

Student Handbook

2009-2010



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LETTER TO STUDENTS

Dear Students,

Welcome to Wilmington University! Hopefully, this handbook will serve as a guide as you begin and continue your educational career with Wilmington University. This handbook has been designed to help answer any questions you may have regarding University policies and regulations, academic information, student services and student clubs, and activities.

Please remember that care and respect for the student have been a hallmark of Wilmington University since its founding. At Wilmington University, we measure our effectiveness by your success.

This handbook is not meant to be all-inclusive. If you have questions about the University which are not answered in this handbook, feel free to contact the Office of Student Affairs or any member of the faculty or staff.

Sincerely,

A handwritten signature in black ink that reads "LaVerne T. Harmon". The signature is written in a cursive style with a large, flowing initial "L".

Dr. LaVerne T. Harmon

Vice President of Student Affairs

IMPORTANT DATES TO REMEMBER

It is important for you to familiarize yourself with the dates in the official University calendar. The calendar is located on the University's website at www.wilmu.edu/registrar/calendar.aspx. Some of the dates you may want to pay special attention to are:

- registration dates
- beginning of term
- deadline for dropping classes (for a full refund)
- deadline for applying for graduation for the current term
- deadline for withdrawing from University credit courses and receiving a grade of "W"
- holidays (no classes meet/University closed)
- spring break
- deadline for removing incomplete grades
- end of term

TERMS FOR NEW STUDENTS

Accelerated / Fusion classes meet either the first, middle, or last 5 weeks of the semester. Classes meet for 4 hours each week. In addition there are 20 hours of online instruction. Students must be approved for participation in the accelerated courses by the Program Coordinator.

Adjunct faculty refers to an instructor's teaching position. They are not on campus full-time and do not have offices on campus. All adjunct faculty are expected to provide contact information for students on their course syllabus.

Block classes meet either the first 7 weeks of the semester or the last 7 weeks of the semester. Block classes meet once each week for 5 hours.

University Information Center (UIC) is the place to go for all of your general questions or issues. You can reach the UIC by phone at 302-356-INFO or 877-967-5464, by email at infocenter@wilmu.edu, via chat through Wilmington University's Contact Us webpage or in person on the first floor of the DAC Building.

Course ID# indicates the name of the course, the site, the section, and format that the course is being taught.

Example: PSY 101 SEN 01

Distance Learning (DIS) refers to online courses where all learning activities are conducted using the internet. There will be no on-location meetings with the instructor or other students enrolled in the course.

Division Dean — There are 6 Division Deans at Wilmington University. Each is responsible for the academic programs (both undergraduate and graduate) within his/her division. The Divisions at Wilmington University include: Business, Education, Nursing and Allied Health, Behavioral Science, General Studies, Information Technology, and Advanced Communications.

Drop/Add is a period of time in which a student may be removed from a course and be refunded the cost of the course. Students should make themselves aware of these dates for each new semester and each course format. Drop/Add is completed at the Registrar's Office, through webcampus, fax, mail, or any site office.

Faculty Advisor is a representative of a division who serves to advise students on issues specific to his/her major. A faculty advisor may also oversee a club or organization of the university.

Full-time/Part-time status is determined by the number of courses attempted during an academic semester. Twelve or more credits within a semester is considered to be full-time for an undergraduate student. Nine or more credits within a semester is considered to be full-time status for a graduate student.

GPA refers to Grade Point Average. It is a calculation based on the number of credits a student attempts to complete and a numeric value awarded for each grade. GPAs are used to determine academic standing and eligibility for academic, athletic, and financial aid opportunities.

Graduate work refers to either a Master's degree or a Doctorate degree.

Hybrid courses (HYB) are a combination of in-class teaching and online learning. This is to create an active independent learning environment and reduce class time for today's working student.

Modular classes at Delaware sites meet over the course of two weekends in one month. For Example: An October Modular class might meet October 7-9 and 21-23. From 5:30 p.m. to 9:30 p.m. on Fridays and 9 a.m. to 5 p.m. on Saturdays and Sundays. New Jersey modular classes meet on three consecutive two-day weekends, Friday evenings and Saturdays 9 a.m. to 5 p.m. Students must check online for exact dates and times.

Pre-requisite is course work or academic status that should be fulfilled in preparation for higher level work / internship / alternative course work. Pre-requisites must be completed prior to beginning the higher level course requiring the pre-requisite.

Prior Learning Assessment (PLA) — The University allows students to obtain academic credit for learning that has taken place outside the traditional classroom setting. To earn PLA credit students must prepare a portfolio which will be reviewed by a qualified faculty member. Students who are interested in the PLA process for academic credit should contact an Academic Advisor before beginning the process.

