

International Student

Information Packet and Application



HOW TO OBTAIN A FORM I-20 CERTIFICATE OF ELIGIBILITY FOR F1 STUDENT STATUS

The information in this booklet explains how to obtain a Form I-20.
Please read carefully to avoid delays.

INTERNATIONAL (F1) STUDENT ADMISSION INFORMATION



Dear Prospective International Student:

Thank you for your interest in Delaware Technical Community College (Delaware Tech). Students from all over the world attend Delaware Tech, which is located in the eastern United States. We are Delaware's only community college and have four convenient locations:

- The Jack F. Owens Campus is in historic Georgetown located in Sussex County, the southernmost of Delaware's three counties.
- The Charles L. Terry Campus, serving Kent County, is in Dover, the state capital.
- The Stanton Campus is located in suburban Stanton and serves New Castle County residents.
- The George Campus, located in downtown Wilmington, serves New Castle County where more than half of Delaware's population lives.

The College awards Associate of Science (AS), Associate of Applied Science (AAS) and Associate of Arts in Teaching (AAT) degrees, diplomas, and certificates in technical occupational areas. See academic programs offered: www.dtcc.edu/programs/

This application process is for those interested in F1 admission, which requires full-time study in the fall and spring semesters. Completion of the admissions process will result in the issuance of an I-20, the document required to apply for the F1 visa or F1 student status.

Application Process Deadlines

Semester/Term	Application Process Deadlines*
Fall 15 Weeks of Study August – December	June 1 for Out of the Country and Change of Status Applicants June 30 for Transfer Students residing in the United States
Spring 15 Weeks of Study January – May	October 1 for Out of the Country and Change of Status Applicants November 15 for Transfer Students residing in the United States

*Application process deadlines are strictly upheld.

Please note that admission will not be granted and an I-20 cannot be issued until all requirements are met. Applicants are strongly encouraged to submit all forms and supporting documents together prior to the application deadline. Please complete your online application and email your supporting documents to the Admissions Office of the campus where your program is offered and you wish to attend.

GEORGETOWN CAMPUS

Amanda Thompson, amanda.thompson@dtcc.edu
21179 College Drive
Georgetown, DE 19947
(302) 259-6052

DOVER CAMPUS

Dustin Abshire, mdabshire@dtcc.edu
100 Campus Drive
Dover, DE 19904
(302) 857-1103

STANTON CAMPUS

Noe Velazquez-Segura, nvelazqu@dtcc.edu
400 Stanton-Christiana Road
Newark, DE 19713
(302) 454-3954

WILMINGTON CAMPUS

Zara Mackrell, zmackrel@dtcc.edu
300 N Orange Street
Wilmington, DE 19801
(302) 552-5971

Please direct all inquiries about admission or academic program offerings to the campus where your program is offered.

In order to understand the admission requirements and process involved in receiving an I-20, please read this packet carefully and completely. This application packet contains the following information:

- International Admission Requirements Checklist
- Paper Application for Admission link (in Checklist, page 4)
- Acknowledgement of Programs with Special Admission Requirements
- International Student Information Form
- Declaration of Finances
- Affidavit of Support for Financial Sponsor
- Affidavit of Room and Board for U.S. Sponsor
- Declaration of International Student Responsibility for Compliance

Visit the College Website at www.dtcc.edu

INTERNATIONAL STUDENT ADMISSION REQUIREMENTS CHECKLIST

To receive admission to Delaware Technical Community College and qualify for an I-20, all F1 applicants must meet the following requirements and submit all supporting documents. All documents must be translated into English. Documents submitted become the property of the College and will not be returned to the applicant.

