for details. Office hours and additional information can be found on the MASS webpages at http://www.dacc.edu/depts/MASS.

3. The Writing Center: The Writing Center (located on the first floor of Clock Tower, Rooms 108 and 116) is comprised of Rhetoric and Composition faculty and professional staff members who specialize in collaborating with students on different kinds of academic and professional writing. It has two separate areas. In one area, there are six computers that students can use for word processing and self-guided grammar/usage review. In the other area, students can work one-on-one with an instructor. The Writing Center also provides students with hardcopy and digital resources to enhance their understanding of a variety of academic writing and research tasks. Students can meet with staff members for a face-to-face conference, use Google Chat for a video conference, or use their DACC Gmail accounts for our FBE (Feedback-by-Email) program. Students who need to make an appointment for a Face-to-Face conference or a Chat conference should call 217-443-8877 or come by CT 116 to schedule an appointment. Students can be seen on a drop in basis if a staff member is available. Students who would like to use the FBE program should submit a request for more information about that program to thewritingcenter116@gmail.com. In their email, they should include their name, the class they are enrolled in, and their instructor’s name as well as explicitly request instructions for FBE program. The general response time for feedback through this program is 1-3 business days after all needed materials are received by the Writing Center.

The sessions can cover a variety of topics. For example, the staff can help with the following,

- Developing a thesis statement
- Organizing and supporting main ideas
- Locating and correcting surface errors
- Correcting major errors, such as fragments, run-ons, agreement, or verb tense
- Documenting a research paper in either APA or MLA style

The Writing Center opens the second week of each spring and fall semester and remains open until final exams begin. The hours are Monday – Thursday from 9:00-4:00, and 9:00-Noon on Friday. If DACC classes are cancelled, 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.

**VETERANS MULTIPURPOSE CENTER**

The Veterans Center serves the Veteran population in the areas of training and employment as well as certifying their educational benefits based on enrolled coursework. The Center is designed to help Veterans successfully compete in the job market. Services provided include: Career counseling and skills assessment, workshops, current listing of employment opportunities, labor market information and job search tips, resume development, online career libraries and access links, assistance in navigating the college system, and other supportive services. The Veterans Center is the hub of information for other Veterans-based community services and networks. The Veterans Center is centrally located in Lincoln Hall 104 in the Career and Employment Services Center. Contact Nick Catlett at 217-443-8864 or ncatlett@dacc.edu for more information.
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, scrubs and lab coats for nursing students, 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 http://www.dacc.edu/bookstore/. Information about Bookstore hours and book buy-back dates can be found on the webpages. The webpages also have a link, Textbooks & Course Materials, 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 includED®. IncludED options are digital textbooks that also allow you to access all the course materials through the Blackboard environment.

Students may visit the Bookstore in Lincoln Hall, call 217-443-8759, or email follett@dacc.edu for more information.

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 during the morning. 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 15 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: 6:45 a.m. to 5:30 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, use the DACC help desk (at https://www.dacc.edu/helpdesk) to send an email to the necessary department.

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 Jaguar Spot WebAdvisor and New Self-Service;
- Login to courses that use Blackboard web-services (if enrolled in any).

DACC STUDENT E-MAIL 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, Jaguar Spot/WebAdvisor/Student Self Service? 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 Information Office (located on the first floor in Vermilion Hall, Room 109) and the Security Office (located on the lower level of Lincoln Hall, Room 007) maintain 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 lower level of Lincoln Hall (Room 007), phone 217-443-8888 or extension 8888 for on-campus phones.

The Safety and Security Officer 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 Campus 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 (formerly JTP)**

Vermilion County Works, the Workforce Innovation and Opportunity Act 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. Vermilion County Works of Danville, IL aims to develop the Illinois 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 (GED) 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, 8:30am – 5:00pm. You can also reach them at 217-703-4123.

**WORK STUDENT & STUDENT WORKER EMPLOYMENT**

Students interested in Student Worker or Work Study 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 (Lincoln Hall, Room 104) will assist students with the online process if needed. Students MUST remember to update their work availability (on their online application) each semester thereafter!

**Job Placement Procedures**

Student Worker and 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](http://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.
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 Marla Jarmer, Director of Scholars Programs, at 217-443-8820 or at mjarmer@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](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/](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.

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 Student Development (Wes Brown) or Dean of Student Services (Stacy Ehmen). They will determine the status of club recognition. Clubs which 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 Dean of Student Services.

Club communications and social media posts should be approved by the faculty/staff advisor, DACC College Relations, or the Dean of Student Services. The advisor should have access to all social media accounts related to the club/organization.
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 Administrative Assistant to the Vice Executive President of Instruction & Student Services in VH, Room 202). If the organization advisor is not sure, please contact the Dean of Student Services (443-8746) for more information. Please call with your request well in advance (two weeks) of 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 Dean of Student Services or the Executive Vice President for Instruction and Student Services 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 Dr. Nicole Carter at ncarter@dacc.edu or 217-554-1511.

ASSOCIATION OF FUTURE ACCOUNTANTS
The DACC Accounting Club seeks to provide a social setting for DACC students that are interested in accounting and its career paths in order to increase the understanding and appreciation of the accounting profession. Advisor Brian Fink can be reached at bfin@dacc.edu.

AG CLUB
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 the Ag Club are to promote leadership, scholarship, citizenship and agriculture. The Ag Club operates the DACC Land Lab, sponsors an Annual Farm Toy Show and arranges for the annual Ag Day each Spring which brings approximately 3,000 people to the campus. For additional information contact Brandy Marron at 217-443-8713 or bmarron@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, and cross country. DACC’s women’s athletic teams include basketball, cross country, and softball. A large percentage of DACC athletics 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 at the conclusion of their season. There are athletic scholarships available in all sports. Contact Athletic Director Tim Bunton at 217-443-8551 or tbunton@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. Students interested in becoming a member of the Squad should contact the DACC Athletic Director at 217-443-8551 or Mary Miller, Room 124A.

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 simonson@dacc.edu.

DACC INNOVATOR NEWS
The DACC Innovator News is a print and online news product produced for and by DACC students. The publication is operated as a real local news product including news, sports, entertainment and advertising of specific interest to its audience, DACC students. In addition to providing local news, the newspaper provides a vehicle for students to learn skills in writing, editing, photography, graphics design and layout, financial reporting, marketing and advertising. Contact Carol Nichols at cnichols1@dacc.edu or 217-554-1669 for more information.

DACC POET SOCIETY
The purpose of this group is to unite the poets of DACC and help each other grow not only as poets but as a part of something special. Members of this group must have previously written poetry, and have the ability to accept constructive criticism. Contact Marla Jarmer at 217-443-8820, mjarmer@dacc.edu for information.

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 rjohnson@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 simonson@dacc.edu.

DODGEBALL CLUB
A club where all are welcome to have fun with physical activity. The club’s objective is to raise the awareness of the game of dodgeball in all its aspects, within the College and within the community to students who are interested. Interested students should contact Elijah Williams at ewilliams11@students.dacc.edu.

ENVIRONMENTAL CLUB
The purpose of this club is to educate the student body on current and emerging sustainable technologies and to create awareness across campus and within the community about sustainability. Interested students should contact Amanda Krabbe at akrabbe@dacc.edu or at 217-443-8793.
THE GUILD
The GUILD is focused on educational and emotional support for DACC students, through means of trading card games and video game tournaments. The club promotes good sportsmanship and sharing knowledge through events on and off campus. Advisor Wes Brown can be contacted at wbrown1@dacc.edu.

HORTICULTURE CLUB
The DACC Horticulture Club is dedicated to learning and teaching about the diverse realm of the horticultural sciences as well as providing awareness and service to the surrounding community. Interested students should contact Amanda Krabbe at akrabbe@dacc.edu or at 217-443-8793.

INTRAMURALS
Intramural sports programs provide students an opportunity to participate in a variety of recreational sport activities. Intramural programs are organized to promote fitness and fun among the students and teachers. DACC’s current offerings include racquetball, outdoor volleyball, and disc/frisbee golf. However, they are always looking for additional ideas. For more information, please contact Wes Brown at 217-443-8876 or wbrown1@dacc.edu.

JAG GAMERS CLUB
The Jag Gamers’ Club is a family of gamers, uniting for the purpose of sharing their love for gaming. The organization will provide much needed stress-relief during the semester and promote camaraderie. Members must be current students, past alumni, or DACC faculty/staff.

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 Eric Simonson (Music Professor) by e-mailing simonson@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. In 2000, the Association of College Honor Societies recognized Phi Theta Kappa as the general scholarship honor society serving associate degree granting institutions.

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 unequalled among honor societies. It is estimated that 200,000 students participate in Phi Theta Kappa programs each year. Annually, more than 82,000 students are inducted into Phi Theta Kappa. The average age of a new member is 29, ranging from 18 to 80.

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.

POLITICAL AFFAIRS CLUB
The activities of the PAC are to 1) provide a forum for students to discuss political issues, 2) serve the College Community by sponsoring events, disseminating information, and collaborating with other College groups in joint projects, 3) expand the understanding of politics through observation and/or involvement in community
activities and in collaborating with community based groups, and 4) increase student, College, and community interest in political affairs and issues. Dr. Chuck Hantz (Political Science Instructor) is the advisor and he may be contacted by e-mailing chantz@dacc.edu.

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 Melissa Murineanu at mmurinneanu@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 e-mailing thoward@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 ncatlett@dacc.edu.

SUSTAINABILITY CLUB
The Sustainability Club was established to raise awareness about current environmental issues and to implement sustainable practices. Activities include group meetings, participating in local events, and working on the DACC farm. For more information, contact George Hickman at ghickman@dacc.edu.

TECHNOLOGY CLUB
The Tech Club provides free computer repair and purchase consultation to DACC students and staff. The club will do PC tune up, address malware problems, repair broken screens and fix virus troubles. They meet on Fridays in TC from 10:00 a.m. to 2:00 p.m. For more information, please contact Jeff Wise at 217-443-8882 or jwise@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 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 (217-443-8820, mjarmer@dacc.edu). For information on how to submit photography and artwork to the journal, please contact co-faculty advisor Ronnie Johnson (217-443-8869, rjohnson@dacc.edu).

WIND ENERGY STUDENT GROUP
The Wind Energy Student Group (WESG) provides the DACC Wind Energy program with the organizational support and structure that will distinguish it among other programs of its kind. This group maximizes the potential of DACC Wind Energy and its Members and provides DACC Wind Energy students the best possible resources and preparation to allow them to be leaders in the wind energy industry. For more information, contact Greg Hansbraugh at ghansbraugh@dacc.edu or at 217-443-8579.
STUDENT RIGHTS AND RESPONSIBILITIES

DACC POLICIES & 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.;
- 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 College’s Conduct Code, Sexual Misconduct/Violence Policy, Drug-Free Learning Environment, or Anti-Harassment in Education 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.

ACADEMIC STANDARDS OF PROGRESS (for all college-level courses and programs)

Minimum Satisfactory Grade Level
A student will be considered on academic probation if he or she fails to maintain the cumulative Grade Point Average required for good standing, as shown below.

