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Welcome to Delaware Technical Community College

Getting a quality education isn't a matter of chance . . .it's a matter of choice. Attending Delaware Tech opens your world to choices, possibilities and opportunities. Delaware Technical Community College is your statewide institution of higher education. The College is fully committed to serving every part of the state through its four conveniently located campuses: Dover, Georgetown, Stanton and Wilmington. Delaware Tech educates more than 40,000 students each year, 92% of whom are Delawareans. More than 25% of Delaware residents have taken courses on one of Delaware Tech's four campuses. Delaware Tech offers various distance education opportunities, including online, hybrid, video conferencing, and web conferencing courses.

Accreditation Statement

The College and its campuses are accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. In addition, several curricula have earned program-based accreditation by various professional organizations.

Board of Trustees

The Board of Trustees of Delaware Technical Community College is the governing body of the institution. All members are appointed by the Governor of the State of Delaware with the consent of a majority of the State Senate. Six members are appointed for three-year terms - one from the City of Wilmington, one from New Castle County outside of the City of Wilmington, one from Kent County and one from Sussex County, with the remaining two from anywhere in the State. The seventh member, the Chairperson, is appointed by and serves at the pleasure of, the Governor. No more than four members may be of the same political party. The Board of Trustees sets policy for the College and is responsible for ensuring that the institutional mission is carried out. Among its numerous responsibilities, the Board approves the College plan, is responsible for the management and control of the institution, has the power to appoint administrative and teaching staff, sets the tuition rate, and approves fees. The Board also reviews fiscal matters and approves budgets.

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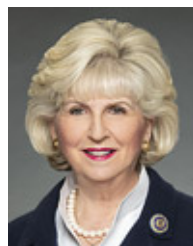


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Statement of Nondiscrimination Policy

It is the policy of the College that no person shall, on the basis of race, color, creed, religion, sex, family or marital status, pregnancy, national origin, age, disability, sexual orientation or genetic information be subjected to any discrimination prohibited by the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act, as amended; Americans with Disabilities Act, as amended; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendments of 1972; the Genetic Information Nondiscrimination Act of 2008; Delaware's anti-discrimination law and other applicable laws, regulations and Executive Orders.

All persons associated with the college are subject to this policy while on property owned or controlled by the college or while acting in an official capacity, including faculty, staff, officers, trustees, volunteers, contractors and vendors. In addition, this policy applies to conduct that occurs off college property or is otherwise unrelated to the person's association with the college if:

1. The conduct was in connection with a college or college-recognized program, activity or event;
2. The conduct is alleged to have created a hostile environment for a member of the college community;
3. The conduct disrupts the normal operations and processes of the college and is offensive to the college's mission;
4. The continued presence of the individual accused of violating this policy poses a moderate or higher threat to any member of the college community; or
5. The nature of the alleged conduct adversely affects the reputation, mission, image or public perception of the college.

This policy applies to recruitment, employment and subsequent placement, training, promotion, compensation, continuation, probation, discharge and other terms and conditions of employment over

which the College has jurisdiction as well as to all educational programs and activities. The College has designated a Civil Rights Coordinator, who serves as the College's Title IX Coordinator and the College's ADA/Section 504 Coordinator, to carry out its commitment to equal opportunity and nondiscrimination. Inquiries or complaints by students or employees regarding the College's nondiscrimination policies may be addressed to: Janis C. Beach, Civil Rights & Title IX Coordinator, Office of the President, 100 Campus Drive, Dover, DE 19904, (302) 857-1903, civilrights@dtcc.edu

(Revised Board of Trustees 6/18/2018)

Mission Statement

Delaware Technical Community College is a statewide multi-campus community college committed to providing affordable, open admission, post-secondary education that is relevant and responsive to labor market and community needs. The College offers comprehensive educational opportunities that contribute to the economic vitality of the State, including career, general, developmental, and transfer education; workforce development; and lifelong learning. The College respects its students as individuals and as members of diverse groups and is committed to fostering student success in higher education as a means to economic and personal advancement.

Effective October 13, 2015

Goals

The College will achieve its mission through the goals listed below:

1. Academic programs will prepare students with knowledge and skills needed for employment in their career field of study and/or for transfer to a senior institution.
2. Developmental education will prepare students in mathematics, reading, and writing to be successful in entry-level College courses and workforce development programs.
3. Academic and workforce development programs will prepare and support a competitive workforce across a range of occupational levels.
4. Personal enrichment programs and events will support lifelong learning in the community.
5. The College will provide an inclusive environment that promotes respect for diverse cultures, abilities, and points of view.
6. Programs, activities, and services will cultivate student learning and success.
7. Public and private resources and partnerships will be identified, obtained, and utilized to advance the College Mission and Goals.

Effective October 13, 2015

College Terms You Should Know

Ability to Benefit

Persons applying for financial aid who have not earned a high school diploma or its equivalent must demonstrate their *ability to benefit* from instruction by achieving a passing score on one of the examinations approved by the U.S. Department of Education.

Academic Calendar

An *academic calendar* highlights significant dates during the academic term. All students should obtain an academic calendar. It is available on the College website.

Academic Counselors

Academic Counselors are College personnel who provide personal, career, vocational and transfer counseling. Academic counselors provide information to new and returning students about College policies and procedures and are available to discuss concerns of an educational or personal nature. Academic counselors may also serve as advisors for new, undeclared and/or non-award seeking students.

Academic Year

An *academic year* consists of two semesters and any required summer sessions, during which students may enroll in classes.

Accreditation

Accreditation ensures that the College and its programs meet nationally recognized standards of excellence. The College and its four campuses are accredited by the Commission on Higher Education, Middle States Association of Colleges and Schools. In addition, a number of academic programs have earned program-based accreditation by appropriate professional organizations.

Accuplacer

The *Accuplacer* is the computerized placement test the College uses to determine new students' skill level in reading, writing, and mathematics. Prospective students should prepare for the test by practicing online. The Accuplacer is an assessment tool offered through the College Board.

Admissions

Admissions is the process required for acceptance into the College.

Advisors

Advisors are academic counselors, staff members or faculty members who are responsible for helping students plan their academic program. Advisors help students complete a student educational plan. In addition to helping select a schedule of classes during the registration period each semester, advisors help students set educational goals, provide valuable career information, discuss transfer options to other colleges, and monitor graduation requirements, as well as refer the student to resources. Advisors record and monitor student progress through a computerized file called the Student Educational Plan (SEP).

Articulation Agreement

An *articulation* agreement is a document signed by representatives of two or more institutions guaranteeing courses taken at one of the participating institutions will be accepted by the other(s).

Associate in Applied Science

The [Associate in Applied Science](#) curricula prepares students for immediate employment upon graduation by emphasizing applied knowledge and skills through program courses. The AAS degree can also serve as a transfer degree to a senior institution.

Associate of Arts in Teaching

The [Associate of Arts in Teaching](#) curricula prepares students who are interested in education with the foundational knowledge needed to transfer to a senior institution in order to complete a bachelor's degree in teaching.

Associate of Science

The [Associate of Science](#) curricula prepares students who wish to transfer within the College to an allied health or nursing program once competitive admissions requirements are met, or to a senior institution to pursue a bachelor's degree.

Auditing (Listener Status)

A student *auditing* a course does not receive academic credit for the course and does not have to take exams. Students must declare their intention to be registered as a listener (L) prior to the end of the "add" period. The L evaluation will not be given at the end of the semester to a student who has entered the course for credit, nor will a student who has enrolled as a listener be given any other grade.

Note: Listener status does not qualify for financial aid.

Bachelor of Science

The [Bachelor of Science](#) curricula prepares students who hold a nursing diploma or an associate degree in nursing and are licensed as a registered nurse with increased knowledge in the field of nursing. Students gain additional practicum experience and leadership skills.

Catalog & Section Numbers

Catalog & section numbers are a course coding system, which uses letters and numbers. Each class section is assigned three letters to indicate the department, three numbers to indicate the course, and three numbers to indicate the campus where the course is offered and the section number. For example, English Composition and Research, sections 1 and 2 at the Terry Campus would appear like this:

Course #	Section #	Meeting Pattern
ENG 102	601	MWF 0900-0950
ENG 102	602	TR 0830-1050

Certificate

A *certificate* is an award issued to a student upon completion of a prescribed series of courses. Certificate requirements usually consist of 15-30 credit hours.

College Level Examination Program (CLEP)

Satisfactory scores on the College Board's *CLEP* exams are accepted by Delaware Tech as a means to exempt designated courses.

Core Courses

Each academic program's curriculum requires general education "*Core Courses*" (English, reading, math and social science), which provide students with knowledge and skills to achieve the Core Curriculum Competencies that all students need to graduate. Students should check the College Catalog and/or course sequence sheet for the specific courses required for graduation from each academic program.

Credit Hours

A *credit hour* is the amount of credit earned for a class based upon the number of clock hours of instruction provided for a course per week. A credit hour is defined as one class hour (50 minutes) per week for 15 weeks. A class that carries three credit hours typically meets for three clock hours per week. Three laboratory hours (50 minutes per lab hour) normally equal one credit hour. The total credits, lecture hours and laboratory hours are printed in the College Catalog following each course description.

Example: (4:3:3)

Cumulative Grade Point Average (CUM GPA)

The *CUM GPA* is calculated by dividing the total cumulative quality grade points earned by the total cumulative quality hours attempted. The cumulative GPA is a historic index of all grades earned at Delaware Tech and is not recalculated when a student changes programs. Grades from other institutions are not included in the calculation of the CUM GPA. Pre-tech and basic courses are no longer included in the CUM GPA. The CUM GPA is recalculated when a grade change is authorized and entered.

Degree-Seeking Student

Students who have completed the admission process and are enrolled in a degree, diploma or academic certificate program. This group includes students who intend to earn an award, but have an undeclared major. Award-seeking students must demonstrate college readiness or complete designated developmental education courses.

Defense Activity for Non-Traditional Educational Support (DANTES)

The *DANTES* program allows students to take examinations in college subject areas such as business, humanities, science and social sciences and receive credit for passing the tests. DANTES funds the testing for eligible service members and personnel at DANTES military test centers.

Dean's List

Dean's List is the academic recognition granted to students with 12 or more credit hours per semester of 100 level and above course work who have a GPA of 3.25 to 3.79.

Delinquent Account

Delinquent account status results from failure to pay tuition on or before the due date. Until the account is paid:

1. Enrollment in further courses will not be permitted.
2. Official transcripts will be withheld.
3. The student will not be eligible to receive a degree, diploma or certificate of completion for any

program.

Diploma

A *diploma* is an award issued to a student who completes a prescribed program of study. Diploma requirements usually consist of 30-36 credits.

Drop/Add Form

A *Drop/Add Form* is used by students to drop or add courses on their schedule. The form must be signed by a counselor, advisor or instructor before the end of the drop/add period. Students should see the Academic Calendar for each term's specific timeline.

Electives

Electives are courses chosen from a predetermined selection of courses within a program that may or may not be in the student's major area of study. The program's department chair determines appropriate elective courses. Some programs do not have any electives in the curriculum.

Enrollment Status (Full-Time/Part-Time)

Full-time enrollment status describes a student registered for at least 12 credits per semester. *Part-time enrollment status* describes a student enrolled for 11 or fewer credits per semester.

Financial Aid

Financial aid is federal, state, or private funds available to help students meet educational expenses. A financial aid application is required in order to be considered for financial assistance.

Grade Point Value

Grade point value is the numeric value assigned to grades A, B, C, R, W and S. The inactive grades of D and P will continue to carry grade point value historically.

Grade Report

A *grade report* is an official notification of grades.

Graduation Honors

Graduation honors are calculated for diplomas, associate degrees, and bachelor's degrees. Certificates are not eligible for graduation honors. Diploma and associate degree honors are based on all coursework that is included in the cumulative grade point average (CUM GPA) at the time the diploma or degree is awarded. Bachelor's degree honors are calculated based on all 300- and 400-level program coursework that is included in the CUM GPA at the time the degree is awarded; general education coursework is not included in bachelor's degree honors.

Students earning a CUM GPA between 3.25 and 3.49 will graduate *cum laude*. Those earning a CUM GPA between 3.5 and 3.79 will graduate *magna cum laude*. Those earning a CUM GPA between 3.8 and 4.0 will graduate *summa cum laude*. Graduation honors are printed on the graduation program and the student's

transcript.

Grants

Grants are money given to students through various federal and state programs; grants do not have to be repaid.

Late Registration Fee

Students who register after the close of registration will be assessed a \$25 late registration fee.

Major

A *major* is a specific area of study within an academic program.

Major Courses

Major courses provide students with knowledge and skills to achieve the Program Graduate Competencies of their major. These are necessary for graduates to successfully enter the work force or continue their education in their field of study. Students should check the College Catalog and/or course sequence sheet for the specific courses required for graduation from each academic program.

Major Support Courses

Major support courses provide students with related knowledge and skills that support both the Core Curriculum Competencies and the Program Graduate Competencies. At least one course in every curriculum must address the information technology/computer skills needed in the field of study. Students should check the College Catalog and/or course sequence sheet for the specific courses required for graduation from each academic program.

Non-Credit Course

No college credit is awarded for a *non-credit course*. Non-credit training programs and special-interest courses provide certificates of completion.

Non-Award Seeking (NAS) Student

A *non-award seeking student* is one who has not matriculated and enrolled in a Delaware Tech degree, diploma or credit certificate program, but is enrolling in credit courses. Non-Award Seeking includes visiting college and high school students, and students taking courses for their own enjoyment or professional enhancement. Visiting college students are assumed to be college ready. High school students must demonstrate college readiness through approved means. Non-award seeking students who are enrolling in courses for personal or professional enrichment do not have demonstrate college readiness if they enroll in Listener status.

Prerequisites

Prerequisites are preliminary skills, knowledge, or other courses which are required before enrollment in a particular course.

Program

A *program* is a chosen area of study consisting of courses required to receive a degree, diploma, or certificate.

Quality Hours

Quality hours are the credit-hour value of those courses which are used in the calculation of the grade point average.

Quality Points

Quality points are the numerical value assigned to a given letter grade (A=4, B=3, C=2, R=0).

Readmitted Student

A *readmitted student* is one who has previously attended Delaware Technical Community College, and has not attended for six or more consecutive terms, including summer sessions (two calendar years), who has been readmitted to the College.

Registration

Registration is the period of time set aside each semester during which students select and enroll in courses for the following semester(s). Students are encouraged to meet with their assigned program advisor as early as possible after admission, but must meet with their program advisor to develop their individual Student Educational Plan prior to second semester enrollment. Students may obtain walk-in assistance from campus advisement centers.

Effective spring 2018, First-Year Seminar (SSC 100) is required for graduation and must be taken in the first semester by all incoming award-seeking students in associate degree programs and diploma programs. This includes re-admit and transfer students who have earned fewer than 12 college-level credits that are approved for transfer to Delaware Tech.

Students must have the signature of both the advisor and department chairperson to register for more than 21 credits per semester. Students are encouraged to register as early as possible to ensure course availability. Students may register in-person or via the College's website at www.dtcc.edu/register.

Scholarships

Scholarships are money awarded to qualified students and do not have to be repaid.

Semester

A *semester* is the academic time period over which courses are scheduled. Fall and spring semesters are 15 weeks each; summer sessions vary in length. There are also 7 week sessions within the semester.

Special-Interest Courses

Special-interest courses are non-credit courses offered through the Workforce Development and Community Education division. Wide ranges of topic areas are presented year-round. Financial aid does not pay for these classes.

Student Loans

Student loans are low-interest loans available to students for educational expenses; repayment of most loans begins after completion of degree requirements or termination of attendance.

Term Grade Point Average (GPA)

The *term grade point average* is the total quality grade points earned during the term divided by the total quality hours attempted.

Transcript

A *transcript* is an official historical academic record of all courses for which a student has registered. A copy of this record may be obtained from the Registrar's Office.

Transfer Credit

Transfer credit is college credit earned at another educational institution, which is evaluated by Delaware Tech officials and approved for application toward a student's program requirements.

Tuition

Tuition is the cost of a course or program of study, not including books, lab fees and student fees. Tuition must be paid at the time of registration or during the semester payment period.

Undeclared (UND) Student

An *undeclared student* has completed the admissions process but has not declared a major.

Visiting Students

COLLEGE

Students pursuing a degree program at another college or university who want to take Delaware Tech courses to transfer back to their home institution. This includes University of Delaware Associate in Arts students.

Students are not required to demonstrate college readiness because their advisement derives from their home institution. It is the visiting student's responsibility to obtain authorization from the home institution regarding the transferability and applicability of the Delaware Tech course to their curriculum.

HIGH SCHOOL

High school rising junior or senior students may enroll in Delaware Tech courses with permission from their high school counselor/principal and their parents. Completion of the Early Enrollment form is required. In order to assure high school students are prepared to succeed at the college level, students must provide evidence of college readiness through the means approved by Delaware Tech prior to registration.

Getting Started Entering the College

Admissions

Delaware Technical Community College has an open-door admissions policy limited only by the following criteria: a student must be a graduate from a valid high school (confirmed by the Registrar through the Financial Aid validation process) or the equivalent, **or** at least eighteen years of age and able to benefit from instruction.

Before enrollment in credit courses, award-seeking students are required to submit proof of high school or equivalent graduation **or** demonstrate through approved means the ability to benefit from the College's instructional programs.

High School Graduation And Ability To Benefit

Proof of high school graduation is required for award-seeking students who are applying for financial aid, the Student Success Equals Degree (SEED) Scholarship, and/or admission to academic programs with selective admission criteria (including competitive and wait list processes). The following proof of high school graduation is acceptable:

- High school transcript;
- Copy of high school graduation diploma or GED® credential;
- Letter from school district or state department of education attesting to high school graduation or attainment of GED® credential; or
- Secondary school completion credential for home school or proof of having completed a secondary school education in a home school setting that qualifies as an exemption from State compulsory attendance requirements.

As an alternative to providing proof of high school graduation or the equivalent (as described above), award-seeking students who are *not* applying for financial aid, the Student Success Equals Degree (SEED) Scholarship, and/or admission to academic programs with selective admission criteria may demonstrate the ability to benefit from the College's instructional programs by earning at least the minimum score set by Delaware Tech for the College Board Accuplacer test or the Scholastic Aptitude Test, that is required to place the student in the College's developmental education courses. Continued enrollment is contingent on the student earning grades as required by the Academic Standing Policy and the Academic Standing Policy for Developmental Education.

The College's open-door college admissions policy does not mean that every academic program/curriculum is open-door. Students must meet course pre-requisites before enrollment and program/curriculum specific criteria for program admission.

Admission requirements for non-award seeking students (high school students, visiting college students, and adults who want to enroll in credit courses for personal enrichment and lifelong learning) are delineated in separate policies.

Operational Information

A high school diploma or GED® credential is one of the eligibility requirements for Federal financial aid. The College's Adult Basic Education program prepares students for GED® testing and/or to strengthen academic skills in preparation for college course placement.

Reasonable academic adjustments for testing are available for students with disabilities, which may include auxiliary aids and/or accommodations that do not alter a fundamental requirement of demonstrating college readiness.

College Admissions Procedure

For admission to the College and for full access to services, applicants should plan to complete the admissions process at least 30 days before the first day of class. Applicants should review their selected program as shown in the College Catalog to determine if there are additional admission requirements related to their specific program of study. The following procedures for admission to any campus should be followed.

1. Submit an Application to the College. Applicants can [apply on-line](#) or contact any campus for a paper application.
2. Request that your high school and/or college transcript or GED® certificate be sent immediately to the Admissions Office on the campus to which you are applying. Submit Advanced Placement Test scores from your high school, as well as Tech Prep verification, CLEP or DANTES scores. (See information above about this requirement.)
3. Demonstrate College readiness.

Academic Program Admission Information

Delaware Tech is an open access college, but students must demonstrate academic readiness for college courses, satisfy course pre-requisites, and additionally be selected for admission into some academic programs that have limited seats and specific program admission criteria and requirements. Selection for admission is not guaranteed into these programs, which currently include Nursing, Allied Health, and several others such as Aviation Maintenance.

The academic programs with specific admission criteria, requirements and limited seats offer admission to qualified students through either a **Competitive Process** or a **Wait List Process**.

In the **Competitive Process**, qualified students are ranked on the basis of their performance in meeting admission criteria and completing admission requirements. Performance measures may include but not be limited to grades, course pass attempts, scores on national and college specific examinations, etc. Ranking is conducted each time program admission is open so a student's chances of admission change in relationship to the performance of other student applicants. In this process, program admission is not guaranteed to any student.

In the **Wait List Process**, qualified students are placed on a wait list for program admission after they meet all admission criteria and requirements at the minimal prescribed level. In this process, all qualified students who meet the admission criteria and requirements are eventually offered a seat in the program.

Additional typical requirements for program admission and for employment include the following: satisfactory criminal background check, possession of a valid social security number and legal status to work, satisfactory physical examination, the ability to perform physical tasks, negative drug testing, and no record of abuse.

Academic programs with competitive or wait list admission procedures provide this information on their specific web page.

Programs with limited seats and specific program admission criteria and requirements may afford preference to residents of the State of Delaware. Delaware residency is determined in accordance with the requirements contained in the College's Residency policy.

The President of Delaware Technical Community College is authorized to establish enrollment quotas for qualified candidates by county for these programs which are 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.

Veterans and Service Members Enrollment Guidelines

1. Veterans, service members, and eligible dependents must be enrolled in an eligible program at the College prior to any certification to the Veterans Affairs (VA) for education benefits. Eligible programs are those approved for VA education benefits by the U.S. Department of Veterans Affairs.
2. Students should discuss their enrollment status with the veterans and service members counselor. Full-time enrollment requirements to receive 100% of the educational benefit are below. Anything less will result in lesser/no payments to students.
 - Fall/Spring Semesters: 12 credits that run the entire 15 weeks of the semester
 - Summer Semester: 7 credits that run the entire 10 weeks of the semester
3. Students are responsible for understanding the eligibility requirements for VA education benefits. Only courses **required** by the student's major can be certified. Courses can be taken on any campus, as long as they are required by the major. Student will be held financially responsible for all non-required courses tuition and fees.
 - The VA does not cover listener/auditor status courses.
 - The VA will fund a failed grade in program of study.
 - Students who receive a Satisfactory grade ("S") will be paid for the course during the first term of enrollment only
 - Students must take copy of schedule to the veterans and service members counselor located on their campus to ensure it is certified. **Anytime** the schedule is adjusted during the semester, the student is responsible for making sure the veterans and service members counselor receives a copy of the new schedule, including courses cancelled by the campus.
4. Veterans who are entitled to educational benefits under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post -9/11 Bill benefits, are permitted to register for and attend in courses during the period beginning on the date on which the veteran provides their certificate of eligibility or Statement of Benefits and ending on the earlier of these dates:
 - The date on which payment from VA is made to the College
 - 90 days after the date the College certified tuition and fees following the receipt of the certificate of eligibility.
 - Veterans entitled to chapter 31 or 33 benefits will not accrue any penalties or fees while the College awaits VA benefit payment. These veterans will also not be denied access to

classes, student resources nor be required to borrow additional funds to cover College tuition and fees due to pending VA benefit funding.

5. At the end of each semester, instructors report all students who are to be unofficially withdrawn due to nonattendance. The last date of attendance (LDA) will be collected for any students receiving VA education benefits. The student's certification for benefits will be updated with the U.S. Department of Veterans Affairs. The student is responsible for any and all changes in education benefits.

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 Delaware Tech for six consecutive terms including summer sessions (two calendar years). 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. (Rev. 4/30/14)

Veterans And Service Members Readmissions Policy

I. Readmission Eligibility Requirements

Delaware Technical Community College students who interrupt their studies to perform service in the United States military are subject to separate readmissions procedures. Students who withdraw, take a leave of absence, or otherwise leave their studies at Delaware Tech on or after August 14, 2008, in order to serve in the U.S. Military, are subject to these readmission procedures if they meet the following conditions:

1. The student served in the U.S. military for a period of more than thirty (30) consecutive days and provides appropriate documentation to prove such service to the Veterans and Service Members Counselor at his or her campus of enrollment.
2. The student gave advance written or oral notice to the Veterans and Service Members Counselor at his or her campus of enrollment. A student is not required to indicate whether he or she intends to return to Delaware Tech upon completion of military service in the advance notice. Furthermore, the advance notice need not come directly from the student, but rather, can be provided by an appropriate officer of the United States Armed Forces or official of the United States Department of Defense. Advance notice is not required if it is precluded by military necessity. In such cases, the requirement for advance notice can be fulfilled by the student's filing of an attestation that the student performed military service at the time the student seeks readmission.
3. The student's cumulative length of absence from Delaware Tech to perform U.S. military service, including all previous absences to perform U.S. military service and only the time the student spent actually performing military service did not exceed five (5) years. The five-year length of absence period does not include any service:
 - i) That was required, beyond five (5) years to complete an initial period of obligated service; or
 - ii) During which the student was unable to obtain orders releasing the student from a period of service in the U.S. military before the expiration of the five-year period through no fault of the student; or
 - iii) That the student was ordered to or retained on active duty.
4. The student must have notified the Veterans and Service Members Counselor at the campus

within three (3) years of the end of the U.S. military service of his or her intention to return to Delaware Tech. However, a student who is hospitalized or recovering from an illness or injury incurred in or aggravated during the U.S. military service must have notified the Veterans and Service Members Counselor within two (2) years after recovering from the illness or injury of his or her intent to return to Delaware Tech.

5. The student did not receive a dishonorable or bad conduct discharge or have been sentenced in U.S. court-martial proceedings.

Students should contact the Veterans and Service Members Counselor at the campus of their enrollment to determine their eligibility for readmission under this Policy.

II. Readmission Procedures

Students who meet all of the above conditions (“eligible students”) shall be *promptly readmitted* to Delaware Tech at the *same academic status* as the student had prior to leaving for military service.

A. Promptly Readmitted

Promptly readmitted means that the College will readmit the eligible students into the next class or classes in the service member’s program beginning after the service member provides notice of his or her intent to reenroll, unless the service member requests a later date of readmission in writing to the Coordinator of Veterans and Service Members (not to exceed the time frame outlined in section I.3). A later date of admission may also be imposed on the service member for unusual circumstances, such as the time period required to prepare the service member to resume his or her course of study at the College.

B. Same Academic Status

Same academic status means that the College readmits the service member:

1. To the same program to which he or she was last admitted by the College unless the student requests or agrees to a different program. In the event that the program to which the student was last admitted is no longer offered, the College will readmit the veteran to a course of study that is most similar to the program that was discontinued.
2. At the same enrollment status that the student last held at the College, unless the student requests admission at a previous enrollment status.
3. With the same number of credit or clock hours completed by the student, unless the student is readmitted to a different program to which the credit or clock hours are not transferable.
4. With the same academic standing (e.g. with the same satisfactory academic progress status) the student had at the College immediately prior to leaving for military duty.