Complete the online application and submit the following original documents:

_____ **Application for Admission:** The paper application can be found and downloaded at this web address:
https://www.dtcc.edu/sites/default/files/delaware_tech_application.pdf

_____ **Passport-sized photograph**

_____ **Official high school and university documentation (academic records)**

- These must be **original** documents in English (photocopies/faxes/scanned documents will not be accepted)
- Students must be a graduate from a valid high school or the equivalent, or at least eighteen years of age and able to benefit from instruction. Students who are interested in programs with special admission requirements are required to have a high school diploma, regardless of age and the ability to benefit (see page 8 for more details). High school transcripts should be evaluated by a member of the National Association of Credential Evaluation Services (NACES) (such as World Education Services, Inc. [WES]. See agency listing at www.naces.org/members.htm) prior to attending college since international high school transcripts are not always equivalent to U.S. high school transcripts.
- Students seeking transfer credit from a college or university must also have their international transcripts evaluated by a member of NACES. College-level credits may be evaluated for course transfer credit, although some courses must be completed within a specific time frame (based upon their program of study guidelines). For courses to be considered for transfer, a course-by-course evaluation is required for college level courses.
- There are costs associated with the evaluation of credentials. Contact the provider for more information.

_____ **Visa/Immigration Documents**

- Applicant residing outside the US: The passport ID/picture page is required for the applicant and accompanying dependents including spouse, if applicable.
- Applicant residing within the US: The passport ID/picture page, US visa page, and I-94 are required for applicant and accompanying dependents including spouse, if applicable. The Form I-539 is required for change of status applicants. The Form I-20 issued by the last school attended is required for transfer students. The Form DS2019 is required for J1 applicants.

_____ **Financial Documents**

F1 students must verify that at least \$26,400 is available to pay for their academic and living expenses for the first year of study. *Please be sure that you and/or your sponsors are able to accept the financial responsibility of being a full-time student in the U.S.*

Financials: The required financials must meet the following criteria:

- Must be **original** documents in English on bank letterhead (photocopies/faxes/scanned documents are not accepted).
- Must be checking or saving statements dated within 3 months of the application deadline showing required funds are available.
- Must be readily accessible to the student to support one year of study at Delaware Tech.

Supporting Documents: Applicants must have their sponsor(s) complete the Affidavit of Support for Financial Sponsor in order to explain how they will pay for their first year of studies and living expenses while enrolled at Delaware Technical Community College. Students are expected to have available funding or sponsorship for the duration of their studies at Delaware Tech. Federal or state financial aid is not available to F1 students. (F1 students may still search and apply for privately funded scholarships or other forms of aid.)

The following forms and/or documents are acceptable financials:

- **Declaration of Finances Form:** All applicants must complete the Declaration of Finances Form to explain how they will pay for the first year of study at Delaware Tech. Federal or state financial aid is not available to F1 students.
- **Affidavit of Support for Financial Sponsor:** Submit one form for each sponsor providing a bank statement. The sponsor's name must match the name appearing on the bank statement. Original bank statements in English and on bank letterhead must accompany each Affidavit of Support. Bank statements must be dated within 3 months of the application deadline. If you are providing a business/company bank statement, a letter from the bank indicating that the sponsor is the account holder must also be included.
- **Affidavit of Room and Board for US Sponsor (if applicable):** Room and board (housing and meals) provided by family, friends, or others may account for \$8,500 of a student's expenses. Students must complete the Room and Board section of the Declaration of Finances form and the sponsor must complete the Affidavit of Room and Board. F1 students may not work for sponsors as a condition of the sponsor's support; this includes child care, housekeeping, or work in off-campus businesses of any kind.
- **Government, Business, or Organization Sponsorship (if applicable):** Students meeting all or part of their expenses through government, business, or organization sponsorships must provide official documentation that confirms such support is available and the amount of the support.

Employment: F1 students may not work off-campus without approval from USCIS and may not depend on any form of employment (including childcare or working for a family or business) to cover their expenses or toward the Declaration of Finances. F1 students are allowed to work on-campus up to twenty hours per week; however, employment opportunities are very limited and require that students meet terms of employment.

Here are the estimated costs of attending Delaware Tech full-time for the fall and spring semesters:

ITEM	MINIMUM COST ESTIMATE
Tuition and fees: Tuition and fees are an estimate and are subject to change.	\$11,500
Books and supplies	\$1,500
Housing and Meals: The college does not provide housing. Students must arrange for room and board off-campus.	\$8,500
Transportation	\$1,400
Medical Insurance	\$1,000
Other Personal Expenses	\$2,500
MINIMUM TOTAL COST (This does not include the cost for dependents who may accompany you to the US)	\$26,400
PLUS Expenses for dependents (if applicable)	\$4,000 x ____* (no. of dependents)

***Dependent Information:** Students accompanied by a spouse and/or children must provide proof of additional income in the amount of \$4,000 per person.