<table>
<thead>
<tr>
<th>Semester Hours Earned at DACC</th>
<th>Minimum GPA for Good Standing*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 17 Credit Hours</td>
<td>1.40</td>
</tr>
<tr>
<td>18 - 31 Credit Hours</td>
<td>1.60</td>
</tr>
<tr>
<td>32 - 48 Credit Hours</td>
<td>1.80</td>
</tr>
<tr>
<td>49 + Credit Hours</td>
<td>2.00</td>
</tr>
</tbody>
</table>

* (4.0 = A)

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. Students on academic probation will be required to develop a plan for academic success with their Academic Advisor. The following criteria also apply:

• 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 criteria, the student will be placed on academic suspension for one term.

Readmission
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.

Appeals
Appeals of Academic Suspension may be directed to the Dean of Student Services.
STANDARDS OF ACADEMIC PROGRESS (SAP) for FINANCIAL AID RECIPIENTS

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).
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. If the student misses the appeal deadline the appeal WILL NOT is considered for that semester. It is to be 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 Administrative Services
The Vice President of Administrative Services reviews and coordinates physical plant modifications to ensure the accessibility of campus. The Testing & Academic Services Director, the Vice President of Administrative Services, 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 jcranmore@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 EDUCATION

Danville Area Community College is committed to providing its students with an educational environment that is free of discrimination. Accordingly, the College will not tolerate harassment of Danville Area Community college students by anyone, including its president, or any administrator, any (full, part-time, and/or visiting) faculty or staff member, including any graduate assistant, any other College student, or any third party.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person’s protected status, such as sex, color, race, religion, creed, ancestry, national origin, age, physical or mental disability, marital status, or legally protected statuses. The College will not tolerate harassing conduct that affects tangible benefits of education, that interferes unreasonably with an individual’s educational performance, or that creates an intimidating, hostile, or offensive educational environment. Such harassment may include, for example, jokes about another person’s protected status, kidding, teasing or practical jokes directed at a person based on his or her protected status.

Sexual harassment deserves special mention. Sexual harassment is conduct based on sex, whether directed toward a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing”, “practical jokes”, jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person’s body. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:
1. The student’s submission to such conduct is either explicitly or implicitly made a term or condition of receiving an education;

2. The student’s submission to or rejection of such conduct is used to influence the student’s educational development or participation in any College activity or program, including but not limited to: whether the student will be admitted to the College; the educational performance required or expected of the student; the attendance or assignment requirements applicable to the student; the courses, fields of study or programs (including honors and graduate programs) to which the student will be admitted; what placement or course proficiency requirements are applicable to the student; the quality of instruction the student will receive; what tuition or fees are required of the student; what scholarship opportunities are available to the student; what extracurricular teams the student will be a member of or in what competitions the student will participate; any grade the student will receive in any examination, course or program of instruction; the progress of the student toward successful completion of a course or program or graduation; what degree, if any, the student will receive; or

3. The conduct has the purpose or effect of unreasonably interfering with an individual’s educational performance or creating an intimidating, hostile, or offensive educational environment.

All College students and employees are responsible to help assure that we avoid harassment regardless of whether the harassment has yet reached a severe or pervasive level that is considered a violation of the law. If any student of the College feels that he/she has experiences or witnessed harassment, he/she is required to notify the College’s Affirmative Action Officer, Jill Cranmore, Vice President of Human Resources, 217.443-8756, the College’s Executive Vice President, Instruction and Student Services, David L. Kietzmann, 217.443-8771, or the President, Dr. Stephen Nacco, 217.443.8748. The College forbids retaliation against anyone for reporting harassment, assisting in reporting harassment or cooperating in a harassment investigation. If any student feels that he/she has been retaliated against, he/she is to notify the College’s Affirmative Action Officer, Jill Cranmore, Vice President of Human Resources, 217.443.8756, or the Executive Vice President, Instruction and Student Services, David L. Kietzmann, 217-443-8771.

The College’s policy is to investigate all harassment complaints made under this policy impartially, thoroughly, and promptly. To the fullest extent possible, the College will keep harassment complaints, records related to harassment complaints, and the terms of the complaint’s resolution confidential. If an 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 the harasser, monitoring the harasser, and/or academic or job-related discipline of the harasser proportional to the offense, up to and including expulsion or discharge.

**PREVENTING SEXUAL VIOLENCE POLICY**

Danville Area Community College is committed to providing a safe and positive learning environment. Sexual violence is a crime punishable by both civil and criminal legal action and a serious violation of the DACC Student Code of Conduct. The College will not tolerate any type of sexual violence which includes, but is not limited to, dating violence, domestic violence, stalking, sexual assault, sexual battery, and rape. This policy complies with the Preventing Sexual Violence in Higher Education Act (Act), mandated by Illinois Public Act 99-426. The Act, in many places, reiterates requirements already imposed by Title IX of Educational Amendments of 1972 and the Violence Against Women Reauthorization Act (VAWA).
All students, perspective students, community members, staff and faculty must be compliant with this policy. DACC students are charged with the responsibility of being familiar with and abiding by this policy and the Student Code of Conduct. Jurisdiction for this policy includes all college property/physical locations, online service and learning environments, any additional locations that house college activities/business, and any off-campus locations that become relevant due to student location. Student/staff communications, educational trainings, and supportive policies and procedures will provide the foundation to the College’s commitment to preventing sexual violence and misconduct.

This comprehensive policy establishes a framework to meet the safety needs of students/stakeholders and to comply with federal and State law. Specifically, this policy ensures that the College will do the following:

1. The College will define terms and definitions utilized in the comprehensive policy, including, but not limited to the term consent.
2. The College will establish reporting procedures for students that include options for electronic, anonymous, confidential and third party/bystander reporting.
3. The College will establish and follow procedures for responding to a report of sexual violence.
4. The College will establish and enforce a process for resolving reports of student violence.

PROCEDURES FOR PREVENTING, REPORTING & RESPONDING TO SEXUAL MISCONDUCT

Danville Area Community College is committed to providing a safe and positive learning environment. Sexual misconduct is a crime punishable by both civil and criminal legal action and a serious violation of the DACC Student Code of Conduct.

All students, perspective students, community members, staff and faculty must be compliant with the policies regarding sexual harassment, discrimination, misconduct, and violence. DACC students are charged with the responsibility of being familiar with and abiding by related policies and the Student Code of Conduct. Jurisdiction for these policies and procedures includes all college property/physical locations, online service and learning environments, any additional locations that house college activities/business, and any off-campus locations that become relevant due to student location. Student/staff communications, educational trainings, and supportive policies and procedures will provide the foundation to the College’s commitment to preventing sexual violence and misconduct.

These procedures comply with the Preventing Sexual Violence in Higher Education Act (Act), mandated by Illinois Public Act 99-426, Title IX of the Educational Amendments of 1972, the Campus Sexual Violence Elimination (SaVE) Act, the Jeanne Clery Act, the Violence Against Women Reauthorization Act (VAWA), the Illinois Human Rights Act (775 ILCS 5/1-101), and the Illinois Public Community College Act clause (110 ILCS 805/3-29.3) in regard to Sexual Assault Awareness Education. The procedures below establish a framework to meet the safety needs of students/stakeholders and to comply with federal and State law.

Terms & Definitions
The College has defined the terms and definitions below to help all stakeholders understand their rights and responsibilities in regard to general conduct and sexual misconduct proceedings.

*Sexual Misconduct* is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent (see definition below) or by force, intimidation, coercion, or manipulation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different gender. The term includes, but is not limited to, behaviors often described as sexual harassment, sexual assault, stalking, sexual exploitation, and dating or domestic violence (intimate partner or relationship violence).
Sexual Violence* means physical sexual acts attempted or perpetrated against a person’s will or when a person is incapable of giving consent (due to age or lack of capacity), including but not limited to rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Sexual Assault means sexual penetration by force or threat of force, or an act of sexual penetration when the victim was unable to understand the nature of the act or was unable to give knowing consent. Sexual assault can be defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity. Factors that can increase the seriousness of criminal sexual assault include, but are not limited to, situations where the offender is armed with, uses, or displays a firearm, dangerous weapon, or similar object; the offender causes bodily harm or death to the victim; the offender threatens or endangers the life of the victim or any other person; the assault is committed during the course of another felony; the victim is elderly or is physically or intellectually disabled; the offender delivers any controlled substance to the victim without the victim's consent or by threat or deception; or when circumstances involve differing ages between the offender and victim.

Sexual Harassment is unwelcome conduct of a sexual nature and includes any unwelcome sexual advances, request for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. It is behavior found under the sexual misconduct umbrella. The harassing conduct creates a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student’s ability to participate in or benefit from the college’s programs.

Domestic Violence means a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. It includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken Illinois domestic violence law. Under this law, family or household members are defined as family members related by blood or marriage; people who are married or used to be married; people who share or used to share a home, apartment, or other dwelling; people who have or say they have a child in common; people who have or say they have a blood relationship through a child; people who are dating or used to date, including same sex couples; and people with disabilities and their personal assistants. Illinois law states that domestic violence is physical abuse, harassment, forcible actions, or interference with the personal liberty of another family or household member (including but not limited to spouses, former spouses, dating partners, and people who share a home, such as roommates). Also known as intimate partner violence.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship will be determined based on a consideration of the following factors: (a) the length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship. Dating Violence is a pattern of behavior in any relationship that is used to gain or maintain power and control over an intimate partner. Dating violence is a form of domestic violence and is also known as intimate partner violence.

Stalking is committed when a person (a) engages in a course of conduct directed at a specific person, and the conduct would cause that person to fear for his or her safety or the safety of another, or suffer other emotional distress; (b) follows/observes a person on at least two separate occasions and transmits a threat, or causes fear of bodily harm, sexual assault, confinement, or restraint of that person or a family member; or
(c) has previously been convicted of stalking and on one occasion follows/observes that same person and transmits a threat of bodily harm, sexual assault, confinement, or restraint to that person or a family member. Stalking, indirect, through third parties and by any action, method, device or means, and including electronic formats, may include the following: spying on the target; sending unwanted presents; spreading rumors; damaging the target’s property or defaming the target’s character; and/or unwanted calls, emails, text messages and instant messages.

Consent* is a freely given agreement to sexual activity. Consent is not given with a person’s lack of verbal or physical resistance or submission resulting from the use or threat of force; from a person’s manner of dress; or from a person’s consent to past sexual activity. A person’s consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another. A person can withdraw consent at any time. And, 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 when a person is incapacitated due to the use or influence of alcohol or drugs; if the person is asleep or unconscious; if the person is under age; or if the person is incapacitated due to a mental disability. Under Illinois law, the age of consent for any type of sexual activity is, typically, 17 years. This means anyone younger than 17 years of age cannot lawfully consent to any type of sex act involving sexual conduct.

Intimate Partner - An intimate partner is a person with whom one has a close personal relationship that can be characterized by the following:
- Emotional connectedness
- Regular contact
- Ongoing physical contact and/or sexual behavior
- Identity as a couple
- Familiarity and knowledge about each other’s lives

The relationship need not involve all of the above dimensions. Examples of intimate partners include current or former spouses, boyfriends or girlfriends, dating partners, or sexual partners. Intimate partner violence can occur between heterosexual or same-sex couples and does not require sexual intimacy.

Bystander Intervention* includes without limitation the act of challenging the social norms that support, condone, or permit sexual violence.

Survivor* means a student who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled at the College.

Complainant* means a student who files a complaint alleging violation of this comprehensive policy to a Responsible Employee or through DACC’s online Incident Report.

Respondent* means a person who responds to a report/complaint against them. Investigation means a systematic process for determining what occurred.