College placement test fees and placement test policies may be waived upon a review of the veteran’s previous test(s) and submittal of military service documentation submittal to the campus Veterans and Service Members Counselor.

C. Tuition and Fee Responsibilities

For the *first academic year* in which the eligible student veteran returns to Delaware Tech, that student who is readmitted to the *same academic program* must also be readmitted with the same tuition and fee charges the student was or would have been assessed for the academic year in which the student left for military duty unless any increase of the prior amount is covered by the student’s service member educational benefits. Should that veteran be *readmitted to a different academic program in his/her first academic year upon return*, the student may be charged the same tuition and fees as others in that academic program. Likewise, in *all subsequent academic years and for any program* in which the student was readmitted, the member of the armed forces may be charged the same tuition and fees as the others

in the student's program.

If the veteran has an outstanding balance from previous year(s), the veteran must pay the balance by the end of the first semester s/he returns. If the balance is not paid by the end of the returning semester, then the College's business office will place a hold on his/her account (and s/he will therefore be blocked from class registration) until the debt is paid.

D. Program Preparation

Should the eligible student's academic department determine that the member of the armed forces is not prepared to resume the program with the "*same academic status*" at the point where the student left off, or will not be able to complete the program, the College will make reasonable efforts at no extra cost to the student to help the student become prepared or to enable the student to complete the program including, but not limited to, providing refresher courses or placement testing at no charge to the veteran. If a veteran requests reinstatement preparation, then student will be referred to his/her program advisor who will discuss available options and route the student to the appropriate academic department for possible program preparation actions. The determination of possible program preparation actions is decided by the academic department which offers the course. If program preparation is not deemed necessary by the academic department, but the veteran feels preparations are necessary, then the veteran bears any financial burden preparation necessitates.

The veteran will be awarded any program preparation at no extra cost for those eligible students who require such preparation as determined by the relevant academic department. This includes any additional fees (supplies and or books) that may be required for program. In the event that program preparation is completed through a course, the veteran should return to the Veterans and Service Members Counselor to coordinate costless course registration and book/supply purchasing with the business office and with the Delaware Tech bookstore. The veteran will not be charged a registration fee if the program preparation course is the only course the veteran registers for during that semester. If the program preparation is completed through a course and the veteran is receiving VA benefits, the course will be certified through the VA for reimbursement. If the veteran is receiving VA benefits but is not awarded VA benefits which cover 100% of the tuition and fees, the veteran will not be responsible for the remainder of the bill. The veteran may request that the course not be certified through the VA for reimbursement. In such cases, the student will not be charged for the course.

Once the veteran has met with his/her program advisor, the advisor will update the veteran's Student Educational Plan (SEP). If program preparation is deemed necessary by an academic department, the academic department will note this in the veteran's SEP. The notation should include how the preparation will take form, evaluation of preparation results, and any dates by which preparation must be complete.

If the student does not complete the program preparation adequately within the amount of time designated by the academic department, then the veteran is then responsible for completing such program preparation without financial assistance from the College. This may delay timely reentry into the student's program.

E. Denial of Readmission

Veterans who do not meet the eligibility requirements set forth in the above are not entitled to be readmitted pursuant to this Policy. In addition, the College is not required to ultimately readmit the eligible student veteran on his or her return if:

1. *After reasonable efforts* by Delaware Tech, the College determines that the student is not prepared to resume the program at the point where he or she left off.
2. *After reasonable efforts* by Delaware Tech, the College determines that the student is unable to complete the program; or
3. The College determines that there are *no reasonable efforts* the College can take to prepare the

student to resume the program at the point where he or she left off or to enable the student to complete the program.

College Catalog

In addition to specific information on curriculum requirements and a course description, the catalog contains the history, mission, policies and procedures, and general information about Delaware Tech. The catalog is available online at www.dtcc.edu/academics/college-catalog.

Workforce Development and Community Education

The Workforce Development and Community Education (WDCE) Division provides a broad range of education and training geared to meet specific workforce development and community education needs. The Division serves its constituency through programs in four main areas: Conferences & Seminars, Community & Continuing Education, Corporate & Contract Training, and Workforce Training. The Workforce Development and Community Education Division is the outreach arm of the College, encompassing special projects not available through other instructional areas.

Delaware Technical Community College/University of Delaware Associate in Arts Degree Program

Owens, Terry and George Campuses

The Delaware Technical Community College/ University of Delaware Associate in Arts Degree Program is a liberal arts program primarily for students interested in areas of study offered by the University of Delaware's Colleges of Arts and Sciences, Business and Economics, Education, Agriculture and Human Resources. The program consists of University courses taught by University faculty.

A student may earn a University of Delaware associate degree by completing 60 credit hours of instruction in his/her area of concentration. A bachelor's degree is awarded by the University of Delaware to a student who continues at the University, completing a minimum of 124 credits, including general University requirements, group and major requirements. (Minimum credits may be higher in certain majors.) Admissions decisions consider the student's academic record, Scholastic Aptitude Test scores, and recommendations from their high school. A student is offered admission and provided with an evaluation of total qualifications that indicate potential for success.

Financial aid is available to assist qualified students. Applicants must complete the College Scholarship Service Financial Aid Form. Application is made through the University of Delaware Admissions Office. Applications are available at Delaware Technical Community College, the University, or at any Delaware high school guidance office.

Please visit the Delaware Technical Community College or University of Delaware Web sites at www.udel.edu or www.dtcc.edu for more information.

Distance Education

Mission Statement

The mission and purpose of distance education at the College is to improve access, enable learning experiences that promote student satisfaction and success, and achieve excellence through student engagement. Delaware Tech seeks to provide a high quality student experience by expanding the times and places of program offerings and embracing technological innovation.

Distance Education Course Definitions

Distance education is a formal educational process in which a percentage of the learning occurs when students and the instructor are not in the same location. Distance education courses employ a wide variety of interactive learning technologies to deliver synchronous (occurring simultaneously) and asynchronous (occurring at different times) instruction.

Online — All course activity is done online; no required in-person sessions or on-campus activities are required within the course. Online courses consist entirely of online elements that facilitate the three critical student interactions: with content, the instructor, and other students. Students taking an online course may be required to take proctored tests at a testing center or through an online proctoring system. Additionally, students may be required to complete a practicum, residency, or internship depending on the requirements of the course/program.

Hybrid — Online activity is mixed with classroom meetings, replacing up to 75% of in-person instruction. In addition to classroom meetings, students may be required to participate in online synchronous meetings. Additionally, hybrid courses require that students meet in-person for the first day of class and receive instruction during all subsequent in-person meetings. Students may be required to take exams during some scheduled class meetings.

Web Conferencing — Web-based technologies are used to extend classroom lectures and discussions to students at remote sites in real time. These courses use web conferencing or other synchronous e-learning media to provide access to the classroom experience to students at off-campus locations (such as their homes, places of employment, other campuses, etc.) while otherwise maintaining a traditional classroom structure.

Video Conferencing — Course meetings are held in a campus-based video conference room (e.g. Distance Learning Classrooms) at designated times.

Distance Education Support Services

Students in online learning programs have access to student services, financial aid, course registration, advisement, library services, technology support, career, and placement counseling as traditional classroom students. Contact information for each of these services is available on the College's website, portal, and/or learning management system.

Distance education students have access to learning resources including but not limited to the library, research databases, bookstores, laboratories, tutoring centers, writing centers, testing centers, and computer labs. Many library resources are available online.

Computer Access

It is required that distance education students have consistent access to a personal computer with reliable high-speed internet access. Additionally, the student should have a back-up plan should the primary equipment fail or become unavailable. Many public libraries have public use computers, as do the computer labs and libraries at each of the Delaware Technical Community College campuses. For some courses, a cell phone may not meet the minimum technology requirements for performing the work for distance education courses.

Information regarding [minimum technology requirements](#) for distance education is available on the College's website. There may be additional hardware/software requirements that are course specific. This information will be provided to the student by the course instructor at the start of the course.

Learning Management Systems

A learning management system, or LMS, is a web-accessible software application that provides for the administration of course content, delivery of assessments, communication and collaboration between students and instructors, and the ability to track grades and other relevant performance data. To be successful in distance education courses, students must be able to effectively navigate and utilize the LMS for their course.

All students at the College can access their LMS courses through the MyDTCC portal. Students also have access to 24-7 learning management system technology support. Information on how to contact support can be found in the learning management system. Additional information can be found on the College's [Information & Instructional Technology](#) website.

Testing and Proctored Exams

Testing in distance education courses can be conducted in a variety of ways, depending on the course. Some distance education courses may require proctored exams. A proctored exam is one that is overseen by an impartial individual, called a proctor, who monitors a student during the exam. The proctor ensures the security and integrity of the exam. Students may be given the option of taking the proctored exams in an approved testing center (either a Delaware Tech campus testing center or one approved by the instructor) or via the College's supported online proctoring service (e.g., Examity). Be advised that some proctoring services may charge a fee, which is the responsibility of the student. All distance education exam and proctoring policies will be clearly indicated in the course policies at the start of the course.

Student Complaint Process

Distance education students follow the same process for filing complaints as do traditional classroom students. For more information on this process, please refer to this section of the student handbook.

This complaint resolution process is applicable to all students, whether Delaware residents or nonresidents, and regardless of the state's NC-SARA membership.

For online distance education students that live outside of Delaware, all students are strongly encouraged to utilize the internal complaint resolution process established by the College under section IV.B. of the College's Student Rights And Standards Of Student Conduct.

If an online student who resides outside of Delaware is dissatisfied with the outcome of their complaint under the College's Student Rights and Standards Of Student Conduct process, the student may file a complaint with the Delaware Department of Education.

The College is accredited by the Middle States Commission on Higher Education which also provides a process for [complaints against Member institutions](#).

General Educational Development (GED) Program

Academic preparatory courses at the secondary level are directed to adults who have not completed their high school education. A GED® certificate is widely accepted by business, industry, civil service commissions and state licensing examiners as meeting their requirements of high school attainment for job eligibility and promotion. The Education Associate for Adult Education in the State of Delaware Department of Education approves courses. Please see your campus Course Schedule for a full list of offerings.

Residency Policy

1. Residency status is determined when a student first registers at the College and when reentering

after an absence. Students whose in-state status (see items 3. and 4. below) changes will be charged out-of-state tuition when they re-register at the College.

2. A student may have his/her residency status changed for a future semester's registration period if the student provides documentation that he/she has met the requirements in items 3. and 4. below.
3. Students 18 years old or older are considered to be Delaware residents if one of the following conditions are met immediately prior to registration:
 - Delaware has been their domicile and continuous residence for at least six (6) months.
 - They have been employed (full-time) at least 30 hours per week in Delaware for at least six (6) consecutive months, or
 - They were dependents of their parents or guardians, who met the Delaware residency requirements above. The student must have been a dependent, as defined by the Internal Revenue Service, in the tax year immediately preceding the current College fiscal year. A copy of IRS Form 1040 or Form 1040A, or a state income tax return showing the student is a dependent, is the only acceptable documentation.
4. Students who are minors (under 18 years old) are considered to be Delaware residents if their parent or guardian meet one of the following conditions immediately prior to registration:
 - Delaware has been their domicile and continuous residence for at least six (6) months, or
 - They have been employed full-time in Delaware for at least six (6) consecutive month
5. Conditions for foreign students:
 - Students who are permanent or temporary resident aliens are considered to be Delaware residents if they meet the residency requirements in items 3. and 4. above. The six-month period of domicile and continuous residence commences when the student has received an INS Form I-797 indicating receipt of an application for such immigration status.
 - A student who has sought the protection of the United States by applying for refugee, asylee, parolee or temporary protected status may be entitled to in-state status if such student otherwise qualifies for in-state tuition based on six months domicile and continuous residence in Delaware from the date of the applicable INS Form I-797 or at least six (6) consecutive month's full-time employment in Delaware immediately prior to registration.
 - A student who is present in the United States and has an immigration status that does not require such student to maintain a foreign domicile as a condition of immigration status may acquire in-state status if such student otherwise meets the six (6) month domicile and continuous residence and/ or six (6) consecutive month full-time employment in Delaware requirement immediately prior to registration.
 - A student with an F, J or M visa or who otherwise must not abandon or has no intention of abandoning his or her residence in a foreign country will not be afforded in-state status.
6. Documentation establishing residency or Delaware employment shall be required for all new or reactivated students.
 - A. Documentation of residency shall require one of the following:
 - Delaware driver's license or Delaware identification card dated at least six months prior registration.
 - A copy of a Delaware Resident Income Tax Form in the name of the student or the student's parent, legal guardian or spouse with whom the student resides listing a date of residency at least six (6) months prior to registration.
 - Copies of utility bills in the name of the student or the student's parent, legal guardian or spouse with whom the student resides for six (6) consecutive months prior to registration.
 - A copy of a fully executed lease, HUD-1 settlement statement or deed in the name of the student or the student's parent, legal guardian or spouse with whom the student resides dated at least six (6) months prior to registration.
 - Copies of bank statements in the name of the student or the student's parent, legal

guardian or spouse with whom the student resides for six (6) consecutive months prior to registration and bearing a Delaware address (other than a post office box.)

- Copies of official documents confirming the receipt of any type of social service assistance from the State of Delaware or any political subdivision thereof (i.e. WIC benefits, food stamps, Medicaid, etc.) in the name of the student or the student's parent, legal guardian or spouse with whom the student resides for six (6) consecutive months prior to registration.

B. Documentation of Delaware employment shall require all of the following:

- Pay stubs or other official written confirmation from an employer demonstrating that the student or the student's parent, legal guardian or spouse with whom student resides has worked an average of at least 30 hours per week during the six (6) consecutive months prior to registration. A letter from the employer on the employer's letterhead shall be sufficient.
- IRS Form W-2 showing payment of Delaware income taxes or a copy of any state income tax return for the immediately preceding tax year showing the payment of income taxes to the State of Delaware.

7. Residency status shall be determined by the Registrar's Office at the student's home campus. Chief Legal Counsel may approve the payment of in-state tuition based upon documentation that is not listed in paragraph 6. when he or she determines that such documentation is authentic and represents proof of Delaware residency or employment.

8. This policy is primarily for tuition payment purposes and is not applicable for determination of student financial aid eligibility.

9. Implementation details for this policy may be specified in the College's Manual of Procedural Guidelines.

10. Active duty military personnel and their dependents stationed in the State of Delaware are exempt from the six (6) month residency requirement and are considered in-state residents for tuition purposes.

In addition, military, civilian and contractor personnel and their dependents that are reassigned to Aberdeen Proving Ground, Maryland from Ft. Monmouth, New Jersey on or before September 15, 2011, and chose to reside in Delaware shall be exempt from the six (6) month residency requirement and shall be considered in-state residents for purposes of tuition.

11. Veterans or related individuals are exempt from the six (6) month residency requirement above and are considered in-state residents for tuition purposes so long as the student:

- Has a residence in Delaware (regardless of duration); and
- Is utilizing educational assistance under Chapter 31, Vocational Rehabilitation, and Employment; or
- Receives Montgomery and post 9/11 GI Bill educational assistance; and
 - Enrolls within 3 years of student's discharge after student serving 90 days or more on active duty; or
 - Enrolls, using transferred entitlement, within 3 years of the transferor's discharge after transferor serving 90 days or more on active duty;
 - Remains continuously enrolled after initially meeting the requirements of this subparagraph and is using assistance provided under Chapter 30 or 33 of Title 38 of the United States Code.
 - Enrolls as a Surviving Spouse or Child under the Fry Scholarship (38 U.S.C. §3311(b)(9)).
 - Enrolls using transferred entitlement and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679(c) as amended.

12. Contracts written with businesses or other groups sending their employees or members to the College may include a provision for the contracting party to be charged in-state tuition.

Veterans and Dependents of Deceased/disabled Veterans

Delaware Technical Community College is approved for the educational training of veterans, qualified spouses, and dependents of deceased/ disabled veterans under Public Law 89-358. Veterans and dependents of deceased/disabled veterans interested in obtaining information and applying for benefits should contact the Office of Veterans Affairs at the campus they plan to attend.

Owens	(302) 259-6058
Stanton	(302) 454-3926
Terry	(302) 857-1056
Wilmington	(302) 571-5307

Veterans seeking educational VA benefits for the first time must submit a copy of their Service Discharge Form DD-214, DD-215 or DD Form 2384-1 to the Office of Veterans Affairs and complete a VA Form 22-1990, Application for VA Educational Benefits. Dependents of deceased/disabled veterans seeking educational VA benefits for the first time must complete and submit a VA Form 22-5490, Application for Survivors' and Dependents' Educational Assistance. These forms are available in the Office of Veterans Affairs.

The Department of Veterans Affairs issue a Certificate of Eligibility to the applicant as verification of entitlement. All veterans and dependents of deceased/disabled veterans must complete the College admission process before educational benefits can be received.

For information about the Priority of Service Policy for Veterans and Eligible Service Members, visit the Priority of Service Policy ([Student Handbook](#), [College Catalog](#)).

Other Military Personnel

Active military, National Guard and Military Reserve personnel may be eligible for educational benefits related to their service category. Information concerning these benefits is available from the Educational Office of each service category. The College will verify enrollment for students so that benefits may be accurately processed.

Vocational Rehabilitation

The Delaware Division of Vocational Rehabilitation and the Vocational Rehabilitation Education Division of the Veteran's Administration have funds available for students with physical disabilities. Applications for these services should be made to the appropriate Rehabilitation Office.

Registrar's Office

Change of Curriculum Or Status

A student may change his/her curriculum by consulting with a faculty advisor or counselor. Signatures are required from the advisor and counselor of the department from which the student is withdrawing, as well as from the advisor and counselor of the department to which the student seeks to be admitted. A completed Change of Program/Status Form must be returned to the Registrar's Office for the change of curriculum to become official.

Change of Name, Address or Telephone Number

For changes in name, address or telephone number, a Change of Personal Data Form should be obtained from and returned to the Office of the Registrar. Or students may process these changes through the College's [portal](#) through the Student Information System. *Note: Login and Password is required.*

Course Drop Procedure

Dropping a Course

A course that is dropped will not show on the student's transcript, and the student is eligible for a tuition adjustment as dictated by the Tuition/Fee Adjustment Policy.

Students may drop a course online or by completing and submitting a Drop/Add/Official Withdrawal form at the Registrar's Office. Classes can only be dropped through the end of the second week of the session.

Students will not be charged any tuition or refundable fees (lab or technology support) for courses dropped prior to the end of the first week of the session.

Students will be responsible for 50% of the tuition and refundable fees for courses dropped during the second week of the session.

For classes less than two weeks in length, there is no tuition refund period. Students enrolled on the first day of the session are responsible for 100% of the assessed tuition and refundable fees.

No approvals are required for students to drop a course(s). The day the completed form is received by the Registrar's Office determines the official date of the course drop.

See the Academic Calendar for specific drop dates. See the Tuition/Fee Adjustment Policy for details on tuition and fee refunds.

Officially Withdrawing From a Course

An official withdrawal means the student provided notice that the student would no longer attend the course. A course that is officially withdrawn from shows on the student's transcript as a W, which does not calculate into the GPA. An official withdrawal is not eligible for a tuition adjustment.

Students may officially withdraw from a course online or by completing and submitting a Drop/Add/Official Withdrawal Form at the Registrar's Office. Students may officially withdraw from a course from the date the drop period ends through approximately the eighty percent point of the semester. Students are responsible for 100% of tuition and fees for officially withdrawn courses. Withdrawing from a course may affect the financial aid award for the current semester and eligibility for future financial aid. Students are responsible for understanding how an official withdrawal affects their schedule bill and financial aid.

After the eighty percent point of the course, students may not officially withdraw from the course. See the Academic Calendar for official withdrawal periods.

No approvals are required for students to withdraw from a course(s). However, students are responsible for discussing the withdraw with their advisor and the Financial Aid Office. The day the completed form is received by the Registrar's Office determines the official date of the course withdraw.

Unofficially Withdrawing From a Course

An unofficial withdrawal means the student stopped attending class, without providing official notice. A course that is unofficially withdrawn from shows on the student's transcript as a U, which is calculated into the GPA as a failing grade. An unofficial withdrawal is not eligible for a tuition adjustment.

Students are expected to attend all class sessions. Students who are not regularly attending class and who do not follow the procedures to drop or officially withdraw from class will be reported as an unofficial withdrawal. Students are responsible for 100% of tuition and fees for unofficially withdrawn courses. Unofficially withdrawing from a course may affect the financial aid award for the current semester and eligibility for future financial aid. Students are responsible for understanding how an unofficial withdrawal affects their bill and financial aid.

See Attendance Policy

Course Section Change and Add Procedures

Students may add a course online or by completing and submitting a Drop/Add/Official Withdrawal Form at the Registrar's Office. During the first week of the session, students may add a course(s) or change sections if a seat is available. During the second week of the session, students may only add a class or change sections with instructor permission.

After the second week of the session, students may only add a class or change sections in extenuating circumstances. Instructor and dean of instruction approval is required.

Classes added after the fifteenth day of the semester may not be eligible for financial aid. Students should talk with the Financial Aid Office to see how adding a class will affect their financial aid.

For sessions less than ten weeks in length, students cannot be added after the first class session. After the class has begun meeting, students may only add a class or change sections in extenuating circumstances. Instructor and dean of instruction approval is required.

Transcripts

A transcript is an official historical academic record of all courses for which a student has registered. A copy of this record may be obtained from the Registrar's Office.

Requests for Delaware Technical Community College Official Transcripts should be made on a Transcript Request Form or by personal letter to the Registrar. *Telephone requests will not be honored.* Normal time for processing transcript requests is two working days or less. Every effort will be made to accommodate verifiable emergency requests that day except during peak registration days, end of term grade processing and graduation. The Registrar's Office cannot issue transcripts from other colleges or high schools.

Business Office

Business Office

For information regarding current tuition and fees, student account balances, payments, and/or refunds, contact a campus Business Office at one of the following locations:

Owens Student Services Center (302) 259-6075

Stanton Room B122
Terry Room 119
Wilmington Room 206

(302) 454-3906
(302) 857-1079
(302) 571-5311

Tuition & Fees

1. A student registered for 12 credit hours per semester or the equivalent is considered "full-time." This policy also applies to students who take courses on more than one campus.
2. Tuition for non-credit courses will be charged on a per-course basis, as stated in the Workforce Development and Community Education division brochure or other literature describing the course.
3. Student accounts may be paid by MasterCard, VISA, Discover, debit card, cash or check at any of the Delaware Technical Community College campuses.

View additional [tuition and fee information](#).

Senior Citizen Tuition Policy

Residents of the State of Delaware who are 60 years old or older may enroll tuition free in any credit course. Workforce Development and Community Education courses are excluded. Persons eligible for this privilege are not required to pay tuition and registration, late registration, and student services fees. They shall pay the cost of all books, supplies, and other fees. This privilege shall not apply for any course in which competitive admissions is required. This privilege is granted on a space-available basis. Due to limited space availability, the senior citizen registration period for tuition-free courses begins one week before the start of the semester. Senior citizens may request the tuition waiver by submitting the Senior Citizen Registration Form to the Registrar's Office. Registrations submitted prior to one week before the semester start will not be eligible for a tuition waiver. Students are not eligible for the senior citizen tuition waiver for any courses for which they were registered prior to the start of the senior citizen registration period.

Installment Payment Plan

Delaware Tech has partnered with Nelnet Business Solutions (NBS) as a way to increase affordability and access to education. The Installment Payment Plan (the Plan) allows students to defer the cost of tuition and fees through a payment option that offers installment payments rather than in one-lump sum payment. The Plan is available each semester on the opening day of registration.

Enrollment into the Plan is only available for a limited time each semester (through the drop/add period); however, early enrollment is encouraged because the down payment amount is determined by the date on which the student signs up. Earlier signup results in a lower required down payment and a greater number of installments, resulting in much more affordable monthly payments.

After you register for classes, you can enroll into the [NBS Installment Payment Plan](#) to pay your tuition and fees in smaller monthly installments. The specific timeline for these installment payment options are available by logging into the Plan. If you do not wish to enroll in the Plan, you can pay your tuition and fees in full in person at the Business Office or [pay online](#).

Students and parents should review all of the information about the Plan carefully before signing up. Nelnet Business Solutions is a third party, and payment plan agreements are executed between the student and NBS - not Delaware Tech.

View additional [installment payment plan FAQs](#).

Payment Deadlines

The College publishes payment deadlines in the Academic Calendar to encourage students to pay early so that they can increase affordability through the Installment Payment Plan. Enrollment into the Plan by the payment deadline date provides access to the least expensive monthly payment option. If a student does not make a payment by the payment deadline, Delaware Tech will not delete the registration, and the student will still be responsible to pay.

A student account becomes delinquent when the student has not made payment in full to the College or has not enrolled in the Installment Payment Plan by the second week of the semester. When accounts are delinquent, the College will place a financial hold on the account, preventing future registration, and related services. Accounts that remain delinquent at the end of the semester are referred to a collections agency.

The Hope Scholarship/Lifetime Learning Education Tax Credits

The Hope Scholarship/Lifetime Learning Education Tax Credits are options to help offset educational costs. Technically, the HOPE "Scholarship" is not a scholarship. It is a tax credit available to eligible students. Delaware Tech does not determine if students are eligible for this tax credit. A tax advisor should be consulted for more details. For complete details concerning eligibility, consult your tax advisor and/or visit the IRS Web site at www.irs.gov.

Financial Responsibility Statement

Students are responsible for paying tuition and fees when they enroll. The College will not delete any registration or drop any course for a student's failure to make payment to the College. Additionally, failure to attend any class or failure to receive a bill does not remove the student's financial responsibility. Students who do not plan to attend class(es) are responsible for officially dropping the course(s) to minimize their financial responsibility.

Tuition/Fee Adjustment Policy Course Drop or Semester Withdrawal

To receive a tuition/fee adjustment for a course drop, the student must first officially drop the course (see Course Drop/Add/Withdrawal Procedure). Students will not be charged any tuition or refundable fees (lab or technology support) for courses dropped before or during the first week of the session. Students will be responsible for 50% of the tuition and refundable fees for courses dropped during the second week of the session. After the second week, students may officially withdraw from a class, but there is no tuition/fee adjustment. Students are responsible for 100% of tuition and fees for officially withdrawn courses. For courses less than four weeks in length, there is no tuition/fee adjustment period. Students enrolled in these courses on the first day of the session are responsible for 100% of the assessed tuition and fees. The following fees are non-refundable: registration, late registration, student services, healthcare program, credit by examination, evaluation of work experience, and pass-through fees.

Financial Aid

Student Financial Assistance Programs

The College offers financial assistance to students through federal, state, institutional and scholarship programs. Financial aid information is available on the [Delaware Tech Financial Aid Web site](#). Students are encouraged to use these resources.