Students must make satisfactory payment arrangements with the College prior to attending class.

_____ **Declaration of International Student Responsibility for Compliance:** This form must be carefully read and signed by the applicant.

_____ **Acknowledgement of Programs with Special Admission Requirements:** This form must be signed by the sponsor and applicant interested in one of Delaware Tech’s competitive admission or wait list admission programs which includes but may not be limited to Airframe Maintenance, Allied Health, Automotive, Automotive Technician Studies, Nursing, and Renewable Energy Solar.

_____ **International Student Information Form:** This form must be completed and signed by each applicant.

_____ **The SEVIS I-901 Fee:** All students must go to the U.S. Department of Homeland Security website at www.ice.gov/sevis/i901 to complete the I-901 form and pay the current fee after receiving the Form I-20 from Delaware Tech. The receipt from paying the SEVIS 901 fee is required for an interview at the U.S. Embassy/Consulate.

What to Expect After You Have Applied:

After all required documents are received by Delaware Tech, allow three to four weeks for processing.

When you are formally accepted to Delaware Tech, you will receive an acceptance letter and an I-20 which you will use to obtain your F1 visa. Delaware Tech will send the I-20 directly to you by regular mail unless you make other arrangements. Further, you will be sent an email with important enrollment information including your student ID number. You may need to check your SPAM email folder for this information. If you do not receive this email within four weeks, please contact the Admissions Office at the campus where you applied to notify Admissions that you did not receive the email.

Applicants outside the U.S. must apply for an F1 visa and schedule an interview at the U.S. Embassy or Consulate in or nearest the applicant's home country. The following documents should be taken to the interview:

- College Acceptance Letter
- Form I-20 issued by Delaware Tech
- Financial Statements
- Declaration of Finances Form
- Affidavit(s) of Support for Financial Sponsor
- Affidavit of Room and Board for U.S. Sponsor (if applicable)
- SEVIS I-901 Fee Receipt

International students outside the U.S. should arrange to arrive in the U.S. no more than 30 days prior to the start date on the I-20, which is typically the first day of classes. Adequate time should be allowed to move into housing, participate in new student orientation, take placement tests, and register for classes.

All new F1 students should schedule an appointment with the international student contact upon arrival in the U.S. or at least 30 days prior to the start of classes. To schedule your appointment, call the advisor on your home campus, where you applied for admission:

Georgetown Campus	Amanda Thompson	(302) 259-6052
Dover Campus	Maria Harris	(302) 857-1022
Stanton Campus	David Ciamaricone	(302) 454-3914
Wilmington Campus	Zara Mackrell	(302) 552-5971

ACKNOWLEDGEMENT OF PROGRAMS WITH SPECIAL ADMISSION REQUIREMENTS

Academic Program Admission Information

Delaware Tech is an open access college, but students must demonstrate academic readiness for college level courses, satisfy course pre-requisites, and be selected for admission into some academic programs that have limited seats and specific program admission criteria and requirements.

All 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.

<https://www.dtcc.edu/academics/programs-study>. These programs may also require a high school diploma. High school transcripts should be evaluated prior to attending college since international high school transcripts are not always equivalent to U.S. high school transcripts.

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

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

In the **Wait List Admission 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.

To be considered for a seat in academic programs with competitive or wait list admission processes, qualified students must participate in the program's application process. Programs with limited seats and special admission processes include but may not be limited to the following:

- Aviation Maintenance*
- Airframe Maintenance Certificate*
- Power Plant Certificate*
- Allied Health**
 - Cardiovascular Sonography
 - Dental Hygiene
 - Diagnostic Medical Sonography
 - Emergency Medical Technology-Paramedic
 - Exercise Science
 - Health Information Management
 - Histotechnician
 - Medical Assistant
 - Medical Coding Studies
 - Medical Lab Technician
 - Nuclear Medicine
 - Occupational Therapy Assistant
 - Physical Therapist Assistant
 - Radiologic Technology
 - Respiratory Care
 - Surgical Technology
 - Veterinary Technology
- Automotive *
- Automotive Technician Studies*
- Nursing**
- Renewable Energy Solar *

*Wait List Admission Program

**Competitive Admission Program

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 policy can be found at this web address: <https://www.dtcc.edu/academics/student-handbook/entering-college>).

