

Academic Policies and Procedures

ADVANCED STANDING

Students are encouraged to pursue advanced standing during the admissions process. Credits earned through advanced standing will be entered on the student transcript by the Registrar as they are received from the Dean of Instruction.

1. CREDIT BY EXAMINATION

A student may receive credit for many of the courses offered at Delaware Technical & Community College by taking a competency evaluation administered by the department chairperson or his/her designee. The exact nature of the evaluation will be determined by the evaluator. In order to qualify for the credit by examination, the student must have completed the admissions process and request approval in writing for the course in which he/she wishes to receive credit by examination. In addition, the student must not have received prior instruction at Delaware Technical Community College in the course in which he/she is seeking credit by examination.

Since no instruction has taken place, a grade will not be assigned to credits awarded by examination. Successful completion of a course by examination will appear on the student's transcript as "Advanced Standing Credit." Credits earned by way of examination may not be applied toward the residency requirement of the College. A fee equivalent to tuition for one credit hour will be assessed for each course which a student attempts to complete by examination.

2. EVALUATION OF TRANSFER CREDITS

Credits from other institutions that are accredited by a federal Department of Education approved regional accrediting association may be accepted if they apply to the established curricula of the College.

Delaware Tech Transfer Credit

Evaluation Process (upon receipt of student-requested official transcript from transferring institution):

- Delaware Tech will evaluate all course(s) with a grade of C or better which may be equivalent to a Delaware Tech course(s).
 - o Students requesting transfer credit may be required to provide supporting materials such as the institution's catalog and/or course syllabi to complete the transcript evaluation.
- Once evaluation of the course(s) is complete, Delaware Tech will post all transferred courses to the student's Delaware Tech academic history/transcript.
- Notification of accepted and/or declined courses will be sent to student via the Delaware Tech email system.
 - o Students may inquire with the appropriate department chairperson about declined transfer courses.

The student must be admitted to Delaware Tech before transfer credits are posted to the student's academic history/transcript.

Transfer credits may not be applied toward the residency requirements of the College.

Insofar as possible, prior course work will be accepted toward the certificate, diploma, and/or associate degree. Time limits for prior course work must meet departmental guidelines.

Transfer credit for developmental courses will be accepted if the Delaware Tech Department Chairperson responsible for the developmental course(s) approves the transfer course as equivalent to the Delaware Tech course(s). Transfer credit for a developmental course exempts relevant portions of the Accuplacer. Students transferring to Delaware Tech with a previously

awarded associate's, bachelor's, master's, and/or doctoral degree from a regionally accredited postsecondary institution will receive advanced credit for Composition (ENG 121), and for Critical Reading and Thinking (RDG 120). All other applicable courses will be evaluated based on Delaware Tech's residency policy and time limit guidelines.

3. TRANSFER BACK POLICY

Students who have transferred from Delaware Technical & Community College without earning an associate degree, diploma, or certificate may complete program requirements by transferring back courses that have been earned at other institutions. If the student attended Delaware Technical Community College within two calendar years, the transfer-back course(s) would be entered upon the student's record when the courses are accepted by Delaware Technical & Community College.

If the student has not been enrolled in Delaware Technical & Community College for any of six consecutive terms, including summer sessions (two calendar years), the student must follow the readmission process and current curricular requirements for graduation.

Time limits on Delaware Technical & Community College courses as well as courses being transferred back must meet departmental guidelines. The student must satisfy all requirements for graduation.

4. PRIOR LEARNING/WORK EXPERIENCE ASSESSMENT

Students seeking College credit through evaluation of non-credit learning or work experience must obtain an application for Prior Learning/Work Experience Assessment from an advisor or department chairperson. Students must be fully qualified and declared in an academic

program to be accepted as an applicant for the evaluation process. Upon acceptance for the process, the student will pay a fee equivalent to tuition for a one credit course.