The Free Application for Federal Student Aid (FAFSA) and scholarship applications may be obtained from the Financial Aid Office at each campus or on the Web at www.fafsa.ed.gov. Follow the instructions included with the application(s) to apply for any type of financial assistance. All students are encouraged to apply for financial aid as early as possible - before the start of a new academic year. It is important to ask questions, read all information carefully, keep copies of everything, and answer all questions on the application(s) accurately. The Financial Aid Office makes all decisions regarding financial aid eligibility.

For more information call:

Owens	(302) 259-6080
Stanton	(302) 454-3997
Terry	(302) 857-1040
Wilmington	(302) 434-5552

General Student Eligibility for all Financial Aid Programs

The applicant must:

1. Be a U.S. citizen or eligible non-citizen.
2. Have a high school diploma, a GED®, or demonstrate the ability to benefit from instruction by passing an approved test.
3. Have a valid Social Security number.
4. Be enrolled as a regular student in an eligible program of study leading to a degree or diploma. New students must apply for admission in order to select a major/program. Undeclared or nondegree seeking students (students with program designation UND or NASNAD) are not eligible for financial aid.
5. Maintain satisfactory academic progress as defined by the College's Academic Standing Policy for financial aid recipients.
6. Not be in default on a previous student loan nor owe a refund on any federal grant received at Delaware Tech or any other institution the applicant may have attended.
7. Demonstrate financial need based on federal or institutional policies.
8. Comply with all procedures for verification.
9. Meet any other legal requirements passed into law and regulation at any time by the federal government, or any policy change made by the College or any other applicable entity, and any procedure required by the Financial Aid Office in order to ensure that a proper financial aid decision can be made.

Applying for Financial Aid

The College will attempt to assist any student seeking financial aid. Financial aid eligibility decisions for all financial aid programs are made by each individual campus.

A student seeking financial aid must apply to the campus he/she will attend.

The steps for applying for financial aid are as follows:

1. Apply each academic year.
2. Students are encouraged to apply online at FAFSA.ED.GOV or mail the application in the envelope provided.
3. Obtain the financial aid application (the Free Application for Federal Student Aid-FAFSA) from any campus. This application is appropriate for applying for all types of federal, state and institutional aid. Scholarship programs require a separate application.

4. Complete the FAFSA using the appropriate federal 1040 income tax form, as filed by the students and parents, and any other supporting documents such as W-2 forms, state tax returns and Social Security, welfare, bank and investment statements.
5. Complete all institutional forms and supporting documentation as requested by the campus.
6. The campus will receive an electronic Institutional Student Information Record, which will be used to determine eligibility for financial aid. Students will receive an electronic or a paper Student Aid Report.

A student must file the FAFSA, complete a Master Promissory Note and complete Loan Counseling to be considered for a Stafford Loan. Stafford Loans are available through the Federal Family Educational Loan Program (FFELP).

Financial Aid Satisfactory Academic Progress Requirements

Students must maintain satisfactory academic progress toward degree, diploma, and certificate completion in order to receive federal, state, or Delaware Tech financial aid or veterans education benefits. Students must meet all three satisfactory academic progress requirements:

1. Maintain the minimum cumulative grade point average (GPA). (See the Academic Standing Policy in the *College Catalog*: <https://www.dtcc.edu/academics/college-catalog/academic-policies-and-procedures>)
2. Maintain a 67% cumulative completion rate by successfully completing 67% of all credits attempted
3. Complete the program of study within the maximum time frame for the program. The maximum credits allowed is 150% of the number of credits required to earn the award.

These requirements apply to the student's entire period of attendance at Delaware Tech, including any periods during which the student does not receive any financial aid or veterans education benefits. Satisfactory academic progress is one eligibility requirement for financial aid; a complete list of financial aid eligibility requirements is available at <https://www.dtcc.edu/admissions-financial-aid/financial-aid-scholarships/eligibility-requirements>.

Satisfactory academic progress is calculated at the end of each semester to determine eligibility for the student's next semester. Satisfactory academic progress will be rechecked during the semester if Financial Aid is notified of updates to academic history, such as a change of grade, for previous semesters.

Students who do not meet the satisfactory academic progress requirements for cumulative GPA and/or completion rate will be placed on financial aid warning. A financial aid recipient must meet these requirements at the end of the next semester, or the student will be ineligible for financial aid until satisfactory academic progress requirements are met. Students on financial aid warning are expected to successfully complete financial aid counseling before financial aid is disbursed.

Students who have not completed the program within the maximum credits allowed will be ineligible for federal, state, and Delaware Tech financial aid. There is no financial aid warning status.

Students who are ineligible may appeal to have financial aid eligibility reinstated if extenuating circumstances prevented them from maintaining satisfactory academic progress. Such circumstances include:

- Medical condition, illness, or injury to the student or an immediate family member

- Death of an immediate family member
- Change or loss of employment for you or an immediate family member
- Other special circumstances

Documentation must be provided, and the student must complete a financial aid appeal [\[1\]](#) explaining the reason(s) the student did not maintain satisfactory academic progress and what has changed in the student's situation that would allow the student to regain satisfactory academic progress.

The appeal process also requires the student to submit an academic plan that sets forth the requirements the student must meet to make satisfactory academic progress. Students must also successfully complete financial aid counseling before the appeal will be considered.

The Financial Aid Office will provide the student with the appeal decision and explain what the student must do to reestablish eligibility for federal/state/Delaware Tech financial aid. Submitting an appeal does not guarantee the student will regain financial aid eligibility. The decision of the Financial Aid Office regarding the financial aid appeal is final.

If the appeal is not approved, then the student is ineligible for financial aid until satisfactory academic progress is achieved at the student's own expense.

If the appeal is approved by the Financial Aid Office, the student is then placed on *Financial Aid Probation* for the authorized enrollment status. A student placed on *Financial Aid Probation* may receive financial aid as long as the student is satisfying the requirements of an approved academic plan.

If after the one semester of *Financial Aid Probation*, the College determines the student achieved satisfactory academic progress, the student's financial aid eligibility will be reinstated for the next semester of attendance. Thereafter, such student's academic progress will be evaluated in accordance with this policy.

If after the one semester of *Financial Aid Probation*, the College determines the student met all the requirements of the student's academic plan, but did not achieve satisfactory academic progress, the student will be permitted to continue to receive financial aid for the next semester and subsequent semesters of attendance for the authorized enrollment status provided that the student continues to meet all of the requirements of the academic plan. A student who meets the academic plan requirements may request to increase the authorized enrollment status by submitting a new academic plan.

If after the one semester of *Financial Aid Probation*, the College determines that the student did not meet all the requirements of the academic plan and did not successfully achieve satisfactory academic progress, the student will lose financial aid eligibility until the student achieves satisfactory academic progress at the student's expense. Students may make another appeal for financial aid eligibility by submitting a new financial aid appeal form and providing a new academic plan. However, students are advised that financial aid appeals for academic plan deficiencies will only be approved for changes to the student's major and required courses or in extenuating circumstances as determined by the Financial Aid Office.

Veterans education benefits cannot be reinstated until the student is meeting the minimum cumulative GPA requirement. There is no appeal process.

All information is subject to change based on revisions to federal laws, regulations, or college policies and procedures. Students are required to abide by any such revisions.

[1] The appeal form is submitted electronically and can be found on the Student Information System—accessible through MyDTCC under the Technology section.

Financial Aid Satisfactory Academic Progress Requirements

In order to be eligible for federal, state, or institutional financial aid, each student at the College must make satisfactory academic progress toward the attainment of the selected degree, diploma, or certificate according to the following three requirements that comprise financial aid satisfactory academic progress. (Other eligibility requirements also apply.)

1. Minimum Cumulative Grade Point Average:

The table below represents the minimum cumulative GPA needed to be eligible for federal/state financial aid. The cumulative GPA is calculated using all courses taken. Official withdrawal from courses (W grades) are not counted in the GPA calculation. Students enrolled in bachelor's degree programs must meet the minimum 2.0 cumulative GPA at the end of each semester of enrollment.

Credits Attempted	CGPA
1 - 15	>1.5
16 - 30	>1.6
31 - 45	>1.8
46+	>2.0

2. Completion Rate:

Students at the College must successfully complete, on a cumulative basis, 67% of all credits attempted. All non-completion grades ("W," "U," "R,"/ "F," and "I") are used in the calculation of completion rates. As an example, the following table shows the minimum number of credits a student must successfully complete (with an "A," "B," "C,") on a cumulative basis to be eligible for federal/state financial aid. **Developmental (remedial) credits are not calculated in the completion rate.**

Completed Credits Required To Achieve Satisfactory Completion Rate

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

3. Maximum Credits Allowed (MCA) for a Degree/Diploma or Previous Associate Degree:

A financial aid recipient is restricted to a maximum number of credits for which the student can receive

financial aid. The maximum credits allowed (MCA) is 150% of the published length of the eligible educational program in which the student is currently enrolled. For example, if 60 credits are required for a specific degree, the MCA for the degree program would be 90 credits ($60 \times 150\% = 90$). The published program lengths are available on the College website and in the Catalog.

In addition, the credits from a previous diploma or degree program earned at Delaware Tech or elsewhere that are applied to a new degree program at Delaware Tech will be counted toward the MCA for the new degree program.

Students may receive financial aid for a second diploma or degree providing they are meeting other satisfactory academic progress and financial aid eligibility requirements. An appeal must be completed in order for the student to be considered for financial aid.

Maximum Credits Allowed (MCA) for Remedial Courses:

Developmental (0 and 00 level) classes are considered remedial courses. Basic classes (00 level) are not eligible for federal financial aid payment, but are used in calculating the remedial MCA.

Satisfactory academic progress for remedial courses is measured using the Developmental Hold Policy. Students are not permitted to re-enroll in a remedial course they previously failed until they meet with a faculty member or advisor to develop a plan to successfully complete the course. (See Developmental Hold Policy in the *College*

Catalog: <https://www.dtcc.edu/academics/college-catalog/academic-policies-and-procedures>)

The MCA for a student enrolled in remedial courses is 30 credit hours. This MCA value is separate from the degree or diploma MCA value. No extension is permitted for a student who exceeds the 30-credit remedial limit.

English as a Second Language classes are not remedial classes and do not count in the 30 credit hour remedial limit.

Repeat Coursework:

Students may receive financial aid for repeating failed coursework if all other eligibility requirements are met. In addition, one repetition of previously passed coursework is eligible for federal financial aid. However, a previously passed course is not eligible for financial aid if it is being repeated because the student failed other coursework (e.g., must repeat the course again because of co-requisite requirements).

Repeating a course may improve cumulative GPA, but each attempt impacts the completion rate and maximum courses allowed.

Transfer Students:

Coursework completed at another institution that is officially accepted as transfer credit by the College

counts toward the cumulative completion rate and MCA. Transferred grades are not calculated in cumulative GPA and, therefore, are not included in the satisfactory academic progress calculation.

All information is subject to change based on revisions to federal laws, regulations, or college policies and procedures. Students are required to abide by any such revision.

Evaluation After Semester of Financial Aid Probation

If after the one semester of Financial Aid Probation, the student achieves FASAP, he/she will have his/her financial aid eligibility reinstated for the next semester of attendance.

If after the one semester of Financial Aid Probation, the student met all the conditions of his/her academic plan, but does not achieve FASAP, he/she will be permitted to continue to receive financial aid for the next semester and subsequent semesters of attendance provided that the student submits a new Financial Aid Appeal Form, provides a new academic plan each semester developed by their program advisor and continues to meet all the conditions of the academic plan.

If after the one semester of Financial Aid Probation, the student does not meet all the conditions of the academic plan and does not successfully achieve FASAP, the student will lose financial aid eligibility until the student achieves FASAP at his or her own expense.

All information is subject to change based on revisions to federal laws, regulations, or college policies and procedures. Students are required to abide by any such revisions.

Scholarships

Various scholarships are offered at all campuses. A student should contact the Financial Aid Office, at the campus where he/she is enrolled, for a list of scholarships offered at that campus. Scholarship information is also available on the College's website.

Earned Title IV Financial Aid

Students who receive federal financial aid are eligible for payment according to their enrollment status and attendance. Students who attend more than 60 percent of a semester (approximately 9 weeks of a 15 week semester) are eligible to receive 100 percent of their payment. Students who attend 60 percent or less of a semester are eligible to receive a percentage of their payment, depending on the date of withdrawal from all classes. This percentage payment is done according to the Return of Title IV Funds Regulations. (34 CFR 668.22)

1. If the amount of earned federal financial aid is not adequate to pay institutional charges, the student is liable for any outstanding debt the student may owe the college. In addition, the student may be responsible for repaying a portion of his/her federal financial aid to the federal government.
2. Earnings from the Federal Work Study Program are not used in this calculation. The student is paid what he/she earns.
3. Students receiving loans must maintain half-time enrollment (at least 6 credits) in order to receive payment of the loan.
4. Basic-level courses (courses beginning with 00) do not count toward enrollment status for Title IV Funds.

This policy applies to federal financial aid money only and will be the policy applied to students who withdraw from all classes.

The date of withdrawal from all classes that will be used in the calculation is the date that the Registrar's Office processes the official College Withdrawal Form used by students who wish to withdraw from all their classes during the semester. Students must contact the Registrar's Office to obtain this form. The withdrawal date for students who drop all their classes without using the official College Withdrawal Form will be the last documented dates of attendance or the mid-point (50% point) of the semester without documentation. Withdrawing from the College may affect a student's eligibility for future financial aid funding.

Federal law requires that students who receive federal financial aid must attend the classes for which they register in order to receive financial aid payment. Students who never attend a class will not receive any federal financial aid relating to that class, even if an official drop/withdrawal procedure is completed.

The complete policy and additional information about financial aid are available on the Delaware Tech Web page, www.dtcc.edu/financialaid, that provides ongoing updates to all financial aid opportunities and the College's refund policies.

Getting on the Right Track Academic Policies

College Policy on Academic Integrity

College Policy On Academic Integrity

The students and staff of Delaware Technical Community College have an obligation to participate in the academic life of the college in a responsible and intellectually honest manner. As members of the Delaware Tech community, students have responsibilities and duties commensurate with their rights and privileges. One of these responsibilities is to be honest and forthright in their academic work. To falsify the results of one's work, to steal the words or ideas of another, or to cheat on an examination corrupts the academic process.

The College Policy on Academic Integrity defines academic dishonesty and outlines sanctions when academic integrity is breached. Academic dishonesty, in any form, is not tolerated; therefore, the College has the right and the responsibility to apply the sanctions outlined in this policy in order to safeguard the ideals of scholarship and character.

Forms of Academic Dishonesty

Cheating

Cheating is an act of deception by which a student misrepresents that he or she has mastered information on an academic exercise that he or she has not mastered. Examples of cheating include but are not limited to:

- A. Using and/or copying from another student's work such as test paper, project, or computer program.
- B. Allowing another student to copy one's work.
- C. Using unauthorized materials such as a textbook, notebook, cell phone or other technology/materials during testing or competency performance without permission.
- D. Collaborating during a test or competency performance with any other person by attempting to request or receive or by actually requesting or receiving information verbally, in writing, or electronically without

permission.

E. Using specifically prepared materials that are not permitted during a test (e.g. notes, formula lists, notes written on the student's clothing or person, etc.).

Academic Misconduct

Academic misconduct is the intentional violation of college policies by tampering with grades, taking part in obtaining or distributing any part of a learning tool (such as quiz, test, paper, presentation, etc.), or submitting the same work in more than one class without permission. Examples of academic misconduct include but are not limited to:

A. Stealing, buying, selling, or otherwise obtaining all or part of a learning measurement tool.

B. Selling or giving away all or part of a learning measurement tool, including answers to a learning measurement tool.

C. Bribing or coercing any other person to obtain or attempt to obtain a learning measurement tool or any information about the tool.

D. Changing or attempting to change a grade in a grade book, computer system, on a test, or on other work for which a grade has been given.

E. Changing, altering, or being an accessory to the changing or altering of a grade in a grade book, on a test, on a "change of grade" form, in an electronic system or in other official College academic records that relate to grades.

F. Obtaining or attempting to obtain a learning measurement tool.

G. Submitting written work to fulfill the requirements of more than one course without the explicit permission of both instructors.

Fabrication

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. Examples of fabrication include but are not limited to:

A. Citation of information not taken from the source indicated.

B. Listing sources in a bibliography or other report not used in the academic exercise.

C. Inventing data or source information for research or other academic exercise including but not limited to fabrication of log entries or internship hours.

D. Submitting as your own any academic exercise prepared totally or in part by another.

E. Taking a test for someone else or the student permitting someone else to take a test on one's behalf.

Plagiarism

Plagiarism is the inclusion of someone else's words, 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 references and citations, and if verbatim statements are included, through quotation marks as well. By placing his or her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate

acknowledgment. The student will avoid being charged with plagiarism if academic citations have been used accurately:

A. Whenever quoting another person's words.

B. Whenever using another person's idea, opinion or theory, even if it is completely paraphrased in the student's own words.

C. Whenever borrowing facts, statistics, computer programs, or other illustrative materials-unless the information is common knowledge.

Informing Students about Academic Integrity

The College informs students about the importance of academic integrity - including its relationship to professional integrity and success in the workplace and in higher education - and its role in protecting the public trust through the College Catalog and the Student Handbook, at New Student Orientation, in First Year Seminar (SSC 100), and on the portal.

Procedures for Adjudication of Alleged Academic Dishonesty

1. The instructor/designee must investigate an alleged attempted or apparent act of academic dishonesty and review the evidence and incident to ensure it is sufficient to warrant a charge of academic dishonesty. This investigation should include a documented discussion with the student prior to the submission of an Academic Dishonesty Report. If the investigation has not been completed prior to the grade due date, the instructor must submit an "I" (incomplete) grade and notify the assistant dean of instruction (hereafter referred to as "assistant dean").
2. If the instructor/designee believes that academic dishonesty has occurred, he or she must complete an Academic Dishonesty Report providing a complete description of the incident, documented evidence of a meeting with the student, and evidence supporting the allegation. The instructor/designee must forward a copy of the Academic Dishonesty Report and copies of all evidence to his or her department chairperson and the assistant dean to notify them of the alleged infraction. The report must be completed and forwarded to the individuals listed above within five (5) working days of becoming aware of the alleged academic dishonesty. (The instructor or designee must keep the original assignment, test/examination, or other evidence as well as a copy of the Academic Dishonesty Report.)

An instructor may not assign a disciplinary grade such as "F" or zero to an assignment, test, or other coursework as a sanction for admitted or suspected dishonesty in lieu of following the Academic Integrity Policy.

3. Upon receipt and review of the Academic Dishonesty Report and evidence submitted, the assistant dean must notify the student in writing at the address of record regarding the alleged academic dishonesty and must forward to the student a copy of the Academic Dishonesty Report and a copy of the evidence. The assistant dean will notify the student that he or she may not drop the course. (Note: In this policy, when responsibility is assigned to the assistant dean, it may include his or her designee.)

The assistant dean will make every attempt to schedule a joint meeting with the student, the instructor/designee, and the department chairperson within ten (10) working days of receiving the Academic Dishonesty Report. When necessary, the meeting may be conducted by video-conference.

During this meeting, every effort will be made to preserve a productive

instructor/designee-student relationship. The student will be given the opportunity to ask questions about all written documents and to respond to the allegation. The student will be given the opportunity to accept responsibility for the infraction or to refute the charges.

At the meeting, the student will be asked to sign the Academic Dishonesty Report, thereby acknowledging that he or she is aware of the alleged infraction, accepts responsibility for the infraction or intends to refute the charges, and understands the possible sanctions.

If the student chooses to refute the charges, the assistant dean will request that the student produce additional evidence/information relevant to the incident. The assistant dean may also attempt to acquire additional information, depending on the nature of the discrepancies. The student has five (5) working days to submit additional evidence. The assistant dean will review the additional evidence within five (5) working days of receipt.

The student may not withdraw from the class in which the alleged infraction occurred and is expected to complete coursework until the alleged infraction has been resolved. If the alleged infraction has not been resolved by the time grades are due, the instructor must assign the student an "I" (Incomplete) grade. This grade will remain until the alleged infraction is adjudicated. If under any circumstance the student stops attending the course, a "U" (Unofficial Withdrawal) grade with a last date of attendance will be assigned.

4. If the assistant dean determines there was not an infraction of the Academic Integrity Policy, the instructor will clarify the standards of the assignment/test/examination/project with the student. In circumstances in which the assignment was not completed, an opportunity for the student to complete the assignment will be provided. In this case, the assistant dean will document the outcome on the Academic Dishonesty Report and maintain the document in the Office of Instruction.

If the assistant dean determines that the student violated the Academic Integrity Policy or if the student accepts responsibility for the infraction, the assistant dean will determine the appropriate sanction(s) in keeping with the adjudication procedures listed in this Academic Integrity Policy and will note such sanction(s) on the Academic Integrity Report.

The assistant dean will formally notify the student, the instructor/designee and the department chair that the student has been found responsible for a violation of the Academic Integrity Policy and communicate the sanction(s). This communication to the student will be sent by both email and certified letter with return receipt requested within five (5) working days of reaching a determination that an infraction of the policy has occurred.

5. A student may appeal the decision by requesting a due process hearing with the Campus (for first and second infractions) or the College (for third infraction) Academic Integrity Appeal Committee. If the student chooses to exercise his or her right to a hearing, he or she must notify the assistant dean in writing within ten (10) working days of receipt of the letter informing him or her of the decision and sanction. Upon receipt of this notification, all imposed sanctions are suspended until the appeal process is completed.

The student must advise the assistant dean in writing if he or she will exercise his or her right to bring an advisor or attorney to the hearing. The assistant dean will notify the chairperson of the Campus or College Academic Integrity Appeal Committee (depending on the infraction) of the student's request for a hearing.

6. Final decisions regarding the academic integrity infraction will be documented in the College's student conduct database.

Sanctions for Academic Dishonesty

First Infraction

The assistant dean may impose an “F” grade for the course or a lesser sanction if warranted by the circumstances.

When an “F” grade for the course is imposed, the student will be required to complete an academic integrity tutorial within a timeframe set by the assistant dean. The assistant dean could also require a student to successfully complete an information literacy tutorial within a set timeframe. If either or both tutorials are not completed by the specified date, a dean’s hold will be placed on the student’s record until the tutorials are successfully completed.

An alternative sanction to the “F” grade may be imposed in situations in which the assistant dean determines, after reviewing the evidence and discussing the situation with the student, instructor/designee and department chairperson, that the student did not understand his or her actions were a form of academic dishonesty and there was no intention to be dishonest. An example of this may be plagiarism by completely paraphrasing in one's own words another person's idea, opinion, or theory without giving credit.

Additionally, in circumstances that do not justify an “F” grade for the course, a zero grade may be assigned for the assignment/test/examination/project in which the infraction occurred. In this case, the student will be required to retake or redo the assignment/test/examination/project to demonstrate mastery of the learning objective or to demonstrate mastery through an alternative means determined by the instructor/designee and approved by the department chairperson. The zero and the new grade will be averaged and factored into the final grade for the course, in accordance with the weight approved for the specific course evaluation measure within the overall evaluation measures approved for the course, which could still result in failure of the course depending on the weight of the assignment in the overall course grade.

Second Infraction

If the assistant dean determines that a second infraction of academic integrity has occurred in either the same or another course, the student will be assigned an automatic "F" in the course in which the second infraction occurred. The student will be required to complete an academic integrity tutorial, even if completed previously, by a date determined by the assistant dean. If the tutorial is not completed by the specified date, a dean’s hold will be placed on the student’s record until the tutorial(s) is successfully completed.

Third Infraction

If the assistant dean determines that a third infraction of academic integrity has occurred in either the same or another course, the student will be dismissed from the College. Dismissal from the College means that the student cannot continue in any course in which he/she is enrolled. The student will receive an “F” grade for the course in which the infraction occurred and a “W” (Withdrawal) for any other course in which the student is enrolled.

Appeals

The Campus Academic Integrity Appeal (Committee) will hear appeals of first and second infractions. The committee is composed of the dean of instruction, a faculty member appointed by the campus director, and the dean of student affairs. The dean of instruction will chair the committee.

The College Academic Integrity Appeal Committee will hear appeals of third infractions. The Committee is composed of a dean of instruction from another campus, a dean of student affairs from another campus, and the assistant vice president for academic affairs. The associate vice president for academic affairs will chair the committee.

The Campus or College Academic Integrity Appeal Committee will conduct their proceedings as follows.

At the hearing, which is closed to the public, the chair of the Committee will introduce the written appeal to the Committee. The Committee will discuss issues, hear testimony, question witnesses, and consider available evidence pertaining to the appeal hearing. The Committee may call upon the instructor/designee, department chairperson, and anyone else who may provide relevant information. The student will have the opportunity to present statements, testimony, evidence, and witnesses; refute evidence brought forth to the Committee and present any relevant evidence in his or her defense; question witnesses; and respond to questions by the members of the Committee. The student may bring an advisor or attorney to the due process hearing but must advise the assistant dean in advance of the hearing, and the assistant dean will notify the chair of the appropriate appeal committee.

The written findings of facts and the sanction(s) will be submitted by the Committee to the campus director and to the dean of instruction of the campus where the alleged infraction took place within three (3) working days of the hearing, unless this time is extended for good cause by the Committee. The Committee's decision will be final and will be sent via certified mail with return receipt requested within three (3) working days of the hearing to the student. A copy will also be sent to the instructor/designee and the department chair. The dean of instruction will authorize the registrar to record/change any grade.

The written findings of the facts and the sanction(s) will be kept in a confidential file in the office of the Committee chairperson (campus dean of instruction or College associate vice president for academic affairs) and made available to the student for at least five (5) years.

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. 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.

Academic Recognition - Part-Time Students

A student will receive a letter of recognition, signed by the Dean of Instruction and Dean of Student Affairs, 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 3 and 4 of the

Dean's List criteria.

Academic Grade Challenge Policy

A student who wishes to challenge an academic grade given in any course must initiate the challenge by submitting a written request, including the basis of the challenge, to the course instructor by the end of the semester following the term in which the grade was received. Spring grades may be challenged until the end of the next fall semester. If the student is not satisfied with the instructor's written response and ultimate decision, the student may appeal that decision to the department chair, in writing, within seven (7) days of the instructor's decision. The department chair will meet with the student and instructor, discuss the written challenge and review any documentation, including coursework and exams, necessary to render a decision. If the student is not satisfied with the department chair's written decision, the student may appeal the decision to the Dean of Instruction by submitting a written request within seven (7) days which shall include a copy of the instructor's and chair's decision. The final investigation of the challenged grade and subsequent decision rests with the Dean of Instruction, who shall notify the student, department chair and instructor in writing of the final determination. Once a student has challenged a grade through this process, all academic appeals have been exhausted. No other College process may be utilized to challenge that specific grade or decision.

Academic Standing Policy

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

To be in satisfactory academic standing at Delaware Tech, students must meet the minimum CUM GPA for the number of credits attempted. The CUM GPA is calculated using all courses taken. Official withdrawal from courses (W grades) are not counted in the GPA calculation.