Proceeding is the process of appearing before an administrator or investigator so a decision can be made about a complaint; things that are said or done during the investigation and resolution processes.

Result is the outcome, sanction(s), or conclusion of the complaint and subsequent investigation(s).

Preponderance of Evidence* means it is more likely than not; more than 50% of the evidence points to one outcome.

Advisor - Any complainant or respondent involved in a sexual misconduct complaint may be accompanied by one advisor of their choice throughout the process. The College must be notified that an advisor will be
present at least 48 hours before the scheduled meeting, unless circumstances call for an expedited meeting. The role of an advisor is to provide a comforting and familiar presence for the student. The choice whether or not to invite an advisor is solely that of the student(s) involved. An advisor may not speak in a hearing unless asked a direct question by the College official. Advisors may not ask questions, interject, coach, advocate for, or otherwise speak on behalf of a student or student organization. An advisor may not function as legal counsel or “represent” the student for the purpose of the sexual misconduct processes. Advisors may not also serve as witnesses in a hearing about the same matter. If any advisor conducts themselves in a manner inconsistent with these guidelines, then the individual will no longer be considered an advisor and the College official may excuse the individual from the conduct process. If an advisor is an attorney, this must be disclosed to the College, and DACC reserves the right to have its own legal counsel present for the hearing.

Campus Security Authority (CSA) is an official of the College who has significant responsibility for student and campus activities. A CSA must report allegations, made in good faith, of Clery Act crimes including sexual assault. DACC CSAs include the Dean of Student Services, Student Service Administrators, Faculty/Advisors to student organizations/clubs; Athletic Director; Athletic Coaches; Security Officers; and Administrators at off-campus sites.

Responsible Employees are employees who have the authority to take action to redress sexual misconduct, who have been given the duty of reporting incidents or sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee, or whom a student could reasonably believe has this authority or duty. Confidential Advisors (defined below) do not fall into this category. Responsible Employees are bound to keep any details about the incident or report confidential from people not required to respond. Responsible Employees who have observed or received reports of sexual harassment, sexual violence, domestic violence, dating violence, sexual assault or stalking must:
- Notify the College’s Title IX Coordinator or other appropriate school designee and Campus Security.
- Help the reporting student contact law enforcement if asked.
- If applicable, help preserve any evidence of the incident.
- Refer the victim to the Dean of Student Services to make reasonable changes in academic, working, living or transportation arrangements to avoid a hostile environment.

Confidential Advisor* means a person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence with the training, duties, and responsibilities mandated by IL Public Act 99-426. DACC partners with the Vermilion County Rape Crisis Center to provide victims with access to a Confidential Advisor. The Vermilion County Rape Crisis Center is located at 1630 Georgetown Road, Tilton, Illinois. They can be reached at 1-866-617-3227 or 217-446-1337.

*Terms & Definitions noted in IL Public Act 099-0426

Details on Confidentiality
The College encourages victims of sexual violence/misconduct to talk to somebody about what happened, to get the support they need and so the College can respond appropriately. The College will strive to protect the confidentiality of the parties and records to the extent permitted by law. Confidentiality is a sensitive and important issue. Typically, the College keeps reports confidential as much as possible. As part of achieving this, the victim’s name and other personally identifiable information will not usually be disclosed, except when it is necessary for the investigation. The requirements for confidentiality, although heavily weighted, are determined on a case by case basis to fit the unique needs of the investigation. Please note, publicly available records, if any, related to a report and investigation will not usually include a name or personally identifiable information. The College will evaluate requests for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The College may weigh the request for confidentiality against the following factors:
- The seriousness of the alleged misconduct;
If the complainant is a minor and/or whether there have been other complaints about the same individual;
- Whether the incident was perpetrated with a weapon;
- The potential risk that the alleged perpetrator will commit additional acts of sexual or other violence;
- Whether the College possesses other means to obtain relevant evidence of the sexual violence (security cameras or personnel, physical evidence); and
- The alleged perpetrator’s rights to receive information about the allegations if the information is maintained by the school as an “education record” under the Family Educational Rights and Privacy Act (FERPA).

If the College honors the request for confidentiality, a victim must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when the College may not be able to honor a victim’s request in order to provide a safe, non-discriminatory environment for all students. If the College determines that it cannot maintain a victim’s confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College’s investigation.

Victims may also report the sexual misconduct/violence to a Confidential Advisor. A Confidential Advisor has a greater ability to provide confidential support and privileged communication. Confidential Advisors provide emergency and ongoing support to survivors of sexual violence. A survivor may choose to report to such persons without notifying the police or the College. Confidential Advisors provide private, confidential and privileged communications with survivors of sexual violence. At the survivor’s request, a Confidential Advisor may liaise with College officials, Campus Security, and/or local law enforcement. A Confidential Advisor may also work with the necessary campus authorities to secure interim protective measures and accommodations for the survivor. The College partners with the Vermilion County Rape Crisis Center to provide victims with access to a Confidential Advisor. The Vermilion County Rape Crisis Center is located at 923 N. Vermilion St., Danville, Illinois. They can be reached 24 hours/day at 217-446-1337.

How to Report an Incident of Sexual Misconduct
Any student, employee, bystander or third party who believes he or she has been subject to any form of sexual misconduct or who believes that they have witnessed an incident of sexual misconduct, should report the incident. Reports can be made electronically, anonymously, and/or confidentially (see confidentiality notes above). Reports to College Officials may be made to one of the following:

- Vice President of Human Resources/Title IX Coordinator: Jill Cranmore, 217-443-8756, Vermilion Hall, Room 217, jcranmore@dacc.edu;
- Dean of Student Services: Stacy Ehmen, 217-443-8746, Lincoln Hall, Room 108, stacy@dacc.edu;
- DACC Security: 443-8888; Lincoln Hall, Room 007; 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.

If an incident is reported to a College employee they are required to promptly report all relevant details about the alleged sexual misconduct. For a Confidential Advisor (definition noted above), counseling, medical advice, and/or legal advice, contact the Vermilion County Rape Crisis Center: 923 N. Vermilion St., Danville, Illinois, 217-446-1337. Trained staff and volunteers are available 24 hours a day, 7 days a week to provide support and information.

Complainants/victims should also report the incident to their local law enforcement agency. The agency will conduct a separate investigation, apart from the College’s. Local law enforcement agencies’ contact information follows:
Danville Police Department: 217-442-1414  
Catlin Police Department: 217-427-2131  
Westville Police Department: 217-267-2131  
Georgetown Police Department: 217-442-0153  
Hoopeston Police Department: 217-283-5196  
Milford Police Department: 815-889-4085  
Oakwood Police Department: 217-442-0153  
Rossville Police Department: 217-283-5196  
Vermilion County: 217-442-1414

Timeline for Reporting an Incident
Complainants/victims should file a report as soon as possible so that the College can refer them to medical, counseling, academic accommodations, and legal resources as needed. However, as long as the incident occurs while either the complainant or respondent is a student at the College, the complainant may file an Incident Report at the College. Please note that the preservation of evidence is also a time-sensitive aspect of the investigation process. Suggestions for preservation are noted below.

Preservation of Evidence
Physical evidence is crucial in helping to prosecute assailants in cases of rape or sexual assault. Physical evidence must be collected in a timely manner by a certified medical facility. If the incident occurred within the past 96 hours, to preserve evidence for a medical exam, victims of rape or assault should not bathe, change clothes, douche, use the toilet (if possible), smoke, or clean the bed/linen/area where they were assaulted. If victims do not opt for forensic evidence collection, a health care provider can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases.

Victims of stalking should save evidence such as letters, notes, emails, phone calls, videos, photos, texts, social media postings (Facebook, Twitter, etc.), computer screenshots, voicemails, or any other form of evidence that would be helpful.

Please note, as time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, disciplinary proceedings, possible prosecution, or obtaining orders of protection related to the incident more difficult.

Filing an Order of Protection or Restraining Order
DACC officials can help students find assistance to file an order of protection or restraining order. Due to various laws and circumstances, each situation may require different processes. Please visit the Advisement & Counseling Office or Dean of Student Services (both located in Lincoln Hall) for additional information.

Limited Immunity Rights for Victims/Complainants
While the College does not condone underage drinking or violating other College policies, it considers reporting assaults to be of paramount importance, and will therefore extend limited immunity to victims in order to foster reporting and adjudication of sexual assaults on campus. Limited immunity means just that. Depending on the nature of the victim/complainant’s conduct violation(s), it should still be dealt with, through education or counseling, if possible. Limited immunity is offered in conjunction with the Good Samaritan Provision noted below.

Good Samaritan Provision for Individuals Reporting Incidents
DACC encourages students/witnesses to report incidents of sexual violence and assist victims in times of crisis. The College will implement a Good Samaritan rule where students or witnesses who report sexual misconduct, or other behaviors that violate the Student Code of Conduct, but who might be violators of the Code of Conduct themselves, are given limited immunity to encourage them to report the sexual misconduct instead of fearing for the repercussions of their own conduct violations (i.e., underage drinking, drug use, etc.). Good Samaritans will not be punished for their infractions if they are reporting on an incident that occurred during or in conjunction with the sexual misconduct incident.
Who Can Help You? Understanding the Roles of DACC Employees

Some employees on campus where many different hats, especially when it comes to responsibility and reporting requirements. Please see “Details on Confidentiality” above for specific information on the levels of confidentiality for each position/role at DACC.

Title IX Coordinator - The DACC Vice President of Human Resources, Jill Cranmore, is our Title IX Coordinator. She can be reached at 217-443-8756, Vermilion Hall, Room 217, jcranmore@dacc.edu. The Title IX Coordinator oversees the prompt investigation of complaints alleging sexual harassment; reviews findings as to whether sexual harassment occurred; reviews proposed remedies (including interim measures) necessary to address the sexual harassment, eliminate any hostile environment, and prevent its reoccurrence; and serves as consultant to any disciplinary hearing panel where sexual harassment has been determined to have occurred to ensure the College’s compliance with Title IX.

Responsible Employees - All DACC employees are Responsible Employees. This role means if a student reports that he or she has been sexually victimized (see definitions of sexual misconduct, sexual violence, and sexual harassment above), the DACC employee is required to report all information they are given to the DACC Title IX Coordinator, Jill Cranmore. Responsible Employees are bound to keep any details about the incident or report confidential from people not required to respond.

Campus Security Authority (CSA) - DACC employees who have significant responsibilities for student and campus activities are referred to as Campus Security Authorities. A CSA must report allegations, made in good faith, of Clery Act crimes including sexual assault. DACC CSAs include the Dean of Student Services, the Assistant Dean of Student Services, Student Service Administrators, Faculty/Advisors to student organizations/clubs; the Athletic Director; Athletic Coaches; Security Officers; and Administrators at off-campus sites.

Campus Security - DACC 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. Campus Security can be contacted in person in Lincoln Hall, Room 007 or by phone at 217-443-8888 or by dialing Extension 8888 from a campus phone. There are also emergency phone stations placed throughout campus. Campus Security personnel will strive to protect the confidentiality of the parties and records involved to the extent permitted by the law.

Confidential Advisor - A Confidential Advisor provides emergency and ongoing support to student survivors of sexual violence with the training, duties, and responsibilities mandated by IL Public Act 99-426. DACC does not have a Confidential Advisor on campus, but the College works closely with the Vermilion County Rape Crisis Center to provide victims with access to a Confidential Advisor. The Vermilion County Rape Crisis Center is located at 923 N. Vermilion St., Danville, Illinois. They can be reached at 217-446-1337.