5. INTERNAL CAREER EDUCATION PATHWAYS

Students who enroll in Corporate and Community Programs (CCP) non-credit certificate programs may be eligible to receive credit course equivalency for some non-credit courses as they apply to a degree program in the same career pathway. Student competencies will be evaluated via hands-on performance assessments, evaluations during internships, written exams, certification tests and/or other academically appropriate methods. Internal Career Education Pathway information may be obtained from the Dean of Instruction or Director of Corporate & Community Programs.

6. INTER-CAMPUS TRANSFER OF ADVANCED STANDING CREDIT

Advanced standing credits approved by a Delaware Technical & Community College campus become a part of the student's permanent record and will not be suppressed or negated by any campus of Delaware Technical & Community College.

7. CLEP/DANTES

Students who have taken CLEP (College-Level Examination Program) or DANTES (Defense Activity for Non-Traditional Education Support) tests may request CLEP or DANTES to forward the results to Delaware Technical Community College for evaluation for advanced credit. Specific CLEP or DANTES tests which apply to the student's A.A.S. degree program may be granted corresponding Delaware Technical Community College credit.

8. CREDIT FOR ADVANCED PLACEMENT TESTS

The College recognizes the Advanced Placement Program offered through the College Board of the Educational Testing Service and grants credit, upon documentation, for Advanced Placement Test scores of three or higher. In order to obtain Advanced Placement credit, the student must submit official test scores to the Admissions Office for review by the appropriate chairperson.

ATTENDANCE

Each student is expected to attend class regularly in order to achieve maximum benefit from educational activities. Each student is responsible for all classwork missed regardless of the reasons for absence. The standards of performance to be met by each student will be set by each instructor for his/her own course in keeping with the standards and policies of each Delaware Technical Community College campus. The expected performances will be defined at the beginning of the course, and student's performance in relation to the established standards shall determine the student's grade in a course.

A student who stops attending a class and does not notify either his/her counselor or instructor of dropping a class will receive an unofficial withdrawal ("U" grade) for the course. An unofficial withdrawal is calculated in the grade point average as a "recycle." An unofficial withdrawal ("U" grade) may affect financial aid or veterans' benefits eligibility. The College is required by law to submit attendance reports on students who are funded by veterans' benefits, social security payments, and other state, federal, and private scholarship programs.

CONTRACT YEAR

The student's contract year, as used to determine the curriculum requirements necessary for graduation, is determined by the date the student is formally accepted into an approved academic program (major). As some students may change their majors from time to time, so may the contract year change. The contract year can never be earlier

than the contract year acceptance date. The contract year will always be the same as or later than the acceptance date that the student chooses to fulfill the requirements of the accepted curriculum.

CURRICULUM CHANGES

Changes in curriculum are made with permission of the faculty advisors involved. The student must file a Change of Program/Status Form.

COURSE DROP PROCEDURE

Students may choose to drop a course(s) by submitting a completed drop form to the Registrar or by completing the online drop procedure in Banner Web. (The day the completed form is received by the Registrar's Office determines the official date of the course drop.) No approvals are required for students to drop a course(s) within the established time frames explained below. The following guidelines apply.

Courses dropped during the first two weeks of the semester (including the first two weeks of sessions 1, 2 and 3) will not show on the student's transcript and no grade will be recorded. Students will not be charged any tuition or refundable fees (lab, technology support and distance learning) for courses dropped during the first week of the semester (including week one of sessions 1, 2 and 3). Students will be responsible for 50% of the assessed tuition and refundable fees for courses dropped during the second week of the semester (including week two of sessions 1, 2 and 3). The following fees are non-refundable: application, registration, late registration, student service, credit by examination and evaluation of work experience. (See Tuition/Fee Adjustment Policy for detailed rules.) If a student drops a course and still maintains full-time load status, then he/she will not receive a refund.

From the third week through the tenth week of the semester (session 1), students may drop a course(s) and receive a "W" grade on their transcript. The "W" grade does not impact cumulative GPA, but it may negatively

impact "time to completion" under the Financial Aid Satisfactory Academic Progress policy.

After the tenth week, courses may not be dropped. Student requests to drop a course(s) after the tenth week, with a grade of "W" for the course, will be considered only under extraordinary circumstances, which must be documented and approved by the Dean of Instruction or the Dean's designee.