Program Coordinator oversees a specific degree program by regularly reviewing the course requirements for the degree as well as the course content. He/She teaches courses within the degree program as well as hiring instructors. He/She provides regular office hours, which allows time to meet with students. A Program Coordinator may also serve as a Faculty Advisor.

Reading Week is the week between Block I and Block II. It serves as a week off for students in semester classes as well. It may be used by instructors to make up missed classes.

Semester classes meet for fourteen weeks. They meet once each week for 2 1/2 hours.

Syllabus is an outline or overview of a specific course. A syllabus will provide the instructor's name and contact information. It may also assign course work for the first and subsequent classes; therefore, students should review it prior to the first class.

Transfer Credit Evaluation is an evaluation done on all incoming transfer students who have transfer credits from other institutions.

Undergraduate work refers to either an Associate's degree (2 year degree) or a Bachelor's degree (4 year degree).

Undergraduate Academic Advisor — Advisors are a valuable resource for students and provide help with course scheduling and selection, degree selection, academic questions, and concerns.

WebCampus is Wilmington University's online student services. With WebCampus, you can:

- register for courses
- make payments
- view your schedule
- view your grades and transcript
- send and receive emails

Website is a fast source of information on course offerings, descriptions, classroom assignments, e-mail, links, and more.

Withdrawal is the student's self removal from a course after the Drop/Add period. Students withdrawing from a course are responsible for the full price of the course. Students should make themselves aware of the Drop/Add dates for each new semester and each course format. Withdrawal is completed at the Registrar's Office.

FREQUENTLY ASKED QUESTIONS (FAQ)

Where can I pick up a course syllabus?

Syllabi are located on Blackboard course sites. Blackboard is a password protected web environment. Syllabi are generally available two weeks before the course begins.

How do I know what classes to take?

Your Academic Advisor can help you with course selection. Sequencing guides are also available from Academic Advising which can help you keep track of what classes you have to take in your program.

Am I required to take any placement exams?

Yes. Skills assessments are required before you can register for English 101 or Math 101, 201 or 205. Some students may be exempt based on SAT scores or if you have transferable credits in English and/or math. To find out if you are exempt, contact the Office of Academic Advising or your site office.

Where do I get my Student ID/ Library card?

ID cards are issued through the University Information Center on the first floor of the Admissions and Classroom Center on the New Castle campus and through the site offices at the other locations. Your ID card is also your library card.

Can I keep my cell phone on during class?

No. The use of cellular telephones, pagers/beepers is prohibited in the classroom, library, and labs.

Where are my classes held?

Room assignments are posted around the campus and on the internet at www.wilmu.edu/registrar/courselist

Will my parents get my grades?

Many parents may be surprised to learn that they may not have the same access to information about their child that they had in high school. Federal legislation has mandated policies and procedures that colleges must follow. The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, was designed “to assure parents of students, and students themselves if they are over the age of eighteen or attending an institution of post-secondary education, access to their educational records and to protect such individuals’ rights to privacy by limiting the transferability (and disclosure) of their records without their consent”.

What is a typical course load?

You may register for one to six courses without special approval. To be considered a full time undergraduate student you must be enrolled in at least 12 credit hours per semester. To be considered a full time graduate student you must be enrolled in at least 9 credit hours per semester. This is important if you need to be full time for financial aid qualifications.

What does credit hour mean?

Each credit hour is a unit of measurement in college. Each course is assigned a particular number of credit hours, depending on the number of times the class meets and the number of clock hours it meets during the semester or block. Three is the most common number of credits for a semester course at Wilmington University.

What is a transcript?

A transcript is the official record of your academic history at an institution. An official transcript will have a raised seal.

Do I need a parking permit to park my car at Wilmington University?

No. Parking is free and you do not have to register your car with Wilmington University. At the New Castle Campus and the Wilson Graduate Center parking is often tight. The University invites you to consider some alternative options to avoid frustration:

- Taking some classes in an online format
- Choosing Claymont or Middletown for class attendance (Review the course schedule at www.wilmu.edu/registrar/courseoffering/courseoffering.aspx.)
- Carpooling with other students

I.

**TIPS FOR
STUDENT
SUCCESS**

SCHEDULING YOUR TIME

You can begin by setting up an honest schedule of your time. Do it on paper. Write it carefully and put it where you can see it, referring to it daily.

Dealing With Your Days

First review time requirements that must be allocated to daily concrete activities:

- Class
- Work
- “Staying-alive” functions
- Other obligations

Once you have written these, you can survey your week and determine where you can block out your study time.

As an example, a student carrying 12 credits should study about 24 hours a week outside of class to maintain reasonably good grades. Most people putting in a 40-hour work week do so without working after 5:00 p.m. or on Saturdays or Sundays and still have time for outside interests and a social life. You should be able to budget the 168 hours in your week so that you are able to handle an outside job and do things you like, plus invest the necessary amount of time into your education.

