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

DACC Mission Statement
Federal Compliance

Credits, Program Length, and Tuition

Danville Area Community College measures course completion in terms of semester hours. The College has traditional fall and spring semesters consisting of sixteen weeks each, with fifteen weeks of instruction and one week of final examinations. The College also offers a summer session, with classes running from three to seven weeks, depending upon how frequently they meet. In addition the College offers limited classes in an intensive-three week session between fall and spring semesters.

DACC offers courses and programs that adhere to the Illinois Community College Board Administrative Rules and their policies and procedures. The length of degree programs (ASA, AES, AAS, AGS) and certificates are within the norm for community college programs of their type regionally and nationally. Specific program information can be found on the DACC website and in the College Catalog, curriculum guides and marketing materials for each program. The ICCB Administrative Rules, catalog, curriculum guides, and marketing materials for each program are available in the Resource Room.

The DACC Board of Trustees establishes a tuition rate each academic year. The current tuition rate is $74 per credit hour for in-district students age 60 or older; out-of-district students with authorization for partial student support from their community college district board or district community college administrator; and out-of-district and out-of-state students who are employed 35 or more hours a week in the district. Tuition is waived for in-district students over age 60. Tuition for out-of-state Indiana students residing in a specially designated seven-county area is $102 per semester hour. Tuition for all other out-of-state students and for international students is $150 per semester hour.

In-district students pay $74 per semester hour for online courses; all other residency students pay $102 per credit hour for online courses. In addition students are charged a fee of $45 per course. All students regardless of residency status or age are required to pay a $10 per credit hour technology/activity fee. This includes students taking online classes. Students are also charged a fee for each course that requires a laboratory, extraordinary equipment, or special services.

Special tuition rates apply to specific instructional programs. In the Radiologic Technology and Sonography programs, the tuition is $148 per credit hour for in-district students; $176 for out-of-state students who live in the designated seven-county area; and $224 for all other students. The tuition rate for the Tractor Trailer Driving program is $240 per credit hour, and for the Cosmetology program is $250 per credit hour. These tuition rates are justifiable because of the costs to deliver the programs and the salaries graduates can expect to earn after completing the programs.

DACC provides clear consumer information on tuition and fees in numerous College publications. Costs are communicated in recruitment materials as well as press releases. The College strives to keep tuition and fees competitive with other area community colleges. See the DACC History of In-District Tuition Rate (Appendix D) and Illinois Community College Tuition/Fees Rate FY 09 and FY 10 (Appendix E).
Institutional Compliance with the Higher Education Reauthorization Act

Danville Area Community College’s Student Financial Aid (SFA) office is in compliance with the Higher Education Reconciliation Act (HERA) enacted on 2/8/06 which amended the Higher Education Act in all aspects of operations. Student Financial Assistance at DACC is available in the form of scholarships, grant, loans, and part-time employment. In-depth information and counseling is provided by four full-time staff members in addition to several part-time student Federal College Work-study employees who maintain the office and provide service to DACC students.

DACC is in full compliance of the Higher Education Reauthorization Act with a current Program Participation Agreement (PPA) and Eligibility and Certification Approval Report (ECAR) that will expire in 2014 (ten year approval at last recertification). The College is eligible to participate in these Federal Title IV Programs: Pell; Supplemental Educational Opportunity Grant (SEOG); Academic Competitiveness Grant (ACG); Work-Study Program; and Family Educational Loan Program (FFEL). The College is eligible to apply for participation in the Title I through Title XV programs under the Higher Education Act of 1965, as amended. The PPA and ECAR are available in the Resource Room.

About 68 percent of the DACC student body receives some type of Student Financial Assistance (SFA) each year. The most current completed award year of 2007-2008 revealed a total of funds disbursed from federal, state, institutional, and various agencies in the form of grants, scholarships, waivers and loans to be $5,520,918.00. The IBHE Annual Report 2008 is available in the Resource Room.

A major challenge facing the SFA office is the increase in the volume of students requesting to borrow using the FFEL Stafford loan program. Several years back DACC’s Loan Cohort Default rates were at a level placing them in jeopardy of losing eligibility to participate in the Federal student aid programs. At that time a Default Management Plan was created and enforced which greatly lowered the default rate and helped the SFA office manage student loan accounts. The default rate for fiscal year 2005 was 10.3 percent and for 2006 it was 19 percent. In 2007 (the current rate) is 15 percent. The reason for this wide fluctuation was that DACC has a low volume of borrowers.

