



## *Collegewide Criminal Justice Law Enforcement Option* **Competitive Admissions Process**

### ***I. EXPLANATION OF THE COMPETITIVE ADMISSIONS PROCESS***

The Competitive Admissions Process is for those programs that have more students interested than seats available. Students must complete designated coursework, a separate application, and a criminal background check in accordance with COPT (Council on Police Training) before they can be considered for admission to the Law Enforcement Option (LEO). LEO has various components of academic study, and pertains to the admissions process:

1. **Courses Required for Program Application:** These are the courses, including any required developmental courses, which must be completed before a student can apply to The Criminal Justice Law Enforcement Option .
2. **Major Support Courses:** These are additional courses required for graduation. Completing some or all of these courses prior to the competitive admissions process adds points to an applicant's ranking score.
3. **Major Courses:** These are the major-specific courses that provide students with instruction and hands-on training in their selected major. Students may not enroll in some of these courses until they are offered a seat in the program.

In order to apply to LEO, students must complete the designated requirements. Acceptance to a program with competitive admissions is not guaranteed. **Students are responsible for reading this admissions document and complying with all procedures and deadlines.**

### ***II. THE CRIMINAL JUSTICE LAW ENFORCEMENT PROGRAM APPLICATION OVERVIEW***

#### **A. Before submitting a LEO application, the student must:**

1. Submit the Delaware Technical Community College [\*Application for Admission and complete the steps to enrollment.\*](#)
2. **Meet with an advisor.** Students are required to meet with an academic counselor prior to enrolling for their first semester. Students will also meet with a program advisor before enrolling for their second semester. Ongoing advisement with your chosen campus program advisor (at least once per semester) is important to student success.

#### **Placement Testing**

Students may test out of designated courses required for program application through submission of SAT, ACT, or ACCUPLACER test scores. Delaware Tech offers the ACCUPLACER College Placement Test (CPT) on site. Students are encouraged to study and prepare for the test in order to earn the highest level possible, otherwise CPT retesting, course completion or course test-out will be required.

### **Previous College Coursework**

Official college transcripts must be submitted for evaluation of transfer credit. Transfer credit may be awarded for courses completed with a C or higher and within the approved time limit (see the College Catalog at <https://www.dtcc.edu/academics/college-catalog/academic-policies-and-procedures> for the full policy).

- 3. Successfully complete the Courses Required for Program Application.** Courses required for program application vary by program [see **Appendix C; Competitive Admission Form**]. Students should meet with their program advisor to review the requirements and the program ranking worksheet. Some courses may be exempted through placement testing, previous college coursework, or advanced credit. The grade received for previous college coursework will be used for competitive admissions purposes.
- 4. Understand the importance of Major Support Course completion.** In addition to successfully completing all courses required for program application, completion of some or all of the Core/Major Support Courses [see **Appendix C; Competitive Admission Form**] is an important part of the competitive admissions ranking.
- 5. Maintain a competitive Grade Point Average (GPA).** Program admission is based heavily on the student's grades. Failing grades, including F's, R's, and U's, will negatively affect the student's ranking in the competitive admissions process. Applicants must possess a minimum 2.5 GPA as of May of the application year.
- 6. Complete any campus-specific requirements.** These may include information sessions, as instructed by the program advisor and/or detailed on The Criminal Justice Law Enforcement Option Application or accompanying documents.

### **B. To APPLY to Criminal Justice Law Enforcement Option, the student must:**

- 1. Submit the Criminal Justice Law Enforcement Option Program Application after the second semester, and when academically ready to apply.** [see **Appendix A; Application for Criminal Justice Law Enforcement Option**]. Each application must be completed in full and submitted, with all required documentation attached, to your campus-chairperson, as instructed on the application, by the February 1<sup>st</sup> deadline.
- 2. Provide a completed criminal background check to your Department Chairperson by March 1<sup>st</sup> of the application year** [see **Appendix B; Obtaining a Certified Delaware Criminal History**].
- 3. Retain a copy of all submitted applications and documentation.**

### III. NUMBER OF AVAILABLE SEATS

There are 50 seats collegewide within the Criminal Justice Law Enforcement Option. [see **Appendix A; Application for Criminal Justice Law Enforcement Option**].

### IV. RANKING AND SELECTION

A. **Ranking Process:** Four criteria are used in the ranking of qualified students who apply for The Criminal Justice Law Enforcement Option. Points are awarded or deducted for each of the four criteria. These points are tallied to obtain the overall score of the candidate using the following calculation and program-specific Competitive Admission Form [see **Appendix C; Competitive Admission Form**].

1. **DELAWARE RESIDENCY:** Students will receive 2 points for Delaware Residency.
2. **COURSES REQUIRED FOR LEO APPLICATION:** Students will receive points for each course successfully completed (grade C or better). (*Points vary by course and program; [see Appendix C; Competitive Admission Form]*).
3. **MAJOR SUPPORT COURSES:** Students will receive 1 or 2 points for each course successfully completed (grade C or better).
4. **CUMULATIVE GPA:** The student's Delaware Tech cumulative GPA will be multiplied by 3 and is based on all college level coursework completed at Delaware Tech.