What to Remember

Some important ideas for managing your study periods are:

- Study every day at the same time.
- Don't study one subject too long at a time. If the subject needs more than one hour daily, break up the study-time slots with other activities.
- Study a subject as soon as you can after a course lecture on it. (You forget 80-90% of what you hear within 24 hours unless you reinforce it by studying.)
- If some courses require less study time than others, then schedule half-hour—or even shorter—blocks for them; but study every subject daily. A shorter time each day is more effective than a longer period every other day.

Making It Work

Stick to it! You may find it increasingly difficult for 10 to 12 days to stay with the plan you've mapped out for yourself. Sheer willpower is the tool you'll have to rely on, but the hard work and discipline will pay off, both in your college life now and

personal life later. The harder it seems, the more determined you need to get to adhere to the rigid schedule to make it work.

When you feel it's impossible to follow your schedule, make yourself do it anyway. That's the "top of the hump," and once you have reached it, everything gets smoother because your habits have begun to establish themselves.

You can't simply talk yourself into a habit, and you probably can't form one just by saying you will. You develop a habit by doing the same thing, in the same way, over and over.

Habits are powerful. You'll find before long that feelings of comfort and achievement replace the uncomfortable feeling you had from having to force yourself in the beginning. Success will be yours because you were willing to make the necessary sacrifices to "make it" in college.

If your first schedule doesn't work out for you, change it to suit your situation—but stick to it rigidly after you find you've discovered a good one.

HOW TO STUDY

Reading Your Text

A textbook "tells" you nothing. You must ask it questions in your mind as you read. Get questions from your instructor, from the end of a chapter, or by changing the headings from statements to questions (i.e., "Causes of the Civil War" to "What causes led to the Civil War?").

The author most likely worked from an outline when the book was written. It is your job to distinguish the original main points. The system is: Whole—Part—Whole

1. Begin with the assigned chapter.
2. Break the chapter down to the original outline.
3. Tie the main points together.

Finding the Main Points

Briefly outline the reading assignment on paper in your own words. Underline the most important elements.

If there's a summary, read it first, then keep the point that it emphasizes in mind as you read the assignment. Notice the paragraph headings. In fact, scan the chapter and read the paragraph headings before you read the text.

Check for new vocabulary. Learn to use the words.

Taking Notes

Lecture notes can be effective study aids. To take notes well, you must be able to select the main points being made and express them in your own words or, at least, condense the lecturer's words to insure a short, clear understanding of what's being said.

Review your notes often. Just before class is a good time because it helps connect the lecture you've heard with what you are about to hear. Look at your notes frequently enough to let you see how each lecture relates to the lectures before it and to the larger course units.

Organize

Take notes in an organized way to make their meaning clear.

- Usually, an outline form works best, i.e., conventional outline method.
- Put a definite headline over a group of notes.
- Read or listen until you understand before you put anything down.
- Write complete statements, not topics.
- Don't try to take down everything.
- Choose thought units by noting paragraph heads or the speaker's statements of subjects and subtopics, introductory remarks, and summary statements.
- Observe a speaker's changes in voice and gestures.
- Remember that most lecturers outline their material in their opening remarks.
- Show relationships of statements to each other when arranging your notes.
- If you miss a point, don't stop then to find out what it was. Check it out later.

- Take notes in permanent form the first time so you don't need to copy them over.
- Listen carefully.

Beware

You can speed up and simplify your note-taking by staying aware of several “easy-to-fall-into” traps.

- Don't try to write every word a speaker says.
- Leave out unimportant details, examples, and statistics (unless the lecturer repeats them specifically for your accuracy.)
- Re-word your notes neatly before the facts get “cold”.
- Don't use abbreviations that you'll forget later.
- Cross out mistakes and underline vital points as you go. Don't erase.
- Don't take too many notes. Select, evaluate, and summarize on the spot. Outline in terms of your understanding and needs.

TAKING A TEST

Essay

When your test is in essay form, read all of the questions quickly, then answer the one with the highest point value first. Next, do the question about which you know the most. Work from an outline for all questions. Look for key words: “list,” “discuss,” “fact” and “opinion,” “compare” and “contrast,” “describe”.

Objective

Look for specific determinants in objective test questions. “Always,” “never,” and “all” are usually false. “Usually” and “sometimes” are typically true.

Multiple Choice

For multiple choice questions, there are generally four possible answers listed. Work from negative to positive; that is: First choice isn't right; third choice isn't right; therefore, correct answer must be second or fourth choice.

Narrow your decision to one correct answer. Read the statement given plus one answer at a time, covering all positive choices. This helps eliminate confusion and errors.

Matching

When the test involves matching items, decide whether extras are given. Ask yourself whether any answers can be used more than once.

