

# POLICIES AND PROCEDURES

## College Policies

- 1. General Policy (<https://catalog.dccc.edu/policies-procedures/general/>)
  - 1.1 Mission, Vision, Student Success, Culture, and Values ([https://catalog.dccc.edu/policies-procedures/general/1\\_1/](https://catalog.dccc.edu/policies-procedures/general/1_1/))
  - 1.2 College Policies and Regulations ([https://catalog.dccc.edu/policies-procedures/general/1\\_2/](https://catalog.dccc.edu/policies-procedures/general/1_2/))
- 2. Academic Affairs (<https://catalog.dccc.edu/policies-procedures/academic-affairs/>)
  - 2.1 Program Review ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_1/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_1/))
  - 2.2 Program Development ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_2/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_2/))
  - 2.3 Enrichment Programs ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_3/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_3/))
  - 2.4 Academic Honesty ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_4/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_4/))
  - 2.5 Academic Bankruptcy ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_5/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_5/))
  - 2.6 Excused Absences from Tests on Religious Holidays ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_6/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_6/))
  - 2.7 Transfer Credits ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_7/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_7/))
  - 2.8 Credit by Assessment ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_8/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_8/))
  - 2.9 Advanced Placement ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_9/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_9/))
  - 2.10 Awarding Additional Degrees and Certificates ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_10/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_10/))
  - 2.11 Cooperative Education ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_11/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_11/))
  - 2.12 Repeating a Course ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_12/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_12/))
  - 2.13 Faculty Participation in Institutional Governance ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_13/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_13/))
  - 2.14 Credit Hour ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_14/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_14/))
  - 2.15 Grade Appeals ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_15/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_15/))
  - 2.16 Minors in Classroom and On-Campus ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_16/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_16/))
  - 2.17 Attendance Compliance for Reporting to Federal Government ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_17/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_17/))
  - 2.18 English, Mathematics, and Reading Retesting Policy ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_18/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_18/))
  - 2.19 Placement Test Scores Expiration ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_19/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_19/))
  - 2.20 Academic Standing ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_20/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_20/))
  - 2.21 Alternative Measures for College Placement ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_21/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_21/))
- 3. Student Services (<https://catalog.dccc.edu/policies-procedures/student-services/>)
  - 3.1 Code of Conduct ([https://catalog.dccc.edu/policies-procedures/student-services/3\\_1/](https://catalog.dccc.edu/policies-procedures/student-services/3_1/))
  - 3.2 Psychological Emergencies ([https://catalog.dccc.edu/policies-procedures/student-services/3\\_2/](https://catalog.dccc.edu/policies-procedures/student-services/3_2/))