Complainant’s/Victim’s Rights

The College will respond to a complainant/victim and provide written notification of their rights and options. If an electronic report is submitted, the College will provide this information within 12 hours of receiving the report. Victims’/Complainants’ rights and options include the following:

- The right to report or not report the alleged incident to the College, local law enforcement, or both.
- The right to be treated with respect by College officials at all times.
- The College will strive to protect the confidentiality of the parties and records involved to the extent permitted by law.
- The right to a Confidential Advisor (definition noted above) for counseling, medical advice, and/or legal advice.
• The right to receive information on the steps and timeframes for inquiry, investigation and resolution.
• The right to receive information on preserving evidence.
• The right to receive assistance from campus authorities in notifying law enforcement.
• The right to request interim protective measures and accommodations such as a no-contact order; helping arrange an academic schedule change, a change of living or work assignments; and/or adjustments for assignments or tests. These provisions will be made if they are reasonably available.
• The right to assistance in accessing other services available on campus and with local agencies. Services may include victim advocacy; academic support, counseling, disability, health, or mental health services; and legal assistance.
• The right to have a support person/advisor present during meetings/proceedings. Please note, the support person/advisor may not advocate on behalf of the victim/complainant. They may only serve in a support role.
• The right to be informed in advance, when possible, of any public release of information regarding the complaint.

For proceedings after the report is made, the victim/complainant has the following rights:
• The right to have an advisor present during all meetings with investigators and at any proceedings. Please note, the involvement of the advisor may not delay meetings or proceedings or violate the rules established for advisors. Please see the guidelines established in the Advisor definition noted above.
• The College will notify the victim/complainant to let him or her know who the DACC official(s) will be with the authority to make a finding or impose a sanction in the proceedings. The complainant will be given the opportunity to request a substitution if the participation of the named official(s) poses a conflict of interest.
• The right to an adequate, objective, and impartial investigation and/or proceedings. Please note that the College will use a preponderance of the evidence standard (more likely than not) in resolving the complaints.
• The College will protect the privacy of the participating parties and witnesses at any proceedings held to resolve complaints of sexual misconduct. The identity of the complainant will not be disclosed except when it is necessary to resolve the complaint or to implement interim protective measures and accommodations or when required by State or federal law. Please see Details of Confidentiality (above) for more information on confidentiality.
• The right to timely notice of all meetings.
• The right to be provided timely access to review relevant documents or materials subject to privacy limitations imposed by State and federal law.
• The right to present relevant evidence and/or witnesses with personal knowledge of the circumstances pertinent to the investigation.
• The complainant will not be placed in the presence of the respondent at any time during the proceedings. Please note, in certain instances, the complainant or respondent may see and/or hear the testimony of the other party’s testimony. Information challenged will be presented through the investigators and/or hearing administrator.
• The right to respond to and/or challenge evidence collected during any investigations.
• The right to a finding and sanction (if applicable) based solely on evidence presented during the investigation/proceedings.
• The right to be informed, in writing, of the outcome, rationale for the outcome, and sanction(s) of any investigation involving any sexual misconduct within sixty (60) days of the date the complaint was received. Notification will also be provided if any changes are made in the outcome/sanctions per the appeal resolution.
• The right to be informed in advance, when possible, of any public release of information regarding the complaint.
Within 7 days of a decision, both parties are entitled to receive simultaneous, written notification of the results of the complaint resolution, including information related to appeal rights.

The right to appeal the findings and/or sanction(s) in accordance with the appeals process. Appeals must be made to the President within seven (7) days of the decision. Please see the “Right to Appeal” section for more information on appeals.

**Respondent’s/Accused’s Rights**
The respondent has the following rights during sexual misconduct proceedings:

- The right to be treated with respect by College officials at all times.
- The College will notify the respondent to let him or her know who the DACC official(s) will be with the authority to make a finding or impose a sanction in the proceedings. The respondent will be given the opportunity to request a substitution if the participation of the named official(s) poses a conflict of interest.
- The College will strive to protect the confidentiality of the parties and records involved to the extent permitted by law.
- The right to receive information on the steps and timeframes for inquiry, investigation and resolution.
- The right to have an advisor present during all meetings with investigators and at any proceedings. The support person/advisor may not advocate on behalf of the respondent. They may only serve in a support role. Also note, the involvement of the advisor may not delay meetings or proceedings or violate the rules established for advisors. Please see the guidelines established in the Advisor definition noted above.
- The right to be informed in advance, when possible, of any public release of information regarding the complaint.
- The right to an adequate, objective, and impartial investigation and/or proceedings. Please note that the College will use a preponderance of the evidence standard (more likely than not) in resolving the complaints.
- The College will protect the privacy of the participating parties and witnesses at any proceedings held to resolve complaints of sexual misconduct. The identity of the respondent will not be disclosed except when it is necessary to resolve the complaint or when required by State or federal law. Please see Details of Confidentiality (above) for more information on confidentiality.
- The right to timely notice of all meetings.
- The right to be provided timely access to review relevant documents or materials subject to privacy limitations imposed by State and federal law.
- The right to present relevant evidence and/or witnesses with personal knowledge of the circumstances pertinent to the investigation and/or hearing.
- The respondent will not be placed in the presence of the complainant at any time during the proceedings. Please note, in certain instances, the complainant or respondent may see and/or hear the testimony of the other party’s testimony. Information challenged will be presented through the investigators and/or College administrator.
- The right to respond to and/or challenge evidence collected during any investigations.
- The right to a finding and sanction (if applicable) based solely on evidence presented during the investigation/proceedings.
- The right to be informed, in writing, of the outcome, rationale for the outcome, and sanction(s) of any investigation involving any sexual misconduct within sixty (60) days of the date the complaint was received. Notification will also be provided if any changes are made in the outcome/sanctions per the appeal resolution.
- Within 7 days of a decision, both parties are entitled to receive simultaneous, written notification of the results of the complaint resolution, including information related to appeal rights.
The right to appeal the findings and/or sanction(s) in accordance with the appeals process. Appeals must be made to the President within seven (7) days of the decision. Please see the “Right to Appeal” section for more information on appeals.

**Procedures for Responding to a Report of Sexual Misconduct**

After receiving a report/complaint of sexual misconduct, the College will follow the procedures below as needed. Please note, the goal of the investigation is to determine what occurred.

1. In a timely manner, the College will respond to the complainant, providing written notification of the comprehensive policy and procedures, their rights and options, preservation of evidence, confidentiality, investigation and resolution.
   - The College will respond to complainants who file a report electronically within 12 hours.
   - Sexual misconduct cases are referred to the Title IX Coordinator and/or the Dean of Student Services. Following the College’s established policies and procedures, one or both will respond to the report and serve as investigators. A report will be made to the Executive Vice President for Instruction & Student Services who will determine a resolution.
2. The College will provide the complainant access to community-based Confidential Advisors who provide emergency and ongoing support to survivors of sexual violence.
3. The College will provide the complainant with access to medical care depending on the timing of the report (for immediate and delayed reports).
4. The College will immediately assess the complainant’s safety needs and apply remedies to prevent contact between the complainant and the respondent/accused party.
   - Potential remedies include academic, transportation and/or working accommodations (if reasonably available).
   - The College will provide a “No Contact” or “Temporary Suspension” directive to accused party if deemed appropriate.
   - The College will provide contact information for local law enforcement agencies.
   - The College will provide written information on how to obtain an Order of Protection.
5. The College will provide the complainant with referrals to on and off campus mental health providers and additional survivor resources. The respondent will also be given referrals to on and off campus services.
6. The College will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining or for assisting in the investigation.

**Procedures for Resolving a Report of Sexual Misconduct**

The College established the following steps to resolve reports of student misconduct/violence. The process includes, but is not limited to the following:

- The Title IX Coordinator and/or the Dean of Student Services will investigate and resolve or make recommendations (to the Executive Vice President for Instruction & Student Services) for resolving the complaint.
- Both parties shall have the opportunity to provide or present evidence and witnesses on their behalf during the complaint resolution procedure.
- The College will utilize the *preponderance of the evidence* standard to come to a resolution.
- If the charges are substantiated, the College may apply appropriate disciplinary and corrective action up to and including the suspension or expulsion of the respondent.
- Within 7 days of a decision, both parties will receive simultaneous, written notification of the results of the complaint resolution procedure, including information related to appeal rights.

**Retaliation is Strictly Prohibited**

The initiation of a complaint of sexual misconduct will not result in retaliation, bias, or intimidation against the complainant or any witnesses involved in any investigation. 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.

Sanctions for Sexual Misconduct
The College may apply a range of sanctions depending on the sexual misconduct reported and the circumstances found. Sanctions will range from educational training sessions on personal conduct topics to suspension from the College. Please note, the College may impart collective punishments for sexual misconduct by sports team member or other student groups if the conduct occurs collusively.

The Right to Appeal
Both the complainant and respondent have the right to appeal the findings and/or sanction(s) in accordance with the DACC appeals process. Appeals must be made to the President within seven (7) days of the decision. The appeal shall be limited to a review of the investigation reports and the resolution. Grounds for appeal include 1) a procedural error occurred; 2) new information exists that would substantially change the outcome of the finding; or 3) the sanction is disproportionate with the violation. The decision of the President is final.

The President, in this role, will not have participated previously in the complaint resolution process and shall not have a conflict of interest with either party. The complainant and the respondent will receive the appeal decision in writing within 7 days after the conclusion of the review of the findings/sanctions or sooner if required by federal or State law.

Training, Education & Awareness Initiatives Established for Students
- The College presents the policies prohibiting sexual misconduct and harassment and the procedures involved in the reporting, investigation, and resolution in the DACC Student Handbook which is presented in the annual notice to students.
  - The comprehensive policy notice includes the 1) students’ rights and options; 2) definitions of terms; and 3) contact identification and explanation of their roles for the Title IX Coordinator and investigators, campus security, confidential resources, confidential advisors, and counseling services.
- The College provides a comprehensive, interactive training on Preventing Discrimination & Sexual Violence to all students. The online, slideshow training is offered to students through the College’s INST 101 Success in College course. A link to the training can be found at http://dacc.edu/currentstudents.
  - The presentation presents strategies for bystander intervention and risk reduction.
- The College partners with the Vermilion County Rape Crisis Center to provide Confidential Advisors.
- The College provides sexual violence primary prevention and awareness programming for all students who attend one or more class on campus. Each student is provided with the following:
  - An electronic or hard copy of the comprehensive policy, procedures, and related protocols;
  - Available survivor services;
  - Information on the types of conduct that constitute sexual misconduct;
  - The definition of consent and the role drugs and alcohol use can have on the ability to consent; and
  - Strategies for bystander intervention and risk reduction.