Credits	Credits
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 registers for more than 13 credits for a subsequent semester before the end of the current semester and is determined to be on Academic Warning after grades are submitted must adjust the number of credits on their schedule to 13 or fewer credits. If a student does not reduce the number of credits to 13 or fewer credits, the credits will be reduced by the College.

Academic Probation

If a student does not earn the minimum CUM GPA required for satisfactory academic standing in two successive semesters, the student will be placed on Academic Probation and restricted to a maximum of 9 credits in the next semester of attendance.

A student who registers for more than 9 credits for a subsequent semester before the end of the current semester and is determined to be on Academic Probation after grades are submitted must adjust the number of credits on their schedule to 9 or fewer credits. If a student does not reduce the number of credits to 9 or less, the credits will be reduced by the College.

Status after Break in Enrollment

A student who withdraws or has a break in enrollment from the College while on Academic Warning or Academic Probation will retain that status upon re-enrolling. The student must earn the minimum CUM GPA required for satisfactory academic standing by the end of the semester, or the student will progress to the next level of academic probation.

Appeal of Credit Load Restriction

A student on Academic Warning or Academic Probation may appeal the credit limit restriction by completing the Academic Standing Petition form and submitting it to the dean of instruction/designee for approval to register for more credits than Academic Warning and Academic Probation status allow. If the petition is approved, it is the student's responsibility to submit the approved petition to the Registrar's office in order to update the student's record and allow registration.

Academic Probation-Continuing

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 submits an Academic Standing Petition that is approved by the dean of instruction/designee to the Registrar's office. The dean/designee may approve any number of credits for registration, including none, for that semester.

A student who registers for a subsequent semester before the end of the current semester and remains on Academic Probation after grades are submitted must submit an approved Academic Standing Petition. After a petition is approved by the dean of instruction/designee, it is the student's responsibility to submit the approved petition to the Registrar's office. If an approved petition is not submitted, the student's registration will be deleted by the College.

Academic Suspension

Academic Suspension status was eliminated at the conclusion of summer semester 2012 (2012-53.) Students who would have been in Academic Suspension status under the previous policy will be treated as students who are on Academic Probation-Continuing.

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 Credits Allowed" requirements and "Percentage of Courses Completed" requirements.

Developmental Hold Policy

The Developmental Hold Policy serves to identify students enrolled in developmental education (courses below the 100 level) who are at risk for continuing academic failure and in need of academic advisement to support their future success and retention. The non-completion course grades listed below will trigger the following corresponding hold and actions.

- One (1) FE (fail) or UE (Unofficial Withdraw) grade in a developmental course
 - *Developmental Hold Math* or *Developmental Hold English* placed on account.
 - Requires the math or English department advisor's approval signature for the student to register for classes.

- Two (2) or more FE or UE grades in the same course
 - *Developmental Hold Program Advisor* placed on account.
 - Requires the program advisor's approval signature for the student to register for classes.

When a student is concurrently enrolled in college credit and developmental courses, both the [Academic Standing Policy](#) and the Developmental Hold Policy apply.

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. Types of advanced standing are explained below.

CLEP and 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 Tech for evaluation for Advanced Credit.. Specific CLEP or DANTES tests which apply to the student's academic program may be granted corresponding Delaware Tech credit.

International Baccalaureate

International Baccalaureate (IB) is a non-profit educational foundation offering programs of international education. Students who are high school graduates with acceptable scores may submit official copies of the IB test results for evaluation for credit for courses.

Credit by Examination

A student may receive credit for 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 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 Tech 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 Credits." 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.

Advanced standing credits will appear on the transcript of a declared student only upon completion of at

least one term of instruction and provided the student is in satisfactory academic standing.

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.

Credits from Foreign Institutions

College-level credits earned at institutions outside the United States may be evaluated for transfer. Students will be required to submit transcripts with an official English translation by a professional foreign educational credentials evaluation service such as Worldwide Educational Service, North American Educational Group, AACRAO International Education Services, or International Education Research Foundation, if the original language for the institution is not English.

Age Limits on Courses

Delaware Tech does not apply blanket age limits to courses for the purpose of transfer in, meeting selective admissions programs' ranking/entrance procedures, or meeting program requirements in award completion. Age limits on courses for any of these purposes must be recommended by the relevant department chairpersons and approved by Academic Affairs administrators. Approved age limits on courses will be related to the competency(ies) students/graduates must demonstrate in the field, employment and other measures such as certification exams.

Approved time limits on applicability of courses to program admission and completion is available in program admission documents and on program web pages.

Evaluation of Transfer Credits

Credits from postsecondary institutions that are accredited by a U.S. Department of Education approved regional accrediting association will be accepted, if they apply to the established curricula of Delaware Technical Community College (Delaware Tech) and meet other requirements listed below.

Transfer Credit Evaluation Process:

- The student must request and arrange for an official transcript from transferring institution to be sent to Delaware Tech.
- The student must be admitted to Delaware Tech before transfer credits will be evaluated or posted to the student's academic history/transcript.
- The Delaware Tech department chairperson who has oversight for the subject will evaluate course(s) for equivalent learning outcomes to a Delaware Tech course(s) when the following criteria is met:
 - The student earned a grade of "C" or better in the course being evaluated for transfer;
 - The course is applicable to a Delaware Tech major;
 - The course is eligible for transfer consideration based on the Age Limits on Courses Policy. Approval of transfer credit for a course does not mean the transfer credit will satisfy selective programs' admission requirements or will apply to academic program requirements.

APPROVED AGE LIMITS FOR TRANSFER IN OF COURSES

DELAWARE TECH PROGRAM AND COURSES	YR. LIMIT (date approved by Deans)
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CIS - Computer Information Systems	5 years (9/14)
CNE - Computer Network Engineering Technology	5 years (9/14)
CSC - Computing & Information Systems	5 years (9/14)
ISY - Information Security	5 years (9/14)
ITN - Information Technology and Networking	5 years (5/18)
MLT-Medical Laboratory Technician	5 years (10/14)
WIS - Web Information Systems	5 years (9/14)

- Students requesting transfer credit may be required to provide supporting materials such as the course description(s) from the institution's catalog and/or course syllabus (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 students via the Delaware Tech email system.
 - Students may inquire with the appropriate department chairperson about declined transfer courses.
- Transfer credits may not be applied toward the residency requirements of the College.
- Students may check with their department chairperson regarding time limits and applicability of transfer courses to program admission and completion. Information is also available in program admission documents and in program web pages.
- Transfer credits for developmental courses will be accepted if the Delaware Tech department chairperson responsible for the developmental courses(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 test.
- Students transferring to Delaware Tech with a previously awarded associate, baccalaureate, master, or doctoral degree from a postsecondary institution accredited by a U.S. Department of Education approved regional accrediting association will receive advanced standing (transfer) credit for Critical Thinking and Academic Writing (ENG101) and Composition and Research (ENG102).

Inter-Campus Transfer of Advanced Standing Credits

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

Internal Career Education Pathways Guidelines

Internal Career Education Pathways Guidelines provide a bridge for completion of Workforce Development and Community Education (WDCE) non-credit programs/courses to advanced standing in designated Instructional Division credit programs/courses. A list of these approved opportunities is available from the campus WDCE office, the campus Registrar and academic counselors. To receive advanced standing, the student must:

- Successfully complete the approved WDCE course(s) and demonstrate mastery of course objectives as required for advanced standing.
- Request to receive advanced standing within the credit program's time frame for credit course transfer.
- Be admitted into the credit program.

Advanced standing for a non-credit course(s) does not exempt students from demonstrating college readiness. If the student's Accuplacer scores indicate they need developmental course work the completed non-credit course(s) does not exempt them from the required developmental courses.

Military Credits

Credits earned through military training and service with a grade of "C" or better may be evaluated for transfer if the courses were taken at a regionally accredited college or university. Courses must meet time limit guidelines, be applicable to a Delaware Tech major, and have equivalent learning outcomes to a Delaware Tech course. The American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services is used in the evaluation of military training and experience for academic credit.

Prior Learning/Work Experience Assessment

Students seeking college credit through evaluation of non-credit prior learning or work experience must complete a competency based evaluation form to initiate an application for Prior Learning/Work Experience evaluation by the Department Chairperson. Students must be accepted in a program to apply for the evaluation process. Upon acceptance for the process, the student will pay a fee equivalent to tuition for a one-credit course.

Once the department chairperson accepts the student for the evaluation process, the chairperson or his/her faculty designee will guide the student to submit documentation to complete the evaluation process.

Transfer-Back Policy

Students who have transferred from Delaware Tech without earning a bachelor's degree, associate degree, diploma, or credit certificate may complete program requirements by transferring back courses that have been earned at other institutions and are approved as relevant to the award requirements of the major at Delaware Tech. If the student attended Delaware Tech within two calendar years, the transfer-back course(s) would be entered upon the student's record when the courses are accepted by Delaware Tech. If the student has not been enrolled in Delaware Tech 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 completed Delaware Tech courses, as well as courses being transferred back, must meet departmental guidelines. The student must satisfy all requirements for graduation, including credits in residence.

Appeals Process

To appeal the evaluation or transferability of a course or prior learning/work experience evaluation, the student must submit a written request to the department chairperson responsible for the course for

re-evaluation of advanced standing credit. The appeal must be made within 60 days of the notification of the declined course(s) and must include documentation for re-evaluation. Upon receipt of the appeal, the department chairperson will submit a copy of the appeal to the dean of instruction. The department chairperson will inform the student in writing within 14 working days if additional documentation for further evaluation is needed. The department chairperson will inform the student in writing of the final transfer credit decision.

Attendance

Attendance Policy (Approved by VPAA 8/8/2019)

Class attendance is directly linked to success in the course. Therefore, students are expected to attend all class sessions. At Delaware Tech attendance is defined as:

- Physically attending an on-campus course. In the event physical attendance is not possible, attendance may also be fulfilled by contacting the instructor in advance of the missed class and submitting missed work and/or other academic assignments as defined by the instructor. (Note: Some courses require physical attendance due to external accreditation requirements or regulations.)
- Engaging in an academic activity in a distance education course. Logging on to the learning management system or a tutorial without active participation does not demonstrate attendance.

The College will withdraw students who do not attend within the first two weeks of the course. For classes shorter than 15 weeks, the College will withdraw students who do not attend within the first week of the course. The withdrawal will not affect the student's GPA, but the student is still financially responsible for all tuition and fees for the course. Financial aid will not be available for the course.

Students who have excessive unexcused absences or fail to maintain adequate academic engagement, as defined by the program/course policies, will receive a failing grade of a U (unofficial withdrawal) for the course, which will negatively affect the student's GPA. The student is financially responsible for all tuition and fees for the course. Financial aid may be reduced, and financial aid eligibility may be affected.

After monitoring attendance in class, instructors may choose to notify students who are not attending; however, it is the student's responsibility to attend class.

Contract Year

The courses required for completion of each academic program are listed in the *College Catalog* and on the program sequence sheet. When a student is admitted and enrolled at the College, the course requirements in effect at that time are considered the academic program contract for the student. When a student changes his/her major or requires College readmission, the student's academic program contract is updated to the one currently in effect. Program requirements for completion are periodically updated. To take advantage of curriculum updates, a student may request approval from his/her department chairperson to change his/her academic program contract to reflect current requirements. A student may not change to a contract that was in effect prior to his or her initial enrollment in the academic program.

Credit Hours

Students registered for 12 or more credit hours (or equivalent) are considered full-time. A student

registered for less than 12 credit hours per semester is considered to be part-time. The class hours, laboratory hours, and total credits are printed in the College Catalog following each course description. The total credits, class hours and laboratory hours are printed.

Example: (4:3:3)

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. For the Associate in Applied Science or Associate of Arts, at least twelve (12) credits of the residence requirement must be major courses from the program in which the degree is awarded. For the Associate of Science degree, at least twelve (12) credits of the residence requirement must be core courses. Candidates for the diploma must complete twelve (12) credits of the residence requirement with six (6) credits in major courses. Candidates for the certificate must complete 50% of credits required for the certificate at Delaware Tech. 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 Deans of Instruction, Associate Vice President for Academic Affairs and Vice President for Academic Affairs.

Candidates for the RN to BSN program must complete a minimum of 75% of the 300 and 400 level nursing courses at Delaware Tech.

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.

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 on the grade point values, and these have been maintained for all students enrolled since the fall of 1977. Effective fall 2012, the following grading policy is in effect:

Grading Policy

A 92-100

B 83-91

C 75-82

F 0-74

Note: From fall 1991 until fall 2012 a "R" grade was used instead of an "F."

The following is the College's grading interpretation:

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

F 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)

W Withdrawal with approval from College

U Withdrawal without approval from College

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
- F** 0.0 grade point value
- U** 0.0 grade point value

The CUM includes the inactive grades "D" (Distinctive) and "P" (Proficient), which became inactive in the Fall Quarter of 1978.

- D** 4.0 grade point value
- P** 2.5 grade point value

Note: Students who receive an "S" grade and are receiving veterans Administration 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 Veterans Administrations 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
- W** Withdrawal with approval from the 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
- FE** Has not met the measurable objectives and must repeat course
- SE** Continuing satisfactory

Definition of Terms:

Grade Point Value

is the value assigned to grades "A", "B", "C", "F" and "U". The inactive grades of "R," "D" and "P" will continue to carry grade point value historically.

Quality Point

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

Quality Hours

are the credit-hour value of those courses which are used in the calculation of the grade point average.

The Term GPA

is 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: (1) an "I" grade is resolved or (2) a grade change is authorized.

Cumulative GPA

is the total cumulative quality points earned divided by the total cumulative quality hours attempted. The cumulative GPA is an historic index of all work taken at Delaware Tech and is not recalculated when a student changes 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 occur: (1) an "I" grade is resolved or (2) a grade change is authorized.

Incomplete ("I") Student Evaluation

Incomplete ("I") Student Evaluation

An Incomplete "I" evaluation may be awarded 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/withdraw 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 give or post an "I" grade, approval for an "I" grade must 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 "F" grade, 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 re-register for the course.

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:

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

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. The student must re-enroll in the course within the succeeding term in order to improve his/ her grade, unless an exception is made by the Dean of Instruction or his/her designee.

Note: Students who receive an "S" grade and are receiving Veterans Administration 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 Veterans Administrations credit hours reported for benefits.

Academic Amnesty Procedure

The following criteria and application has been created to aid currently enrolled students who began their studies at Delaware Technical Community College prior to the conversion to a Semester system in the Fall of 1993 (94-1). To qualify, a student must complete The Petition for Academic Amnesty form and submit the form to the Dean of Instruction or his/her designee.

The following conditions apply:

1. Any student who has a non-completion grade (R, U) in a course prior to the Fall of 1993 (94-1) or has an enrollment date prior to 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 the CUM grade point average calculation. Each non-completion grade in the same course will be eliminated from the CUM GPA calculation.
2. The student must submit a written application for Academic Amnesty to the Dean of Instruction or his/her designee.
3. If the request for Academic Amnesty is approved, the non-completion grade (R, U) will be replaced with an administrative grade (AR, AU). The administrative grade (AR, AU) will not be included in the students new CUM Grade Point Average.
4. All students are cautioned that many undergraduate professional programs, graduate and professional schools consider all grades listed on a transcript when considering applications for admission and scholarship.
5. Academic Amnesty does not change accumulated Financial Aid history. Accumulated term and award limits include all terms of enrollment.

Transfer Credit Effect On Cumulative Grade Point Average

Students who have received approval for the transfer credit for courses previously completed at Delaware Tech with grades of "R," "F" or "U" may request that the effect of the "R," "F" or "U" grade be removed from their cumulative grade point average by submitting a request to the Registrar's Office with a copy of their unofficial transcript. All grades and courses remain on the student's transcript.

Fresh Start Policy

The Fresh Start policy provides students with an opportunity to request consideration and approval from the College's Deans of Instruction or designee to allow them to recalculate their cumulative grade point average (cumulative GPA).

In order to be eligible, students must:

1. be currently enrolled in a program and not have previously earned a degree (associate, diploma, or certificate) at Delaware Tech.
2. have not attended Delaware Tech for a minimum of five full semesters (not including summer). For example, a student who was last enrolled in fall 2012 would be eligible to begin a Fresh Start in fall 2015.

3. upon readmission, complete a minimum of 12 college-level credits with at least a 2.00 GPA.
4. apply in writing to the Dean of Instruction or designee requesting consideration for a Fresh Start.

The Dean of Instruction or designee will review the student's application, determine if the guidelines have been met, and make a final decision on granting the Fresh Start.

Course grades prior to readmittance that do not fulfill graduation requirements in the student's current major will be excluded from the recalculated cumulative GPA. The excluded courses cannot be used to fulfill graduation requirements. Course grades prior to readmittance that fulfill graduation requirements (passing grades) in the student's current major will continue to be included in cumulative GPA recalculation.

Fresh Start is granted only one time per student and is irreversible. Fresh Start has no impact on financial aid maximum credits allowed.

Although cumulative GPA will be recalculated once the Fresh Start is applied, all attempted hours, grades, and courses will remain on the student's transcript, and a statement will be added to the student's transcript to indicate the Fresh Start effective date.

Grade Point Average Addendum

When a student repeats a course, the first passing grade will be calculated in the cumulative grade point average (CUM GPA). A student can request that a higher grade (for coursework 1994-01 forward) be included in the CUM GPA by submitting a request to the Register's Office for coursework that was repeated spring 2007 forward. All courses taken and grades received will remain on the student's transcript, even though some will not be used to determine GPA. Selective admissions processes, scholarships and academic award decisions at other colleges and universities may take into consideration the complete academic record of the student.

Graduation Policy

A student will graduate when the student has:

- satisfactorily completed the courses required for a degree, diploma, or certificate in the program/major area as certified by the department chairperson and the dean of instruction and verified by the registrar,
- and the credits in residence requirements have been met.

No Delaware Technical Community College degree, diploma, or certificate is to be awarded or the student allowed to participate in official graduation ceremonies unless that student has completed all requirements for said degree, diploma, or certificate. Degree and diploma students may participate in the commencement ceremony as long as all required steps are completed.

Graduation Honors Policy

Graduation honors are calculated for diplomas, associate degrees, and bachelor's degrees. Certificates are not eligible for graduation honors. Diploma and associate degree honors are based on all coursework that is included in the cumulative grade point average (CUM GPA) at the time the diploma or degree is awarded. Bachelor's degree honors are calculated based on all 300- and 400-level program coursework that is included in the CUM GPA at the time the degree is awarded; general education coursework is not included in bachelor's degree honors.

Students earning a CUM GPA between 3.25 and 3.49 will graduate *cum laude*. Those earning a CUM GPA between 3.5 and 3.79 will graduate *magna cum laude*. Those earning a CUM GPA between 3.8 and 4.0 will graduate *summa cum laude*. Graduation honors are printed on the graduation program and the student's transcript.

Getting the Facts Collegewide Policies

Statement of Nondiscrimination Policy

It is the policy of the College that no person shall, on the basis of race, color, creed, religion, sex, family or marital status, pregnancy, national origin, age, disability, sexual orientation or genetic information be subjected to any discrimination prohibited by the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act, as amended; Americans with Disabilities Act, as amended; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendments of 1972; the Genetic Information Nondiscrimination Act of 2008; Delaware's anti-discrimination law and other applicable laws, regulations and Executive Orders.

All persons associated with the college are subject to this policy while on property owned or controlled by the college or while acting in an official capacity, including faculty, staff, officers, trustees, volunteers, contractors and vendors. In addition, this policy applies to conduct that occurs off college property or is otherwise unrelated to the person's association with the college if:

1. The conduct was in connection with a college or college-recognized program, activity or event;
2. The conduct is alleged to have created a hostile environment for a member of the college community;
3. The conduct disrupts the normal operations and processes of the college and is offensive to the college's mission;
4. The continued presence of the individual accused of violating this policy poses a moderate or higher threat to any member of the college community; or
5. The nature of the alleged conduct adversely affects the reputation, mission, image or public perception of the college.

This policy applies to recruitment, employment and subsequent placement, training, promotion, compensation, continuation, probation, discharge and other terms and conditions of employment over which the College has jurisdiction as well as to all educational programs and activities. The College has designated a Civil Rights Coordinator, who serves as the College's Title IX Coordinator and the College's ADA/Section 504 Coordinator, to carry out its commitment to equal opportunity and nondiscrimination. Inquiries or complaints by students or employees regarding the College's nondiscrimination policies may be addressed to: Janis C. Beach, Civil Rights & Title IX Coordinator, Office of the President, 100 Campus Drive, Dover, DE 19904, (302) 857-1903, civilrights@dtcc.edu

(Revised Board of Trustees 6/18/2018)

Procedure For The Resolution Of Discrimination And Sexual Misconduct Complaints

1. Oversight.

The Civil Rights Coordinator/Title IX Coordinator ("Title IX Coordinator") will be responsible for overseeing the prompt, fair and impartial investigation and resolution of reports of discrimination and sexual misconduct to the College. Upon receipt of a complaint, the Title IX Coordinator shall make an initial

determination regarding whether or not the complaint states a claim of discrimination or sexual misconduct; provided, however, that no determination that a complaint fails to state a claim for discrimination or sexual misconduct shall be made without first speaking with the Complainant. In cases where a claim of discrimination or sexual misconduct has been stated, the Title IX Coordinator shall immediately communicate, or attempt to communicate, with the Complainant to determine and implement interim/protective measures to the extent necessary. The Title IX Coordinator shall attempt to obtain a written statement from the Complainant within 5 days from the date of receipt of the complaint. However, a delay or refusal by the Complainant to complete a written complaint will not suspend or postpone the Title IX Coordinator's obligation to move forward in the investigation. In addition, when a claim of discrimination or sexual misconduct has been stated, the Title IX Coordinator shall notify the Respondent that a complaint has been filed, the substance of the complaint, any protective measures that may have been instituted, the prohibition against retaliation or harassment involving the Complainant, the name of the Review Officer that will be assigned to investigate the complaint, and, if applicable, whether mediation is available.

2. Mediation.

Mediation is an informal and confidential way for the parties to resolve a complaint of discrimination or sexual misconduct prior to an investigation. It is available as an alternative means of resolving a complaint only if the alleged discrimination or sexual misconduct does not involve violence or abuse.

Mediation requires the consent of all parties to the complaint and shall be documented by an agreement to mediate. When mediation is appropriate, the Title IX Coordinator shall make the offer to the Complainant first. If the Complainant or Respondent declines mediation, or if the Respondent fails to respond within 5 days from the date he or she receives notice that mediation is available, the Review Officer shall immediately begin his or her investigation.

Mediation may be discontinued at any time: (1) by either party; (2) by the mediator when he or she feels that further efforts to mediate would be non-productive; or (3) when a voluntary agreement has been reached.

The mediator shall notify the Title IX Coordinator of the success or failure of the mediation. If the mediation results in a voluntary settlement, a copy of the signed agreement shall also be provided to the Title IX Coordinator.

If the parties are unable to resolve the complaint through mediation, then the Review Officer shall immediately begin his or her investigation.

3. Right to an Advisor.

The Complainant and the Respondent shall have the right to be accompanied by an advisor, including an attorney of his or her own choosing, to any meeting or proceeding related to the complaint, investigation, hearing, and adjudication process for which the Complainant or Respondent is required to attend. Notwithstanding the foregoing, neither party may use an advisor for the purpose of obstructing the investigation, intimidating a party or witness, or creating a legitimate fear of retaliation in the other party.

a. An advisor may educate the Complainant or Respondent in regard to the process and may advise the Complainant or Respondent of their rights and options at each stage of the proceedings. They may actively participate in any stage of the proceedings unless otherwise specified by the Review Officer.

b. An advisor shall not have the right to conduct direct or cross examination of either parties' witnesses or the parties themselves.

c. The advisor may address the Review Officer, Title IX Coordinator or the Discrimination/Sexual Misconduct Review Committee on behalf their advisee at appropriate times during each meeting or proceeding.

- d. The College shall not cancel, postpone, delay or reschedule a meeting or hearing solely because an advisor is unavailable to be present, unless good cause is shown.
- e. An advisor may be removed from any meeting or proceeding if he or she engages in conduct prohibited herein; refuses to abide by the instructions of the Review Officer, Title IX Coordinator or Discrimination/Sexual Misconduct Review Committee; is disruptive to the meeting or proceeding; or is disrespectful to any other participant in an investigation, meeting or hearing.
- f. The advisor may not attend any meeting or proceeding without his or her advisee present, unless the advisee expressly authorizes the advisor to act as proxy on his or her behalf and consents to the disclosure of their records to the advisor.
- g. The College does not offer or provide advisors or legal representation in any meeting or proceeding in which one party has an advisor or legal representation and the other party does not. However, the College shall notify students and employees of available legal assistance from the community.
- i. There shall be no discovery by any of the parties or their respective advisors prior to a meeting or hearing.

4. Interim/Protective Measures.

If, at any point during the complaint, investigative, or disciplinary process, the Title IX Coordinator deems it necessary for the protection of any member of the College community, the Title IX Coordinator may institute interim/protective measures on behalf of the Complainant, the Respondent, or any witness involved in the complaint.

5. Initial Meeting with Review Officer.

The Review Officer shall contact the Complainant and the Respondent to schedule separate initial meetings as soon as practicable after his or her appointment or, if mediation was offered, after it was declined or unsuccessful. For good cause shown, and upon approval from the Title IX Coordinator, the Review Officer may obtain additional time to conduct the initial meetings.

6. Burden of Proof.

The Review Officer shall investigate the complaint to determine whether, by a preponderance of the evidence, the alleged discrimination or sexual misconduct has occurred.

7. Authority to Investigate.

The Review Officer shall have access to such documents or video in the possession of the College, including student records, public safety records or personnel files, that he or she believes may contain relevant information or which may lead to the discovery of relevant information.

The investigation shall include interviews with both parties involved in the complaint, whenever possible, and/or may include interviews with individuals who may have observed the alleged discrimination or misconduct or may have relevant knowledge of the incident. The investigation may also include interviews with experts, where applicable.

Where applicable, the Review Officer may visit, inspect and photograph sites relevant to the alleged incident, and collect and preserve relevant evidence (which shall be coordinated with the law enforcement agency having jurisdiction over the alleged incident when a corresponding criminal complaint has been filed).

8. Review Officer's Report.

The Review Officer shall submit to the Title IX Coordinator a written investigative report with his or her findings and conclusions of whether, by a preponderance of the evidence, discrimination or sexual misconduct has occurred.

The Title IX Coordinator shall provide a summary of the report to the parties, who may accept the findings and conclusions contained therein or may request a hearing in accordance with Section 12. Either party shall have the right to request a hearing.

A Review Officer's findings shall be final if neither party requests a hearing within 10 days from the date notice of the right to appeal is sent. In situations where a Review Officer's findings of discrimination or sexual misconduct become final, a copy of the report shall be provided to the appropriate Dean of Student Affairs if the Respondent is a student or the appropriate Director of Human Resources if the Respondent is an employee for disciplinary action. If the Respondent is an employee of the Office of the President (including Office of the President employees who work at a campus location), the Review Officer's report shall be provided to the Vice President for Human Resources for disciplinary action.