  - 3.3 Student Complaints ([https://catalog.dccc.edu/policies-procedures/student-services/3\\_3/](https://catalog.dccc.edu/policies-procedures/student-services/3_3/))
  - 3.4 Student Activities Program and Fees ([https://catalog.dccc.edu/policies-procedures/student-services/3\\_4/](https://catalog.dccc.edu/policies-procedures/student-services/3_4/))
  - 3.5 Physical Development and Athletics ([https://catalog.dccc.edu/policies-procedures/student-services/3\\_5/](https://catalog.dccc.edu/policies-procedures/student-services/3_5/))
  - 3.6 Job and Transfer Placement ([https://catalog.dccc.edu/policies-procedures/student-services/3\\_6/](https://catalog.dccc.edu/policies-procedures/student-services/3_6/))
  - 3.7 Dealing with Health-Related Problems ([https://catalog.dccc.edu/policies-procedures/student-services/3\\_7/](https://catalog.dccc.edu/policies-procedures/student-services/3_7/))
  - 3.8 Students with Disabilities ([https://catalog.dccc.edu/policies-procedures/student-services/3\\_8/](https://catalog.dccc.edu/policies-procedures/student-services/3_8/))
  - 3.9 Student Confidentiality ([https://catalog.dccc.edu/policies-procedures/student-services/3\\_9/](https://catalog.dccc.edu/policies-procedures/student-services/3_9/))
  - 3.10 Concussion and Traumatic Brain Injury ([https://catalog.dccc.edu/policies-procedures/student-services/3\\_10/](https://catalog.dccc.edu/policies-procedures/student-services/3_10/))
  - 3.11 Anti-Hazing ([https://catalog.dccc.edu/policies-procedures/student-services/3\\_11/](https://catalog.dccc.edu/policies-procedures/student-services/3_11/))
- 4. Executive Management (<https://catalog.dccc.edu/policies-procedures/executive-management/>)
  - 4.1 Trustee Emeritus ([https://catalog.dccc.edu/policies-procedures/executive-management/4\\_1/](https://catalog.dccc.edu/policies-procedures/executive-management/4_1/))
  - 4.2 Controversial Materials/Matters ([https://catalog.dccc.edu/policies-procedures/executive-management/4\\_2/](https://catalog.dccc.edu/policies-procedures/executive-management/4_2/))
- 5. Administrative Management (<https://catalog.dccc.edu/policies-procedures/administrative-management/>)
  - 5.1 Records Management and Retention Policy ([https://catalog.dccc.edu/policies-procedures/administrative-management/5\\_1/](https://catalog.dccc.edu/policies-procedures/administrative-management/5_1/))
  - 5.2 Social Security Number Usage ([https://catalog.dccc.edu/policies-procedures/administrative-management/5\\_2/](https://catalog.dccc.edu/policies-procedures/administrative-management/5_2/))
  - 5.3 DCCCid Usage ([https://catalog.dccc.edu/policies-procedures/administrative-management/5\\_3/](https://catalog.dccc.edu/policies-procedures/administrative-management/5_3/))
  - 5.4 Tobacco-Free Campus ([https://catalog.dccc.edu/policies-procedures/administrative-management/5\\_4/](https://catalog.dccc.edu/policies-procedures/administrative-management/5_4/))
  - 5.5 Whistleblower ([https://catalog.dccc.edu/policies-procedures/administrative-management/5\\_5/](https://catalog.dccc.edu/policies-procedures/administrative-management/5_5/))
  - 5.6 Right-to-Know ([https://catalog.dccc.edu/policies-procedures/administrative-management/5\\_6/](https://catalog.dccc.edu/policies-procedures/administrative-management/5_6/))
  - 5.7 Possession of Weapons on Campus ([https://catalog.dccc.edu/policies-procedures/administrative-management/5\\_7/](https://catalog.dccc.edu/policies-procedures/administrative-management/5_7/))
  - 5.8 Security and Emergencies ([https://catalog.dccc.edu/policies-procedures/administrative-management/5\\_8/](https://catalog.dccc.edu/policies-procedures/administrative-management/5_8/))
  - 5.9 Intellectual Property ([https://catalog.dccc.edu/policies-procedures/administrative-management/5\\_9/](https://catalog.dccc.edu/policies-procedures/administrative-management/5_9/))
- 6. Financial Management & Support (<https://catalog.dccc.edu/policies-procedures/financial-management/>)
  - 6.1 Allowance for Doubtful Accounts ([https://catalog.dccc.edu/policies-procedures/financial-management/6\\_1/](https://catalog.dccc.edu/policies-procedures/financial-management/6_1/))
  - 6.2 Capital Assets Policy ([https://catalog.dccc.edu/policies-procedures/financial-management/6\\_2/](https://catalog.dccc.edu/policies-procedures/financial-management/6_2/))