College Reporting Requirements for Sexual Violence & Sexual Misconduct Data, Policies & Procedures
To comply with the federal Jeanne Clery Disclosure Act and the Violence Against Women Act, the College annually collects and publishes crime statistics on murder/non-negligent manslaughter; negligent manslaughter; forcible sex offenses; non-forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; statistics concerning any of the above crimes that involved bodily injury that also manifests evidence of a hate crime; and statistics on arrests for liquor law violations and illegal weapons possession for each of the categories listed above. The statistics are published annually in our Campus Security Report. It can be found
SEXUAL HARASSMENT IN HIGHER EDUCATION IS ILLEGAL

Under the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., the Illinois Human Rights Act (“Act”) prohibits unwelcome advances or conduct of a sexual nature, and requests for sexual favors of students by an executive, faculty member, administrative staff member, or teaching assistant in an institution of higher education when such behavior interferes with the student’s performance or creates an intimidating, hostile or offensive environment. Institutions of higher education include public or private universities, colleges, community colleges, junior colleges, business schools, and vocational schools. The Act prohibits retaliation against a student for opposing sexual harassment in higher education or for participating in an investigation (internal or external) of sexual harassment in higher education or for filing a charge. “Sexual harassment in higher education” is defined in Section 5A-101(E) of the Act.

Following are examples of sexual harassment in higher education: 1) a professor who continually makes jokes of a sexual nature in the classroom; 2) a registration advisor who tells a student the student might be able to get a class if the student dates the advisor; 3) a coach who tells a prospective student that they will play more if the student dates the coach; and 4) a financial assistance advisor who tells a student that “if you have sex with me, I can look out for scholarships for you”.

Any student who believes he or she is being subjected to sexual harassment, including sexual advances, should contact Jill Cranmore, our Title IX Coordinator, at 443-8756. The student/person may also contact the Illinois Department of Human Rights for further information or to file a charge at 312-814-6200 or 217-785-5100. Charges must be filed within 180 days of alleged sexual harassment. The charge and complaint process is described in more detail at http://www.illinois.gov/dhr/FilingaCharge/Pages/default.aspx.

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.

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 Preventing Discrimination & Sexual Violence (Title IX and SaVE Act for Students). 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. 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 fines and 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 the Operations Facility office of the College. 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 the President of the College 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.

The Notice shall further specify the amount due as a fine for the violation as provided in these Parking Regulations, the time for payment of said fine, the place or places said fine can be paid, and any additional penalties or interest that will become due for a failure to make timely payment of all amounts due for the violation.

Fines and Penalties
There shall be due and owing to the College as a fine for violations of these Parking Regulations, the following amounts:

1. No fee, but a written warning for the first violation within the calendar year;
2. $15.00 for the second violation within the calendar year;
3. $30.00 for the third and each subsequent violation committed within the calendar year.

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. If the required payment is not timely received, a late payment charge of $10.00 shall be due in addition to the specified fine.

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 Parking Regulations have been paid in full.

Any person to whom three (3) or more Notices of Violation have been sent within a calendar year, shall be subject to, in addition to all other fines and penalties provided for herein, having his/her vehicle parked in violation of these Parking Regulations, for the 4th 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!

**CANCELLATION OF CLASSES**

The decision to cancel classes because of inclement weather will be made by the President or her designated representative as early as possible. Students are encouraged to listen to the following radio or TV stations for class cancellations:

- **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

Students also receive texts/emails through the College’s Emergency Text Alert service in regard to the College closing for inclement weather. Enrolled students are registered for the service at the start of every Fall and Spring term. Students may also visit the following link to sign themselves up or update their cell/email information: [https://www.campusalerts.com/danvilleareacollege/](https://www.campusalerts.com/danvilleareacollege/).

**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 Dean 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 Administrative Council member 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 Dean of Student Services (217-443-8746, Lincoln Hall, Room 108) or by submitting an electronic report through the DACC website at [DACC Complaint/Grievance form](mailto:DACC Complaint/Grievance form). The Dean will acknowledge receipt of the complaint, conduct an investigation, and respond to the student in a reasonable amount of time. Students may contact the Dean 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 the Standards Committee 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 the President’s designee will identify individuals to serve on the Standards 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 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 Committee are responsible for the following:
   a) to hear and evaluate all of the information provided during the hearing process, and 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 as a recommendation for his/her consideration and final decision. The 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 the President’s designee, will communicate, in writing to all involved parties, the President’s 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 Board will be comprised of 1) three full-time students including the Student Senate President 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 Administrative Council member. The Administrative Council 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 Dean of Student Services (Stacy Ehmen, LH-108, 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.
<table>
<thead>
<tr>
<th>Grievance Issue</th>
<th>Informal Resolution Sequence of Contacts or of Process</th>
<th>Formal Resolution Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Complaint/Grievance <em>See specific issues below for channels generally followed by Dean of Student Services.</em></td>
<td>1. Dean of Student Services (for general guidance and assistance)</td>
<td>To be determined based on the type of grievance and parties involved. See specific instances below.</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>1. Instructor; Academic Dean; Director or Lead Instructor</td>
<td>Executive Vice President for Instruction and Student Services</td>
</tr>
<tr>
<td>Academic Probation or Suspension</td>
<td>1. Director of Counseling, 2. Dean of Student Services</td>
<td>Executive Vice President for Instruction and Student Services</td>
</tr>
<tr>
<td>Advisement Issues</td>
<td>1. Advisor, Faculty Advisor, or Academic Dean 2. Director of Counseling, 3. Dean of Student Services</td>
<td>Executive Vice President for Instruction and Student Services</td>
</tr>
<tr>
<td>Accommodations for Individuals with Disabilities</td>
<td>1. Director of Testing &amp; Academic Services or VP or Administrative Services 2. Dean of Student Services</td>
<td>Vice President of Human Resources/Title IX &amp; Section 504-ADA Coordinator</td>
</tr>
<tr>
<td>Conduct (Within Classroom)</td>
<td>1. Instructor 2. Academic Dean, Director or Lead Instructor 3. Dean of Student Services</td>
<td>Executive Vice President for Instruction and Student Services</td>
</tr>
<tr>
<td>Conduct (Outside Classroom)</td>
<td>1. Academic Dean, Director or Lead Instructor 2. Student Development Officer 3. Dean of Student Services</td>
<td>Executive Vice President for Instruction and Student Services</td>
</tr>
<tr>
<td>Educational Guarantee</td>
<td>4. Academic Deans, Director or Lead Instructor</td>
<td>Executive Vice President for Instruction and Student Services</td>
</tr>
<tr>
<td>Family Education Rights and Privacy Act</td>
<td>1. Director of Admissions 2. Dean of Student Services</td>
<td>Executive Vice President for Instruction and Student Services</td>
</tr>
<tr>
<td>Financial Aid Issues</td>
<td>1. Financial Aid Staff 2. Director of Financial Aid 3. Dean of Student Services</td>
<td>Executive Vice President for Instruction &amp; Student Services</td>
</tr>
<tr>
<td>Financial Aid Suspension</td>
<td>1. Director of Financial Aid, 2. Financial Aid Suspension Appeals Committee</td>
<td>Financial Aid Appeals Panel has final Decision-Making Authority</td>
</tr>
<tr>
<td><strong>Grievance Issue</strong></td>
<td><strong>Informal Resolution Sequence of Contacts or of Process</strong></td>
<td><strong>Formal Resolution Contact</strong></td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------</td>
<td>-------------------------------</td>
</tr>
</tbody>
</table>
| Grade Appeals       | 1. Instructor  
2. Academic Dean  
3. Executive Vice President for Instruction  
4. Grade Appeals Panel | Grade Appeals panel has final Decision-Making Authority |
| Graduation Requirements | 1. Advisor, Faculty Advisor, or Academic Dean  
2. Registrar  
3. Dean of Student Services | Executive Vice President for Instruction and Student Services |
| Harassment of Any Nature | 1. Any DACC Academic Dean or Administrator  
2. Dean of Student Services | Vice President of Human Resources/Affirmative Action Officer |
| Residency           | 1. Director of Admissions  
2. Dean of Student Services | Executive Vice President for Instruction & Student Services |
| Transfer Credit Guarantee | 1. Advisor  
2. Director of Counseling  
3. Dean of Student Services | Executive Vice President for Instruction and Student Services |
| Title IX Issues (Includes prohibiting discrimination on basis of gender including sexual harassment) | 1. Coach/Administrator  
2. Athletic Director/Dean  
3. Dean of Student Services | Title IX Coordinator (=VP of Human Resources) |
| Tuition & Fees or other Balances Due Issues | 1. Cashier  
2. Controller | Vice President of Finance/Chief Financial Officer |
| Other Issues        | 1. Instructor or Staff  
2. Administrator for the Division or Department  
3. Lead Administrator Responsible for the Area | Lead Administrator for the Area |

Formal complaints may also be filed electronically on the DACC website at [DACC Electronic Complaint/Grievance Form](http://dacc.edu/complaints). Questions about the entire process can be directed to The Dean 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](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 Danville Area Community College student ID and photo ID (Driver's License) when requested by Lab Monitor, Danville Area Community College Security or other Danville Area Community College 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](https://www.dacc.edu/about/consumer-student-information). Paper copies of the information can be obtained through the Dean of Student Services Office in Lincoln Hall, Room 108 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 Danville Area Community College's intent to comply with these intellectual property, copyright, and fair use guidelines. The incorporation of copyright compliance protects the ideas and products that Danville Area Community College'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 Danville Area Community College 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](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: [www.dacc.edu/about/consumer-student-information](http://www.dacc.edu/about/consumer-student-information).

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](http://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](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.

Danville Area Community College 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 Dean 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.

**DRESS RESTRICTIONS IN COLLEGE BUILDINGS**

As of October 2017, students, staff and campus guests are no longer allowed to wear clothing articles that obstruct their face. This includes sweatshirt hoods. Head coverings worn for religious purposes are allowed.

Why is this new rule being enforced? Clothing that obstructs a person’s face allows him/her to go unseen in the view of College personnel and security cameras. To ensure the safety of all students and staff, it is important for us to be able to identify everyone. A student who violates this policy will be in violation of the Student Code of Conduct. Guests in noncompliance will be asked to leave. Please note, sweatshirts/hoodies/shirts with hoods are allowed to be worn in the buildings, but without the actual hood on the head. The hood part of any shirt/sweatshirt is allowed to be worn outside.

**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 AODA 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 5/6-21
A. It is a Class B Misdemeanor to possess or sell alcohol if you are under 21.*
B. It is a Class A Misdemeanor to sell, give, or furnish false ID to an individual 21 years old or under (minimum $500 fine).
C. It is a Class B Misdemeanor to use or possess a false ID if you are under 21.*
D. It is a Class A Misdemeanor to sell, 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 $1,000 and up to 1 year in the county jail.
Class B Misdemeanors are punishable with a fine of $1 to $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. If you are convicted of drunk driving or driving while under the influence of drugs, it is a Class A Misdemeanor. Your driver’s license may be suspended or revoked and you will undergo a mandatory counseling program, as well as pay a fine up to $1,000 and serve up to one year in the county jail.

For your second offense, you will serve a mandatory jail sentence of 48 hours, or spend 10 days in community service, in addition to the above penalties. Your driver’s license will be suspended indefinitely.

For your third offense, or in a situation where great bodily harm or injury has resulted from your conduct, you are guilty of a Class 4 Felony, which could result in a term in the state prison for 1 to 3 years, as well as revocation of your license.

B. If you are convicted of illegal transportation of alcohol in a motor vehicle, you are guilty of a petty offense and will be fined up to $500 and suspension of driver’s license for 3 months.