9. Appeal.

Either party may appeal the Review Officer's findings by requesting a hearing on the complaint of discrimination or sexual misconduct. The hearing shall be before a Discrimination/Sexual Misconduct Review Committee (hereafter "Review Committee"), or if both parties agree, may be conducted by the Title IX Coordinator as a single hearing officer (hereafter "Hearing Officer"). A request for a hearing shall be made in writing within ten (10) working days following the date notice of the right to appeal is sent.

The Title IX Coordinator, or his or her designee, shall provide written notice to the parties of the date, time, and place for the Review Committee hearing. Such notice shall also include a summary of the rules governing how the hearing will be conducted.

Absent extenuating circumstances, or an agreement by the parties, the hearing shall take place as soon as practicable.

The role of the Review Committee/Hearing Officer shall be to hear and consider testimony and other relevant, reliable evidence and make findings of fact related thereto. In addition, the Review Committee/Hearing Officer shall be charged with determining, by a preponderance of the evidence, whether or not a violation of the College's Policy on Discrimination or Policy on Sexual Misconduct has occurred.

The Review Committee/Hearing Officer shall accept and consider any and all relevant information or evidence offered by or on behalf of any party, including testimony from the Review Officer regarding the substance of their investigation. Formal rules of evidence or procedure shall not apply to a discrimination/sexual misconduct hearing, but the Review Committee/Hearing Officer may exclude plainly irrelevant or repetitive evidence. No stenographic record or audio or video recording of the hearing may be made.

The Review Committee/Hearing Officer shall submit a written report to the parties setting forth its findings of fact and its determination as to whether a violation of the College's policies has occurred within five (5) working days following the conclusion of the hearing.

If a violation is found to have occurred, the report shall also include a recommendation of appropriate relief and/or sanctions, up to and including dismissal from the College.

The decision of the Review Committee/Hearing Officer shall be final.

10. Discrimination/Sexual Misconduct Review Committee.

The Discrimination/Sexual Misconduct Review Committee (hereafter “Review Committee”) shall consist of the Title IX Coordinator, who shall serve as the Committee Chairperson, one Review Officer who was not involved in the investigation of the allegations of discrimination or sexual misconduct; and the Dean of Student Affairs or the Director of Human Resources, or his or her designee, on the campus where the alleged incident took place.

11. **Sanctions.**

Sanctions for violations of the College’s Policy on Discrimination or Policy on Sexual Misconduct include counseling, verbal and/or written reprimand, improvement or corrective action plan, suspension and/or dismissal from the College or termination from employment at the College, exclusion from academic participation or other college sponsored programs, and/or denial of access to College facilities as determined through these procedures.

Any recommendation for sanctions made by the Review Committee/Hearing Officer shall be reviewed by the appropriate Campus Director if the Respondent is a student or campus employee. If the Respondent is an Office of the President employee, then the recommendation for sanctions shall be reviewed by the Vice-President with administrative responsibility for the division in which the Respondent is employed. The Campus Director or Vice-President shall either accept, reject or modify any recommendation. Where a recommendation is rejected, the Campus Director or Vice-President shall then determine what sanctions should be taken and the reasons for taking such sanctions, which may be greater or less than the sanctions recommended. For positions that directly report to the President, the President shall be substituted for the Vice-President in the operation of this policy.

12. **Timeframe for Resolving Complaints.**

Every reasonable effort shall be made to conclude the investigation and resolve the complaint within sixty (60) days following receipt of the complaint. Within this sixty (60) day time frame, absent good cause, it is expected that the Review Officer will conclude the investigation and present a report to the Title IX Coordinator, that the parties will be notified in writing of the Review Officer’s determination and that a final disposition will have occurred based on the findings of the Review Officer, or on the decision of the Title IX Coordinator or Review Committee in the event an appeal is taken.

13. **Confidentiality and Document Retention.**

The Review Officer, Title IX Coordinator, or anyone having possession of any work product relating to the complaint shall not disclose, distribute, copy or transfer said work product to the parties or any third party. “**Work product**” is defined as any information gathered by the Review Officer for purposes of conducting an investigation of a complaint of discrimination or sexual misconduct.

The complete file, which includes, but is not limited to the complaint, all work product, the investigative report and all dispositions, decisions and/or determinations shall be maintained at the Office of the Title IX Coordinator. The Title IX Coordinator shall maintain confidentiality of the file, which shall only be disclosed by Order of a court of competent jurisdiction or by applicable state or federal law.

When a finding of discrimination/sexual misconduct is final, the Review Committee/Hearing Officer’s report and a record of the sanctions imposed shall be maintained as part of the student’s educational record or employee’s personnel file, as applicable.

14. **Conflicts of Interest.**

The Review Officer shall disclose to the Title IX Coordinator of any potential conflicts of interest which would prevent him or her from conducting the investigation of alleged discrimination or sexual misconduct.

The Complainant or Respondent may identify to the Title IX Coordinator in writing of any real or perceived conflicts of interest posed by assigning such Review Officer to the matter.

If any conflict of interest exists between the Review Officer and any of the parties, the Title IX Coordinator shall reassign the report of alleged discrimination or sexual misconduct to another Review Officer.

15. Prohibition Against Retaliation.

It is a violation of College policy for any member of the College community to retaliate against the Complainant, any individual who participates in any discrimination or sexual misconduct investigation or proceeding, or against the Respondent who has been accused of engaging in discrimination or sexual misconduct. While all discrimination and sexual misconduct allegations will be reviewed in accordance with these procedures, the College community is advised that a claim of discrimination or sexual misconduct is not proof of prohibited conduct. Anyone who believes that he/she has been subject to retaliation arising from discrimination or sexual misconduct allegations is encouraged to report such behavior to the Title IX Coordinator. A finding of retaliatory conduct is subject to disciplinary action, up to and including termination.

(Board of Trustees 4/11/17)

Collegewide Diversity Statement

Diversity is the means by which individuals demonstrate uniqueness, freedom and equality. By fostering diversity, Delaware Technical Community College promotes a learning environment where students, employees and the community embrace their values for their differences. The administration, faculty and staff are committed to creating positive learning opportunities that encourage students to achieve by using traditional and innovative teaching methods. The College encourages its employees to serve as role models and mentors. Delaware Tech provides its students with an intellectually and socially stimulating environment which empowers them to contribute successfully to a multicultural and global society. Diversity is a concept which stresses respect for all human differences. It encompasses all aspects of college life and cultivates a mutual understanding and respect for gender and race, as well as the ethnic, cultural, religious and other differences, which enrich the environment where individuals teach, learn and work.

Cell Phone and Electronic Device Policy

This policy is implemented in order to maintain a productive, safe learning environment and applies to both incoming and outgoing cellular calls.

Cell phones and electronic devices shall be turned off or set to silent or vibrate mode during classes, conferences, and in other campus locations where their use would cause a distraction to the learning environment.

Cell phone and electronic device use is prohibited during all testing and assessment activities.

The College strictly prohibits the use of camera phones and other recording devices in any manner which violates or compromises norms of personal conduct or the expectation of privacy that individuals have a reasonable right to expect.

Acceptable Use of Electronic Networks Policy

This policy applies to all users of the College computing and electronic networks resources, whether affiliated with the College or not, and to all uses of the system, on the campuses or from remote locations.

By using the computing resources of the College users consent to use such resources in accordance with and subject to this Acceptable Use of Electronic Networks Policy.

Access to and use of the Delaware Technical Community College computing and electronic networks resources are privileges granted to students, staff, faculty and members of the College community for academic, research, operational and administrative purposes. Electronic networks are comprised of computing facilities, equipment, systems and personnel. Use of these resources includes accessing listservs, World Wide Web pages, electronic mail, application software, and any other electronic communication. Use of the Delaware Tech computer and electronic networks is a privilege and all members of the College community who utilize these resources are expected to do so in an efficient, effective, appropriate, ethical, and legal manner that supports the mission of the institution.

Failure to adhere to this Policy, applicable State, local government and Federal laws and regulations, other College Board of Trustees policies and related administrative procedures may result in suspension or revocation of network privileges. Willful or intentional misuse could result in disciplinary action or criminal prosecution under applicable state and federal statutes. Additional policies and procedures may apply to specific computers or computer systems at the various College property locations. Delaware Tech will not provide a legal defense for any illegal use of its electronic facilities, equipment, or software, or any activities found to constitute violations of this Policy.

Users who violate this policy may be subject to suspension and/or revocation of network privileges, to disciplinary action, up to and including dismissal, for staff and faculty, as outlined in the College Personnel Policy Manual and and for students, the Student Rights and Responsibilities Policy outlined in the Student Handbook and may be subject to criminal prosecution.

All users of the College electronic networks must:

Comply with all federal, state, and other applicable laws; all applicable Delaware Technical and Community College policies and procedures; and all applicable contracts and licenses. These laws, policies, and licenses include, but are not limited to, the areas of libel, copyright, privacy, obscenity, and child pornography; the Computer Fraud and Abuse Act and the Electronic Communications Privacy Act, which prohibit unauthorized "hacking," "cracking," and other similar acts; The Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT) which authorizes electronic eavesdropping; the College Personnel Policy Manual, which includes the College's Policy Statement on Sexual Harassment and Conduct and Corrective Action; the College's Student Rights and Responsibilities policy, the State of Delaware Acceptable Use Policy; and all applicable computer contracts and software licenses, which prohibit the distribution of "warez" (copyrighted software).

Utilize only those electronic resources authorized by the College and use those resources in the manner and to the extent of that authorization. All accounts assigned to users are non-transferable. All accounts and passwords must be kept confidential and may not be released to or shared with any other party other than those authorized by the College. A user's ability to access College networks, resources, and accounts do not imply authorization to do so. It is the responsibility of users to secure all necessary and proper authorizations before proceeding on College systems.

Refrain from using College resources for any commercial activities or for personal financial purposes. These restrictions include, but are not limited to, conducting a business enterprise from the system, sending commercial advertising messages, or solicitations for non-College related organizations from the system.

Utilize all electronic and computing resources efficiently. The College reserves the right to monitor usage and content, restrict and/or prohibit excessive nonacademic or non-work related use of the network for downloading or transferring files or to impose or to apply other limitations or restrictions on computing resources such as time limits, storage space or amount of particular resources consumed by users to ensure legal and effective administration of the systems and fair access for all users. Refrain from stating

or implying that they speak on behalf of or represent Delaware Technical and Community College without proper authorization to do so. This prohibition includes use of the College logo in computer communications. Use of College computing and electronic networks and affiliation with College programs does not imply authorization to represent the College to outside organizations. Use of the official College logo or seal on College electronic resources may only be authorized, in advance, by the Vice President and Campus Director at the campuses and by the President for the Office of the President or when applicable to college-wide projects.

Electronic Mail and Other Network Activity (Use of the Internet)

Delaware Technical and Community College utilizes numerous measures to maintain the integrity, security and effective operations of its electronic mail systems. Users are advised, however, that in light of both these efforts and the College's intent to limit network use to the purposes stated in this Policy, the e-mail systems and network usage in general should in no way be regarded as a secure or private medium for the communication of confidential or sensitive information. Due to the nature of electronic communication, system users may not expect individual communications or activities on the College system nor the confidentiality of specific messages that may be created, sent, received, or stored in the system to be or remain private.

In addition, all users are advised that, while the College does not routinely monitor individual usage of computing resources, it reserves the right to monitor activity when: 1) the maintenance and standard operations of the system require the backup of data and communications, the logging of system activity, monitoring of general usage patterns, and 2) in circumstances where the College has reason to believe that network usage may be in violation of this Policy and other procedures required in the administration of the system. In addition, the College may also monitor the activity and accounts of specific users when: it appears to systems administrators necessary to do so to protect the security, integrity, and effectiveness of the systems; it is deemed necessary to protect the College from civil or criminal liability; there is reasonable cause to believe that violations of the College Electronic Networks Policy (including violations of State, local or federal law or applicable College policy) has occurred; an account displays an unusual amount of activity as indicated from general systems monitoring or specific usage patterns; or, it is permitted or required by law.

The College, when it deems necessary or proper may disclose the results of such monitoring activities to an appropriate College administrator or law enforcement agency and may use this information in relevant disciplinary proceedings. In addition, electronic mail may qualify in certain circumstances as a public record subject to public disclosure under applicable laws, including all Freedom of Information statutes. Only College administrators, faculty, staff, students, and other individuals, who have received permission under the appropriate systems administrator, are authorized users of the College electronic mail system or network. All authorized users must identify themselves accurately and clearly in communications. Concealing or misrepresenting one's identity or using the identity of another user or individual on the College system is prohibited and considered a violation of this policy.

The use of any College network resources must be related to College business. Incidental and occasional personal use of the network including the use of electronic mail may occur when such use does not create an unreasonable direct cost to the College and is not inconsistent or interfere with the user's primary function as student, staff, faculty or administrator. Such incidental and occasional communications are subject to the provisions of this policy.

Prohibited uses of the Delaware Tech electronic mail and network system include, but are not limited to, the following activities:

- A) using foul, profane, obscene, offensive or defamatory language
- B) sending copies of documents or using materials in violation of copyright laws

- C) using the system to harass, intimidate, or interfere with the employment duties or learning process of others
- D) attempting unauthorized access to the email system, attempting to breach security measures on any external email system, or attempting to intercept electronic mail communications
- E) attempting to access, disrupt, or destroy the College's or other computer systems or files malicious code attacks or other means
- F) using the system for personal financial gain, outside commercial venture, or illegal activity or for any activity that violates a State, local or federal law or regulation or constitutes a violation of this Policy or an other College policy
- G) forwarding chain letters and sending mass electronic mailings or using the system for open mail relay; individual users may request prior permission from the systems administrator to send electronic mailings to more than 100 recipients on a case by case basis
- H) excessive non-academic or non-work related use of the network for downloading, sharing or transferring large files

The individual systems administrators at the campuses and in the Office of the President will investigate and document apparent or alleged violations of the College Acceptable Use of Electronics Networks Policy. The systems administrators may temporarily suspend a user's access to the system pending the outcome of an investigation of misuse. Identified cases of alleged abuse of any system will be referred to the user's Dean or Director, who will consult with the campus Director of Human Resources regarding appropriate action and immediately notify the Vice President and Campus Director of the alleged violation. For alleged violations in the Office of the President, the administrator will consult with the Chief Legal Counsel and Associate Vice President for Human Resources for appropriate action and who will also notify the President. In the event the case involves a student, the matter will be referred to the campus Dean of Student Affairs for further investigation, appropriate action and who will immediately notify the Vice President and Campus Director.

For the purpose of enforcing this policy, the "systems administrators" are: the Assistant Vice President for Computer Services & Information Systems and the Assistant Vice President for Statewide Technical Services, or their official designees.

Any questions regarding this policy should be directed to: the Assistant Vice President for Computer Services & Information Systems, the Assistant Vice President for Statewide Technical Services, or the Chief Legal Counsel and Associate Vice President for Human Resources. *(Added Board of Trustees 9/19/1998; Amended Board of Trustees, 4/16/2002)*

Behavioral Intervention and Threat Assessment

Background and Purpose

The purpose of this policy is to provide members of the Delaware Technical and Community College community with an effective and efficient process to report concerns that a student may pose a risk to his or her own safety or the safety of another, and to establish a process for identifying, assessing and managing students who may pose a threat of violence.

Threat assessment is a process of evaluating a risk to the safety of any member of the campus community. The primary purpose of threat assessment is to prevent acts of violence from occurring by identifying emerging aggressive and potential violence to themselves or others. Threat assessment is

conducted when a person (or persons) threatens to commit a violent act or engages in behavior that appears to threaten an act of violence. Threat assessment is ultimately concerned with whether an individual poses a threat, not whether he or she has made a threat. Threat assessment can be distinguished from profiling in part because the investigation is triggered by some sort of threatening behavior rather than some combination of demographic and personal characteristics of the individual. Moreover, threat assessment goes beyond the determination that an individual poses a safety risk and includes early detection and intervention to ensure the safety of all members of the campus community.

A threat is defined as any behavior which suggests intent to harm themselves or others. Threats may be spoken, written, e-mailed, or expressed in some other way, such as through gestures. Threats can be made directly or indirectly, communicated through third parties, or expressed in private writings. Possession of a weapon such as a firearm or knife on school grounds would be presumed to indicate a threat, unless determined otherwise by a subsequent investigation.

CARE Team Coordinator

A Campus Awareness Response and Evaluation (CARE) Team Coordinator (CTC) shall be appointed by the Campus Director as the first point of contact for students or employees who want to report a threat or concern for campus safety or an individual's safety. The CTC will gather and analyze information needed for threat assessment. The CTC shall recommend for approval by the Vice President/Campus Director a designee who shall serve in their place in the event that the member is unavailable.

The CTC should be trained in student mental health issues. The CTC should also possess skills in questioning with an analytical mindset, the ability to relate well with others, experience in how to collect and evaluate information from multiple sources, discretion and understanding of confidentiality, understanding of state and federal confidentiality laws, and be fair and trustworthy.

CARE Team

A Campus Awareness Response and Evaluation Team (CARE team) shall be appointed by the Campus Director to conduct secondary threat assessments when the CTC has determined that a moderate or higher threat exists as defined by the Threat Assessment Guidelines and, if necessary, make recommendations about the appropriate course of action to the Campus Director. The primary functions of the CARE Team are the assessment of the risk of violence posed by a student at a given time and the development of recommendations to manage the risk that he/she may present to the campus community and/or himself.

A standing CARE Team shall be appointed by the Campus Director to include the CARE Team Coordinator (CTC), the campus Chief Constable (CC), the Dean of Student Affairs or a designated Student Affairs counselor, the campus ADA Coordinator, a faculty member, and such others as may be designated by the Campus Director. All members of the CARE team shall participate in College designated training.

Campus Awareness Response and Evaluation Process and Protocol

1.

Members of the college community are encouraged to report any behaviors that raise concerns regarding an individual's propensity to harm oneself or others to the campus CTC or CC. The conduct giving rise to the concern need not be witnessed by the individual making the report. Faculty and staff who receive reports of threatening conduct shall notify the CTC or CC.

If an incident occurs that results in physical harm to an individual, damage to property, involves the possession of a weapon, or poses an imminent danger to person or property, employees should remove themselves and students from the immediate danger and immediately contact

Public Safety or call 911 in accordance with the Delaware Tech Violence Free policy.

2.

The CTC will conduct a preliminary inquiry to determine the level of risk to campus safety. Upon request of the CTC, the CC will assist with this initial inquiry. The CTC will report the initial results and recommendations of the inquiry to the Dean of Student Affairs or his or her designee for review and approval. This inquiry will begin within one business day of initial notification and every effort will be made to complete the inquiry within three business days. In the event that the TAC determines that it is necessary to protect the safety of an individual (s) or the campus community, the TAC is authorized to ask the student to leave campus or have them removed by Public Safety or local law enforcement. In the event that the inquiry determines that an individual poses an elevated or higher risk to the safety of an individual (s) or the campus community, Dean of Student Affairs is authorized to suspend the student from classes and college activities pending the outcome of the CARE Team inquiry. The Dean of Student Affairs shall inform the Campus Director of the results of the initial inquiry.

3.

If it is determined through the initial inquiry that a moderate or higher level threat risk may exist, the CTC will activate the CARE Team. The CARE Team shall endeavor to meet within three (3) business days to conduct such additional threat assessment as determined to be necessary and recommend an appropriate course of action including the development and implementation of crisis management and intervention protocols. The CTC shall report the CARE Team's findings and recommendations to the Campus Director or his or her designee within one (1) business day after development thereof for the Campus Director's review and approval. A copy of the findings and recommendations shall also be forwarded to the College's Chief Legal Counsel.

4.

In situations where an individual is found to be in violation of either the College's Violence Free Policy or the College's Policy Prohibiting Deadly Weapons and Dangerous Instruments, the CTC will initiate the threat assessment process as set forth above.

Further, individuals who have been charged with a criminal offense that raises a concern for individual and/or campus safety may be subject to a threat assessment inquiry as a condition of commencing, resuming or continuing participation in College sponsored activities. This shall apply regardless of whether or not the alleged offense occurred on campus, off campus or at a College sponsored activity.

Threat Assessment Recommendations and Consequences

If at any point a student refuses to fully cooperate with the threat assessment inquiry process, he/she shall be subject to immediate involuntary withdrawal from all College activities. This will create a hold on the student's account, thereby preventing them from registering at another campus until all conditions for reinstatement are met.

The CARE Team may recommend to the Campus Director for approval that a student be required to have a mental health evaluation by a licensed mental health professional, at his/her own expense, and to provide a report to the CARE Team. The CARE Team may rely upon the evaluation provided by the student's mental health practitioner or may require the student to undergo an evaluation by a mental health professional selected by the CTC in its sole discretion, which shall be at the expense of the College.

A decision regarding whether or not the student will be permitted to return to College activities will be

made by the Campus Director following reports and recommendations of the CARE Team. Students who have been suspended from campus as a result of a CARE Team inquiry may apply to return to campus by submitting the required documents, which may include a mandated assessment, to the CTC. Upon receipt of assessment results, the CTC will reconvene the CARE Team to review the student's request. After reviewing the assessment results and any other available information, the CARE Team will make a recommendation to the Campus Director regarding the student's return to campus.

Recommendations for allowing the student to return to campus may include, but are not limited to, the following stipulations:

- Behavioral Contract with the student which will be monitored by the Dean of Student Affairs or his/her designee, which may include the CTC.
- Referrals to appropriate resources including the Campus ADA Coordinator and/or community based mental health and medical services.
- Increased support from the student's advising team.
- Restrictions to the student's schedule pertaining to limited access to campus facilities and events, credit limits, and/or limited interaction with specified members of the campus community.

In the event that the required mandated assessment indicates that the student poses an ongoing threat to campus safety that cannot reasonably be managed, then the Care Team shall recommend the student not be permitted to return to campus. The student may apply to return to campus contingent upon a follow up assessment.

Confidentiality

Confidentiality of all reports and of student and staff information will be preserved to the greatest extent possible, understanding that the College has an obligation to conduct an inquiry and, in appropriate cases, to share information to protect the safety of the campus community and others. All members of the campus community involved in an inquiry are also expected to maintain confidentiality, understanding that they may impair the inquiry by divulging information to persons outside of the process. All inquiries and reporting of findings will be conducted in compliance with state and federal confidentiality laws.

FERPA

Individuals who serve on the CARE Team shall be considered school officials with a legitimate educational interest in accessing a student's educational records in connection with a threat assessment inquiry. All faculty and staff shall fully and promptly cooperate with a threat assessment inquiry and shall provide any information requested by members of the CARE Team, including educational records and/or information derived there from without the prior consent of the student. All documents, summaries or reports created or compiled in connection with a threat assessment inquiry shall be law enforcement records maintained by the Campus Public Safety Office.

Non-Retaliation and False Claims

Delaware Technical & Community College prohibits retaliation against persons who in good faith report direct or indirect threats or acts of violence, intimidation or harassment or concern for campus safety or an individual's safety or who cooperate in an inquiry. The College also prohibits the filing of false reports and knowingly providing false or misleading information in an investigation. Disciplinary action will result from either of these acts in violation of this policy.

Other College Policies

This policy is one component of a comprehensive approach toward maintaining a safe campus community. Therefore this policy is intended to supplement and not to replace existing College policies regarding student discipline and behavior, such as the Violence Free Policy, the Policy Prohibiting Deadly

Weapons and Dangerous Instruments and the Standards of Student Conduct. It is expected that actions or behaviors prohibited by those policies will be addressed in compliance with the procedures set forth therein.

Policy Regarding Communicable Diseases

Concern for the health and welfare of students and employees prompted the Board of Trustees and the administration of Delaware Technical Community College to establish a policy with regard to communicable diseases. Such diseases vary in their ease of transmission to others. AIDS and milder immune deficiency syndromes associated with the human immunodeficiency virus (HIV) are transmitted through intimate sexual conduct or blood contact. Students or employees with AIDS or HIV should not present a health risk to others in the College community when proper precautions are taken. Other communicable diseases, such as hepatitis B, are more infectious and may pose a more immediate health risk.

In light of this concern, the Board of Trustees of Delaware Technical Community College adopts the following policy:

1. Students and employees with communicable diseases should inform the College administration (Vice President and Campus Director's Office for the Campuses, President's Office for Office of the President). This information shall be handled in strict confidence. Those students or employees with positive test results for AIDS or HIV are not required to so inform the College administration.
2. Continued presence in the College setting by students or employees with communicable diseases shall be determined by the Vice President and Campus Director (President for Office of the President) on a case-by-case basis. Such decisions shall be based on medical opinion regarding the condition of the student or employee with the communicable disease. Recommendations may be sought from the physician treating the student or employee, from the State Division of Public Health, or from an ad hoc advisory panel of physicians and/or health-care professionals convened for this purpose, as well as from other medical professionals. The College may require the student or employee to submit to periodic review of the individual's medical status as a condition of continued attendance or employment.
3. If necessary, an official withdrawal for medical reasons may be provided to students with communicable diseases, AIDS, or HIV.
4. Students and employees shall be encouraged to utilize educational programs, such as publications or classes regarding communicable diseases, AIDS, and HIV. The Vice President and Campus Director (President for Office of the President) shall appoint an individual or a committee to carry out this responsibility.
5. Routine and standard procedures shall be established for the handling of blood and other body fluids by the safety coordinator and implemented by the campuses and the Office of the President. Additional safety procedures shall be established and implemented by a committee comprised of the Department Chairpersons of each health-related program where students and staff handle blood and body fluids.

Consensual Relationships

Delaware Technical Community College acknowledges its responsibility to provide clear direction to the College community about the professional risks associated with consensual amorous and/or sexual relationships in which a definite power differential between the parties exists. Inasmuch as the College is committed to fostering the development of learning and work environments characterized by professional

and ethical behavior and free of discriminatory behavior, consenting amorous and/or sexual relationships between instructor and student or supervisor and employee are discouraged. The College recognizes that it cannot regulate such personal decisions, but views them as reason for concern because of the possibility of abuse of power and conflict of interest that may arise in connection with consensual amorous and/or sexual relationships.

Drug-Free School and Workplace Policy

Delaware Technical Community College believes that illegal drugs and abuse of alcohol have no place in the College environment. Congress passed the Drug-Free Workplace Act of 1988, requiring the certification of federal grantees of a drug-free workplace; and the Drug-Free Schools and Communities Act Amendments of 1989, mandating the certification of adoption and implementation of programs to prevent unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The College supports these Acts.