Terms You'll See

- **Compare:** Usually stated as “compare with,” this implies that you should emphasize similarities, although you can mention differences. Examine qualities or characteristics to discover resemblances.
- **Contrast:** Asks you to stress dissimilarities between associated things, qualities, events, or problems.
- **Criticize:** Requests your judgment on the correctness or merit of the factors under consideration. You are expected to give results of your personal analysis and to discuss limitations and strengths of the work in question.
- **Define:** Calls for concise, authoritative meanings. You need not give details but should cite briefly the boundaries or restrictions of the definition. Keep in mind what differentiates the defined term from all others in its class.
- **Describe:** Wants you to recount, characterize, sketch, or relate in narrative form.
- **Discuss:** Directs you to examine, analyze, and state the pros and cons of specific problems or items. You will find this term appears frequently in essay questions. It calls for a complete, detailed answer.
- **Evaluate:** Asks you to appraise a problem carefully, stressing advantages and drawbacks. The term implies expert and—to a lesser degree—personal assessment of positive and negative aspects.
- **Explain:** Requires that you clarify and interpret what you present. It is best to state the “how” and “why,” reconcile any difference of opinion or experimental results, and give causes where possible. Your aim is to make plain the conditions that lead to what you’re examining.
- **Outline:** Wants you to formulate an organized description, giving main points and essential supplementary ones, omitting minor details. You should set up the information systematically.
- **Relate:** Asks you to describe relationships in your answer, emphasizing connections and associations.
- **Review:** Specifies critical examination. You should analyze and comment briefly in a planned order on the major aspects of the problem.
- **Summarize:** Requests that you state main points or facts in condensed form, leaving out all details, illustrations, and elaboration.
- **Trace:** Asks that you describe historical sequence, progress, or development from points of origin and may call for probing or for deduction.

LEARNING FROM THE AFTERMATH

An examination teaches you while you're taking it and after it is over. When your test is returned, carefully look at it to see whether there are points you need to relearn.

What You Missed

Find out what you missed. Check each test item for which you received part or no credit and figure out why you didn't get it right. Here's a checklist to help.

- Misread the question.
- Tried to avoid the question by writing around it.
- Were careless in computation.
- Organized the answer poorly.
- Chose a poor selection of points for the answer. Wrote too much and exposed ignorance.
- Wrote too little.
- Reasoned poorly.
- Distributed time improperly, leading to incomplete answers.

How to Avoid Repeats

Decide how you can avoid making the same mistakes during your next examination. Note your errors and review them before you take another test. If the exam papers aren't returned, ask permission to see yours.

Ask the Instructor

If you don't understand the way a question has been marked, then ask your instructor about it. Make sure your attitude shows you want to improve - not just get a few more points.

When talking about a test paper, forget the grade you got. The instructor has tried to grade honestly and fairly, and emphasis on your grade may inadvertently be construed by your instructor as an attack on his or her fairness.

Check Correct Answers

Look at your correct answers, too. This stresses them in your mind and helps reinforce any that may have been a "good guess" on your part. You might not be as lucky another time!

Save Old Exams

Tests you've already taken can be valuable for future reviews. At times, part of a question is used again. Studying subjective questions can give you an idea of the way in which the instructor likes responses presented and can give you clues to the types of questions an instructor likes to ask.

SWIM, DON'T SINK

Once you've established your life on a schedule that you can handle and you've formed the study habits you need, you will find yourself in control of your future in a way you may have thought was impossible.

By developing the right tools for approaching your educational requirements, not only can you get through your time at Wilmington University, but you may find yourself doing it with honors! At the least, you will have a sense of well-being that comes from knowing what to do, when to do it, and how. You can do better than just survive—you can succeed!

Faculty Course Evaluations

Students are requested to complete a course/faculty evaluation at the conclusion of each course. The Faculty Senate has worked to make this a useful tool that helps to refine all courses and assists in faculty development. Student input is essential in the process; therefore, students are asked to evaluate each course openly, fairly, and completely.

Remember

There are experienced and understanding persons in staff, faculty, and administrative positions throughout Wilmington University. If you need or desire to talk with any of them, make arrangements to do so. In particular, if the University can assist you with any of the specific steps discussed in this section, please don't hesitate to ask.

II.

STUDENT
SERVICES

UNDERGRADUATE ACADEMIC ADVISING

Academic Advising services are an essential element of the Wilmington University student support system. The advising staff emphasizes a holistic approach by encouraging students to meet their educational goals while becoming life-long learners, and contributing members of society.

Academic advisors help students plan their academic careers. They evaluate what courses will transfer from previous colleges and recommend what remaining courses need to be taken in their chosen field of study. Advisors provide a clear explanation of course requirements for a chosen degree program and help students select a schedule of classes. They monitor graduation requirements and work with you to ensure that you are successful in reaching your educational goals. Advisors may also refer you to other campus resources and services for additional assistance.