The above timeframes for dropping a course(s) will be adjusted for academic sessions shorter than sixteen weeks.

Students who do not officially drop a course(s) according to these guidelines, but stop attending the course will receive an Unofficial Withdrawal grade (U) for the course. An Unofficial Withdrawal grade is calculated in the cumulative index as 0 quality points. An Unofficial Withdrawal grade in a course may affect financial aid or veterans' benefits eligibility. The College is required by law to submit attendance reports on students who are funded by veterans' benefits, social security payments and other state, federal and private financial aid and scholarship programs.

Students considering a course drop or withdrawal should weigh the impact on completion of their educational goals. Students should also check with the Financial Aid Office regarding the impact of dropping or withdrawing from courses on their financial aid eligibility and responsibility for costs.

WITHDRAWAL FROM THE COLLEGE

Students who wish to drop all of their courses should notify their department chairperson or academic advisor. The chairperson or advisor will provide information to the student to help him/her consider the implications of the withdrawal and inform him or her of any college services and programs that may help him or her remain enrolled. The student's decision will be recorded in his/her Student Educational Plan. Students who decide to officially withdraw from the College with no plans to return within two years (six semester timeframe) should complete an Official Withdrawal form. Students are advised

that Official Withdrawal will result in the requirement for re-admission, should the student decide to return in the future. In that event, the student will be required to complete the academic program requirements in effect at the time of readmission.

Course Add Procedure

Students may add a course or switch course sections by submitting a completed add form to the Registrar or by completing the online add procedure in Banner Web. (The day the completed form is received by the Registrar's Office determines the official date the course is added/section is changed.) The following guidelines apply for session 1, 2 and 3 courses.

During week one of the semester (including sessions 1, 2 and 3), students may add a course(s) or change sections if a seat is available. No approval signatures are required except under circumstances in which the course is part of a program with a selective admission process. In those cases, the signature of the Department Chairperson/designee responsible for the course is required.

During week two of the semester (including sessions 1, 2 and 3), students may add a course(s) or change sections if a seat is available and they obtain the approval of (1) the instructor and (2) their academic advisor or the chairperson of the department that offers the course.

During week three of the semester, students may add a course(s) or change sections if a seat is available and they obtain the approval of (1) the instructor, (2) their academic advisor or the chairperson of the department that offers the course, and (3) the dean of instruction or designee for the campus where the course is offered.

The above timeframes for adding a course(s) will be adjusted for academic sessions shorter than eight weeks.

Students should check with the Financial Aid Office regarding the impact that adding courses may have on their financial aid eligibility and responsibility for costs.

READMISSION TO THE COLLEGE

Students who have previously attended Delaware Technical Community College must follow the readmission process when they have not been enrolled at the College for any of six consecutive terms, including summer sessions (two calendar years). This process includes submitting an updated application to the College with a \$10 non-refundable application fee payment.

Readmitted students will be responsible for the current requirements of the program they are entering. Readmitted students will have a new contract year to reflect the current graduation requirements of the program.

Readmitted students whose courses are over 10 years old may not apply those courses towards a certificate, diploma, or degree. Continuously enrolled students with courses over 10 years old on their record may apply them towards certificate, diploma and degree requirements. Time limits for prior coursework must meet departmental guidelines.

GRADE POINT SYSTEM (4.00)

The grade point average (GPA) for each student is based upon the scale of grade point values, and it is weighted for each course by its credit value. Cumulative grade point averages (CUM) are also based upon the grade point values, and these have been maintained for all students enrolled since the fall 1977.

1. Effective fall 1991, the following grading system is in effect:

92 - 100	A
83 - 91	B
75 - 82	C
0 - 74	R

2. The following is the College grading interpretation:

- A – Student meets the measurable objectives in an outstanding manner.
- B – Student meets the measurable objectives in an above average manner.
- C – Student meets the measurable objectives.
- R – Student has not met the

measurable objectives and must repeat the course.

L – Listener/Auditor (with approval only).

I – Incomplete.

S – Continuing Satisfactory (used only in courses with numbers under 100).

U – Withdrawal without approval of College.