With the decrease of gift aid available to students and the overall climate to ‘buy now pay later’ it is difficult to manage the loan volume and the procedures that would help towards limiting loan default. DACC’s goal is to utilize the Loan Request Form to not only assess loan eligibility but also to refer students to other sources of funding such as the DACC Foundation, Scholarship Search entities, and area agencies as well as the DACC FACTS payment plan. The hope is that students will utilize these options and avoid borrowing. Another goal is to improve the tracking techniques for those who do have loans and to utilize some of the free services offered by various loan services and guarantee agencies to facilitate loan default avoidance.

DACC’s SFA office meets the Administrative Capability Requirement Standards as set forth in CFR 668.16(o). The FSA Handbook indicates major areas that a school must address for the Department of Education to deem them Administratively Capable to be certified to participate in the Federal Student Aid (FSA) programs and the details of what must be met to be in compliance.

Electronic Processes

DACC exceeds the minimum requirements in regards to electronic process system configurations. The newly converged Datatel Colleague administrative software is in full compliance with Fed. Title IV Regulations. The College participates in the Student Aid Internet Gateway (SAIG) processes for
access to CPS for FAFSA data on behalf of the applicants, E-App for Approval to Participate and Certification and approval of programs and to complete the annual FISAP. Internet access is used for the annual submission of the Campus Crime Report, Equity in Athletics Report, and Audits. The SFA Director regularly accesses the Information for The Financial Aid Professionals (IFAP) Web site to remain current in all announcements and updates to Federal regulations provided in the Dear Colleague Letters, Federal Register and other publications. The IFAP site is also used for SFA Procedure Manual documentation, staff training opportunities offered via the Internet and for self-study exercises provided to measure that policies and procedures meet compliance. The National Student Loan Data System (NSLDS) is used regularly by all staff to monitor student enrollment records, FSA overpayments, review of Transfer Monitoring Records and students current loan debt. All staff has acquired individual access approval for NSLDS as well as Central Processing System and the Central Origination and Disbursement Web access in order to administer aid accurately and in a timely manner.

Exchanging Information on Borrowers

The College has been in partnership with the National Student Clearinghouse (NSC) since 2002 to ensure compliance with the Department of Educations requirement of submission of the Student Status Confirmation Report (SSCR). Records are submitted on a monthly basis with an “ad hoc” of graduate information submitted three times a year. The SFA Director works closely with the Director of Admission and Records and the Student Services IT staff to ensure timely and accurate submissions. The SFA office conducts Loan Exit Interviews with borrowers using the Department of Education’s approved Web service, Mapping –Your–Future, that gathers current demographic data that is provide to the lender. In addition lenders and guarantor are notified of a student’s last data of attendance and known address, email and phone number. The SFA staff regularly completes requests for assistance from lenders and guarantors for information for preclaims assistance and to promote loan repayment in an effort to avoid delinquency and default situations. The NSC Agreement & Recent Year End Summary is available in the Resource Room.

Administrative Requirement for the Financial Aid Office

The DACC SFA office meets the administrative requirement of designating a capable individual to administer the FSA programs and to coordinate aid from these programs with all other aid sources received by students. DACC’s operations ensure that all the information that the school acquires which could affect a student’s Title IV aid eligibility is communicated to the coordinated official and the financial aid office. The SFA office staff work closely with the Admission/Records office, the DACC Foundation, the TRIO program and the business office to ensure policies and procedures are in place and executed to ensure compliance. This shared information concerns enrollment and attendance data, outside agency funding and other sources of funding as well as aspects that cover eligible program, award periods, disbursement and reconciliation of funds and various other coordinated efforts in the administration of the Federal as well as State student aid programs. The FA Director and staff continue to improve communications with faculty and students on issues regarding student financial aid, including (but not limited to) Satisfactory Academic Progress standards, the SFA Appeal process and Committee, attendance policies and the “Last Date of Attendance” definition, eligible programs and the implementation requirements to add to the list of approved programs, changes in SFA programs and details of all current programs for which the College administers.
Adequate Staffing and Counseling