Who Is My Academic Advisor?

This information is for undergraduate students only. Graduate students should contact their degree program coordinator for advising services.

At the New Castle campus:

If your undergraduate major is:

Behavioral Science
Criminal Justice
Nursing and Allied Health
Psychology
Organizational Dynamics

Your advisor is:

Dennis Cafferty

Technology (all)
Human Resource Management
General Studies (AS & BS)

Chantelle Batson

Aviation
Marketing
Technology (all)

Linda Hardy

Accounting
Accounting and Finance
Business Management
Finance

Cindy Healey

Education (all)
Behavioral Science
Psychology
Criminal Justice
All Athletes

Aaron Stafford

Education (all)
Legal Studies
Government & Public Policy
Sports Management
All Athletes

Gary Seydell

Organizational Management
Organizational Dynamics
Behavioral Science
Psychology
Criminal Justice

Sherry Kirkland

At the Dover site:

All undergraduate majors

**Rosemary Watras or
Andrew Stratton**

At the Dover Air Force Base site:

All undergraduate majors

Laura Leary

At the Georgetown site:

If your undergraduate major is:

Nursing and Allied Health
Business (all)
Behavioral Science
Criminal Justice
Education
General Studies
Information Resource Management
Psychology

Your advisor is:

**Dana Abbott-Painter
Shelley Hastings
Donna Smith-Moore**

At the New Jersey sites:

All undergraduate majors

Cumberland County College:	Rob Miller (856) 691-8600 x551
Burlington County College:	Louise Babuschak (856) 222-9311 x2116 or Mary Gankiewicz (856) 222-9311 x2115
Salem Community College:	Contact New Castle Advising Department

If you are a Graduate student your advisor is your Program Coordinator. Contact your site office for your Program Coordinator's name and contact information.

Wilson Graduate Center	302-655-5400
Dover	302-734-2594
Dover Air Force Base	302-674-8726
Georgetown	302-856-5780

Dr. Doreen Turnbo is the Director of Academic Advising. She may be reached at the New Castle site.

What Can My Academic Advisor Do for Me?

Your Wilmington University Academic Advisor can provide the answers to most of the questions you will have during your college career. They may also refer you to various offices or services to make sure you get the help you need.

Commonly asked questions include:

- Is this major right for me?
- What courses should I take?
- What is the difference between dropping and withdrawing from a course?
- What courses will transfer from my previous college and what courses remain for me to take?
- What is a minor and is it right for me?

- How do I change my major?
- What is Honors and how do I qualify?
- Why do I need to take courses that do not seem related to my major?
- What course alternatives exist for students with years of professional training and work experience?

When Should I Meet With My Advisor?

Advisors look forward to seeing students at any time. Students are encouraged to make appointments but they may drop by before or after class. At the very least students should plan to meet with their Academic Advisors:

- During their first two semesters
- At the completion of 60 hours of course work
- At the completion of 90 hours of course work
- When concerned about academic progress

Personal Counseling

Wilmington University recognizes the value and need for personal counseling among some of its students.

No problem is viewed as insignificant or unimportant. The University is prepared to refer students to other specialized services and agencies within various communities when such help is deemed necessary and appropriate.

Advisor/Student Responsibilities

To ensure an enjoyable and beneficial college experience both Academic Advisors and students have important roles.

Advisor Responsibilities

1. Work with individual students to develop long-term academic plans and set short term goals to achieve those plans.
2. Provide a clear explanation of course requirements for a student's chosen program. This should include the general studies core, degree core, elective options, and internship opportunities, among others.
3. Discuss areas of personal concern such as balancing academics with work and social obligations.
4. Discuss academic progress with students.

5. Contact students receiving deficiency or probation notices. Set appointments to discuss and identify the student's progress, concerns and questions.
6. Explain school policy and procedures.
7. Refer students to University resources for help with their unique needs.

Student Responsibilities

1. Meet with an advisor for the degree program you have selected
2. Use the information and guidance provided by an Academic Advisor to make wise decisions.
3. Schedule periodic meetings with your Academic Advisor, especially in times of academic difficulty.
4. Maintain personal academic records, including the catalog of your year of admission to Wilmington University, transcripts, transfer evaluations, and other university documentation.
5. Students who are at any time confused about academic requirements or progress towards a degree are encouraged and expected to meet with an advisor.
6. Once a student is on their way to completing courses specific to a major he/she should ask themselves two important questions to make sure it is the right major for them:
 - Do I find the content of the core courses interesting?
 - Do my courses cause me to look forward to future course work in this major?
7. Make the school aware of any changes in personal information. Change of Information forms are available at the Registrar's Office.
8. If class absence cannot be helped contact the instructor immediately.
9. Acquire and read the Wilmington University Student Handbook.
10. Be familiar with and abide by school policies defined in the University's catalog and the Student Handbook.