For these reasons, the College has adopted the following regulations:

(a) The unauthorized and/or unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is strictly prohibited in all facilities of the College, in all places where its employees/students work/attend, including all State-owned vehicles, and as any part of the College's activities. A controlled substance is one which appears in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812). As a condition of employment/enrollment, all employees/students shall abide by this prohibition and notify the College of any criminal drug or alcohol statute conviction for a violation of this Policy as provided by paragraph (b) below. Violation of such prohibition shall result in action against the employee/student, as set out in section (g) below, which shall include action up to and including termination/expulsion, and/or satisfactory participation in an approved drug or alcohol abuse assistance or rehabilitation program. Participation in such a program shall not be paid for by the College, but may be covered by a(n) employee's/student's health insurance policy. [Appendix A](#) contains a description of Federal trafficking (distribution) penalties for substances covered by the Controlled Substances Act. [Appendix B](#) contains examples of State penalties for the unlawful use, possession, or distribution of drugs or alcohol.

All violations of this Policy shall be reported to the College President, or his/her designee, who shall report the violation to the appropriate law enforcement authority. Action shall be taken in all cases of a chargeable offense under the provisions of the applicable State law or comparable Federal law; however, a conviction of the charged offense shall not be necessary to take action against the employee/student for a violation of this Policy. The employee/student against whom such an action is taken shall be entitled to due process through the rules and regulations of Delaware Technical Community College.

(b) All employees/students shall notify the College President in writing of any criminal drug or alcohol statute conviction for a violation occurring in any facility or on the property of the College, or at any College activity, no later than five days after such conviction. Failure of the employee/student to make such a notification shall lead to termination/expulsion from the College. Within ten days of receiving notice of any employee convicted as described above, the College shall notify the federal agencies providing grants to and through the College in accordance with the Drug-Free Workplace Act of 1988.

(c) Within thirty days of receiving notice of any employee/student convicted as described in section (b), the College will:

1. Take appropriate action against such a(n) employee/student, up to and including termination/expulsion; or
2. Request such employee/student to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, State, or local health, law

enforcement, or other appropriate agency.

Such action may be taken by the College prior to conviction.

(d) The College shall give each employee/student a copy of the statement set out in the sections (a), (b) and (c) above, and post it prominently throughout the College. To meet requirements of the Drug-Free Workplace Act of 1988, each employee shall sign a copy of the statement; said copy shall be placed in the employee's payroll file in the Office of the President.

(e) Each campus of the College will develop and implement a program to inform employees/students of:

1. The dangers of drug abuse or alcohol consumption;
2. The College's policy of maintaining a drug- and alcohol-free environment;
3. Any available drug or alcohol abuse counseling, rehabilitation, and employee assistance programs; and
4. The penalties that may be imposed upon employees/students for drug or alcohol violations occurring in any facility or on the property of the College, or at any College activity.

(f) The College shall make a good faith effort to continue to maintain a drug- and alcohol-free environment through the implementation of this Policy, and ensuring that all new employees/students are informed of the Policy through the measures set out in sections (d) and (e).

(g) Delaware Technical Community College employees/students who violate this Policy shall be subject, at a minimum, to the following penalties:

Violation

Minimum Penalties

1. Unlawful possession, use or consumption of a controlled substance or a counterfeit controlled substance, in an amount that is typical of immediate personal use.

Employee: Three days suspension without pay and/or participation in drug abuse program.
Student: Three days suspension from classes and/or rehabilitative referral to a drug abuse program

2. Unlawful possession or use of a hypodermic syringe or of drug paraphernalia.

Employee: Three days suspension without pay and/or participation in drug abuse program.
Student: Three days suspension from classes and/or rehabilitative referral to a drug abuse program

3. Second offense of violation 1 or 2 above.

Employee: One month suspension without pay and mandatory participation in drug abuse program.
Student: One month suspension from classes and mandatory participation in drug abuse program.

4. Third offense of violations 1 and/or 2.

Employee: Termination.

Student: Expulsion

5. Unlawful possession of a controlled substance or a counterfeit controlled substance, in an amount which is beyond that typical for immediate personal use.

Employee: One month suspension without pay and mandatory participation in drug abuse program.
Student: One month suspension from classes and mandatory participation in drug abuse program.

6. Unlawful delivery or distribution of a hypodermic syringe.

Employee: One month suspension without pay and mandatory participation in drug abuse program.
Student: One month suspension from classes and mandatory participation in drug abuse program.

7. Unlawful delivery, distribution, or manufacture of drug paraphernalia.

Employee: One month suspension without pay and mandatory participation to drug abuse program.
Student: One month suspension from classes and mandatory participation in drug abuse program.

8. Unlawful delivery or distribution of a controlled substance, of a counterfeit controlled substance or of a noncontrolled substance under the representation that the substance is a narcotic or non-narcotic controlled substance in an amount that is typical for immediate personal use.

Employee: One month suspension without pay and mandatory participation in drug abuse program.
Student: One month suspension from classes and mandatory participation in drug abuse program.

9. Unlawful delivery or distribution of a controlled substance, of a counterfeit controlled substance or of a noncontrolled substance under the representation that the substance is a narcotic or nonnarcotic controlled substance in an amount which is beyond that which is typical for immediate personal use.

Employee: Three month suspension without pay and mandatory participation in drug abuse program.
Student: Three month suspension from classes and mandatory participation in drug abuse program.

10. Second offense of violations 5 through 9.

Employee: Termination.
Student: Expulsion.

11. Unlawful delivery or distribution to a minor of a hypodermic syringe, of drug paraphernalia, or of any amount of a controlled substance, a counterfeit controlled substance, or a noncontrolled substance under the representation that the substance is a narcotic or nonnarcotic controlled substance.

Employee: Termination
Student: Expulsion

12. Aggravated Possession or Trafficking as defined under state or federal law.

Employee: Termination
Student: Expulsion

13. Failure to report conviction pursuant to section (b) of this Policy.

Employee: Termination
Student: Expulsion

14. Intoxication from use of alcohol.

Employee: Up to five days suspension without pay and/or participation in alcohol self-help program. Subsequent violations may result in termination.
Student: Up to five days suspension from classes and/or rehabilitative referral. Subsequent violations may result in expulsion.

15. Unauthorized and/or unlawful possession or use of intoxicating beverages.

Employee: Up to five days suspension without pay and/or participation in alcohol self-help program. Subsequent violations may result in termination.
Student: Up to five days suspension from classes and/or rehabilitative referral. Subsequent violations may result in expulsion.

16. Unauthorized and/or unlawful sale or other transfer of intoxicating beverages.

Employee: Up to five days suspension without pay and/or participation in alcohol self-help program. Subsequent violations may result in termination.
Student: Up to five days suspension from classes and/or rehabilitative referral. Subsequent violations may result in expulsion.

(h) A description of the health risks associated with the use of illicit drugs is outlined in [Appendix C](#). A description of the health risks associated with the abuse of alcohol is as follows:

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical and mental abnormalities. In addition, research indicates that children of

alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

(i) Employees and students are encouraged to review [Appendix D](#) for a listing of providers offering drug or alcohol counseling, treatment, or rehabilitation services. In addition, employees enrolled with the State of Delaware's health care provider are eligible to receive drug or alcohol treatment services through the Employee Assistance Program. Employees may contact the Human Resources Division within the Office of the President for more information regarding the Employee Assistance Program.

- [Appendix A](#)
- [Appendix B](#)
- [Appendix C](#)
- [Appendix D](#)

Family Educational Rights and Privacy Act of 1974, As Amended

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Some, but not all, of the exceptions are explained in this notice.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including campus public safety personnel and health staff, if any); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as National Student Clearinghouse, an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

FERPA also allows the College to disclose appropriately designated "directory information" without written consent, unless the student has advised the College to the contrary in accordance with the procedures set forth in this notice. The primary purpose of directory information is to allow the College to include this type of information from your education records in certain school publications. Examples include:

A playbill, showing a student's role in a drama production;
The annual yearbook;
Honor roll or other recognition lists;
Graduation programs; and
Sports activity sheets showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. If a student does not want the College to disclose directory information from the student's education records without prior written consent, the student must notify the Registrar of the campus in writing within 30 days of the issuance of this notice.

Delaware Technical Community College defines directory information as follows:

- Name
- Address
- College E-mail Address
- Field of Study
- Full- or Part-time Enrollment Status
- Dates of Attendance
- Degrees and Awards
- Honors (President's List, Dean's List, Academic Recognition, and Honor Societies)
- Participation in Officially Recognized Activities and
- Sports
- Date of Birth
- Most Recent Previous High School Attended
- Weight and Height of Athletes
- Photograph*

*Use of Student Photographs: Photographers employed or contracted by the College regularly take photographs of students to illustrate or describe various aspects of the College and campus life. These photographs will be taken at public venues such as athletic events, concerts and graduation, and/or in other organized campus photo shoots where the subjects will have given verbal consent to be photographed. Individuals who are photographed while attending a public event or who verbally agree to participate in a photo shoot will be understood to have authorized Delaware Technical Community College to use their likeness in print and electronic materials to promote the College. The College will retain the usage rights to the photographs in perpetuity.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Hazardous Chemical Information Act

The Delaware General Assembly passed the Hazardous Chemical Information Act, more commonly known as the Right-to-Know Law, in June 1984. The law is intended to provide employees with access to information regarding hazardous chemicals to which they may be exposed in the workplace. The law also required access to the same information for emergency service organizations whose members may become exposed to chemical hazards during emergency situations.

All students enrolled in courses that require handling of chemicals and hazardous materials are required by law to sign their names certifying that they have received training relative to these materials. The law states that this training is required a minimum of once a year. Additional information may be provided by your instructor.

Immunization Policy

Delaware Tech does not require health vaccinations for admission to the College. However, some majors, such as allied health and nursing, may require students to provide proof of immunizations prior to participating in program classes and/or clinicals.

Tobacco-Free Policy

In order to ensure a safe, healthy environment, all Delaware Tech facilities are tobacco free for employees, students, and visitors effective January 1, 2011. The use of all tobacco products is prohibited within the boundaries of all College locations including all buildings, facilities, indoor and outdoor spaces and grounds owned, rented, operated, and/or licensed by the College. This policy applies to parking lots, walkways, sidewalks, sports venues, State vehicles and private vehicles parked or operated on College property. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, electronic cigarettes, pipes, bidis, hookahs, smokeless or spit tobacco or snuff.

Enforcement of this policy is intended to be educational, but repeat violators will be referred to the Dean of Student Affairs for disciplinary action as outlined in the Student Code of Conduct/College Policy for Student Rights & Student Responsibilities.

Policy Prohibiting Deadly Weapons and Dangerous Instruments or Devices

Policy Statement

The Board of Trustees of Delaware Technical Community College, through its president, administration, faculty and staff, is committed to providing a safe, violence-free environment. In furtherance of its opposition to violence in the College environment, it adopts this Delaware Technical Community College Policy Prohibiting Deadly Weapons and Dangerous Instruments or Devices.

Scope

This Policy applies to the possession or use of any prohibited weapon, dangerous instrument or device and to any prohibited conduct (see Violence-Free College Policy) on any property owned, leased, or otherwise controlled by the College or in any place where College students or employees are engaged in College-related activity or College-sponsored activity ("College Property"). This policy also applies to any College employee or student (including persons participating in any activity sponsored by the College) and to visitors to the College (collectively the "College Community"). Subject to the exceptions listed below, this policy applies regardless of whether a person covered by the terms of the policy has a permit to carry a prohibited weapon or is otherwise authorized by law to possess, discharge or use a prohibited weapon,

instrument or device.

Prohibitions

Subject to the exceptions outlined below, no member of the College Community shall, while on College Property, possess, use, attempt to use, or threaten to use a weapon, dangerous instrument, or device as defined below. Further, any violation of a federal, state, or local law or ordinance pertaining to the possession, use, attempt or threat to use a deadly weapon, dangerous instrument, or device, committed on College Property, shall constitute a violation of this Policy. Copies of Delaware and local law may be obtained from the Public Safety Office.

Delaware law defines dangerous instrument as: "any instrument, article or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury, or any disabling chemical spray". "Chemical spray*" includes: mace, tear gas, pepper spray or any other mixture containing quantities thereof, or any other aerosol spray or any liquid, gaseous or solid substance capable of producing temporary physical discomfort, disability or injury through being vaporized or otherwise dispersed in the air, or any canister, container or device designed or intended to carry, store, or disperse such aerosol spray or such as gas or solid.

Delaware law defines a deadly weapon as: a firearm (any weapon from which a shot, projectile, or other object may be discharged by force of combustion, explosive, gas and/or mechanical means, whether operable or inoperable, loaded or unloaded but does not include a BB gun (which is considered a "device" under this Policy) a knife of any sort (other than an ordinary pocket knife, i.e., a folding knife have a blade not more than 3 inches in length, carried in a closed position), switchblade knife, billy, blackjack, bludgeon, metal knuckles, slingshot, razor, bicycle chain or ice pick or any dangerous instrument as defined above, which is used, or attempted to be used, to cause death or serious physical injury.

In addition to dangerous instruments and deadly weapons, members of the College Community while on College Property are prohibited from possessing, using, attempting or threatening to use any of the following or similar devices: BB guns, pellet guns, paint ball guns, decorative or functional swords, machete air rifles, martial arts devices such as throwing stars, garrotes, fireworks, explosives or substances possessed and/or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation, chemical or biological agents possessed and/or used with the purpose of causing death, serious bodily injury or property damage or otherwise in violation of federal, state, or local law or ordinance.

This Policy is not intended to prohibit the possession or use of instruments or devices authorized for the pursuit of the mission of the College. Questions regarding the authorization of such instruments or devices should be directed to the Campus Director for use at a given Campus.

*Chemical sprays kept about the person for personal protection are not prohibited unless used offensively in a malicious or reckless manner.

Procedures

I. Reporting Procedures

Members of the College Community who encounter an armed or otherwise dangerous person should not challenge or attempt to disarm the individual. In such an event, a person confronted by such an individual should proceed as follows:

If possible,

- Remove yourself from danger
Otherwise,
- Remain calm
- Maintain eye contact

- Talk to the individual
- Cooperate as much as feasible
- Notify law enforcement authorities first and then the Public Safety Office as soon as possible

II. Enforcement Procedures

Possession or use of any prohibited weapon, dangerous instrument, or device will not be tolerated in the College environment. Any College employee or student who is determined to have committed an act prohibited by this Policy will be subject to disciplinary action, up to and including termination of employment or expulsion depending on the severity of the violation and may be reported to law enforcement authorities. Action shall be taken in all cases of a chargeable offense under the provisions of the applicable state law or comparable federal law; however, a conviction of the charged offense shall not be necessary to take action against the employee/student for a violation of this Policy. The employee/student against whom such action is taken shall be entitled to the benefits of the procedures identified in the College Personnel Policy or Student Code of Conduct/College Policy for Student Rights and Standards of Student Conduct. Persons not subject to the College Personnel Policy or Student Code of Conduct/College Policy for Student Rights and Standards of Student Conduct who are suspected of violating or determined to have violated this policy will be directed to leave the premises and may be reported to law enforcement authorities for criminal prosecution, as appropriate. Other legal remedies may also be invoked.

III. Exception Procedures

A member of any bona fide law enforcement agency present on College Property who is in compliance with any applicable departmental Policy pertaining to the possession of a weapon is excluded from the prohibitions contained in this Policy. In addition, the prohibitions contained in this policy do not apply to members of the College's Public Safety Department who have been authorized to carry a deadly weapon and/or dangerous instrument or device while in the course and scope of their employment with the College. (Amended Board of Trustees 04/09/2013)

Any member of the College Community who believes he or she has good cause to be excluded from the terms of this Policy may direct a request for an exception to the Campus Director for the campus at which an exception is desired, or to the College President for an exception pertaining to either the President's Office or a college-wide purpose. Exceptions may be granted in the sole discretion of the Campus Director to whom the request is directed or in the sole discretion of the College President when a request is made to the President. Exceptions may be granted in cases, including but not limited to, where an individual's personal safety is at substantial and identifiable risk, where an otherwise prohibited item is to be used for educational, scientific, professional, ceremonial or religious purposes, or in other circumstances where the purpose of this Policy would not be fostered through strict application. If an exception is granted, such exception will be identified in writing and include the terms, conditions, and duration of the exception. A copy of the document authorizing an exception to this Policy will be sent to the public safety office of an affected campus and to any other College official deemed appropriate under the circumstances at least 24 hours in advance of the effective date of the exception.

Amendment to the College Policy for Student Rights and Standards of Student Conduct Item 4 of Section II. "Standards of Student Conduct" Section of the College Policy for Student Responsibilities and Student Rights is hereby amended to include this policy as part of the prohibition against the use and/or possession of weapons or firearms.

Violence-free College Policy

Policy Statement

The Board of Trustees of Delaware Technical Community College, through its President, Administration, Faculty and Staff, is committed to providing a safe, violence-free environment for the College Community. In furtherance of its opposition to violence in the College environment, it adopts this Delaware Technical

Community College Violence-Free College Policy.

Prohibited Conduct

No type of violence will be tolerated on College property or in any place where College students or employees are engaged in College-related activity or in connection with any College-sponsored activity. College employees, students (including persons participating in any activity sponsored by the College) and visitors to the College (the "College Community") are directed not to engage in threatening or violent conduct or activities.

The conduct described below constitutes actions that are expressly prohibited on College property or in connection with College-sponsored activities. The list of prohibited activities is designed to provide examples and is not exclusive of other conduct that may constitute a violation of this Policy:

- Causing or threatening to cause physical injury to another person
- Making threatening, abusive or harassing remarks
- Disorderly, aggressive or hostile behavior that creates a reasonable fear in another of injury or subjects another person to emotional distress; such conduct may include shouting, throwing or pushing objects, punching walls or slamming doors
- Intentionally causing damage to College property or to the property of an employee, student or visitor to the College while on College property or in connection with a College-sponsored activity
- Possession of a weapon or dangerous instrument or engaging in any other conduct in violation of the College Policy Prohibiting the Possession of Deadly Weapons, Dangerous Instruments or Devices
- Committing violent or hostile acts motivated by, or related to, race, age, color, national origin, sexual orientation, sex, disability, marital status, sexual harassment or domestic relationships.

Procedures

I. Reporting Procedures

A. Immediate Threat Procedures

Members of the College Community who encounter an armed or otherwise dangerous person should not challenge or attempt to disarm the individual. In such an event, a person confronted by such an individual should proceed as follows:

If possible,

- Remove yourself from danger

Otherwise,

- Remain calm
- Maintain eye contact
- Talk to the individual
- Cooperate as much as feasible
- Notify law enforcement authorities first and then the Public Safety Office as soon as possible.

B. Potentially Dangerous Threat Procedures

Any potentially dangerous situation of which a member of the College Community becomes aware should

immediately be reported to a Public Safety Office. If warranted, the Public Safety Office shall report the violation to the appropriate police authority and will also notify a Dean of Student Affairs (student violation) or a Human Resource Officer (employee violation), as applicable. The Dean of Student Affairs and/or the Human Resource Officer will inform the Campus Director of all reported incidents. Initial reports may be made anonymously to the Public Safety Office. All reported incidents will be investigated. Reports or incidents requiring confidentiality will be handled with due regard to privacy interests, and information will only be disclosed to others on a "need to know" basis. To the greatest extent feasible, the results of an investigation into a reported and or investigated incident will be provided to and discussed with all parties involved in such incidents. In compliance with the Delaware Technical Community College Crisis Management Policy, College officials will actively intervene at any indication of a possibly hostile or violent situation.

While it is not expected that members of the College Community be skilled at identifying potentially dangerous persons, it is expected that, through the exercise of good judgment, persons observing behavior that could signal a potentially dangerous situation or evidence a potentially violent person will report such an observation to the Public Safety Office. The Public Safety Office must notify a Dean of Student Affairs (student) or a Human Resource Officer (employee) of all reports.

In addition to the conduct identified in this Policy as prohibited conduct, potentially dangerous behavior or warning signs of a potentially violent person may include:

- discussion of weapons or bringing weapons onto College property or property used for College-sponsored activities;
- displaying overt signs of extreme stress, resentment, hostility, paranoia or anger;
- intimidating, belligerent, harassing, bullying or threatening conduct;
- sudden or significant deterioration in performance; displaying irrational or disproportionately inappropriate behavior.

All members of the College Community are responsible for notifying the Public Safety Office of any threats, witnessed or received. Even if no actual threat has been made, members of the College Community should report any conduct witnessed which, in the exercise of reasonable judgment, appears threatening or violent, when the behavior is connected to or may be carried out in the College environment.

C. Domestic Violence Procedures

Domestic violence is a serious threat to affected individuals and the place where such individuals work or are engaged in other activities.

Members of the College Community who obtain a protective or restraining order that lists College or College-related property as an area to be protected by such order are asked to provide the relevant Public Safety Office with a copy of the order.

Employees may obtain information concerning services related to domestic violence from the Delaware State Personnel Offices and the College's Human Resource Offices. Students and employees may obtain information from the College's Counseling Offices.

II. Enforcement Procedures

Threats, threatening conduct, or any acts of aggression or violence will not be tolerated in the College environment. Any College employee or student who is determined to have committed an act prohibited by this Policy will be subject to disciplinary action, up to and including termination of employment or expulsion and may be reported to law enforcement authorities. Disciplinary action shall be taken in cases of chargeable offenses under the provisions of applicable state law or comparable federal law; however, a conviction of the charged offense shall not be necessary to take action against the employee/student for

violation of this Policy. The employee/student against whom such action is taken shall be entitled to the benefits of the procedures identified in the College Personnel Policy or Student Code of Conduct/College Policy for Student Rights & Student Responsibilities. Persons not subject to the College Personnel Policy or Student Code of Conduct/College Policy for Student Rights and Student Responsibilities who violate this Policy will be directed to leave the premises and may be reported to law enforcement authorities for criminal prosecution. Other legal remedies may also be invoked.

(Added Board of Trustees 9/17/03)

Policy on Sexual Misconduct

The College is committed to maintaining and strengthening a learning environment founded on civility and respect, and to providing programs, activities and an educational environment free from all forms of violence. Any act of sexual misconduct is also a form of sex discrimination prohibited by Title IX. The College has a zero tolerance policy for violence and discrimination and is committed to eliminating all forms of sexual misconduct and discrimination from its campuses. Therefore, it is the policy of the College that students and employees of the College are prohibited from committing any and all acts of sexual misconduct.

The College is also committed to fostering a community that promotes prompt reporting of any allegations of sexual misconduct and the timely investigation and fair resolution of any report of sexual misconduct. While the College has the greatest respect for a victim's or survivor's right to privacy and confidentiality, the College must balance those rights against the safety and welfare of the College community. Therefore, it is the policy of the College that any allegation of sexual misconduct will be investigated and adjudicated in accordance with the College's policy, unless otherwise stated therein. It further retains its discretion to report acts of sexual misconduct to law enforcement authorities based on the nature and seriousness of such allegations.

Any person who violates this Policy will be subject to disciplinary action including, but not limited to, dismissal from the College or termination from employment.

Reporting Acts of Sexual Misconduct

The College encourages any person who believes that he or she has been a victim of sexual misconduct to report the alleged misconduct to any College employee or any member of the Board of Trustees of the College as soon as possible (hereafter "Responsible Employee").

Duties of a Responsible Employee

All Responsible Employees are required to report any allegations of sexual misconduct they receive to the Title IX Coordinator. Allegations of sexual misconduct can be made verbally or in writing to the Responsible Employee and may come from either the victim, a third party or the accused.

In addition, the Responsible Employee shall also:

1. Advise the reporting person of his or her obligation to report the allegations of sexual misconduct to the Title IX Coordinator. The employee must also advise the complainant that, depending on the nature and seriousness of the allegations, the College reserves the right to notify law enforcement authorities of the alleged misconduct.
2. Advise the reporting person that Delaware Tech will respect the privacy of the reporting person or victim and will maintain confidentiality on behalf of the reporting person or victim to the extent the law and Delaware Tech's policies permit.
3. Advise the victim that the victim may contact law enforcement or Delaware Tech Public Safety and that

the employee will contact law enforcement or Delaware Tech Public Safety on the victim's behalf if requested.

4. Notify law enforcement or Public Safety within 24 hours after the victim requests such notification.
5. Advise the victim that he or she is entitled to certain rights in criminal proceedings and direct him or her to: The Victim's Bill of Rights, Chapter 94, Title 11 of the Delaware Code:
<http://delcode.delaware.gov/title11/c094/index.shtml>
6. Provide information to the victim regarding confidential medical, counseling, and advocacy services, or direct him or her to: <https://www.dtcc.edu/about/public-safety/sexual-violence>
7. Contact the Child Abuse and Neglect Report Line for the Department of Services for Children, Youth and Their Families at (800) 292-9582, if the victim is a minor at the time of the report.

Responsibilities of a Campus Security Authority

A "**Campus Security Authority**" is a Delaware Tech employee who is also a campus administrator, a member of the College's Public Safety Department, Deans of Student Affairs (including professional staff), Deans of Instruction (including professional staff), Directors of Human Resources (including professional staff), athletic directors and coaches, faculty advisors to a student group, disabilities support counselors, a member of the CARE Threat Assessment Team, community resource contacts, the Title IX Coordinator and Review Officers.

An employee who is a Campus Security Authority and who receives a report of sexual misconduct must report the allegations of misconduct to both the Title IX Coordinator and the Delaware Tech Public Safety Department. If the reporting person requests that the misconduct not be reported to Public Safety, the employee shall advise the reporting person that the employee must report the allegations of sexual misconduct, but will report only non-identifying information in order to maintain the reporting person's request for confidentiality.

Sexual Misconduct Defined

Sexual misconduct is comprised of sexual assault, dating violence, domestic violence, sexual harassment, stalking and hate crimes, which are defined as follows::

1. Sexual Assault

"Sexual Assault" means any sexual act or acts committed on a person who has not consented to such act or acts or for which a person is incapable of consenting due to age, intoxication or other reasons. Sexual assault includes, but is not limited to:

- A. Rape, or attempted rape;
- B. Intentional and unwelcome sexual touching (including disrobing or exposure), however slight, with any body part or any object, by a person upon another person without consent, of the person's breasts, buttocks, groin, or genitals (or clothing covering such areas), or coercing, forcing, or attempting to coerce or force another to touch you, themselves, or a third party with any of the body parts or areas when such touching would be reasonably and objectively offensive;
- C. Any sexual act in which there is force, violence, or use of duress or deception upon the victim;
- D. Any sexual act perpetrated when the victim is unable to give consent; and,
- E. Sexual intimidation, which includes, but is not limited to:

1. Threatening, expressly or impliedly, to commit a sexual act upon another person without his or her consent;
2. Stalking or cyber-stalking; and,
3. Engaging in indecent exposure.

2. Dating and Domestic Violence

Both dating and domestic violence encompass any sexual, verbal, or emotional abuse of one partner by the other in a romantic relationship. While arguing and “verbal fighting” occurs in all relationships, intimate partner violence is about power and control. Partner violence can be hard to identify and victims often have difficulty in recognizing and acknowledging partner violence due to the nature of the relationship and complex feelings between the victim and abuser.