- 6.3 Identity Theft Prevention Policy and Program ([https://catalog.dccc.edu/policies-procedures/financial-management/6\\_3/](https://catalog.dccc.edu/policies-procedures/financial-management/6_3/))
- 6.4 Anti-Fraud and Theft ([https://catalog.dccc.edu/policies-procedures/financial-management/6\\_4/](https://catalog.dccc.edu/policies-procedures/financial-management/6_4/))
- 6.5 Investment ([https://catalog.dccc.edu/policies-procedures/financial-management/6\\_5/](https://catalog.dccc.edu/policies-procedures/financial-management/6_5/))
- 6.6 Post-Issuance Tax Compliance Policies for Tax-Exempt Bonds ([https://catalog.dccc.edu/policies-procedures/financial-management/6\\_6/](https://catalog.dccc.edu/policies-procedures/financial-management/6_6/))
- 6.7 Transfer of Funds ([https://catalog.dccc.edu/policies-procedures/financial-management/6\\_7/](https://catalog.dccc.edu/policies-procedures/financial-management/6_7/))
- 6.8 Returned Check Service Fee ([https://catalog.dccc.edu/policies-procedures/financial-management/6\\_8/](https://catalog.dccc.edu/policies-procedures/financial-management/6_8/))
- 6.9 Signatory Authority and Check Signing ([https://catalog.dccc.edu/policies-procedures/financial-management/6\\_9/](https://catalog.dccc.edu/policies-procedures/financial-management/6_9/))
- 6.10 Inter-fund Transfers ([https://catalog.dccc.edu/policies-procedures/financial-management/6\\_10/](https://catalog.dccc.edu/policies-procedures/financial-management/6_10/))
- 6.11 Travel and Business Related Expenses ([https://catalog.dccc.edu/policies-procedures/financial-management/6\\_11/](https://catalog.dccc.edu/policies-procedures/financial-management/6_11/))
- 6.12 Allowable Costs - Federal Grants ([https://catalog.dccc.edu/policies-procedures/financial-management/6\\_12/](https://catalog.dccc.edu/policies-procedures/financial-management/6_12/))
- 6.13 Solicitation ([https://catalog.dccc.edu/policies-procedures/financial-management/6\\_13/](https://catalog.dccc.edu/policies-procedures/financial-management/6_13/))
- 7. Personnel Management & Support (<https://catalog.dccc.edu/policies-procedures/personnel-management/>)
  - 7.1 Anti-Nepotism ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_1/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_1/))
  - 7.2 Power Relationships of an Amorous or Sexual Nature ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_2/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_2/))
  - 7.3 Tuition & Fee Waiver ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_3/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_3/))
  - 7.4 Compensation and Board Authority ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_4/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_4/))
  - 7.5 Diversity, Equity & Inclusion ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_5/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_5/))
  - 7.6 Domestic Partner ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_6/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_6/))
  - 7.7 Drug-Free Workplace ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_7/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_7/))
  - 7.8 Family Medical Leave ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_8/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_8/))
  - 7.9 Health Insurance Portability and Accountability Act (HIPAA) ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_9/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_9/))
  - 7.10 Equal Opportunity Employment ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_10/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_10/))
  - 7.11 New Employee Exclusion from Participation in PSERS and SERS ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_11/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_11/))
  - 7.12 Workplace Nondiscrimination and Harassment ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_12/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_12/))
  - 7.13 Use of Social Media by Employees ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_13/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_13/))
  - 7.14 Background Check ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_14/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_14/))
  - 7.15 Military Leave ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_15/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_15/))
  - 7.16 Mandatory Child Abuse Reporting ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_16/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_16/))
  - 7.17 Sexual Violence in Accordance with Title IX, VAWA and the Campus SaVE Act ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_17/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_17/))
  - 7.18: Progressive Disciplinary Action ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_18/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_18/))
  - 7.19 Megan's Law (SORNA) Notification ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_19/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_19/))
  - 7.20 Telecommuting ([https://catalog.dccc.edu/policies-procedures/personnel-management/7\\_20/](https://catalog.dccc.edu/policies-procedures/personnel-management/7_20/))
- 8. Procurement (<https://catalog.dccc.edu/policies-procedures/procurement/>)
  - 8.1 Procurement ([https://catalog.dccc.edu/policies-procedures/procurement/8\\_1/](https://catalog.dccc.edu/policies-procedures/procurement/8_1/))
  - 8.2 Conflict of Interest ([https://catalog.dccc.edu/policies-procedures/procurement/8\\_2/](https://catalog.dccc.edu/policies-procedures/procurement/8_2/))
  - 8.3 Use of Facilities ([https://catalog.dccc.edu/policies-procedures/procurement/8\\_3/](https://catalog.dccc.edu/policies-procedures/procurement/8_3/))
- 9. Administrative Computing (<https://catalog.dccc.edu/policies-procedures/administrative-computing/>)
  - 9.1 Computer, Network, Email, and Internet Policy, Mission, Rights and Responsibilities ([https://catalog.dccc.edu/policies-procedures/administrative-computing/9\\_1/](https://catalog.dccc.edu/policies-procedures/administrative-computing/9_1/))
- 10. Development (<https://catalog.dccc.edu/policies-procedures/development/>)
  - 10.1 Grant Proposals and Funding Requests to Support Institutional Purposes ([https://catalog.dccc.edu/policies-procedures/development/10\\_1/](https://catalog.dccc.edu/policies-procedures/development/10_1/))
  - 10.2 College Naming Opportunities ([https://catalog.dccc.edu/policies-procedures/development/10\\_2/](https://catalog.dccc.edu/policies-procedures/development/10_2/))
- 11. Enrollment Services (<https://catalog.dccc.edu/policies-procedures/enrollment-services/>)
  - 11.1 Tuition and Fees ([https://catalog.dccc.edu/policies-procedures/enrollment-services/11\\_1/](https://catalog.dccc.edu/policies-procedures/enrollment-services/11_1/))
  - 11.2 Student Access and Records ([https://catalog.dccc.edu/policies-procedures/enrollment-services/11\\_2/](https://catalog.dccc.edu/policies-procedures/enrollment-services/11_2/))
  - 11.3 Student Withdrawal ([https://catalog.dccc.edu/policies-procedures/enrollment-services/11\\_3/](https://catalog.dccc.edu/policies-procedures/enrollment-services/11_3/))
  - 11.4 Student Tuition and Fee Refund for Withdrawals ([https://catalog.dccc.edu/policies-procedures/enrollment-services/11\\_4/](https://catalog.dccc.edu/policies-procedures/enrollment-services/11_4/))
  - 11.5 Tuition Waiver for College Over 60 ([https://catalog.dccc.edu/policies-procedures/enrollment-services/11\\_5/](https://catalog.dccc.edu/policies-procedures/enrollment-services/11_5/))
- Other Policies and Procedures (<https://catalog.dccc.edu/policies-procedures/other/>)
  - Alcohol and Drug Abuse Prevention (<https://catalog.dccc.edu/policies-procedures/other/alcohol-drug-abuse-prevention/>)
  - Campus Sexual Violence Education (<https://catalog.dccc.edu/policies-procedures/other/campus-sexual-violence-education/>)

- Notice of Non-Discrimination (<https://catalog.dccc.edu/policies-procedures/other/notice-non-discrimination/>)