ATHLETICS

Wilmington University is a member of the National Collegiate Athletic Association (NCAA Division II), Eastern Collegiate Athletic Conference (ECAC), and the Central Atlantic Collegiate Conference (CACC). The CACC is comprised of 14 colleges and universities throughout Delaware, Pennsylvania, New Jersey, New York,

and Connecticut. The Wildcats compete in eleven major sports: baseball, basketball, soccer, cross-country, and golf for men and basketball, soccer, cross-country, softball, volleyball, and lacrosse for women. Wilmington University also has a cheerleading team that performs at basketball games, competes in local and national competitions, and can be seen at many other campus and community events.

Physical Examination

All participating athletes must have an annual physical examination and submit the results to the Athletic Director. No athlete will be able to participate in either practice or games without medical certification and approval.

DRUG-TESTING OF STUDENT ATHLETES

Wilmington University is concerned with the health, safety, and welfare of the student-athletes who participate in its programs and represent the University in competitive athletics. Substance abuse is one of the most important issues facing athletes and society today. The use of illegal drugs, misuse of legal drugs and supplements, use of performance-enhancing substances, use of alcohol and inappropriate use of tobacco are completely inconsistent with the standards expected of Wilmington University student-athlete's health and negatively affect his or her academic and athletic performance. It can also compromise the integrity of athletic competition and the ideals of the University.

All student athletes at Wilmington University must sign the NCAA Drug-testing Consent form prior to competition. In addition, student-athletes are required to participate in a drug education program and a random drug-testing program. The list of NCAA banned substances will be provided to each student-athlete.

Substance Abuse

Wilmington University prohibits the use of any illegal substance. A Substance Awareness Program is available for all Wilmington University students.

Academic Probation: Penalties

Any athlete who is on academic probation will:

1. Be unable to participate in athletic programs.
2. Be limited to 12 credit hours a semester.
3. Lose his/her athletic scholarship.

All penalties are lifted when the athlete, by his/her progress, is removed from academic probation.

BOOKSTORE

There is more to the bookstores than just books! In addition to course materials, some bookstores offer a wide variety of Wilmington University signature items including clothing, giftware, and school supplies.

Textbooks for courses listed at New Castle, Wilson Graduate Center, Dover, Dover AFB, Rehoboth, Georgetown, Burlington, Cumberland, and Salem are sold at each site respectively. Students enrolled in Distance Learning, Middletown, AstraZeneca and Claymont may order their textbooks online at: www.wilmu.edu/bookstore.

The Bookstores at New Castle, Wilson Graduate Center, and Dover accept cash, checks, MasterCard, VISA, American Express, and Discover cards for purchases. However, cash may not be accepted at other locations as a method of payment. Please contact your site to find out the method of payment they accept.

If you attend a site other than New Castle, Wilson Graduate Center or Dover, and you receive financial aid, you should obtain a book voucher from a representative of Student Financial Services before making your purchases.

For more information please visit our website at www.wilmu.edu/bookstore.

CAREER SERVICES

The University offers a variety of services that may be used by both traditional and non-traditional students.

- Career Fairs
- Career Related Workshops
- Career Resource Room (DAC 125)
- Career Counseling
- On-Campus Recruiting
- Online Job Board (www.collegecentral.com/wilmu)*
- Resume Assistance

*College Central is a web based job board for Wilmington University Students and Alumni to post their resume, apply online for jobs with top employers, and get up-to-date information on career related programs and events being held at all campuses. The University encourages all students/ alumni to register through this network and start applying for TOP jobs, today!

The career services are a part of the services provided by the Student Affairs Department. Undergraduate students contact Katie Ellis at 302-356-6791. Graduate students contact Dr. Regina Allen-Sharpe at 302-356-6790.

CELLULAR TELEPHONES AND PAGERS

The use of cellular telephones, pagers/beepers are prohibited in the classroom, library and labs. Prior to entering these areas all telephones and pagers should be turned off or set on vibration.

CLASSROOM ASSIGNMENTS

Room assignments pertaining to scheduled courses and/or special events will be posted on the bulletin boards around campus and on the internet at www.wilmu.edu/registrar/courselist.

COMPUTERS/COPIERS

The computer lab for student use is available on the ground floor, room PEO030 of the Peoples Library Building during scheduled hours. Copy machines for student use are available in the library during regular library hours and the Alumni Center during the University's regular hours of operation at the New Castle Campus. Students at Dover (302-734-2594), Dover AFB (302-674-8726), Georgetown (302-856-5780), Rehoboth Beach (302-227-6295) and the Graduate Center (302-655-5400) should contact their site office regarding use of computer labs and copy machines.