W – Withdrawal with approval of College.

3. The CUM starts with fall 1977. The following grades are included in the GPA calculation:

A – 4.0 Grade Point Value

B – 3.0 Grade Point Value

C – 2.0 Grade Point Value

R – 0.0 Grade Point Value

U – 0.0 Grade Point Value

The CUM includes these inactive grades. The grade of “D” (Distinctive) and “P” (Proficient) became inactive fall quarter, 1978.

D – 4.0 Grade Point Value

P – 2.5 Grade Point Value

Note: Students who receive an “S” grade and are receiving V.A. educational benefits will be paid for the course during the first term of enrollment only. If the student reregisters for the course, the course cannot be included in the total V.A. credit hours reported for benefits.

All students who receive an “S” grade must re-enroll in the course within the succeeding term in order to improve his/her grade unless exception is made by the Dean of Instruction or his/her designee.

The following grades are excluded from the GPA calculation:

I – Incomplete

L – Listener/Auditor (as approved at the Campus level)

W – Withdrawal with approval of College.

The following grades are given in Basic

and Pre-Tech courses and are excluded in the GPA calculation:

AE – Meets measurable objectives in an outstanding manner

BE – Meets measurable objectives in an above average manner

CE – Meets the measurable objectives

RE – Has not meet the measurable objectives and must repeat course

SE – Continuing Satisfactory

4. Definition of terms:

Grade Point Value

The value assigned to the grades: “A,” “B,” “C,” “R,” and “S,” and “U.” The inactive grades of “D” and “P” will continue to carry grade point value historically.

Quality Point

The product of the grade point value multiplied by the quality hours of the course.

Quality Hours

The credit hour value of the course.

Term GPA

The total quality points earned during the term divided by the total quality hours attempted. Pre-tech and Basic courses will not be included in the calculation of term GPA. Term GPA will not be recalculated unless one of the two following conditions occurs:

A. An “I” grade is resolved.

B. A grade change is authorized.

Cumulative GPA

The total cumulative quality points earned divided by the total cumulative quality hours attempted. The cumulative GPA is a historic index of all work taken at Delaware Technical Community College and is not recalculated when a student changes programs (majors). Work taken at other institutions is not included in the calculation of the cumulative GPA. Pre-tech and basic courses are no longer included in the cumulative GPA. The cumulative GPA at the end of each term will not be recalculated unless one of the two following conditions occurs:

A. An “I” grade is resolved.

B. A grade change is authorized.

ACADEMIC AMNESTY PROCEDURE

Any student who has an R (Recycle) or a U (Unofficial Withdrawal) in a course prior to the fall of 1993 (94-1) and has successfully repeated the course(s) (A,B,C grade) or the semester equivalent may petition the Dean of Instruction or his/her designee to eliminate the non-completion grade from his/her CUM grade point average calculation. Each non-completion grade in the same course will be eliminated from the CUM GPA grade point average calculation.

Academic Amnesty does not change accumulated financial aid history. Accumulated term and award limits include all terms of enrollment. Each non-completion grade remains on the transcript.

GRADE POINT AVERAGE ADDENDUM

When a student repeats a course, the first passing grade will be calculated in the grade point average (CUM GPA). A student can request that a higher grade (for coursework 1994-01 forward) be included in the CUM by submitting a request to the Registrar’s Office. All courses taken and grades received will remain on the student’s transcript. Selective admissions processes, scholarships, and academic award decisions at other colleges and universities may take into consideration the complete academic record of the student.

FRESH START POLICY

Any student who has not attended Delaware Tech for a minimum of three years and upon readmission, completes a minimum of 12 credits in consecutive terms with at least a 2.00 G.P.A. may petition the Dean of Instruction to eliminate the course grades received prior to the readmission term in the cumulative G.P.A. calculation except courses that fulfill graduation requirements. Fresh Start is granted only one time per student and is irreversible. Fresh Start is effective the term a student is readmitted to the College and will not exclude credits from the earned hours calculation. All grades and courses remain on the student’s transcript.