The President of Delaware Technical Community College is authorized to establish enrollment quotas for qualified candidates by county for special admission programs that are offered in one or two counties in the State of Delaware 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.

Advisory Statement

Delaware Technical Community College is an open admissions institution with degree, diploma, and certificate programs that require completion of courses, internships, practicums, clinical, field work assignments, and other experiential learning requirements.

Approval of a student's placement in settings such as health care facilities, schools, and human services agencies that provide these experiences is the right of the organization providing the setting and not the College.

Although requirements vary by organization and are constantly evolving, common criteria include these:

- The lack of a criminal history, including a review of the adult abuse and child protection registries
- A satisfactory health exam, including proof of immunizations and drug screenings
- A valid Social Security number and proof of legal residency
- A high school diploma (also required for admission to selective programs)
- Other applicable licensing/credentialing requirements

Students should be aware that these requirements could limit or prevent their ability to complete an academic program. Students are responsible for all arrangements and costs associated with these requirements. It is the student's responsibility to inquire about conditions and acceptance into courses and programs that may have special requirements.

Full-time Enrollment Status Required While Awaiting Admission Decision for Special Admission Programs

Students who are accepted into a competitive or wait list admission program may have a lengthy waiting period before taking degree-related classes. During this waiting period, United States immigration regulations require that international (F1) students study full-time each semester.

Full-time Enrollment Status Required During Clinical Portions of Programs

Students who are accepted into a competitive or wait list admission program may also have to complete clinical courses which do not equate to a full time course load. United States immigration regulations also require that international (F1) students study full-time during these semesters as well.

By signing below, the student and sponsor acknowledge that they have read and understand the above terms of this document or that it has been translated and fully explained to them.

Student's Signature	Printed Name	Date
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Sponsor's Signature	Printed Name	Date
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INTERNATIONAL STUDENT INFORMATION FORM (Please print. Use only black or blue ink.)

I would like to attend Delaware Tech: Year: 20____ Fall Semester (Aug-Dec) Spring Semester (Jan-May)

Admission Status: High School Graduate College Transfer or Graduate

Enrollment Status: First Time College Student Transfer Student

Campus I plan to attend: Dover Georgetown Stanton Wilmington

STUDENT INFORMATION:	
Family Name (Last Name)	
Given Name (First Name)	
Middle Name (if any)	
Date of Birth (MM/DD/YYYY)	
Country of Birth	
Country of Citizenship	
Native (First) Language	
Local Phone Number	
Cell Phone Number	
Permanent Email Address	
PERMANENT ADDRESS IN HOME COUNTRY (required):	
Address	
City	
State/Province:	
Country & Postal Code:	
U.S. ADDRESS (if available):	
Address	
City	
State & Zip Code	
WHERE TO SEND I-20 (if different from above):	
Name	
Address	
City	
State/Province	
Country & Postal Code	
OR – This contact person resides in the U.S. and has my permission to pick up my international student documents (including my I-20), represent me, or exchange information with the College pertaining to my admission.	Contact Person: _____ Local Phone Number: _____ Cell Phone Number: _____

	Email Address : _____ Student's Signature: _____ Date _____
EMERGENCY CONTACT INFORMATION: Who should be contacted in case of an emergency or medical situation?	
Name of Emergency Contact	_____
Relationship	_____
Telephone Number	_____
Cell Phone Number	_____
Email Address	_____
Does this person speak English?	<input type="checkbox"/> Yes <input type="checkbox"/> No If not, what language do he or she speak?
EDUCATION GOAL: (Check all that apply.)	
<input type="checkbox"/> English as a Second Language Certificate <input type="checkbox"/> Associate Degree Program/Major: _____ <input type="checkbox"/> Other: _____	
PASSPORT INFORMATION:	
Passport Number	_____
Passport Expiration Date	_____
Passport Country of Issuance	_____
CURRENT RESIDENCY & STUDENT OR VISA STATUS:	
Are you currently residing in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No What is your visa student status? <input type="checkbox"/> Applying for an F1 visa from my home country <input type="checkbox"/> Transferring my current valid F1 visa to Delaware Tech <input type="checkbox"/> Changing my current valid status from _____ (current visa status) to F1 <input type="checkbox"/> Other _____	
If you are currently studying in the U.S., what is the name of the college or university that you are attending? Name of College/University _____ City/State _____	