**Illinois Penalties for Drinking and Driving Under Age 21:**

<table>
<thead>
<tr>
<th>Violation Type</th>
<th>Zero Tolerance (BAC of .01 or Greater)</th>
<th>DUI Conviction (BAC of .08 or Greater)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss of Driving Privileges (1st Violation)</td>
<td>3 months</td>
<td>2 years minimum</td>
</tr>
<tr>
<td>Loss of Driving Privileges Test Refusal (1st Violation)</td>
<td>6 months</td>
<td>2 years minimum</td>
</tr>
<tr>
<td>Loss of Driving Privileges (2nd Violation)</td>
<td>1 year</td>
<td>Until age 21 or 3 years minimum</td>
</tr>
<tr>
<td>Loss of Driving Privileges Test Refusal (2nd Violation)</td>
<td>2 years</td>
<td>Until age 21 or 3 years minimum</td>
</tr>
</tbody>
</table>

**Effect on Driving Record**
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**

<table>
<thead>
<tr>
<th>Illegal Drugs</th>
<th>Manufacture or Delivery (720 Illinois Compiled Statutes 570/401)</th>
<th>Possession (720 ILCS 570/402)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class X Felony</td>
<td>Class 1 Felony</td>
</tr>
<tr>
<td></td>
<td>6 to 30 years not more than $500,000 fine</td>
<td>4 to 15 years not more than $250,000 fine</td>
</tr>
</tbody>
</table>
### Heroin

<table>
<thead>
<tr>
<th>Amount</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 grams or more</td>
<td>10-14 grams</td>
</tr>
<tr>
<td>10 grams or less</td>
<td>15 grams or more</td>
</tr>
<tr>
<td></td>
<td>less than 15 grams</td>
</tr>
</tbody>
</table>

### Cocaine

<table>
<thead>
<tr>
<th>Amount</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 grams or more</td>
<td>1-14 grams</td>
</tr>
<tr>
<td>1 gram or less</td>
<td>15 grams or more</td>
</tr>
<tr>
<td></td>
<td>less than 15 grams</td>
</tr>
</tbody>
</table>

### Morphine

<table>
<thead>
<tr>
<th>Amount</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 grams or more</td>
<td>10-14 grams</td>
</tr>
<tr>
<td>10 grams or less</td>
<td>15 grams or more</td>
</tr>
<tr>
<td></td>
<td>less than 15 grams</td>
</tr>
</tbody>
</table>

### Peyote

<table>
<thead>
<tr>
<th>Amount</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 grams or more</td>
<td>50-199 grams</td>
</tr>
<tr>
<td>50 grams or less</td>
<td>200 grams or more</td>
</tr>
<tr>
<td></td>
<td>less than 200 grams</td>
</tr>
</tbody>
</table>

### Barbiturates

<table>
<thead>
<tr>
<th>Amount</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 grams or more</td>
<td>50-199 grams</td>
</tr>
<tr>
<td>50 grams or less</td>
<td>200 grams or more</td>
</tr>
<tr>
<td></td>
<td>less than 200 grams</td>
</tr>
</tbody>
</table>

### Amphetamines

<table>
<thead>
<tr>
<th>Amount</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 grams or more</td>
<td>50-199 grams</td>
</tr>
<tr>
<td>50 grams or less</td>
<td>200 grams or more</td>
</tr>
<tr>
<td></td>
<td>less than 200 grams</td>
</tr>
</tbody>
</table>

### Lysergic Acid (LSD)

<table>
<thead>
<tr>
<th>Amount</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 grams or more</td>
<td>5 to 14 grams or hits</td>
</tr>
<tr>
<td>5 grams or less</td>
<td>15 grams or more</td>
</tr>
<tr>
<td></td>
<td>less than 15 grams</td>
</tr>
</tbody>
</table>

### Petazocine

<table>
<thead>
<tr>
<th>Amount</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 grams or more</td>
<td>10 to 29 grams</td>
</tr>
<tr>
<td>10 grams or less</td>
<td>30 grams or more</td>
</tr>
<tr>
<td></td>
<td>less than 30 grams</td>
</tr>
</tbody>
</table>

### Methaqualone

<table>
<thead>
<tr>
<th>Amount</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 grams or more</td>
<td>10 to 29 grams</td>
</tr>
<tr>
<td>10 grams or less</td>
<td>30 grams or more</td>
</tr>
<tr>
<td></td>
<td>less than 30 grams</td>
</tr>
</tbody>
</table>

### Phencyclidine

<table>
<thead>
<tr>
<th>Amount</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 grams or more</td>
<td>10 to 29 grams</td>
</tr>
<tr>
<td>30 grams or less</td>
<td>30 grams or more</td>
</tr>
<tr>
<td></td>
<td>less than 30 grams</td>
</tr>
</tbody>
</table>

### Ketamine

<table>
<thead>
<tr>
<th>Amount</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 grams or more</td>
<td>11 to 30 grams</td>
</tr>
<tr>
<td>less than 10 grams</td>
<td>30 grams or more</td>
</tr>
<tr>
<td></td>
<td>less than 30 grams</td>
</tr>
</tbody>
</table>

### GHB

<table>
<thead>
<tr>
<th>Amount</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 grams or more</td>
<td>50 to 200 grams</td>
</tr>
<tr>
<td>less than 50 grams</td>
<td>200 grams or more</td>
</tr>
<tr>
<td></td>
<td>less than 200 grams</td>
</tr>
</tbody>
</table>

### Ecstasy

<table>
<thead>
<tr>
<th>Amount</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 grams or more</td>
<td>50 to 199 grams</td>
</tr>
<tr>
<td>50 grams or less</td>
<td>200 grams or more</td>
</tr>
<tr>
<td></td>
<td>less than 200 grams</td>
</tr>
</tbody>
</table>

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.

### 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

### Possession (720 Illinois compiled Statutes 550/4)

- **Class C Misdemeanor**: 2.5 grams or less, $500 fine and/or thirty days in jail
- **Class B Misdemeanor**: between 2.5-10 grams, $500 fine and/or six months in jail
- **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

### Federal Drug Laws

The possession, use, or distribution of illicit drugs is prohibited by federal law. 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.

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Penalty Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 kg or more</td>
<td>Not less than 10 years prison, not more than life. Fine up to $4 million</td>
</tr>
<tr>
<td>100-999 kg</td>
<td>Not less than 5 years prison, not more than 40 years. Fine up to $2 million</td>
</tr>
<tr>
<td>50-99 kg</td>
<td>Up to 20 years imprisonment. Fine up to $1 million</td>
</tr>
<tr>
<td>50 kg or less</td>
<td>Up to 5 years imprisonment. Fine up to $250,000</td>
</tr>
</tbody>
</table>

Methamphetamine

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Penalty Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 grams or more</td>
<td>Not less than 10 years prison, not more than life. Fine up to $4 million</td>
</tr>
<tr>
<td>10-49 grams</td>
<td>Not less than 5 years prison, not more than 40 years. Fine up to $2 million</td>
</tr>
<tr>
<td>10 grams or less</td>
<td>10-21 months prison. Fine up to $1 million</td>
</tr>
</tbody>
</table>

PCP

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Penalty Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 grams or more</td>
<td>Not less than 10 years prison, not more than life. Fine up to $4 million</td>
</tr>
<tr>
<td>10-99 grams</td>
<td>Not less than 5 years prison, not more than 40 years. Fine up to $2 million</td>
</tr>
<tr>
<td>10 grams or less</td>
<td>10-21 months prison. Fine up to $1 million</td>
</tr>
</tbody>
</table>

Rohypnol

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Penalty Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 gram or more</td>
<td>Up to 20 years imprisonment. Fine up to $1 million</td>
</tr>
<tr>
<td>less than 30 mgs</td>
<td>Up to 5 years imprisonment. Fine up to $250,000</td>
</tr>
</tbody>
</table>

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
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. It 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 Dean 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:

- Addiction Behavioral Counseling Services 217-443-1989
- Alcohol Chemical Evaluation Services (ACES) 217-443-9190
- Alcoholics Anonymous 217-443-2039
- Hoopeston Multi-Agency 217-283-5544
- Illinois Tobacco Quit-line 866-784-8937
- New Directions Treatment Center 217-442-9026
- Pathways at Seifert Counseling 217-443-9511
- The Pavilion 800-373-1700
- Prairie Center Health Systems 217-477-4500

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

<table>
<thead>
<tr>
<th>Substance</th>
<th>Names/Nicknames/ Slang Terms</th>
<th>Some of the Short Term Effects</th>
<th>Some of the Risks/Long Term Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Abuse</td>
<td>Juice, moonshine, hooch</td>
<td>Intoxication can impair brain function, motor skills; slurred speech, drowsiness, vomiting, upset stomach, headaches, breathing difficulties, distorted vision/hearing; impaired judgment, decreased perception/coordination, unconsciousness, and blackouts (memory lapses where the drinker cannot remember events that occurred under the influence)</td>
<td>Addiction; alcohol affects every organ in the drinker's body and can damage a developing fetus; heavy use can increase risk of certain cancers, stroke, and liver disease. It can also cause physical dependence.</td>
</tr>
<tr>
<td>Cannabis/Marijuana</td>
<td>Pot, grass, dope, weed, joint, bud, reefer, doobie</td>
<td>Heightened sensory perception; euphoria, followed by drowsiness/relaxation; impaired short-term memory, attention, judgment,</td>
<td>Addiction; mental disorders; associated with depression and anxiety</td>
</tr>
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<tr>
<td>Cocaine</td>
<td>Coke, cracks, snow, powder, blow, rock</td>
<td>coordination and balance; increased heart rate; increased appetite.</td>
<td>Addiction; restlessness, anxiety, irritability, paranoia, panic attacks, mood disturbances; insomnia; nasal damage and difficulty swallowing; GI problems; HIV</td>
</tr>
<tr>
<td>Pres. Stimulants Abuse</td>
<td>Amphetamines (Dexedrine, Adderall); Methylphenidate (Ritalin, Concerta)</td>
<td>Increased alertness, attention, energy; irregular heartbeat, dangerously high body temperature, potential for cardiovascular failure or seizures.</td>
<td>High doses, or alternate routes of administration (snorting, injecting) can lead to anxiety, hostility, paranoia, psychosis; addiction.</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>Meth, crank, crystal meth, ice, chalk, Christina, Tina, ice</td>
<td>Enhanced mood; increased heart rate, blood pressure, body temperature, energy and activity; decreased appetite; dry mouth; increased sexuality; jaw-clenching</td>
<td>Addiction; memory loss, weight loss; impaired cognition; insomnia, anxiety, irritability, confusion, paranoia, aggression, mood disturbances, hallucinations, violent behavior; liver, kidney, lung damage; severe dental problems; cardiac and neurological damage; HIV, Hepatitis; depression, anxiety, fatigue</td>
</tr>
<tr>
<td>Inhalants</td>
<td>Amies, air blast, boppers, bagging, whippets</td>
<td>Confusion; nausea; slurred speech; lack of coordination; euphoria; dizziness; drowsiness; lightheadedness, hallucinations/delusions; headaches; suffocation; convulsions/seizures; heart failure; coma; sudden sniffing death</td>
<td>Addiction; myelin break down leading to muscle spasms, tremors, and possible permanent motor impairment; liver/kidney damage.</td>
</tr>
<tr>
<td>Pres. Sedatives, Sleeping Pills, or Anxiolytics Abuse</td>
<td>Abuse of...Nembutal, Valium, Xanax</td>
<td>Drowsiness, relaxation; overdose</td>
<td>Addiction; tolerance; physical dependence</td>
</tr>
<tr>
<td>Hallucinogens</td>
<td>LSD (acid, stamps, dots, a-bombs)</td>
<td>Elation, depression, arousal, paranoia or panic; impulsive behavior, rapid shifts in emotions; distortions in perception; increased body temperature, heart rate, blood pressure; nausea; loss of appetite; sweating; dry mouth; jaw clenching</td>
<td>Frightening flashbacks, Hallucinogen Persisting Perception Disorder (HPPD); seizures; coma; hyperthermia; tolerance develops</td>
</tr>
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<td></td>
<td>PCP (crystal, tea, angel dust, killer weed, rocket fuel, wack)</td>
<td>Shallow, rapid breathing, increase in heart rate and blood pressure; nausea; blurred vision, dizziness, numbness; slurred speech, confusion; loss of coordination; feeling of being separated from one’s body</td>
<td>Memory loss; difficulties with speech and thinking; depression; weight loss; psychotic behavior; violent acts, psychosis; physical dependence; psychological dependence</td>
</tr>
<tr>
<td></td>
<td>Psilocybin (mushrooms, magic mushrooms, shrooms, caps)</td>
<td>Relaxation; altered sensory perception; increased energy, heart rate; decreased appetite</td>
<td>Memory loss; confusion; shortened attention span; may intensify existing psychosis</td>
</tr>
<tr>
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<tr>
<td>Ketamine (K, super K, special K)</td>
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<td>Dream-like states, hallucinations; impaired attention and memory; impaired motor function; high blood pressure; depression</td>
<td>Urinary tract and bladder problems; abdominal pain; major convulsions, muscle rigidity; increased confusion; increased depression; physical and psychological dependence</td>
</tr>
<tr>
<td>MDMA (Ecstasy/ Molly)</td>
<td></td>
<td>Euphoria; increased energy, alertness, empathy; decreased fear, anxiety; increased/irregular heartbeat; dehydration; chills; sweating; impaired cognition and motor function; reduced appetite</td>
<td>Impulsiveness; irritability; sleep disturbances; anxiety addiction</td>
</tr>
<tr>
<td>Street Opioids (Heroin, Opium)</td>
<td>H, junk, smack</td>
<td>Euphoria; warm flushing of skin; dry mouth; heavy feeling in extremities; clouded thinking; alternate wakeful and drowsy states; nausea; depressed respiration</td>
<td>Addiction; physical dependence; collapsed veins; abscesses; infection of heart lining and valves; arthritis/other rheumatologic problems; HIV; Hepatitis C</td>
</tr>
<tr>
<td>Prescription Opioids Abuse</td>
<td>Hydrocodone, Oxycodone, Codeine</td>
<td>Pain relief; drowsiness; nausea; constipation; increased risk of depressed respiration leading to coma or death</td>
<td>Tolerance; addiction</td>
</tr>
<tr>
<td>Androgenic Anabolic Steroids (Abuse)</td>
<td>Roids, juice</td>
<td>Headaches; acne; fluid retention; stomach pains; gastrointestinal irritation</td>
<td>Liver damage; high blood pressure; anger management problems; reduced fertility; stroke; congestive heart failure</td>
</tr>
</tbody>
</table>