INCOMPLETE "I" STUDENT EVALUATION

The incomplete "I" evaluation may be given by an instructor in situations where extenuating circumstances prevent the student from completing the course work. The following conditions must be met:

1. The extenuating circumstances must occur after the drop period has ended.
2. The student must be making satisfactory progress in the course.
3. It must be reasonable to complete the remaining course work and objectives under "I" circumstances (i.e., outside of the regular course format).
4. Prior to an instructor agreeing to giving or posting an "I" grade, approval for an "I" grade should be given by the department chairperson and Dean of Instruction responsible for the course.

Students who receive an incomplete course evaluation must complete the requirements for the course within the time frame specified by the instructor or by the end of the semester following the term in which the "I" is received if no time frame is specified. Otherwise the incomplete grade will be changed to a Recycle and the student must register for the course in a future term. For "I" grades earned at the end of the spring semester, the student will have until the end of the fall semester to complete the requirement unless a shorter time period is specified by the instructor. The student and instructor determine how the incomplete portion of the course will be completed. If an instructor deems it essential that an incomplete be extended beyond the deadline, a request in writing should be sent to his/her chairperson for endorsement and then to the Dean of Instruction for approval. The request should include a projected date of completion and the reason for the requested extension. A student who receives an incomplete grade does not reregister for the course.

SATISFACTORY "S" STUDENT EVALUATION

The "S" evaluation is used only in courses with numbers under 100 where the student has progressed satisfactorily. This grade can be received only one time per course. Student must re-enroll in the course within the succeeding term in order to improve their grade unless an exception is made by the Dean of Instruction or designee.

LISTENER/AUDIT "L" EVALUATION

Students who wish to change from credit to Listener status must change their registration status prior to the end of the "add" period and will receive an evaluation of "L" at the end of the semester.

Students may change from Listener to credit status under the following conditions:

1. the request must be made prior to the end of the "add" period.
2. the student must meet all admission requirements for College Instructional Division credit programs and
3. must have instructor, department chair, and Dean of Instruction approval.

ACADEMIC RECOGNITION PRESIDENT'S LIST

To be eligible for the President's List, a student must:

1. Earn 12 or more credit hours in courses at the 100 level or above in one term.
2. Have a term GPA of at least 3.8.
3. Have no "I" or "S" grades. If "I" grades are later changed to passing grades, thereby affecting President's List eligibility, the student may request a letter noting President's List recognition. This letter may be used for employment, college transfer, or other personal purposes.
4. Receive an "A," "B," "C," or "W" in all courses of enrollment below the 100 level.

DEAN'S LIST – FULL-TIME STUDENTS

To be eligible for the Dean's List, a student must:

1. Earn 12 or more credit hours in courses at the 100 level or above in one term.
2. Have a term GPA of at least 3.25.
3. Have no "I" or "S" grades. If "I" grades are later changed to passing grades, thereby affecting Dean's List eligibility, the student may request a letter noting Dean's List recognition.
4. Receive an "A," "B," "C," or "W" in all courses of enrollment below the 100 level.

PART-TIME STUDENTS

A student will receive a letter of recognition, signed by the Dean of Instruction and Dean of Student Services, if the student has earned at least 6 credit hours but less than 12 credit hours in courses in one term at the 100 level or above, has a term GPA of at least 3.25, and meets requirement three (3) of the Dean's List criteria.

GRADUATION HONORS

Students earning a Cumulative Grade Point Average from 3.25 to 3.49 will graduate Cum Laude. Those earning a CUM GPA from 3.50 to 3.79 will graduate Magna Cum Laude. Those earning a CUM GPA from 3.8 to 4.0 will graduate Summa Cum Laude. The Graduation Honors are printed on the graduation program and on the student's transcript at time of graduation.

ACADEMIC HONESTY POLICY

Students are expected to be well motivated and constructive in their pursuit of learning in the educational environment. Attendance at the College is a privilege, not a right; students, by the act of registration, concede to the College the right to require the withdrawal of any student at any time when it is necessary to safeguard the College's ideals of scholarship and character, and to secure compliance with its regulations.

The College regards academic

dishonesty on the part of students as unacceptable behavior that could result in dismissal.