#### *Important Ranking Notes:*

- ❖ **FAILING GRADES:** F, R, and U grades in Courses Required for LEO Application and Core/Major Support Courses will negatively affect the student's ranking. A two (2) point deduction is applied for each F, R, or U grade in these courses from the Course Sequence Sheet.
- ❖ While previous work history and/or academic-based experience history may benefit students accepted into a program, they will not factor into ranking or selection.

B. **Selection Process:** Students are eligible for admittance into LEO after they have successfully completed all courses required for application [see **Appendix C; Competitive Admission Form**], completed the application in full and submitted it by the specified deadline date, completed and submitted a criminal background check in accordance with COPT standards [see **Appendix B; Obtaining a Certified Delaware Criminal History**], and met the minimum GPA criteria.

All qualified applicants are ranked highest to lowest score and seats are offered based on the number of available seats in each program.

If a ranking "tie" results at the end of the acceptance list and only one seat remains, the Courses Required for LEO Application points will be used first to break the tie. If a tie remains, the cumulative GPA points will be used. The third tie-breaker will be the Core/Major Support Courses points. The fourth tie-breaker will be the admission date the student declared The Criminal Justice major.

C. **Priority of Service Policy for Veterans and Eligible Spouses:** In accordance with the implementation of the Veterans' Priority Provisions of the "Jobs for Veterans Act" (PL 107-288), qualified veterans and eligible spouses will receive priority referral of service in admission. Qualified veterans may request the minimum acceptance requirements for each program from their advisor.

D. **Additional Notes:**

1. If a student's GPA should fall below these criteria as identified on the applicable Application Ranking Worksheet AFTER program acceptance but BEFORE program start, the student may forfeit their seat at the discretion of the Department Chairpersons, collegewide.
2. **There is NO waiting list and students must apply EACH year.** If not accepted the first time, students still interested in The Criminal Justice Law Enforcement Option must complete the application process again.
3. Students interested in The Criminal Justice Law Enforcement Option must follow the guidelines and process, and are responsible for understanding all requirements.
4. This admissions document applies only to The Criminal Justice Law Enforcement Option.
5. **Fresh Start Policy:** This policy states that any student who has not attended Delaware Tech for a minimum of three years and upon readmission, completes a minimum of 12 college-level credits in consecutive terms with at least a 2.00 GPA may petition the Dean of Instruction to exclude course grades received prior to the readmission term. Course grades excluded for Fresh Start will not be included in the calculations for competitive admissions and will not be used to fulfill graduation requirements. Students interested in Fresh Start should contact their program advisor for further details, guidelines and restrictions.
6. **Grade Point Average Addendum:** When a student repeats a course, the first passing grade is calculated in the cumulative grade point average. A student can request that a higher grade be included in the cumulative grade point average by obtaining a "First Pass Grading Request Form" from the Registrar's Office and submitting the completed form to the Registrar. All courses taken and grades received will remain on the student's transcript even though some will not be used to determine grade point average.

V. **OTHER IMPORTANT INFORMATION**

A. **Enrollment Considerations**

1. Students enrolled in the Law Enforcement Option are subject to the rules, policies and procedures of the Delaware State Police Training Academy. Attendance in all course sessions of the Law Enforcement Option is mandatory. [see **Appendix A; Application for Criminal Justice Law Enforcement Option**]
2. Once accepted into LEO, students must be flexible regarding scheduling and location of classes. Courses are limited to one section and are typically offered during the day, at other locations, and on Saturdays. [see **Appendix A; Application for Criminal Justice Law Enforcement Option**]
3. While the Law Enforcement Option provides the academic training required for an entry level police officer in Delaware, admitted students who successfully complete the Law Enforcement Option are not guaranteed employment in any position in law enforcement or in any other field.

4. The Law Enforcement Option includes a physical training component which will expose students to the physical aspects as stated within the COPT/Council on Police Training [see <http://regulations.delaware.gov/AdminCode/title1/800/801.shtml>].
5. Students applying for The Law Enforcement Option will not be admitted should they be prevented from carrying a firearm/weapon due to a felony or misdemeanor conviction as determined by the required background check. Applicants may also not be admitted for other convictions of state or federal crimes as revealed through the background check process. [**see Appendix A; Application for Criminal Justice Law Enforcement Option**]

## **B. Required Documentation**

- A. 1. Students are required to complete and provide a criminal background check. Specific instructions for completing the required screening process will be explained to those applying during advisement. [**see Appendix C; Competitive Admission Form**], see also, [**see Appendix B; Obtaining a Certified Delaware Criminal History**].

Criminal Background checks are confidentially reviewed. Background checks with any activity are reviewed based on program-specific profession's state laws, rules and regulations, licensure application restrictions, clinical site regulations, accreditations, and additional information according to the profession.

## **B. Related Costs and Considerations**

1. [**See Appendix D; Acknowledgement of Risk and Assumption of Personal Responsibility**].