EVENING RECEPTIONIST—NEW CASTLE AND WILSON GRADUATE CENTER

Evening receptionists are on duty Monday through Friday 4:30–9:30pm in the Audrey K. Doberstein Admissions Center (DAC), the Peoples Library building, the Alumni Center, and the Wilson Graduate Center to accommodate students' special needs. Messages for instructors and students and/or mail to the other Divisions or Colleges of the University may be left in one of these workstations. If the evening receptionist cannot accommodate a student's need, the student will be directed to the appropriate office staff person available during regular business hours.

FINANCIAL AID

Federal financial aid provides assistance with paying for: tuition and fees, books and supplies, transportation costs, modest living expenses and dependency expenses. This assistance is not meant to provide all living expenses. Rather, the funds are available to assist students to attend college. Detailed information on these programs and the financial aid application process is available to all students on the Wilmington University web site.

In order to be eligible for Federal grants and loans, state grants and scholarships, students must submit the Free Application for Federal Student Aid (FAFSA). Financial aid applicants must be fully accepted into a degree program, as no funds can be awarded until the applicant has been officially accepted to the University.

Application Procedures for Financial Aid

1. Financial aid applicants must complete the FAFSA. It is strongly suggested all students complete online at www.fafsa.ed.gov. If not already done, students must request a PIN as the first step in completing the FAFSA online. When accessing the FAFSA web site, students who do not have a PIN are directed to apply for one. The PIN allows students to electronically sign the FAFSA, which significantly reduces federal processing time. The data required on the FAFSA is based on the previous year's tax information.
2. Upon receipt of students' FAFSA data, Wilmington University will send letters to students indicating what additional documents are needed to complete processing. Students must submit all required documents before any financial aid awards will be processed.

3. Students who are interested and want student loans for the first time at Wilmington University must complete a Master Promissory Note (MPN) and an Entrance Counseling form. The MPN can be completed at <http://dlenote.ed.gov> and the Entrance Counseling at www.dlsonline.com.
4. Upon receipt of all required documents, Wilmington University will determine the applicant's eligibility. An award letter will be sent to the student, indicating the types and amounts of anticipated financial aid.
5. In order to be eligible for aid, applicants must be fully admitted. In order to actually receive aid, students must maintain enrollment of a minimum of six (6) credit hours per semester. In order to actually receive aid, **students must maintain enrollment of a minimum of six (6) credit hours per semester for undergraduate and five (5) for graduate.**

FOOD SERVICE

The Wilmington University Café is located in the Audrey K. Doberstein Admissions Center (DAC) on the New Castle Campus. The Café is open Monday through Thursday 8:30 AM-7:30 PM and Friday 8:30 AM-2:30 PM during the fall and spring semesters. Summer hours will be posted.

HOUSING REFERRAL

Students applying to Wilmington University and requesting information about housing near the New Castle site are referred to the Office of Student Affairs. For the students' convenience, the Office of Student Affairs offers a housing referral brochure with information including names, locations, rental prices, and contact telephone numbers. In addition, the Office of Student Affairs offers assistance in introducing students to prospective roommates. Students interested in these services should contact the Office of Student Affairs directly.

IDENTIFICATION CARD

Students may receive photo identification cards and validation stickers in the University Information Center (UIC) on the New Castle campus or in the office of the site of attendance. A card is necessary for library privileges, to receive student discounts, and to participate in student activities. Lending this card to anyone is in violation of University regulations. Loss of this card should be reported immediately to the UIC.

INSURANCE

Each student is responsible for his/her own personal health insurance coverage.

LIBRARY

The Library supports the mission of Wilmington University through its collections, services, facilities and programming. The main campus Library, located in the Robert C. and Dorothy M. Peoples Library Building, is the central collection for the entire University. Through a combination of innovative technology and resources, the Library provides access to journals, books, dissertations, and newspapers in both print and electronic formats as well as AV materials. The library holds approximately 201,000 volumes and subscribes to over 150 print journals and thousands of electronic titles. The Library home page serves as a gateway to local, national and global information resources.

Facilities

Library services are provided at all Wilmington University sites. The main campus library holds the primary collection and is the hub for services to all sites. Comfortable accommodations for personal and group study as well as computers for research are made available to students. Augmenting the library at New Castle are Library Resource Centers at the Dover and Wilson Graduate Center sites. In addition, Wilmington University students are welcome to make use of Libraries at Delaware State University in Dover, Delaware Technical & Community College campus libraries in Dover and on the Southern Campus in Georgetown, Rowan University Library, as well as academic libraries of Burlington, Cumberland, and Salem counties.

How to Get Assistance

Library assistance is available to users no matter their location. A toll-free phone line (800-451-5724), online service request form (www.wilmu.edu/library/feedbacklib) and email support at all sites and from within select electronic resources may be used for questions about use of library electronic resources, requesting postage-paid “books-by-mail,” interlibrary loan, and for renewing borrowed materials. Wilmington University students enrolled in programs at off-site locations can also receive library instruction and research support through the institutions where they are based. Hours for each location vary and change during summer and holiday

periods. Please check for current hours on the Library's home page. Individual instruction sessions can be scheduled upon request.