Forms of Academic Dishonesty

CHEATING

An act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered:

- A. Copying from another student's test paper, project, or computer programs.
- B. Allowing another student to copy from a test paper.
- C. Using the course textbook or other material such as a notebook brought to a class meeting but not authorized for use during a test.
- D. Collaborating during a test with any other person by receiving information without authority.
- E. Using specifically prepared materials during a test e.g., notes, formula lists, notes written on the student's clothing, etc.

ACADEMIC MISCONDUCT

The intentional violation of college policies, by tampering with grades, or taking part in obtaining or distributing any part of an unadministered test:

- A. Stealing, buying, selling or otherwise obtaining all or part of an unadministered test.
- B. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
- C. Bribing any other person to obtain an unadministered test or any information about the test.
- D. Entering a building, office, or computer system for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
- E. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official

academic records of the College which relate to grades.

- F. Entering a building or office for the purpose of obtaining an unadministered test.

FABRICATION

The intentional use of invented information or the falsification of research or other findings with the intent to deceive:

- A. Citation of information not taken from the source indicated.
- B. Listing sources in a bibliography not used in the academic exercise.
- C. Inventing data or source information for research or other academic exercise.
- D. Submitting as your own any academic exercise (e.g., written work, printing, etc.) prepared totally or in part by another.
- E. Taking a test for someone else or permitting someone else to take a test for you.

PLAGIARISM

The inclusion of someone else's works, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate and specific footnote references, and if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgement. The student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness.

- A. Whenever one quotes another person's words.
- B. Whenever one uses another person's idea, opinion or theory, even if it is completely paraphrased in one's own words.
- C. Whenever one borrows facts, statistics, or other illustrative materials – unless the information is common knowledge.

ACADEMIC STANDING POLICY

1. ACADEMIC STANDING

A student's Cumulative Grade Point Average (CUM GPA) for total credits attempted must be equal to or greater than that indicated on the "Minimum CUM GPA for Satisfactory Academic Standing Table" (below) in order to be in Satisfactory Academic Standing at Delaware Tech.

Minimum CUM GPA for Satisfactory Academic Standing Table

The table below represents the Minimum Cumulative Grade Point Average for total credits attempted needed to be in Satisfactory Academic Standing at Delaware Tech. The CUM GPA is calculated using all courses taken. Official withdrawal from courses (W grades) are not counted in the GPA calculation.

Credits	Average
1-15	≥1.5
16-30	≥1.6
31-45	≥1.8
46+	≥2.0

ACADEMIC WARNING

The first semester a student does not earn the minimum CUM GPA required for Satisfactory Academic Standing, the student will be placed on Academic Warning and restricted to a maximum of 13 credits in the next semester of attendance.

A student who pre-registers for more than 13 credits in the next semester and is classified as in Academic Warning status after grades are processed, must make the necessary course credit load adjustment. If a student does not reduce his/her credit load to 13 or less, he/she will have their course load reduced by the academic advisor.

Academic Probation 1

A student will be placed on Academic Probation if in two successive semesters he/she does

not earn the minimum CUM GPA required for Satisfactory Academic Standing for the number of credits attempted.

A student on Academic Probation is restricted to a maximum of 9 credits. A student who preregisters for more than 9 credits in the next semester and is classified as in Academic Probation status after grades are processed, must make the necessary course credit load adjustment. If a student does not reduce his/her credit load to 9 or less, he/she will have their course load reduced by the academic advisor.

STATUS AFTER READMISSION

A student who withdraws from the College while on Academic Warning or Probation will retain that status when readmitted until he/she earns the minimum CUM GPA required for Satisfactory Academic Standing.

APPEAL OF CREDIT LOAD RESTRICTION

A student on Academic Warning or Probation may appeal the credit restriction by completing the Academic Standing Review form and presenting it in person to the academic advisor and Dean of Instruction/designee for approval to register for more credits than Academic Warning and Academic Probation status allow. The appeal must be accompanied by establishment of an Academic Plan by the student with his/her advisor.