**EMERGENCY TEXT & EMAIL ALERTS**

Danville Area Community College offers an Emergency Text Messaging system, Campus Alerts, 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 Dean of Student Services at 217-443-8746.**

Emergency Text Messaging is just one of the methods DACC will use to communicate emergency information to students, faculty, and staff. 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.

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. Violators may be brought to the attention of DACC officials, 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
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.

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/.

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). 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 007). Changes in your enrollment status 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 do 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 hostility. Activities which disrupt the learning process for other students and which interfere with faculty in the performance of their duties will be disciplined according to guidelines established by the college. Violations of standards of conduct as detailed by, but not limited to, this Code 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 withdrew 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”. This Student Code of Conduct does apply at all locations of DACC, including off campus sites, at college sponsored events, and in the online environment.

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 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, or any other person employed by the college. A person’s status in a particular situation shall be determined by the Vice President of Instruction and Student Services.

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 Instruction and Student Services to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a rules violation has been committed.

The term “Student Conduct Officer” means a DACC official authorized on a case-by case-basis by to impose sanctions upon any student(s) found to have violated the Student Code of Conduct. The Vice President of Instruction and Student Service may authorize the Student Conduct Officer to serve
simultaneously as a Student Conduct Officer and the sole member or one of the members of the Student Conduct Hearing Committee. The Vice President of Instruction and Student Services may authorize the Student Conduct Officer to impose sanctions in all cases.

The term “Appeals Committee” means any person or persons authorized by the DACC President to consider an appeal from the 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.

The terms “will” and “shall” is something a person will do or expected to do.

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

The term “policy” means 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 “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member the DACC faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

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 “Complainant” means any person who submits a referral alleging that a student violated this Student Code of Conduct. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same right’s under this Student Code as are provided to the Complainant” even if another member of the DAC community submitted the charges itself.

The term “Accused” or “Respondent” 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 Sexual Misconduct Policy and Procedure also defines terms for students to know and understand.

The term “disruptive behavior” shall include, but 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 humiliates, degrades, abuses, or endangers them regardless of a 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 **“accused student”** means any student accused of violating this Student Code of Conduct.

The term **“FERPA”** means the Family Educational Rights and Privacy Act of 1974. It 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 DAC policies.

**Student Code of Conduct Authority**
- The Dean of Student Services is responsible for the Student Code of Conduct.
- The Dean of Student Services shall develop policies and procedures for the administration of the Student Code of Conduct system.
- Decisions made by a Student Conduct 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 DACC premises and at DACC sponsored activities. Each student shall be responsible for his/her conduct on DACC premises and at DACC sponsored activities. 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 misconduct is subject to disciplinary sanctions as outlined in “Sanctions” section of the Student Code of Conduct.

1. Acts of dishonesty, including but not limited to the following:
   1. Cheating, plagiarism, or other forms of academic dishonesty
   2. Furnishing false information to any DACC administrator, faculty, staff member, or department
   3. 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. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
5. Sexual misconduct which includes, but is not limited to, sexual assault, domestic violence, dating violence, and/or stalking.
6. Sexual harassment, explicit sexual propositions, innuendos, jokes, obscene materials, unwanted advances, sexual favors, physical, verbal, or visual conduct based on sex.
7. 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.
8. 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.
9. Engaging in acts of hazing, bullying or intimidating towards members of the DACC community. Forms of bullying also include stalking, cyber-bullying, or other forms of electronically-based communications.
10. 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.
11. Unauthorized possession, duplication or use of keys to DACC premises.
12. Unauthorized access to any DACC 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, or distribution of marijuana, heroin, narcotics, or other controlled substances.
16. Use, possession, manufacturing, or distribution of alcoholic beverages, or public intoxication.
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 or off-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 DACC premises.
20. Riding skateboards, roller skates, or other similar activities on DACC 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 the DACC 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 DACC 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 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:
1. 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.
2. Falsification, distortion, or misrepresentation of information before the Student Conduct Officer or Student Conduct Hearing Committee.
3. Disruption or interference with the orderly conduct of a Student Code of Conduct discipline proceeding.
4. Attempt to discourage an individual’s proper participation in, or use of, the Student Code of Conduct system.
5. Attempting to influence the impartiality of a member of a Student Conduct Hearing Committee.
6. Harassment (defined above) and/or intimidation of a member of a Student Conduct Hearing Committee and/or any witness.
7. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
8. Influencing or attempting to influence another person to commit an abuse of the Student Code of Conduct system.
24. Wearing clothing articles that obstruct the person’s face while in the buildings. Example includes sweatshirt hood on head while “inside” a DACC building. Please note: religious head coverings are exempt from this rule.
25. Retaliation acts toward other students, faculty, staff, or administrators.
26. Violation of any federal, state or local law.

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

1. Classroom Management: Each faculty member is responsible for managing classroom behaviors. In the case a student’s misconduct violates the Code of Conduct a faculty member may impose sanctions. If the violation results in removal from the classroom or from the DACC campus, the faculty will first complete an Incident/Conduct Report, to ensure students will receive due process. The report will be submitted to the Conduct Officer.
2. Referrals: Any member of the DACC community may refer a student for behavior which violates the Code of Conduct. The Incident/Conduct Report is to be completed and submitted to the Code of Conduct Officer. Referrals should be submitted as soon as possible after the event takes place.
3. Upon receiving a referral the Student Conduct Officer may conduct an investigation to determine if the misconduct violates the Code of Conduct.
   a. Violations that may result in sanctions leading up to probation may be addressed through an informal Disciplinary Meeting conducted by the Student Conduct Officer.
   b. Violations that may result in sanctions leading up to suspension shall be addressed through a formal Student Conduct Committee.
4. Disciplinary Meetings shall be conducted by the following procedures as stated below:
   a. The student will receive written notice of the Disciplinary Hearing no later than three business days prior to the Hearing. Typically 2-3 Conduct Officers will be present.
   b. The student 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 student has violated the Student Code of Conduct.
5. Student Conduct Hearings shall be conducted by the following procedures as stated below:
   a. All parties 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 student, the Student Conduct Officer, at his/her discretion, may schedule joint or separate hearings for each student accused. 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 other person, besides the complainant’s and/or respondent’s advisor (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. The advisor should be a member of the DACC community. If the advisor is not a member of the DACC community or an attorney, the College must be notified 48 hours before the hearing takes place. DACC also has the right to have an attorney present if the complainant or accused has determined their advisor is one too. 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 his/her own information, and therefore, advisors are not permitted to speak or to participate directly 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 Committee. Questions may be suggested by the Complainant and/or Accused students to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Committee with such questions directed to the Student Conduct Officer, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the Student Conduct Officer.

i. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Student Conduct Committee at the discretion of the Student Conduct Officer.

j. All procedural questions are subject to the final decision of the Student Conduct Officer.

k. After the portion of the Student Conduct Hearing concludes in which all pertinent information has been received, the Student Conduct 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 Committee’s determination shall be made 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 Committee will determine if the information presented indicates the student has violated the Student Code of Conduct and make recommendations for sanctions.

o. Sanctions will be imposed by the Student Conduct Officer.

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 to be appropriate.

8. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code of Conduct as are provided to the Complainant, even if another member of the DACC community submitted the referral itself.

Sanctions & Decisions

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

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/Banned - 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 situations involving both an accused student(s) and a student(s) claiming to be a victim of another student’s conduct, the records of the process and sanctions imposed will be considered to be educational records of both.
- 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 and imposed by the Student Conduct Officer. The Student Conduct Committee will recommend sanction(s). Following the Student Conduct Hearing the Student Conduct Officer shall advise the accused student(s) in writing within seven (7) calendar days of its determination and of the sanction(s) imposed, if any.
- Both parties have the right to appeal. See below.

Interim Suspension

In certain circumstances, the Student Conduct Officer, or a designee, may impose a 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; 2) to ensure the student’s own physical or
emotional safety and well-being; or 3) if the student poses an 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. 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.

Appeals

1. A decision reached by the Student Conduct Hearing or a sanction imposed by the Student Conduct Officer may be appealed by the Accused Student(s) or Complainant(s) to the Vice President of Instruction & Student Services within seven (7) days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President of Instruction & Student Services.

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. If an appeal is upheld by the Vice President of Instruction and Student Services, the matter shall be returned to the original Student Conduct Committee and Student Conduct Officer to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

Interpretation, Revision, and File Maintenance

1. Any question of interpretation or application of the Student Code of Conduct shall be referred to the Dean of Student Services or the Vice President of Instruction and Student Services.