I grant permission to Delaware Tech to provide my sponsor with documents and/or information concerning my admission/academic/medical status. Yes No

I certify that the information given above is complete and accurate to the best of my knowledge and realize that any falsification of information, particularly that concerns residency, may release Delaware Tech from considering my application for admission or may lead to dismissal from the College at a later date.

Student's Signature

Date

INTERNATIONAL (F1) STUDENT DECLARATION OF FINANCES

STUDENT INFORMATION

Family (Last) Name _____ Given (First) Name _____ Middle Name (if any) _____

DEPENDENT INFORMATION

Please check one:

- I plan to come alone I plan to be accompanied by the following dependents (spouse and/or children):

Name: Last, First	Gender (M/F)	Date of Birth (MM/DD/YY)	Country of Birth	Country of Citizenship	Relationship to Applicant

Students must show proof of \$26,400 to cover academic and living expenses plus an additional \$4,000 per dependent to ensure adequate financial means.

FINANCIAL/SPONSORSHIP INFORMATION

I will use the following sources of support to fund my education and living expenses while studying at Delaware Technical Community College. (Check all that apply.)

- Bank Statements. Each sponsor must complete an Affidavit of Support. Amount Available
- Name _____ Relationship _____ US \$ _____
- Name _____ Relationship _____ US \$ _____
- Name _____ Relationship _____ US \$ _____
- U.S. Sponsor providing room and board (valued at \$8,500) US \$ _____
- Other _____ US \$ _____
(Institutional Declaration of Finances Form, Governmental or Non-Governmental Scholarship, Statement of Line of Credit, etc. – Supporting documents required)

TOTAL SUPPORT AVAILABLE: _____ TOTAL US \$ _____

APPLICANT’S UNDERSTANDING AND SIGNATURE

I certify that the information on this form is true and accurate. I understand that even though I am documenting financial support for one academic year, I am responsible for tuition and living expenses for the duration of my stay at Delaware Technical Community College. I understand that I may not work off-campus without first receiving employment authorization from USCIS. I also understand that I may not work for my sponsor as a condition of support. I understand that on-campus employment cannot be guaranteed.

Applicant’s Signature: _____ Date: _____

**INTERNATIONAL (F1) STUDENT
AFFIDAVIT OF ROOM AND BOARD FOR U.S. SPONSOR**

For sponsors in the United States providing free Room and Board

By signing this affidavit, the sponsor is swearing to the U.S. government that this student will live with him/her free of any charge for room and food for every year that the student is studying and living in the United States. The sponsor is also proving with the documents that are attached that he/she is the person who owns or rents the property and can afford the support he/she is promising.

Before signing, the sponsor must understand that he/she is making a financial commitment to the student that should not be broken. Sponsors who fail to provide the support promised may force students to drop out of school and cause pain and suffering. The sponsor should not expect the student will be able to help support the costs through employment. Employment is strictly controlled by the Immigration Service and is very limited.

I, _____, will be providing room and board at the following address:
(Sponsor's name)

(United States Address)

for _____ while he/she studies at Delaware Technical Community College.
(Student's name)

Does the sponsor own or rent the property? Own Rent

This affidavit must be sent with a photocopy of a deed, lease, or mortgage in the sponsor's name.

I hereby affirm that I own or rent the property at the address above where I am providing room and board for the student named. Further, I will make it available without requiring service or payment from the student for the duration of his/her studies at Delaware Technical Community College.

Sponsor's Signature

Printed Name

Date

Relationship to Student

DECLARATION OF INTERNATIONAL STUDENT RESPONSIBILITY FOR COMPLIANCE WITH USCIS REGULATIONS & DELAWARE TECH POLICIES AND REGULATIONS

Individuals who enter the United States on an F1 student visa are subject to special requirements during their stay. Each individual is responsible for maintaining his/her F1 status. Please carefully read and acknowledge the following information about maintaining F1 status:

Changes to Class Schedule: I understand I must not drop/add classes without consulting with my international student advisor first.