“Dating Violence” means abuse or violence committed by a person:

- A. Who is, or has been, in a relationship of a romantic or intimate nature with the victim;
- B. Where there is, or has been, abuse, as defined in this policy, or a pattern of behavior in the relationship which is used to establish power and control over the victim through fear and intimidation.
 1. “Pattern of Behavior” means behavior by one party in an intimate relationship that is used to establish power and control over the other person in the relationship through fear and intimidation.
 2. A pattern of behavior is determined based on the repeated use of words and/or actions and inactions in order to demean, intimidate, and/or control another person. This behavior can be verbal, emotional and/or physical.

C. Examples of abuse, which can occur singly or as a pattern of behavior, include but are not limited to, slapping, pulling hair, punching, damaging property, driving recklessly to scare someone, name calling, humiliating one in public, harassment directed toward a current or former partner or spouse, threats of abuse, such as threatening to hit, harm or use a weapon on another, or other forms of threat.

“Domestic Violence” means abuse or violence committed by a current or former spouse of the victim; by a person who is cohabiting with the victim where they hold themselves out as a couple, with or without a child in common; by a person living separate and apart from the victim with a child in common; or by a person in a current or former substantive dating relationship with the victim, or by any person similarly situated to a spouse or intimate partner of the victim under the domestic violence laws of the State of Delaware; or by a person against a family member as that term is defined in §901(12) , Title 10 of the Delaware Code; or by any person against an adult or youth victim who is protected from that person’s acts under the domestic violence laws of the State of Delaware.

3. Stalking

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for his or her safety or the safety of others; or (ii) suffer substantial emotional distress.

A. “Course of conduct” means two or more acts, including but not limited, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follow, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. It can include, but is not limited to:

1. Non-consensual communication (face-to-face, telephone, email)
2. Threatening or obscene gestures;
3. Surveillance/following/pursuit;
4. Showing up outside the victim’s classroom or workplace;

5. Sending gifts (romantic, bizarre, sinister, or perverted)
6. Making threats

B. "Emotional distress" means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

C. "Reasonable person" means a reasonable person under the circumstances and with similar identities to the victim.

Stalking behavior has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive learning and work environment. Incidents of stalking occurring on or off the College's campuses are subject to the College's disciplinary process.

4. Sexual Harassment

"Sexual Harassment" means any unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitute sexual harassment when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; or

B. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or

C. If non-physical, such conduct is so severe, pervasive, and objectively offensive that the victim is effectively denied equal access to the College's resources and opportunities.

Sexual harassment may involve individuals of the same or different gender. Sexual harassment is most frequently associated with those situations in which a power differential exists between persons involved; however, it also may occur between individuals of the same College status, i.e., student-student.

Examples of severe and pervasive non-physical conduct, which may constitute sexual harassment when such expression is so objectively offensive that it denies the victim equal access to the College's resources and opportunities include, but are not limited to:

A. Unwelcome sexual advances, requests for sexual favors, or other non-physical conduct of a sexual nature;

B. Sexually explicit statements, comments, questions, pictures, objects, jokes, or anecdotes;

C. Unwelcome use of the electronic mail or telephone communication system to communicate prohibited conduct or activities; or

D. Graphic comments about a person's clothing or body.

5. Hate Crimes

A hate crime is any conduct against an individual based on their race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, genetic information, disability, age, status as a covered veteran, socio-economic status or any other category protected by federal and state civil rights law and which:

A. Adversely affects a term or condition of an individual's employment, education, participation in the College's activities or environment;

B. Has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, offensive or abusive environment;

C. Is used as a basis for or a factor in decisions that tangibly affect that individual's employment, education, or participation in the College's activities or environment.

6. Other Definitions

Other definitions relating to this Policy are contained in Section 13.04 of the Personnel Policy Manual.

Confidentiality

The procedures followed in any complaint will be kept confidential to the maximum extent allowable by federal and state law, including, but not limited to, the Family Educational Rights and Privacy Act ("FERPA"). The College will take all reasonable steps to investigate and respond to complaints in a confidential manner. Complainants, however, are advised that the College's ability to investigate and respond to complaints may be limited in circumstances where the Complainant does not wish to disclose his or her identity. The College reserves the right to notify law enforcement authorities about allegations of sexual misconduct based on a reasonable belief that such incidents rise to the level of criminal activity. The use of these procedures does not preclude a Complainant from seeking recourse through the appropriate state or federal criminal law enforcement agencies at any time. College personnel will assist the Complainant in notifying these authorities if the Complainant requests such assistance.

Requests not to Investigate or Refusal to Prosecute

A. Victims always have the option to forgo criminal prosecution of the accused after an act of sexual misconduct is reported. Victims may also request that the College not investigate the allegations reported, may refuse to file a complaint, and/or refuse to cooperate in the investigation and/or resolution of allegations. However, the College is committed to balancing the rights of the alleged victim and providing a reasonably safe and non-discriminatory environment for its students and employees. Therefore, the College cannot guarantee that it will not conduct an investigation or pursue resolution of the alleged sexual misconduct.

B. The College has the discretion to proceed with an investigation and disciplinary action if there has been a finding by the College that the sexual misconduct occurred even if the victim does not want to move forward with a complaint to the College and/or criminal prosecution. The College will evaluate such reports in the context of its commitment to providing a reasonably safe and non-discriminatory environment. In order to do so, the Title IX Coordinator may conduct a preliminary investigation into the alleged sexual misconduct and may consider the following factors in determining whether to honor the request for confidentiality:

1. The seriousness of the alleged sexual misconduct;
2. The alleged victim's age;
3. Whether there have been other complaints of sexual misconduct against the alleged offender;
4. The alleged offender's right to receive information about the allegation, if the information is maintained by the College as an "education record" under FERPA; and,
5. The applicability of any state and/or federal laws mandating disclosure.

C. The Title IX Coordinator shall inform the alleged victim if the College intends to conduct further investigation and seek resolution of this matter.

Retaliation

No individual shall be subject to retaliation at any time for making a claim of sexual misconduct or for participating in the procedures for the resolution of sexual complaints. It is a violation of College policy for

any member of the College community to retaliate against the Complainant, any individual who participates in the investigation or proceedings, or against the individual who has been accused of engaging in sexual misconduct. While all sexual misconduct allegations will be reviewed in accordance with these procedures, the College community is advised that the submission of a claim of sexual misconduct is not proof that the accused is guilty of prohibited conduct under this Policy. Anyone who believes that he/she has been subject to retaliation arising from sexual misconduct complaints is encouraged to report such behavior to College officials. Students or employees who have engaged in retaliatory conduct shall be subject to the College's disciplinary process and to disciplinary action up to and including dismissal or termination from the College.

Protective Measures

At any point during the complaint, investigative or disciplinary processes, the Title IX Coordinator shall have the authority to take any and all reasonable steps necessary to protect all parties involved, as well as any member of the College community who the Title IX Coordinator believes needs protection, from harassment and/or retaliation. The occurrence or non-occurrence of any protective measure is neither an indicia of guilt nor innocence under these procedures. Any protective measures taken to protect members of the College community from harassment and retaliation shall remain in effect pending the resolution of the allegation(s).

Examples of such protective measures are: (1) placing a transcript hold on the alleged offender's transcript; (2) summarily suspending the alleged offender; (3) changing the alleged offender's schedule; (4) taking such steps as are reasonable, appropriate and necessary to restrict the alleged offender's movement on campus; and/or (5) reassigning the alleged offender or placing him or her on administrative leave.

Protective measures may also include, but are not limited to: (1) issuing no-contact orders to prevent any contact between the alleged victim, the alleged offender, witnesses, and/or third parties; (2) providing the alleged victim an escort to ensure that he or she can move safely between classes, work, and/or other activities; (3) changing work arrangements; (4) arranging for the alleged victim to take an incomplete in a class; (5) moving the alleged victim or the alleged offender from one class section to another; (6) permitting a temporary withdrawal from the College; (7) providing alternative course completion options; and/or (8) providing counseling and/or academic support services.

Protection Orders

Any order of protection, no contact order, restraining order or other similar orders should be immediately presented to the Campus Public Safety Department. Additional protective measures may be given to the victim if requested and such accommodations are reasonable and available, such as changing academic or working situations.

Receipt of a Complaint of Sexual Misconduct or Hate Crime

Procedures for resolving complaints of sexual misconduct and/or a hate crime are contained in **Section 13.04** of the Personnel Policy Manual.

Role of the Title IX Coordinator

The College's Title IX Coordinator is responsible for overseeing all Title IX and sexual misconduct and discrimination reports and complaints made to the College and for implementation of the College's sexual misconduct and anti-discrimination policies. The College's Title IX Coordinator has appointed "Civil Rights Officers" to assist in carrying out the responsibilities related to the implementation of its policies.

Role of the Advisor

The complainant and the accused shall have the opportunity to be accompanied by an advisor, including an attorney, of his or her own choice to any meeting or proceeding related to the complaint, investigation, hearing, and adjudication process. Notwithstanding, no party may use an advisor for the purpose of intimidating, or creating a legitimate fear of retaliation in, the other party, such that the other party foregoes his or her right to move forward in the process.

Rights of the Parties

The Complainant and the accused shall have the same opportunity to present evidence, to be heard, and to have an advisor present throughout the complaint, investigation, hearing, and adjudication process.

Each party shall be informed of the outcome of disciplinary proceedings pertaining to complaints of sexual offenses, defined as the College's final determination with respect to the alleged sexual misconduct and any sanction that is imposed against the accused. Provided, however, no party or their advisors shall have the opportunity or right to conduct direct or cross-examination of the other parties' witnesses or of the parties themselves.

A. All College personnel will treat the parties with respect.

B. The parties are entitled to privacy during every aspect of the reporting process and any ensuing investigation.

C. All information obtained will be confidential to the maximum extent permitted by law.

D. Victims of sexual misconduct have the right to receive medical treatment and counseling services. The College will provide victims with information of appropriate medical and counseling services available through community-based counseling services.

E. The College will inform victims that they have the option to report their case through the above-referenced College procedures and/or have the appropriate police agency respond and conduct a full investigation. While victims have the right to refuse to participate in any such proceeding or investigation, the College is required by federal law to investigate all incidents of alleged sexual misconduct on campus.

F. The College will notify victims of their options for protective measures, including but not limited the option to adjust their academic schedule whenever reasonably possible. Victims also have the right to decline the use of any protective measures.

Bystander Intervention

Bystander intervention is when you assume the responsibility, by exercising safe and positive options, to prevent or interrupt acts of sexual misconduct or the potential for such acts. The College is committed to eliminating sexual misconduct within the College community and believes that actively intervening to prevent or interrupt acts of sexual misconduct or any other act of violence in a safe and positive manner so as not to endanger oneself or others is a way of eliminating such misconduct.

You can stop or interrupt such acts by:

A. Verbally intervening and attempting to de-escalate the situation or instructing the participants to separate;

B. Indirectly intervening by alerting the parties' friends, other bystanders, a college officer, campus public safety, or local law enforcement

C. Distracting the attention of one party away from the other party

D. Remember:

1. Do NOT use violence
2. Do NOT be antagonistic
3. Be honest and direct whenever possible
4. Stay calm and positive
5. Recruit assistance to keep yourself and others safe
6. Contact public safety or local law enforcement if the situation escalates.

Victim/Bystander Reporting Options

- A. Call 911
- B. Call the Campus Public Safety Department.
- C. Call a College official.
- D. Complete the Incident/Behavior Report form (located on Public Safety web page).
- E. Use an emergency phone located on campus and in the parking lots. Reporting does not require a victim or reporting person to take further legal action.

(Revised Board of Trustees, 4/12/16, 4/11/17)

Definitions Applicable To Sexual Misconduct

The following definitions shall apply to the College’s Policy on Sexual Misconduct (Section 1.03) and the Procedure For the Resolution of Discrimination and Sexual Misconduct Complaints (Section 13.04):

Abuse. “Abuse” means conduct which constitutes the following:

- A. Intentionally or recklessly causing or attempting to cause physical injury. a sexual offense as defined in §761 of Title 11 of the Delaware Code,
- B. Intentionally or recklessly placing or attempting to place another person in reasonable apprehension or fear of physical injury or sexual offense as defined in §761 of Title 11 of the Delaware Code;
- C. Intentionally or recklessly damaging, destroying or taking the tangible property of another person;
- D. Engaging in a course of alarming or distressing conduct in a manner which is likely to cause fear or emotional distress or to provoke a violent or disorderly response.
- E. Trespassing on or in property of another person, or on or in property from which the trespasser has been excluded by court order.
- F. Child abuse, as defined in Chapter 9 of Title 16 of the Delaware Code;
- G. Unlawful, imprisonment, kidnapping, interference with custody and coercion, as defined in Title 11 of the Delaware Code; or,
- H. Any other conduct which a reasonable person under the circumstances would find threatening or harmful.

Complainant. “Complainant” is an alleged victim of sexual misconduct, relationship violence and/or stalking who elects to file a complaint and participate in the College’s investigation and resolution of the alleged sexual misconduct.

Complaint. “Complaint” is an allegation of sexual misconduct, relationship violence and/or stalking asserted against another party and reported to or filed with the College.

Consent. “Consent” means informed, actively and freely given, mutually understandable words or actions that indicate a willingness to participate in a mutually agreed upon sexual activity. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutual agreement between them to engage in certain activities with each other. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Ignoring objections or acting in spite of objections by the other party does not gain consent.

A. Consent cannot be inferred from:

1. Silence, passivity, or lack of resistance alone;
2. A current or previous dating or sexual relationship alone (or the existence of such a relationship with anyone else);
3. Attire;
4. Spending money on behalf of the other party, e.g. buying dinner on a date;
5. Consent previously given (i.e. consent to one sexual act does not imply consent to another sexual act or a future sexual act.)

B. Use of Force or Threat of Use of Force: There is no consent if it is obtained through the use of physical force, violence, duress, intimidation, coercion or the threat, expressed or implied, of bodily injury. Whether the accused used intimidation coercion to obtain consent is determined by whether a reasonable person in the same or similar circumstances would have felt intimidated or coerced into giving consent.

C. Coercion: “Coercion” is the unreasonable pressure for sexual activity. Coercion is the use of emotional manipulation to persuade someone to do something they may not want to do such as being sexual or performing certain sex acts. Being coerced into having sex or performing sexual acts is not consenting to having sex and is considered sexual misconduct.

D. Incapacitation: “Incapacitation” is a state where someone cannot make rational, reasonable decisions because he/she lacks the capacity to give knowing consent. Consent may never be given by:

1. Minors, even if the other party did not know the minor’s age;
2. Mentally disabled persons, if their disability was reasonably known to a sexual partner who is not mentally disabled; or,
3. Persons who are incapacitated as a result of alcohol, drug use, unconsciousness, blackout. The use of alcohol or drugs does not diminish one’s responsibility to obtain consent and does not excuse conduct that constitutes sexual misconduct.
4. Persons who are incapacitated as a result of sleep, involuntary physical restraint or consumption of rape drugs.

Dating Violence. “Dating or Domestic violence” means violence committed by a person:

A. Who is, or has been, in a relationship of a romantic or intimate nature with the victim;

B. Where there is, or has been, abuse, as defined in this policy, or a pattern of behavior in the relationship which is used to establish power and control over the victim through fear and intimidation.

1. "Pattern of Behavior" means behavior by one party in an intimate relationship that is used to establish power and control over the other person in the relationship through fear and intimidation.
2. A pattern of behavior is determined based on the repeated use of words and/or actions and inactions in order to demean, intimidate, and/or control another person. This behavior can be verbal, emotional and/or physical.

C. Examples of abuse, which can occur singly or as a pattern of behavior, include but are not limited to, slapping, pulling hair, punching, damaging property, driving recklessly to scare someone, name calling, humiliating one in public, harassment directed toward a current or former partner or spouse, threats of abuse, such as threatening to hit, harm or use a weapon on another, or other forms of threat.

D. Whether dating violence has occurred shall be based on the existence of an intimate relationship which shall take into consideration the following factors:

1. The length of the relationship;
2. The type of relationship; and,
3. The frequency of interaction between the persons involved in the relationship.

Domestic Violence. "Domestic violence" means abuse committed by a current or former spouse of the victim; by a person who is cohabiting with the victim where they hold themselves out as a couple, with or without a child in common; by a person living separate and apart from the victim with a child in common; or by a person in a current or former substantive dating relationship with the victim, or by any person similarly situated to a spouse or intimate partner of the victim under the domestic violence laws of the State of Delaware; or by a person against a family member as that term is defined in §901(12) , Title 10 of the Delaware Code; or by any person against an adult or youth victim who is protected from that person's acts under the domestic violence laws of the State of Delaware.

Fondling. "Fondling" means the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Hate Crime. "Hate Crime" means any person who selects a victim because of his or her race, color, disability, national origin or ancestry, sex, religion, gender identity, gender expression, age, education, veteran status, pregnancy, genetic information, socio-economic status or any other category protected by federal or state civil rights law, and commits any act or crime against that victim for the purpose of interfering with the free exercise of his or her First Amendment or other constitutional rights and:

A. Adversely affects a term or condition of an individual's employment, education, participation in the College's activities or environment;

B. Has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, offensive or abusive environment;

C. Is used as a basis for or a factor in decisions that tangibly affect that individual's employment, education, or participation in the College's activities or environment.

Whether alleged conduct constitutes a hate crime depends on the totality of the circumstances and the context in which the conduct is made. For example, verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum does not constitute a hate crime.

Incest. "Incest" means non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Rape. "Rape" is the act of sexual intercourse or penetration (anal, oral or vaginal), however slight, with any body part or any object, by a man or a woman upon a man or a woman, without consent, including

vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; and oral copulation (mouth to genital or genital to mouth contact).

Retaliation. “Retaliation” means any adverse action threatened or taken against a person because he or she has filed, supported or provided information in connection with a complaint of sexual misconduct, including but not limited to direct and indirect intimidation, threats, and harassment.

Sexual Assault. “Sexual Assault” means a sexual act or acts to which a person has not consented or for which a person is incapable of consenting due to age, intoxication or other reasons. Sexual assault includes, but is not limited to:

A. Rape, or attempted rape;

B. Intentional and unwelcome sexual touching (including disrobing or exposure), however slight, with any body part or any object, by a person upon another person without consent, of the person’s breasts, buttocks, groin, or genitals (or clothing covering such areas), or coercing, forcing, or attempting to coerce or force another to touch you, themselves, or a third party with any of the body parts or areas when such touching would be reasonably and objectively offensive;

C. Any sexual act in which there is force, violence, or use of duress or deception upon the victim;

D. Any sexual act perpetrated when the victim is unable to give consent; and,

E. Sexual intimidation, which includes, but is not limited to:

1. Threatening, expressly or impliedly, to commit a sexual act upon another person without his or her consent;
2. Stalking or cyber-stalking; and,
3. Engaging in indecent exposure.

Sexual Exploitation. “Sexual Exploitation” means any act of taking non-consensual unjust or abusive sexual advantage of another person for one’s own advantage or benefit or to benefit or advantage anyone other than the person being exploited. Sexual exploitation includes, but is not limited to:

A. Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such person;

B. Prostituting another person (i.e. personally gaining money, privilege or power from sexual activities of another);

C. Non-consensual videotaping, photographing, or audio-taping of sexual activity and/or distribution of these materials via media such as, but not limited to, the Internet;

D. Exceeding the boundaries of consent (e.g. allowing another person to observe consensual sex without the knowledge of or consent from all participants);

E. Voyeurism; and

F. Knowingly or recklessly transmitting a sexually transmitted disease (including HIV) to another individual.

Sexual Harassment. “Sexual harassment” shall mean any unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitute sexual harassment when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s

education; or

B. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or

C. If non-physical, such conduct is so severe, pervasive, and objectively offensive that the victim is effectively denied equal access to the College's resources and opportunities.

Sexual harassment may involve individuals of the same or different gender. Sexual harassment is most frequently associated with those situations in which a power differential exists between persons involved; however, it also may occur between individuals of the same College status, i.e., student-student.

Examples of severe and pervasive non-physical conduct, which may constitute sexual harassment when such expression is so objectively offensive that it denies the victim equal access to the College's resources and opportunities include, but are not limited to:

A. Unwelcome sexual advances, requests for sexual favors, or other non-physical conduct of a sexual nature;

B. Sexually explicit statements, comments, questions, pictures, objects, jokes, or anecdotes;

C. Unwelcome use of the electronic mail or telephone communication system to communicate prohibited conduct or activities; or

D. Graphic comments about a person's clothing or body.

Sexual Misconduct. "Sexual misconduct" means any unwelcome conduct of a sexual nature, including any conduct or act of a sexual nature committed against an individual without consent. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex. Sexual misconduct also includes complicity in sexual misconduct. The College encourages reporting of all sexual misconduct. Sexual misconduct includes, but is not limited to:

A. Dating violence;

B. Domestic violence;

C. Sexual Assault;

D. Sexual Exploitation;

E. Sexual Harassment; and,

F. Stalking.

Statutory Rape. "Statutory Rape" means nonforcible sexual intercourse with a person who is under the statutory age of consent.

Stalking. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for his or her safety or the safety of others; or (ii) suffer substantial emotional distress.

A. "**Course of conduct**" means two or more acts, including but not limited, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follow, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's

property. It can include, but is not limited to:

1. Non-consensual communication (face-to-face, telephone, email)
2. Threatening or obscene gestures;
3. Surveillance/following/pursuit;
4. Showing up outside the targeted individual's classroom or workplace;
5. Sending gifts (romantic, bizarre, sinister, or perverted)
6. Making threats

B. **"Emotional distress"** means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

C. **"Reasonable person"** means a reasonable person under the circumstances and with similar identities to the victim.

(Revised Board of Trustees, 4/12/16, 4/11/17)

Student Rights and Standards of Student Conduct

Delaware Technical Community College has the responsibility and duty to establish and deliver a comprehensive educational program to the citizens of the State of Delaware as defined in the law through the General Assembly. The College is committed to providing a learning environment for students in which they may grow both as students and citizens.

As members of the College community, students have an obligation to participate in the life of the College in a responsible manner. Students have the freedoms of speech, peaceful assembly and petition, as well as the right to due process. However, students also have responsibilities and duties commensurate with their rights and privileges.

II. Purpose

The purpose of this policy is to state and uphold rules and regulations deemed necessary for the orderly administration and operation of the College, for the orderly resolution of conflicts and disputes, and for the protection of the College community against misconduct and unlawful acts. Additionally, this policy identifies the type of conduct encompassed, the procedures to be used when infractions are alleged, and the sanctions for policy violations.

III. Scope

A. Delaware Technical Community College's jurisdiction for student discipline purposes shall include conduct that occurs on campus and at College-sponsored activities held off College premises that may adversely affect the College community and/or the pursuit of its objectives.

B. Conduct involving allegations of academic dishonesty will be handled under the College Policy on Academic Dishonesty.

C. A student who wishes to challenge an academic grade given in any course must proceed in accordance with the Academic Grade Challenge Policy.

D. Allegations concerning behavior in the academic setting will be handled under this Student Rights and Standards of Student Conduct Policy.

E. The Vice President for Academic Affairs, in consultation with the College-wide Deans of Student Affairs, may develop forms and procedures for the administration of this Student Rights and Standards of Student Conduct Policy.

F. The College will administer disciplinary action and, if necessary, initiate criminal or civil actions consistent with constitutional safeguards accorded by law. Any questions about the College's jurisdiction will be resolved by Delaware Technical Community College's Chief Legal Counsel.

IV. Student Rights

A. Students enrolled in any program or course at any campus of the College have the right to pursue their educational goals and may expect:

1. A description of the course to include the measurable objectives, course requirements and evaluation procedures.
2. A fair performance evaluation based on measurable objectives and course requirements.
3. The opportunity to discuss, inquire and express their views in the classroom or in conference.
4. Protection against improper disclosure concerning data which is confidential, in accordance with state and federal guidelines. (See the Family Educational Rights and Privacy Act FERPA)
5. To be treated with dignity and respect.

B. Procedure For The Resolution of Complaints By a Student

Step 1 - A student who feels that any of his/her rights, as identified above, have been violated is encouraged to first meet with the person accused of violating the students' rights to seek satisfactory resolution in an informal manner through discussion.

Step 2 - In the opinion of the student, if satisfactory resolution is not achieved at Step 1, the student shall meet with his/her academic counselor or advisor to discuss and facilitate a resolution of the complaint. The facilitator (academic counselor or advisor) may include other individuals as appropriate.

Step 3 - In the opinion of the student, if a satisfactory resolution is not accomplished at Step 2, the student shall file a written complaint with the Dean of Student Affairs. The written complaint shall be submitted within five (5) working days after all meetings with the facilitator have concluded. The complaint shall include the name of the person accused of violating one or more of the rights as set forth above, a statement of the specific right or rights alleged to have been violated by the accused, the manner in which the right or rights is alleged to have been violated, the identity of any person who has knowledge of any fact supporting the charge(s) and a summary of all facts of which the person is alleged to have knowledge, a summary of efforts to resolve the matter to date and the relief sought by the complaining party.

Step 4 - The Dean of Student Affairs, after reviewing the complaint to ensure that the resolution process has been properly followed, will forward a copy of the written complaint to the accused, who will be given an opportunity to respond to the accusations against him/her. The response shall be written and shall be submitted within 10 working days from the date the complaint is forwarded by the Dean of Student Affairs. If the accused is an employee, his or her immediate supervisor shall be notified by the Dean of Student Affairs that a complaint has been filed. The Dean of Student Affairs shall thereafter conduct such investigation into the allegations as he/she deems necessary and shall notify the student and the accused in writing of his/her determination. In the event that the Dean of Student Affairs determines that a students' rights have been violated by an employee of Delaware Technical Community College, then the Dean of Student Affairs shall also provide a copy of his or her decision to the appropriate dean or director, the Director of Human Resources of the campus where the employee is employed, or to the Assistant Vice President for Human Resources if the employee is employed in the Office of the President, who shall administer such discipline, if any, as he/she deems appropriate. Any disciplinary action and/or corrective action taken, or appeals thereof, will be in accordance with section XII, Conduct and Corrective Action Policy of the Personnel Policy Manual.

V. Standards of Student Conduct

Students enrolled in any program or course at a campus of the College have the responsibility to conduct themselves in a manner conducive to the orderly operation of the College and will be expected to:

1. Attend classes on a regular basis in order to have the maximum opportunity to complete the measurable objectives and meet the requirements of each course.
2. Respect the rights of staff members and students as they participate in College courses, programs and activities.
3. Satisfy all financial obligations to the College.
4. Comply with all published Delaware Technical Community College policies, rules and/or regulations included in the Student Handbook and elsewhere.
5. Comply with all federal, state and local laws.
6. Treat others with dignity and respect.

A. Unacceptable Student Conduct

The College has determined that the following student actions are unacceptable and subject to disciplinary action under the procedures set forth in this policy.