SUCCESSIVE ACADEMIC PROBATION

A student in Academic Probation status who does not earn the minimum CUM GPA required for Satisfactory Academic Standing or a semester GPA of at least 2.0 in the next or subsequent semesters will not be allowed to register for the next semester unless the student establishes an Academic Plan with his advisor that is approved by the advisor and the Dean of Instruction/designee. The academic advisor and Dean may approve any number of credits for

registration including none for that semester.

A student who preregisters and is in the above situation after grades are processed, but does not establish an approved Academic Plan will have his/her registration deleted by the academic advisor.

ACADEMIC SUSPENSION

Academic Suspension status is eliminated at the conclusion of summer semester 2011 (2012-53.) Students who would have been in Academic Suspension status under the previous policy will be treated as students who have been on Academic Probation for more than one semester.

Note: Satisfactory Academic Standing is just one of the three components required for "Financial Aid Satisfactory Academic Progress." The other two components are meeting "Maximum Timeframe" requirements and "Percentage of Courses Completed" requirements. See the Financial Aid Satisfactory Academic Progress Policy at <http://www.dtcc.edu/financialaid/policies3.html>.

ACADEMIC STANDING FOR DEVELOPMENTAL EDUCATION

Grades for courses below the 100 level (AE, BE, CE, RE and SE) are excluded from GPA calculation. Therefore, the Academic Standing Policy for Developmental Education applies to students enrolled in these courses.

Repeated non-completion of the same course below the 100 level (e.g., earning an RE or UE grade two or more times) will result in unsatisfactory academic standing. Two or more non-completion grades in the same developmental course will result in Academic Warning; three or more non-completion grades will result in Academic Probation; and four or more non-completion grades will result in Academic suspension.

TABLE I

Minimum CUM GPA For Satisfactory Academic Standing

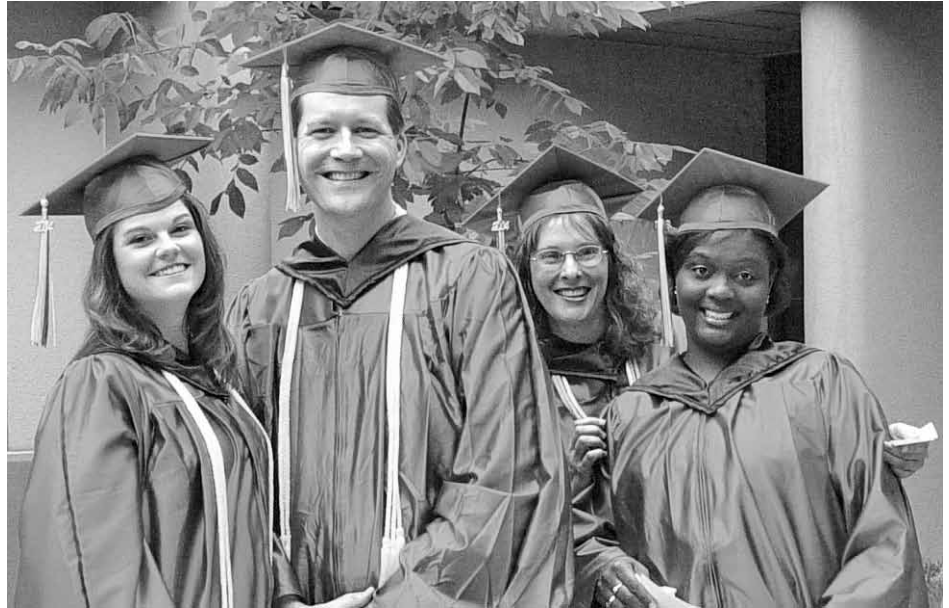
The table below represents the Minimum Cumulative Grade Point Average needed to be in good standing at Delaware Technical Community College. Official withdrawal grades are not counted in the GPA calculation. The CUM GPA is calculated using all courses taken.