Employment: I understand I am not allowed to work off campus in the United States without U.S. Citizenship and Immigration Service (USCIS) authorization. I further understand that working off-campus without USCIS approval is a serious violation of my F1 visa status. I may, however, work on campus for a maximum of twenty hours per week when school is in session if employment is available.

Extension of Stay: I understand I must apply for an extension of my program of study prior to the expiration date of my I-20 if I cannot complete my program by the expiration date. I must complete and file my request for an extension on a Form I-538 with the Immigration and Naturalization Service district office having jurisdiction over Delaware Tech at least 15 days but not more than 60 days prior to the expiration of my authorized stay.

Legal Obligations: I understand that it is my responsibility to be fully aware of the legal obligations of my F1 international student status and to fully comply with all related requirements.

Maintain Full-Time Enrollment: I understand I must enroll as a full-time student (12 or more credit hours) every fall and spring semester. I further understand that at least 9 credit hours in every fall and spring semester must be lecture classes (not online). I understand that if I am awaiting acceptance to a competitive admission program, I must maintain full-time status.

Maintain Valid Foreign Passport: I understand I must maintain a valid foreign passport at least 6 months ahead of its expiration date unless I am exempt from passport requirements.

Medical Insurance: I understand medical insurance (including repatriation coverage) is not required but strongly encouraged to have during my time of study at Delaware Tech.

Notice of Changes:

I understand I must report the following to my international student advisor within 10 days:

- Any change in my legal name
- Any change in my local home address (where I physically reside) or phone number
- Any plan to change my major or program of study

Progress toward Completion: To maintain F1 status, I understand I must pursue and complete my full course of study before the program end date recorded on my currently valid Form I-20, unless I apply for and am approved for a program extension.

Travel Outside of United States: I understand I must notify my international student advisor at least 2 weeks prior to traveling outside the U.S. to obtain his/her signature on my current valid I-20 if I plan to return.

Tuition Assessment: I understand I am not eligible for the Delaware resident tuition rate and will be billed at the out-of-state tuition rate.

All applicants accepted to Delaware Tech are expected to comply with the College’s academic policies and regulations. Please carefully read and acknowledge the following requirements for F1 students:

- I understand I must undergo testing to demonstrate my proficiency in mathematics, reading and the English language. I understand I must take the Accuplacer/LOEP college placement test if my first language is not English and if I have not submitted the appropriate TOEFL scores. I will enroll in the English as a Second Language Program if testing indicates the necessity to improve my English proficiency before enrolling in degree level courses.
- I understand that the College has the right to engage in an exchange of information regarding my enrollment status, academic standing and progress, conduct, or unmet obligations with United States federal and local government law enforcement offices and agencies working under the authority of the U.S. Department of Homeland Security.
- I understand I must provide evidence of the information in my admission application packet including updated financial statements, if requested by a college official. I understand it is my responsibility to notify the Admissions Office of any changes in the information I have provided.
- I agree to attend a new student orientation session during my first year of study and the F1 Student Information Session each academic year.
- I agree to comply with Delaware Tech’s policies and regulations including those related to zero tolerance for drugs, alcohol, and weapons on campus. I understand failure to do so will result in the penalties described in the Delaware Tech Student Handbook.

I certify that the information that I have provided is correct and complete. I understand that deliberate failure to provide accurate information may result in the denial of admission or dismissal from the College.

I have read the above conditions and fully understand and agree to them.

Student’s Signature

Date

In accordance with the Family Educational Rights and Privacy Act, a student’s records are the sole property of the student and cannot be released without student permission. More information is available in the College Catalog at <https://www.dtcc.edu/continuing-education/non-credit-policy-guide/collegewide-policies>

Delaware Technical Community College is an equal access, equal opportunity, open admission institution. Admission to the College is made without regard to race, color, creed, religion, sex, national origin, age, disability, genetic information, marital status, veteran status, sexual orientation or gender identity.

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

DELAWARE
TECHNICAL  COMMUNITY
COLLEGE