DACC’s SFA office is adequately staffed with professional, paraprofessional and clerical personnel and manages the FSA programs effectively as determined by review of schedule workloads, response times of receiving ISIR data and student notification, process time of corrections, awarding and award notification and various audits that indicate successful execution of FSA programs and meeting compliance. Professional development and training are a high priority at DACC. The SFA staff attends regular staff meetings and “workstation” training. SFA staff perform training via the Internet and off campus training events in order to remain current in all aspects of the FSA programs. All staff are members of the Illinois Association of Financial Aid Administrators (ILASFAA) which conduct regular SFA training. The Dept. of Education's Region V office in Chicago offers training opportunities that staff has also attended as well as completing webinar training events.

DACC’s SFA office is a “walk-in” operation during regular business hours including lunch times. Appointments are made with the Director and/or Assistance Director if requested by the student or if staff deems necessary. SFA staff counsel students on a daily basis in explaining all aspects of the student financial aid programs and to assist the student in their needs to meet the cost of attendance in order to reach their educational goals. The SFA office conducts Loan Entrance and Exit Counseling Interviews with borrowers using the Department of Education's approved Web service, Mapping-Your-Future, and case-by-case in person interviews with the student borrower. Staff counsel students who have special circumstances and unique family situations that may require Professional Judgment procedures to be addressed.

System of Checks and Balances

DACC administrative procedures for the FSA programs include an adequate system of internal checks and balances. The system ensures a separation of duties in awarding, authorizing payment, disbursement and drawing down of funds so that no one person or office exercises sole functions. The SFA office works closely with the Comptroller and business office staff to ensure that all processes in the workflow of the delivery of FSA funds are accurate and timely. This system works smoothly and the separation of duties is adhered to. Reconciliation of funds is done separately by both offices yet collaboration takes place in reconciling any discrepancies. In the most recent Illinois Student Assistance Commission audit the auditor confirmed, “The separation of duties regarding the receipt, recording and disbursement of the funds for the programs subject to their review disclosed no instances of internal control weaknesses that should be reported to management. Nothing came to our attention that caused us to believe that the college had not complied, in all material aspects, with those requirements.” The annual internal audit conducted in 2008 indicated upon completion of the audit, “No instances of noncompliance or other matters that are required to be reported under Government Auditing Standards have occurred”. In the summary of the Auditor’s Results there were no material weakness(s) identified and no significant deficiencies when reviewing the Title IV FSA programs. The ISAC State Audit Results 2007 and Annual Audit-FA Section are available in the Resource Room.

Reporting FSA Program Fraud and Abuse

DACC complies with the Department’s regulations (34 CFR 668.169(g)) that requires, “that a school must report to the Department’s Office of Inspector General (OIG) any credible information indicating that an applicant for Federal Student aid may have engaged in fraud or other criminal misconduct in connection with his or her application”. Although it has been rare there have been instances which required reporting documented credible attempts of fraud by an applicant to the
OIG. The DACC SFA office systems of verification and review of student applicant information and collaboration with other college departments has revealed these discrepancies.

**Consistency of Information**

DACC has a system of identifying and resolving discrepancies in all FSA-related information received by any school office. Regulations require that a school must resolve discrepancies for all students, not just those selected for verification. The Federal requirement as stated in CFR 668.54(a)(2) requires that FAFSA results, the Institutional Student Information Record (ISIR), that are flagged by the Department of Education’s Central Processing Service (CPS) must be subjected to the Verification Process. The CPS selects no more than thirty percent of applicants. However, in addition to these “flagged” records a school must verify any conflicting data on the ISIR including but not limited to dependency status, appropriate tax status and forms, household size and marital status. DACC’s Financial Aid Office verifies all elements of the Free Application for Federal Student Aid (FAFSA) data. Students are requested to provide the documentation concerning the information required when completing their FAFSA. The student’s financial aid file can not be completed and student financial aid (for which the student may qualify) can not be awarded until all verification is complete. Instances of conflicting, erroneous or omitted information may require a correction to the student’s FAFSA data. The DACC’s SFA staff will make these corrections on behalf of the student. Once corrections are processed and returned the student is updated to any changes in eligibility. The importance of responding to all requests for verification documentation is emphasized with the student as to avoid a delay in award notification. The student is notified that verification must be completed and corrections made (if applicable) before the end of the semester for which they are applying for student aid funds or all “potential” SFA funds will be canceled. The **2008/09 Federal Student Financial Aid Handbook** is available in the Resource Room.