Credits	Average
1 - 15	≥ 1.5
16 - 30	≥ 1.6
31 - 45	≥ 1.8
46+	≥ 2.0

TABLE II
Academic Progress Table
(Financial Aid)

This table is to be used for advisement only. It represents the minimum number of credits a student should successfully complete (with an A, B, C, or S) used cumulatively now by Financial Aid Officers. Because the number of credits successfully completed is based on the original number of credits scheduled, courses in which the student receives a withdrawal grade (W) are counted as Credits Scheduled and do have an effect on the calculation.

Credits Scheduled	Credits Completed
1	1
2	2
3	2
4	3
5	3
6	4
7	5
8	5
9	6
10	7
11	7
12	8
13	9
14	9
15	10
16	11
17	11
18	12
19	13
20	13
21	14
22	15
23	15
24	16
25	17
26	17
27	18
28	19
29	19
30	20



PROGRESS EVALUATION STANDING

The successful completion (with a grade of A, B, C, AE, BE, CE, SE, or S) of two-thirds (2/3) of all courses attempted is needed for a student to have a good progress evaluation standing. All courses are included (including zero-level) in this calculation. This Progress Evaluation standing is to be used for advisement only. There are five levels of Progress Evaluation:

- Good progress**
Positive grades in 2/3 of courses attempted
- Progress warning**
First term below 2/3 positive grades
- Progress probation 1**
Second term in a row below 2/3 positive grades
- Progress probation 2**
Third term in a row below 2/3 positive grades
- Progress review**
Four or more terms in a row below 2/3 positive grades

DEFINITION FOR CREDIT HOURS

A credit hour is generally equivalent to, at a minimum per week, one hour (fifty minutes) of classroom instruction, three hours of instructed/supervised laboratory experience, three hours of internship/practicum/fieldwork/co-

operative work experience, five hours of clinical experience; or a combination of the foregoing, times the number of weeks in the term. The exception is the clinical experience provided in nursing courses which requires three hours to equal a credit hour because of the close faculty instruction provided.

Two hours per week of study/preparation of assignments by the student is expected for each credit hour, but the College recognizes this varies with student abilities and skills.

Courses offered through different delivery methods, such as online, must provide instruction and learning experiences that enable students to master the course learning outcomes in an equivalent manner regardless of delivery method.

BASIC & PRE-TECH COURSES

Because of the College's policy on open door admission, basic and pre-tech courses are considered to be an integral part of the College's instructional programs.

CREDITS IN RESIDENCE

Candidates for the associate degree must complete a minimum of twenty-four (24) credits of course work at Delaware Technical Community College. At least twelve (12) credits of the residence requirement must be technical courses from the program in which the degree is awarded. Candidates for the

diploma must complete twelve (12) credits of the residence requirement with six (6) credits in technical courses. Candidates for the certificate must complete all course credits at Delaware Technical Community College. Credits earned under the Advanced Standing Policy may not be applied toward the residency requirements of the College. Exceptions to this policy may be made with the approval of the appropriate Dean of Instruction.

CREDITS IN RESIDENCE FOR ACTIVE-DUTY SERVICE

Academic residence for all degrees for active-duty service members is limited to no more than twenty-five percent of the degree requirements. Of the twenty-five percent, at least twelve credits of the residence requirement must be in major courses from the program in which the degree is awarded. Academic residence can be completed at any time while active-duty service members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

GRADUATION POLICY

A student is eligible for graduation when the following requirements have been met:

1. The student has satisfactorily completed courses specified for a degree or diploma in his/her program/major area as certified by the department chairperson and the Dean of Instruction and verified by the Registrar.
2. The student has filed an official application for graduation with the Office of the Dean of Student Services.
3. The student has satisfied all financial obligations owed the College.
4. The Credits in Residence requirements have been met.

No Delaware Technical Community College diploma or degree is to be awarded or the student allowed to participate in official graduation

ceremonies unless that student has completed all requirements for said diploma or degree.

OVERSUBSCRIBED PROGRAMS NOT OFFERED IN EACH COUNTY

The President of Delaware Technical Community College is authorized to establish enrollment quotas for qualified candidates by county for those oversubscribed programs offered in one or two counties and not offered in the other county or counties. At no time shall the quota for the campus offering the program be less than two-thirds of the entering enrollment.