Such behavior shall include, but not be limited to:

1. The incitement or acts of force, assault, offensive touching, coercion, harassment, violence, intimidation or any interference with the free movement of others upon the College premises, or any act which endangers the mental or physical health or safety, or any act which is in violation of the Delaware Technical Community College Violence-Free College Policy.
2. Disruption or obstruction of the orderly operation of Campus activities, on or off College premises. Disruptive behaviors may include, but are not limited to, profane or vulgar statements or gestures, personal habits, personal appearance, slanderous or libelous statements, speech-oriented activities or publications.
3. Gambling.
4. Possession, consumption and/or abuse of illegal drugs and/or alcohol or any violation of the Delaware Technical Community College Drug-Free School And Workplace Policy.
5. Forgery, bribery, perjury, making a false statement, and/or other behavior indicating dishonesty.
6. Cheating, plagiarism or other violation on the College's Policy on Academic Dishonesty.
7. Theft, robbery, criminal trespass and/or burglary.
8. Intentional destruction of College property or the property of another or damaging public or private real or personal property without the permission of the owner by knowingly, purposely or recklessly drawing, painting or making any significant mark or inscription thereon.
9. Sexual assault, stalking or other violation of the Delaware Technical Community College Sexual Assault Policy.
10. Violation of the Delaware Technical Community College Policy Prohibiting Weapons and Dangerous Instruments or Devices.
11. Violation of the Delaware Technical Community College Sexual Harassment Policy which will be handled according to the Procedure for the Resolution of Sexual Harassment Complaints as published in the Student Handbook.
12. Violation of the Delaware Technical Community College Acceptable Use of Electronics Networks Policy.
13. Violation of any other published Delaware Technical Community College policy, rule and/or regulation included in the Student Handbook and elsewhere.
14. Any other violation of federal, state or local law.

B. Procedure for the Resolution of a Complaint Against a Student

Any member of the College community who has reason to believe that a student has violated the Standards of Student Conduct should report the alleged violation to one of the following College officials:

- Members of the Public Safety Department
- Dean of Student Affairs
- Dean of Instruction

- Director of Workforce Development and Community Education (for non-credit students)
- Evening Coordinator/Evening Operations Manager

The Vice President and Campus Director and each of the College officials designated above shall have the authority to immediately remove from campus any student who is accused of violating the Standards of Student Conduct when, in the opinion of the Vice President and Campus Director or other designated College official, the student's continued presence on campus creates an unreasonable risk to the health, safety and/or welfare of any member of the College community or is disruptive to the learning environment. This action may include calling the local law enforcement officers as necessary. In addition, after review with the respective Vice President/Campus Director, the Dean of Student Affairs shall have the authority to suspend a student pending a hearing in cases when, in the opinion of the Dean of Student Affairs, the welfare of the College community is endangered or jeopardized by the student's continued presence on campus or to place such conditions on the student's presence on campus as he/she determines in his/her discretion to be in the best interest of the College, its students and staff.

In cases where the initial report of alleged student misconduct is reported to a Dean of Instruction or a Public Safety Officer, he/she shall report the complaint to the Dean of Student Affairs as soon thereafter as is reasonably practicable.

The following procedure shall apply to all complaints against a student unless another procedure and/or process has been established by another College Policy or by agreement for students in non-credit courses.

Upon receipt of notice that a violation of the Standards of Student Conduct is believed to have occurred, the Dean of Student Affairs shall utilize the following procedure to resolve the matter:

Step 1 - If appropriate, the Dean of Student Affairs shall encourage the complaining party to first meet with the student accused of violating the Standards of Student Conduct in an effort to seek a satisfactory resolution in an informal manner through discussion.

Step 2 - In the opinion of the complaining party, if a satisfactory resolution is not accomplished at Step 1, or if informal discussions with the accused would jeopardize the health, safety or welfare of the complaining party, the Dean of Student Affairs shall request a formal written complaint from the complaining party. The written complaint shall be received within five (5) days after the request from the Dean of Student Affairs and shall include the name of the person accused of violating the Standards of Student Conduct, a statement of the specific Standards of Student Conduct alleged to have been violated by the accused, the manner in which the Standards of Student Conduct are alleged to have been violated, the identity of any person who has knowledge of any fact supporting the charge(s) and a summary of all facts of which the person has knowledge, a summary of efforts to resolve the matter to date and the relief sought by the complaining party.

The Dean of Student Affairs, after reviewing the complaint to ensure that all required information has been provided and the resolution process has been properly followed, will forward a copy of the written complaint to the accused, who will be given an opportunity to respond in writing to the accusations against him or her within five (5) working days. The Dean of Student Affairs shall include a copy of The Student Rights and Standards of Student Conduct and shall advise the accused of the following:

- That the accused violator has the right to a hearing before a Campus Judicial Committee in accordance with the hearing process outlined in Section VI.
- That the accused violator has a right to be represented by an advisor or an attorney in a hearing before the Campus Judicial Committee. The name of the advisor or attorney must be submitted to the Campus Judicial Committee at least twenty-four (24) hours prior to the hearing.
- That the accused violator has a right to waive a hearing before the Campus Judicial Committee and to accept the disposition of the matter as determined by the Dean of Student Affairs, including the

possible sanctions to be imposed.

- That waiving the right to a hearing includes waiving the right to an appeal.
- That the accused violator will be deemed to have waived his/her right to a hearing before the Campus Judicial Committee unless a written request is received by the Dean of Student Affairs within seven (7) working days after the date of the notice advising the accused violator of his/her rights as contained herein.
- That the accused violator has the right to appeal the decision of the Campus Judicial Committee to the Dean of Student Affairs.

In the event the accused elects to have a hearing, the Dean of Student Affairs shall notify the Vice President and Campus Director of the need to appoint a Campus Judicial Committee. Upon receipt of the names of the Campus Judicial Committee appointments, the Dean of Student Affairs will notify all parties, in writing, of the date, time and place of the scheduled hearing. The hearing shall be conducted in accordance with Section VI. Either party has the right to appeal the decision of the Judicial Committee to the Dean of Student Affairs within seven (7) working days after receipt of the decision.

In the event that the accused student waives his/her right to a hearing or withdraws a request that was previously made, the Dean of Student Affairs shall conduct such investigation into the allegations as he/she deems necessary and shall notify the complainant and the accused student in writing of his/her determination. The investigation of the alleged violation and the subsequent decision of the Dean of Student Affairs shall be final. The Dean shall notify the accused violator and the complaining party, in writing, of the final determination.

C. Sanctions for Violation of Student Conduct Standards Sanctions applied for violations of Student Conduct Standards may include any one or more of the following:

1. Written Reprimand - A written notice to the student that his or her actions violated the Standards of Student Conduct and that future incidents of misconduct may be cause for further disciplinary action.
2. Disciplinary Probation - A specified period of time during which the student is expected to demonstrate appropriate conduct as a member of the academic community.
3. Academic or Social Restriction - Exclusion from stated classes, facilities, services or activities for a specified period of time.
4. Restitution - Payment for damages to College property or the property of another.
5. Rehabilitative Referral - Referral to an accepted physician or mental health counselor for evaluation and, if indicated, treatment for a physical, mental or psychological condition or disorder.
6. Suspension - Temporary (5 days or less) withdrawal of the student's right to attend classes or otherwise be present on College premises or to attend College functions, whether on campus or off campus.
7. Dismissal - Withdrawal of the privilege of registration, class attendance or activities on any campus of the College for an indefinite period of time.

The College reserves the right to refer a student for criminal prosecution, which may be in addition to any sanction set forth above.

VI. The Hearing Process

Written charges of Violations of Student Conduct Standards in which judicial proceedings are elected, will be referred to and heard by a Campus Judicial Committee composed of:

Two (2) students of the campus appointed by the Student Government Association.

Two (2) staff members, one (1) each appointed by the Dean of Instruction and the Dean of Student Affairs. Delaware Technical Community College's Chief Legal Counsel, or his/her designee, who shall serve as the chairperson.

No member of the Campus Judicial Committee may be a party to the case for which he/she is sitting in judgment. In the event that Chief Legal Counsel is a party or potential witness, then the chairperson shall be appointed by the College President. Pending final decision of the complaint the status of the accused will not change as to his/her continued presence on campus and participation in scheduled assignments or classes, except where his/her presence constitutes a real and present danger to himself/herself, to others or to the orderly operation of the College.

The accused will be advised by the Dean of Student Affairs of possible sanctions or disciplinary action with sufficient detail to enable him/her to prepare properly for the hearing. The accused may withdraw his/her request for a hearing at any time.

The complaining party may withdraw charges at any time. Once charges are withdrawn, they may not be reintroduced unless sufficient new evidence is brought forth. A written request to withdraw charges must be submitted to the Dean of Student Affairs who will notify all parties of the action.

The chairperson shall preside over the hearing and shall make all rulings concerning the admissibility of evidence. The hearing will be upon sworn or affirmed testimony and the proceedings will be tape-recorded for the preservation of the record. The Delaware Uniform Rules of Evidence shall be used as a guide to the admissibility of evidence. All documents submitted as evidence and the tape-recording of the hearing will be kept for not less than one (1) year. Since the hearing will be audio tape-recorded, it will be necessary for each person to state his or her identity when speaking. The parties may submit relevant factual data, documents, testimony and argument. Only evidence and argument presented at the hearing or presented to the Campus Judicial Committee and opposing parties before the hearing may be taken into consideration by the Judicial Committee in making its findings and rendering its decision. All members of the Judicial Committee must be present to proceed to hearing and must remain for the duration of the proceedings.

To begin the hearing, the chairperson of the Judicial Committee will read the statement of charges. The person bringing the charges may present evidence, call witnesses in his/her own behalf, and confront and cross-examine witnesses called by the accused. The accused shall have the right to present evidence, to call witnesses in his/her own behalf, and to confront and cross-examine witnesses called by the person bringing the charges. The Campus Judicial Committee may also call witnesses to give testimony, who shall also be subject to cross examination by either party. The person bringing the charges will be required to attend the hearing. The hearing will be open only to members of the Campus Judicial Committee, the accused and his/her advisor or attorney, the person bringing the charges and his/her advisor or attorney, and witnesses called to testify. All witnesses shall be sequestered.

Upon conclusion of the hearing, the Judicial Committee will make findings of fact and conclusion as to innocence or guilt which will be established by a preponderance of evidence and by majority vote of the Campus Judicial Committee. The burden of proof rests with the person bringing the charges. The chairperson will cast a vote only in case of a tie vote. The Campus Judicial Committee will submit a written decision to the Dean of Student Affairs within seven (7) working days, setting forth its findings and, if applicable, the disciplinary action to be imposed where a finding of guilt is rendered upon the student. The Dean of Student Affairs will forward a copy of the Campus Judicial Committee's decision to the accused student and to the person bringing the charges within five (5) working days after his or her receipt thereof.

In cases where a violation of the Standards of Student Conduct is found, the Dean of Student Affairs shall advise the student of his or her right to submit an appeal, in writing, within seven (7) working days from the receipt of the written notice. The appeal shall be to the Dean of Student Affairs and shall be based on the record before the Campus Judicial Committee. Upon review and examination of the Campus Judicial Committee's findings, the Dean may either affirm or reverse the Committee's decision. The decision by the Dean of Student Affairs shall be in writing and shall be the final disposition of the complaint.

Appendix - Definitions

The following definitions are included to provide clarity and prevent misunderstandings in the processes involved in utilizing the College Policy for Student Responsibilities and Student Rights:

1. Advisor

Any person selected by the accused or by the party initiating the charges to be present at the conference or hearing. An advisor may be a friend, parent, relative, peer, staff member or the student's faculty advisor or academic counselor.

2. Attorney

A person who is licensed to practice law in the State of Delaware.

3. Sequestered

In cases where two or more witnesses are to testify, only one witness will be permitted in the hearing at any given time. Sequestered witnesses will be instructed by the chairperson of the Judicial Committee to refrain from discussing matters pertinent to the hearing while waiting to testify.

Guide to Requesting Academic Accommodations and/or Auxiliary Aids

GETTING STARTED

Delaware Technical and Community College is committed to providing reasonable academic adjustments for students with disabilities which may include auxiliary aids and/or accommodations that do not alter a fundamental requirement of our academic programs. Since every disability manifests itself differently in each individual, every attempt will be made to tailor all academic adjustments to meet individual needs. Students with disabilities who wish to request academic adjustments must see the campus ADA contact. The campus ADA contact will evaluate the request and engage in an interactive process to determine what, if any, academic adjustments are warranted. Students seeking academic adjustments must request the same at least 4 weeks prior to the start of each semester for which academic adjustments are sought. Academic adjustments requested by students who fail to follow these procedures may be denied or may not be available prior to the start of classes.

CAMPUS ADA CONTACTS

The following individuals are the ADA contacts for their respective campuses. They will assist you in fulfilling the requirements to obtain reasonable and necessary academic adjustments.

Dover

Victoria Chang
(302) 857-1349
vchang1@dtcc.edu

Georgetown

Matthew Zink
(302) 259-6049
mzink1@dtcc.edu

Stanton

Heather M. Statler

(302) 454-3927
hstatler@dtcc.edu

Wilmington

Stephanie Spadaccini
(302) 434-5553
stephanie.spadaccini@dtcc.edu

DOCUMENTATION

Students should provide the campus ADA contact with documentation of their disability. This information may include diagnosis of disability, functional limitations, psycho-education testing results, most recent IEP (if available), and any other information that may provide insight, clarification or support of the student's condition and how that may impact the student's ability to perform in an academic setting. Since many types of disability remain unchanged over the course of a student's lifetime, information may be accepted in cases where the campus ADA contact determines in his or her sole discretion that a meaningful interactive process can occur and reasonable adjustments can be approved. In some instances, discussion between the student and the campus ADA contact may be sufficient to determine the appropriate assistance. In other situations, a professional evaluation will be necessary to enable the campus ADA contact to understand how the disability impacts the student's ability to function in a college setting. If documentation is necessary, the student must sign a release authorizing the information to be given to the campus ADA contact. **PROVIDING THIS DOCUMENTATION IS THE OBLIGATION OF THE STUDENT, AT THE STUDENT'S SOLE EXPENSE.**

The student and the campus ADA contact (together with such other parties as may be designated by the Campus ADA Contact) will discuss which academic adjustments are appropriate for the student's individual situation and coursework.

CONFIDENTIALITY

The ADA campus contact will maintain appropriate confidentiality of records or communication, except when disclosure is authorized by the student or by law.

EXAMPLES OF ACADEMIC ADJUSTMENTS PROVIDED BY THE COLLEGE

In providing academic adjustments, we do not lower or effect substantial modifications to essential technology requirements nor do we make modifications that would fundamentally alter the nature of a program.

Examples of the types of academic adjustments which may be provided are as follows:

Accessible Furniture: Providing classroom furniture, which is most appropriate for the student in light of their disability.

Assistive Listening Device: An amplification system designed to help the student hear better by minimizing background sounds and amplifying desired sound.

Clear View/Lip-Reading: The process of viewing the speaker's lips to facilitate communication (requires unobstructed view of the speaker).

Course Reductions which do not fundamentally alter the nature of the program: Students may elect to attend on a part-time basis. Part-time study may impact the length of time to complete program requirements and/or financial aid.

Course Substitutions will be considered so long as the modification does not fundamentally alter the nature of a program.

Early Access to Course Syllabus: Providing the student with a course syllabus prior to the beginning of the term. A student who needs class material in alternate format or who requires additional time to complete reading or writing assignments will benefit from having early access to course requirements. Early access to the course syllabus allows the accommodation process to begin early and reduces chances of delays in services.

Large Print Handouts: Enlarging written material on standard photocopier or word processor to facilitate reading for a student with various processing or sensory impairments.

Note taker/Scribe: Individual assigned to assist a student by recording class lecture notes of instructor's spoken words. The scribe may also assist student to record in-class assignments.

Priority Seating: Allowing the student to choose the class seating arrangement which is most appropriate in light of the disability.

Sign Language Interpreter(s): A person who translates spoken English into American Sign Language (ASL) and vice versa for students with significant hearing loss or deafness. A student using an Interpreter should be allowed to choose classroom seating which is most appropriate for that student's particular need. The college will provide the interpreter; it is not reasonable to expect the College will pay for an interpreter you have used before or currently use on a daily basis.

Tape Recording/Transcribing Lectures: Recording spoken material presented in the classroom using a tape recorder.

Visual Media: Using graphics or other visual methods, such as PowerPoint slides or handouts, to supplement class lecture and spoken information.

The following is a list of testing adjustments which may be made, depending upon the course and the needs of the student:

Alternative Test Design: Changing test format or design to allow the student to demonstrate mastery of course material while minimizing the interference of their disability. For example, one might use a multiple-choice design instead of an essay design.

Alternative Test Location: The student is assigned to take an exam in a mutually agreeable location. Arranged and coordinated by the ADA campus contact.

Computer Usage: Use of a personal computer during testing allowing the student to use a spellchecker, word processing capabilities, or special assistive software required for their specific disability needs.

Distraction - Free Environment: An environment free from noise and other distractions (classroom activities, phones, loud talking, operating machinery) that might interfere with the testing process.

Electronic Speller/Dictionary: An electronic speller is a portable device, which assists the student in spelling correctly.

Extended Time: Additional time given to complete a test. Length of extension varies according to the student's needs and documented disability. The standard time extension is "time and a half."

Individual Test Proctor: Individual assigned to personally administer a test to the student.

Large Print Test: Enlarging tests to provide the student with visual access to the test.

Oral Test: Administering test orally to the student and allowing the student to provide oral responses.

Reader: Individual assigned to read test directions and/or test questions to the student with a disability.

Scribe: Individual assigned to record test responses of the student with a disability but who does not offer assistance with content of test responses.

Sign Language Interpreter(s): A person who translates directions and/or information given during test administration from English into American Sign Language (ASL). It may also include allowing the student to ask questions for further clarification using his/her ASL interpreter during test questions.

Test on Tape: Tape recording test questions so the students can listen to the questions. This might include allowing the student to tape record the answers.

Voice Calculator: A calculator that provides voice output of mathematical data and mathematical processes.

EXAMPLES OF REQUESTS WHICH ARE NOT REASONABLE

The following is a list of services that the college will not provide. This is not an exhaustive list, but rather provides examples of unreasonable requests. The ADA campus contact may be able to provide community referrals to these services, if appropriate.

1. Providing personal attendants (aides)
2. Feeding students
3. Administering and storing of medications
4. Assisting with personal hygiene (catheter bags, etc.)
5. Writing and proofreading papers
6. Tutoring (will be referred to campus tutorial support)
7. Psychological counseling
8. Storage of medical supplies and equipment (oxygen tanks, wheelchairs, etc.)
9. Diagnosis of disability condition
10. Providing care for service animals

COMMUNICATION WITH FACULTY

The ADA campus contact will send notification to faculty and campus offices of the academic adjustments that will be provided. Students are encouraged to discuss their academic adjustment (s) with their instructors; however, students are NOT obligated to self-disclose the nature of their disability to the instructors. Students are responsible for communicating the effectiveness of the academic adjustment(s) with the instructors and the campus ADA contacts.

GRIEVANCE PROCEDURE

If a student is not satisfied with the academic adjustment(s) that, after discussion with all parties, has been determined to be appropriate by the campus ADA contact, then s/he may use the following grievance procedure.

Students who are unsatisfied with the academic adjustments approved by the campus ADA contact or otherwise feel they have been the subject of discrimination on the basis of disability shall state their concerns in writing to the appropriate Dean of Student Affairs. The inquiry shall be made as soon as reasonably possible after the action occurs but in no case later than 10 working days after such occurrence. The time for filing a grievance can be waived for good cause at the discretion of the Dean of Student Affairs.

The Dean of Student Affairs, or designee, shall conduct a thorough investigation of the grievance, affording all interested persons and their representatives an opportunity to submit relevant information. The Dean of Student Affairs shall consult with the College's Civil Rights Coordinator, or designee, and shall issue a written response, with a description of the resolution, if any, to the grievant and other appropriate persons within 15 working days of receipt of the complaint.

The decision of the Dean of Student Affairs shall be final.

Nothing in this procedure prevents any individual who believes he or she may have been discriminated against from pursuing any and all legal remedies.

RETURNING STUDENTS

Accommodation(s) plans are NOT carried over from semester to semester. A new request for academic adjustments must be made for each semester that adjustments are desired. Once a request is made, students must allow the campus ADA contact up to four weeks to facilitate appropriate academic adjustments.

Notice of Availability of Annual Security Report

Delaware Technical Community College maintains an annual security report as required by the Clery Act. The College's annual Clery Act report contains information on campus security and personal safety, including crime prevention, the law enforcement authority of College public safety officers, crime reporting policies, certain specific College policies, and other important matters about security on campus. The report also contains statistics for the three previous calendar years on crimes that were reported to have occurred on campus, in certain off-campus buildings or property owned or controlled by the College, and on public property within or immediately adjacent to and accessible from the campus.

The College's annual Clery Act report is available on the Delaware Tech website at <https://www.dtcc.edu/about/public-safety/campus-crime-statistics>. A printed report may also be obtained free of charge from the Office of Public Safety at each campus upon your request.

Priority of Service Policy for Veterans and Eligible Spouses

The U.S. Department of Labor (USDOL) provides certain funds to Delaware Technical Community College to provide employment and training services to eligible residents and workers. As a condition to receiving those funds, priority of service (POS) shall be given to veterans and eligible spouses in training and placement services. In accordance with the implementation of the Veterans' Priority Provisions of the "Jobs for Veterans Act" (PL107-288), qualified veterans and eligible spouses will receive priority referral to services over non-veterans as determined by each program's mandatory eligibility criteria, if any. Veterans and eligible spouses must meet all eligibility and program requirements for participation in order to receive priority for a program.

The veteran or eligible spouse shall be identified at the point of entry, whether in person or virtual, so that the priority of service may be implemented over the full range of services available including, but not limited to registration, training and placement. Veterans shall be asked to self-identify upon application.

Priority of service means that a covered person receives access to the service or resource earlier in time than a non-covered person or if the service or resource is limited, the covered person receives access instead of or before a non-veteran.

Eligibility

For purposes of this policy only, the following definitions will apply.

Veteran: a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). Active service includes full-time duty in the National Guard or a Reserve component, other than full-time duty for training purposes.

Eligible Spouse: The spouse of any of the following:

(1) Any veteran who died of a service-connected disability;

(2) Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:

(i) Missing in action;

(ii) Captured in line of duty by a hostile force; or

(iii) Forcibly detained or interned in line of duty by a foreign government or power;

(3) Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs;

(4) Any veteran who died while a disability, as indicated in (3) above, was in existence.

The status of a veteran or an eligible spouse can be verified by referring a variety of official documents, including, but not limited to:

- A DD 214 (issued following separation from active duty);
- An official notice issued by the Department of Veterans Affairs that establishes entitlement to a disability rating or award of compensation to a qualified dependent;
- An official notice issued by the Department of Defense that documents the eligibility of an individual, based on the missing or detained status of that individual's active duty spouse; or
- An official notice issued by a State veterans' service agency that documents veteran status or spousal rights, provided that the State veterans' service agency requires Federal documentation of that information.

Implementation

Priority of service shall be provided in course registration and in acceptance into selective admission programs with waiting list and competitive ranking admission procedures.

Admission -Veterans and eligible spouses will be asked to self-identify on the application to the College. The academic counselor who provides ancillary services to veterans will contact the veteran/spouse to discuss priority of service and request documents to verify eligibility, if applicable.

Course Registration -Online and in-person registration shall open one day earlier for eligible veterans and spouses than for other students.

Admission into Programs with Waiting Lists - Eligible veterans and spouses who have met all the program admission requirements shall be placed at the top of the waiting list and admitted in the next program cohort offered seats.

Admission into Programs with Competitive Ranking – Each program shall establish and publish the program admission minimum score/requirements for eligible veterans and spouses to be admitted to the program, independent of the regular competitive ranking admission process. The minimum score/requirements shall be determined based on the program’s student success data. As expectations for the workforce and curriculum requirements change, changes may be made to the minimum score/requirements established for priority of service. Eligible veterans and spouses who meet that minimum shall be admitted.

Student Right-To-Know & Campus Security Act

The Student Right-To-Know and Campus Security Act (PL 101-542), requires the College to disclose and report program completion and graduation rates, and to maintain campus security policies and campus crime information. Delaware Technical Community College monitors regularly the success of its students. Students should check with the campus Dean of Student Affairs Office for graduation rates for first-time, full-time students. Copies of the Annual Report and Security Policy and Procedures may be obtained from the Dean of Student Affairs Office or the Security Office.

Campus Security

Delaware Technical Community College is concerned about the safety and welfare of its students, faculty and staff, and seeks to provide a safe and secure environment. The College has developed a series of policies and procedures that are designed to help protect persons while they are on campus. Copies of the policies are available from Student Affairs or Public Safety.

Delaware Technical Community College is fortunate to have a very low crime rate on campus. To maintain our good record, students are encouraged to stay alert and whenever possible travel in pairs. Always lock cars and bikes. Never leave personal property unattended. Please report incidents immediately to Public Safety or switchboard operator, who will contact the appropriate personnel. Persons committing criminal offenses on campus or at College functions will be prosecuted.

All college personnel assist in promoting campus security. The Public Safety Department facilitates safety and security matters. Public Safety officers are on campus during classes and may be available for escorting students to cars at the end of classes. Students requiring an escort should contact the Public Safety office or evening switchboard operator.

Persons who violate laws or who commit criminal offenses on campus will be prosecuted.

Non-Students on Campus

In order to maintain orderly operations and the safety of the campus community, only registered Delaware Tech students, support staff and other individuals approved by the College, and those who have applied to audit a course (listener status) are authorized to attend class. Non-students are permitted in public areas of the College only.

The College is only responsible for the health, safety, or welfare of minors who are enrolled in a College program or activity. All other minors must be under the direct supervision of a parent or guardian at all times while on campus.

External Organizations on Campus

Soliciting is not permitted on campus. Military, employers, connected degree partners, and agencies providing services to support students may request space on campus to share opportunities and information that may be of interest to students. These visits may be restricted to designated events/limited dates.

To request approval for a visit, the organization must contact the dean of student affairs or his/her designee. The requesting organization must provide a description of the organization and the nature of the visit. The dean of student affairs will then forward the request to the vice president and campus director with a recommendation for the use.

If approved, the College will permit the organization to use the College's facilities and designate a space on campus where the visitor can interact with students.

At no time shall these visits materially disrupt the College's learning environment, interfere with instructional programs, impede the normal operation of the College, or infringe upon the right of students or employees to learn or work in a safe environment.

In accordance with the College's Statement of Nondiscrimination Policy, decisions to approve or not approve these visits, or decisions pertaining to the terms, conditions or location of a space shall be made in a nondiscriminatory and impartial manner, and shall not be based on religious affiliation, non-affiliation, or belief or for any other reason related to the viewpoint of any person, entity, or organization seeking to use College facilities. Notwithstanding the foregoing, the College reserves the right to impose reasonable, content-neutral restrictions on the time, place and manner of any College facility use. Any such restriction shall be approved by the College's Chief Legal Counsel.