**Consumer Information**

Various financial aid related statistics are gathered regularly for use in a number of federal, state and institutional reports as mandated for compliance. This data is also used for planning staff work schedules, training, tasks, and departmental goals (short-term and long-term). The SFA staff gathers data annually in order to prepare the Federal Consumer Information reporting requirement (34 CFR 668.41, 668.42,668.43,668.44) known as the Students Right-To-Know, the Clearay (Campus Security) Act and the Equity In Athletics Disclosure Act. Consumer Information is distributed to the public, prospective students, current students, prospective employees and current employees by means of various media including the DACC Webpages and the Dept. of Education’ designated Website), the College Catalog, the College’s Student Handbook and various other campus publications.
Student Right-To-Know and Campus Security Report

Policy
DACC, 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
DACC prepares, publishes, and distributes 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. The first report to the Secretary and for disclosure to current and prospective students and athletes was made available through appropriate mailings or publications by July 1, 1993, and annually thereafter.
2. Campus security policies, procedures, and campus crime statistical information. The first security report for disclosure to current students and employees and to any applicant for enrollment or employment upon request was made available through appropriate publications or mailings by September 1, 1992, and annually thereafter. The June 2007 DACC Campus Crime Report is available in the Resource Room.

Equity in Athletics Disclosure Act (EADA)
DACC is in compliance with the Title IX guidelines regarding equity of athletic opportunities. The College offers Men and Women's Basketball, Men's Baseball, Women's Softball, Men and Women's Cross Country, Women's Volleyball, Men's Golf, Men's Soccer and a Co-Ed Cheerleading Squad. The DACC Athletic Director, Comptroller and SFA Director work in collaboration to complete the annual EADS Survey online by the mandated deadline. The EADA Survey 2008 Submission is available in the Resource Room.

Student's Rights to Privacy
DACC maintains compliance with the Family Educational Rights and Privacy Act 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 record should contact the office of the Registrar. The College is authorized under the Act to release public directory information concerning students without prior consent of the student. Directory information includes the following:

- Name; addresses; telephone listing; e-mail 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; parent's names and hometown in
connection with publicity on sports achievements, degrees, or awards received; previous educational agencies or institutions attended; and photograph.

- Directory information is subject to release by the College at any time unless the College Registrar has received prior written request from the student specifying the information not to be released. The Registrar’s Office is in the Admissions & Records area in Vermilion Hall.

- The College is also authorized to provide access to student records to DACC officials and employees who have legitimate education interests in such access. These are persons who have responsibilities in the College's academic, administrative, or service functions.

**Drug-Free Learning Environment**

**Policy**

DACC 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 Health Services. The Board also supports the Health Services efforts to make available to employees and students pamphlets and brochures on substance abuse.

**Procedure**

DACC 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: the dangers; the College's policy regarding a drug-free workplace and learning environment; the availability of alcohol and drug counseling and rehabilitation programs; and the penalties that may be imposed upon students for alcohol and drug abuse violations. Each student 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 through the Health Services Office. Each student is notified that he/she must abide by the Policy Statement. A 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 may be required to participate in and complete a substance
abuse or rehabilitation program to the satisfaction of the College. Through this program of providing every student with the information listed above, as well as alcohol/drug education and training programs and related programs, the College is making a good-faith effort to maintain a drug-free learning environment. A copy of the Policy Statement is available in the Resource Room.

Institution’s Advertising and Recruitment Materials

DACC communicates with external audiences using a variety of media. Printed materials include: reference materials, promotional materials, and direct mail pieces. The College Catalog is the primary reference source produced by the College. It is printed each spring for the following academic year. It is reviewed regularly and changes made between publications are posted to the online catalog.

Direct mail pieces include, but are not limited to, the semester course schedule and the alumni newsletter. The course schedule is produced in the spring for the following summer and fall terms and in the late fall for the spring. It is mailed to 49,000 addresses in the College district, or every residential address. The alumni newsletter is produced twice each academic year, in the fall and again in the spring. It is mailed to alumni and friends of the College including faculty, staff, administrators, and board members; advisory committee members; DACC Foundation board members; and donors. Additionally, DACC utilizes the college web site, student and staff email, and an electronic media list to communicate with external audiences.