2. The Student Code of Conduct shall be reviewed every five years under the direction of the Dean of Student Services and the Vice President of Instruction and Student Services.

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

The initiation of a complaint will not result in retaliation, bias, or intimidation against the complainant or any witnesses involved in any investigation. 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.
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: 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.

**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 Campus 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 2014-15 school year and for whom 150% of the normal time-to-completion has elapsed.

<table>
<thead>
<tr>
<th>Fall 2014 Cohort</th>
<th>DACC Number</th>
<th>DACC Percentage</th>
<th>All Illinois Community Colleges Number</th>
<th>All Illinois Community Colleges Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-time, full-time degree/certificate-seeking students</td>
<td>376</td>
<td>N/A</td>
<td>28,477</td>
<td>N/A</td>
</tr>
<tr>
<td>Graduation Rate: Completed degree or certificate within 150% of scheduled time (3 years)</td>
<td>127</td>
<td>34%</td>
<td>8,037</td>
<td>28%</td>
</tr>
<tr>
<td>Transfer-Out Rate: Transferred to another school within 150% of scheduled time (3 years); did not complete degree or certificate</td>
<td>71</td>
<td>19%</td>
<td>6,308</td>
<td>22%</td>
</tr>
<tr>
<td>Still Enrolled</td>
<td>28</td>
<td>6%</td>
<td>3,260</td>
<td>11%</td>
</tr>
<tr>
<td>Successful Progress Rate: Includes graduated, transferred, and still enrolled</td>
<td>219</td>
<td>58%</td>
<td>17,605</td>
<td>62%</td>
</tr>
</tbody>
</table>

SOURCE: ICCB GRS 2017-18 Reporting Year Graduation Rates Survey Summary

During the fall semester of 2014, 376 first-time, full-time, certificate or degree-seeking undergraduate students entered Danville Area Community College. After 3 years (or as of August 31, 2017), 34% of these students had graduated from our institution or completed their programs and 19% 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 2014 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](https://www.dacc.edu/depts/ier/data).
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 telecommunications 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 form service provider may apply. Students are automatically enrolled into the program, but may “opt-out” by contacting the Dean of Student Services (stacy@dacc.edu or LH-108). 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.

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 Criminal Activity or Emergencies to the DACC Security Office

- In Person: DACC Security Office, Lincoln Hall, Room 007
- 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 Internet Home Page. A minimum of one campus safety and/or crime awareness program is provided per semester, free of charge, for students and staff of the College through the Office of Human Resources/Affirmative Action, Student Services and the CQI Student Development Team.

**Sexual Assault Education Program** - In support of The Higher Education Amendments of 1992, the Student Services Office and CQI Student Development Team offers a minimum of one sexual-assault 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 Dean 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](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 007). 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.
Security Report and Crime Statistics - This report including crime statistics for the three preceding years is provided through publications and mailings to all current students and staff on an annual basis no later than October 1st of each year. Potential students and applicants for employment may find the Report on the DACC Internet Home Page by clicking on the For Employees or the For Students link and looking under Documents. This information may also be obtained from the Security Office, the Human Resources Office or the Office of Student Services. The public may visit the DACC Security Office and request to view the Campus Security Log information. The Danville Public Safety Department is requested to provide information regarding calls and/or arrests for the surrounding area of the DACC Main Campus (2000 E. Main St, Danville, IL) but are not mandated to so. There may be reporting years this information is not available).

CRIME STATISTICS FOR DACC MAIN CAMPUS:
SEPT 2018 REPORT ON 2015, 2016 & 2017 DATA

<table>
<thead>
<tr>
<th>CRIMINAL OFFENSES</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses (including Rape)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violations</td>
<td>X</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>X</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Stalking</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes per Offenses Listed Above*</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*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. Note: first mandatory reporting is calendar year 2014.

<table>
<thead>
<tr>
<th>ARRESTS</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
CRIME STATISTICS FOR DACC EXTENSION SITES & AREA SURROUNDING MAIN CAMPUS
* DATA FROM OCTOBER 2017 REPORT: 2015, 2016 & 2017

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.)

<table>
<thead>
<tr>
<th>CRIMINAL OFFENSES (Main Campus Surrounding Areas)</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses (including Rape)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>7</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>13</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>X</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>X</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>X</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes per Offenses Listed Above*</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
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* 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. Note: first mandatory reporting is calendar year 2014.
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<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>1</td>
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<tr>
<td>Drug Law Violations</td>
<td>28</td>
<td>0</td>
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</tr>
<tr>
<td>Illegal Weapons Possession</td>
<td>5</td>
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</tr>
</tbody>
</table>

# 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
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:
- Indiana Residents: https://indianavoters.in.gov/PublicSite/PublicMain.aspx
Student’s 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.

<table>
<thead>
<tr>
<th>Policy/Procedure/Service/Information</th>
<th>For More Info, Call or Visit</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendar</td>
<td>Admissions &amp; Records (VH)</td>
<td>217-443-8800</td>
</tr>
<tr>
<td>Accommodations for Students with Disabilities</td>
<td>Testing Center (CH-103)</td>
<td>217-443-8708</td>
</tr>
<tr>
<td>Address Changes</td>
<td>Admissions &amp; Records (VH)</td>
<td>217-443-8802</td>
</tr>
<tr>
<td>Anti-Harassment in Education Policy</td>
<td>Human Resources (VH)</td>
<td>217-443-8757</td>
</tr>
<tr>
<td>Attendance &amp; Leave of Absence Policies</td>
<td>Admissions &amp; Records (VH)</td>
<td>217-443-8800</td>
</tr>
<tr>
<td>Books (for Classes)</td>
<td>Bookstore (LH)</td>
<td>217-443-8759</td>
</tr>
<tr>
<td>Campus Security Report</td>
<td>Registrar (VH)</td>
<td>217-443-8803</td>
</tr>
<tr>
<td>College Catalog</td>
<td>Admissions Office (VH)</td>
<td>217-443-8802</td>
</tr>
<tr>
<td>Complaints/Grievances</td>
<td>Dean of Student Services (LH)</td>
<td>217-443-8746</td>
</tr>
<tr>
<td>Consumer/Student Information</td>
<td>Dean of Student Services (LH)</td>
<td>217-443-8746</td>
</tr>
<tr>
<td>Copyright &amp; Peer-to-Peer File Sharing</td>
<td>Dean of Student Services (LH)</td>
<td>217-443-8746</td>
</tr>
<tr>
<td>DACC Curriculum Guides (Cert &amp; Degree Requirements)</td>
<td>Academic Advisement &amp; Counseling (LH)</td>
<td>217-443-8750</td>
</tr>
<tr>
<td>DACC Student ID &amp; E-Mail Communications</td>
<td>Computer &amp; Network Services (TC)</td>
<td>217-443-8871</td>
</tr>
<tr>
<td>DACCnet Acceptable Use Policy</td>
<td>Internet System Administrator (TC)</td>
<td>217-443-8871</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>Academic Advisement &amp; Counseling (LH)</td>
<td>217-443-8750</td>
</tr>
<tr>
<td>Disclosure of Private Mental Health (Policy &amp; Form)</td>
<td>Admissions &amp; Records (VH)</td>
<td>217-443-8800</td>
</tr>
<tr>
<td>Drop/Withdrawal Policy</td>
<td>Admissions &amp; Records (VH)</td>
<td>217-443-8800</td>
</tr>
<tr>
<td>Drug Free Learning Environment/Policy on Alcohol &amp; Drugs</td>
<td>Admissions &amp; Records (VH)</td>
<td>217-443-8802</td>
</tr>
<tr>
<td>Drug Prevention &amp; Education Programs</td>
<td>Assistant Dean of Student Services (LH)</td>
<td>217-443-8593</td>
</tr>
<tr>
<td>Emergency Text Alert</td>
<td>Information Office (VH)</td>
<td>217-443-3222</td>
</tr>
<tr>
<td>Financial Aid: Student Aid, Loan Counseling, Private Loans</td>
<td>Financial Aid (VH)</td>
<td>217-443-8864</td>
</tr>
<tr>
<td>Financial Responsibility</td>
<td>Cashier/Accounts Receivable (VH)</td>
<td>217-443-8767</td>
</tr>
<tr>
<td>Notes: To opt out of alerts, contact the Dean of Student Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
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</tbody>
</table>
| Gainful Employment Information (for Certificates)  
https://www.dacc.edu/aac/guides/2018-2019 Click on GEA Info | 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 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 |
| Non-Discrimination Statement  
http://www.dacc.edu/nondiscrimination | Human Resources Director (VH) | 217-443-8756 |
| Preventing & Reporting Sexual Violence/Misconduct  
http://dacc.edu/titleix | Human Resources (VH) or Dean of Student Services (LH) | 217-443-8756  
217-443-8746 |
| Residency Policy (effects tuition rates)  
http://www.dacc.edu/ar/residency | Admissions Office (VH) | 217-443-8802 |
| Scholarships (through DACC Foundation)  
| Scholastic Policies (Standards of Academic Progress)  
https://dacc.edu/assets/pdfs/currentstudents/AcademicStandards-ForAllStudents.pdf | Various Offices | 217-443-3222  
=Information |
| Shopping Sheet (part of Jaguar Spot/New Self Service)  
https://selfsrv.dacc.edu/Student/Account/Login?ReturnUrl=%2fstudent | Financial Aid (VH) | 217-443-8864 |
| Student Code of Conduct  
http://www.dacc.edu/student-handbook/ | Dean of Student Services (LH) | 217-443-8746 |
| Student Handbook  
| Student Outcomes Data  
https://www.dacc.edu/depts/ier/data | Institutional Effectiveness (CH) | 217-443-8856 |
| Students' Rights to Privacy  
https://www.dacc.edu/ar/ferpa | Admissions & Records (VH) | 217-443-8800 |
| Tobacco Free Campus Policy  
http://www.dacc.edu/tfc/faq | Dean of Student Services | 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 | Dean of Student Services (LH) | 217-443-8746 |
Danville Area Community College

ACADEMIC CALENDAR
2018-2019

Fall Semester 2018-2019
Staff In-Service Days........... August 15-16
Faculty Preparation Day......... August 17
Fall Classes Begin............... August 20
Labor Day Holiday............... September 3
Columbus Day Holiday.......... October 8
Veterans Day Holiday........... November 12
Thanksgiving Holidays.......... November 22-23
Study Day or Makeup Day....... December 10
Final Exams..................... December 11-14

Winter Session 2018-2019
Winter Term Begins............ December 17
Christmas Day Holiday......... December 25
New Year’s Day Holiday........ January 1
Winter Term Ends............... January 4

Spring Semester 2018-2019
Faculty/Staff In-Service Days... January 9-10
Faculty Preparation Day......... January 11
Spring Classes Begin ........... January 14
M.L. King’s Birthday Holiday ... January 21
President’s Holiday............ February 18
Semester Break.................. March 25-29
Good Friday Holiday.......... April 19
Study Days or Makeup Days ..... May 9-10
Final Exams..................... May 13-16
Post Exam / Commencement..... May 17

Summer Session 2018-2019
Early Summer Classes Begin.... May 20
Memorial Day Holiday.......... May 27
Early Summer Classes End...... June 7
Regular Summer Classes Begin.. June 10
Independence Day Holiday......July 4
Regular Summer Classes End....July 26