DACC publishes its affiliation with and accreditation through the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, by specifically referencing accreditation in the College Catalog, the Alumni Newsletter, and on the College homepage. This affiliation is also referenced on the weekly calendar of events which is e-mailed to staff and students and news releases to media. The current reference does not include the Commission’s URL and direct phone number. This will be corrected in the next revision to these materials. The College Catalog, most recent course schedules, Spring 2009 Alumni Newsletter, and a variety of promotional materials are available in the Resource Room.

Federal Compliance Visits to Off-Campus Locations

The Institutional Actions Council of the Higher Learning Commission voted to extend DACC’s accreditation to include contractual delivery of a certificate program in Cosmetology. The Commission Board of Trustees validated that action through its validation process concluded on April 27, 2004, which constituted the effective date of this new status with the Commission. Contracts with non-accredited entities to offer fifty percent or more of a credit-bearing program are limited to the certificate program in Cosmetology.

Professional Accreditation

Several programs at the College are certified or accredited by entities in addition to the Higher Learning Commission. The Manufacturing Engineering Technology program, including the CAD Option and the Machine Tool Operations certificate, is certified by the National Institute for Metalworking Skills (NIMS). The Nursing program is approved by the Illinois Community College Board and the Illinois Department of Professional Regulations. Students who successfully complete Level I of the program are eligible to write the National Council Licensure Examination for Practical Nurse (NCLEX-PN) and students who successfully complete Level II of the program are eligible to write the National Council Licensure Examination for Registered Nurse (NCLEX-RN). The Health Information Technology program is accredited by the Commission on Accreditation
for Health Information and Information Management Education (CAHIIM). Upon completion of the program students are eligible to take the Registered Health Information Technician (RHIT) examination. The Radiologic Technology program is accredited by the Joint Review Commission for Education in Radiologic Technology (JRCERT). Graduates of the program are eligible to take the American Registry of Radiologic Technologists (ARRT) national certification examination and obtain state licensure.

Institutional Records of Student Complaint

Danville Area Community College provides opportunities for students to register and resolve grievances through formal and informal policies and procedures.

Student Grievances and Resolutions Procedures

As members of the DACC community, students have rights as well as responsibilities. These rights 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 DACC student 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’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 grievance.

The College Catalog informs students that grievance and resolution procedures are available from the Associate Vice-President of Student Services and in the printed and online versions of the Student Handbook. Student rights, responsibilities, informal and formal procedures, and a flowchart are clearly outlined. Complaints are considered to be informal if they are made verbally or by e-mail. The College attempts to resolve any informal complaint at the lowest possible level. Students are encouraged to talk with instructors, staff, or the division dean to resolve as many conflicts as possible. The majority of these informal complaints are resolved quickly and without moving to the formal level. These complaints are not included in the College log of student complaints.

Complaints are considered to be formal if they are submitted in writing, signed by the student, and sent to a person of higher authority. All formal complaints are logged, tracked, and maintained by the College. Data collected includes the incident date(s), a brief summary of the complaint, the student’s name, a brief summary of the resolution, the date of the resolution and the office responsible for the resolution. Only a small number of complaints move to the formal level. A copy of the Student Complaint Log is available in the Resource Room.
Third Party Comment

Danville Area Community College has made public its comprehensive evaluation visit for continued accreditation with the Higher Learning Commission and requested comments from third parties. In addition to posting information on the College’s website at http://www.dacc.edu, a notice inviting third-party comment was inserted into the Spring/Summer 2009 course schedule, which was mailed to the 49,000 residential addresses in the College district. The notice was also placed on February 8, 2009, in the two newspapers which service the College district, the Danville Commercial-News and the Champaign News-Gazette.

Danville Area Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency. The College will undergo a comprehensive evaluation visit April 27-29, 2009, by a team representing The Higher Learning Commission of the North Central Association of Colleges and Schools. Danville Area Community College has been accredited by the Commission since 1967.

The team will review the institution’s ongoing ability to meet the Commission’s Criteria for Accreditation.

The public is invited to submit comments regarding the college:

Public Comment on Danville Area Community College
The Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, IL 60602

Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing and signed; comments cannot be treated as confidential.

All comments must be received by March 27, 2009.