Borrowing Materials

Currently enrolled students at all sites may borrow library materials by using their university I.D. card with barcode or their student ID number (located on the enrollment form). To locate materials owned by the Wilmington University Library, simply search "WebCat," the Wilmington University library catalog. WebCat contains records for all materials held by the library. It is searchable by author, title, subject, keyword, and class number. Items not owned or available electronically through library databases may be requested through interlibrary loan. Items not available for circulation include reference books and textbooks. Distance students may request materials be sent by mail. Users can renew materials electronically through WebCat, the Wilmington University online catalog, or by calling the Library's toll free phone number.

Interlibrary Loan

If your desired items are neither held by the library nor available electronically, you may request the item through "Interlibrary Loan." This service will borrow materials from other libraries on your behalf. Copies of articles and chapters are delivered via the Web, so be sure to provide your email address for electronic delivery. It is advisable to arrange for this service as early in the research process as possible in case there are delays in delivery of materials.

Lending Period, Reserves, Overdues

Materials not labeled "On Reserve" or "Reference" circulate for three weeks. Reserve and AV materials circulate for shorter periods. Materials may be renewed in person, on WebCat, or by telephone if there are no holds on the item by other requestors. Fines for overdue materials are 10 cents per day per item; one dollar per day per item for reserve materials. Lost or missing materials are billed on a replacement cost basis. Library financial obligations must be cleared before registration.

Security

An electronic security control system at the exit serves to protect the collection for the benefit of all users. Theft and mutilation of library materials are, and will be, treated as serious offenses and could result in prosecution, as well as charges for processing and replacement. Neither the library nor the University can accept

responsibility for lost or stolen personal belongings. Classes/group visits must be arranged in advance..

Library Staff

Library staff are available to assist users by phone, voice mail, and email. Call the Library toll-free at 800-451-5724 or you may reach individual departments at phone numbers listed below.

New Castle Front Desk	302-356-6879
Circulation/Reserves/ Interlibrary Loan	302-356-6878 or 6874
Collection Development	302-356-6877
Director	302-356-6880
Dover Resource Center	302-342-8620
Instruction	302-356-6872
Serials/Electronic Journals	302-356-6873
Wilson Graduate Center	302-295-1177

PARKING FOR HANDICAPPED

Spaces are provided in every parking lot for those who have special plates and/or permits issued by the Bureau of Motor Vehicles.

PARKING VIOLATION

It is illegal to park in fire lanes. It is also illegal to park in spaces reserved for the handicapped without the appropriate tag. Violators are subject to being towed and/or ticketed.

PLACEMENT TESTING

English and Math Placement Tests

Skills assessment is required for all new undergraduate students who have not been determined exempt based on SAT scores, or have not transferred acceptable credits for MAT 101, MAT 200, MAT 201, MAT 205, or ENG 101 requirements.

- For those students not meeting the prescribed standard, placement in English or Math Essentials is required.
- A passing grade on the skills assessment, or the Essentials course, is a prerequisite for English Comp I, or for the first math course required in a particular academic program.
- Testing must be completed prior to registering for a Math or English 101 course.
- Confer early with your academic advisor to ensure appropriate course placement.
- Instructional sites: Consult your home site regarding testing times and dates.

PROCESS FOR FILING A CONCERN OR COMPLAINT

A Student who seeks an appeal of a problem in a course or with a final grade should follow the process listed under Section III, “Academic Complaint or Appeal of a Final Course Grade.”

A Student with a concern or complaint of any other nature should speak with someone in the Office of Student Affairs.

SCHOOL CLOSING

In the event of a major snow storm or other emergency, school closings will be announced on the University website (www.wilmu.edu), local television stations, and on local radio stations. Students may also call the Weather Hotline at 302-356-6701. During inclement weather, students must use their own judgment as to whether they can make it to class without jeopardizing their own safety or the safety of others.

SECURITY

The Security Office at the New Castle Campus is located in the Audrey K. Doberstein Admissions Center. Security officers are on duty at all times.

Dover, Georgetown, Dover AFB, Wilson Graduate Center, Cumberland, Burlington, and Salem sites each have separate security staffs and regulations.

SERVICES FOR STUDENTS WITH DISABILITIES

Wilmington University offers a variety of educational support services for students with disabilities (see Policy on Discrimination in the Policies and Regulations section).

If you require special accommodations or have questions regarding services, please contact the Office of Student Affairs or visit wilmu.edu/studentlife/disabilityservices (see Students with Special Needs Handbook).

SMOKING

Smoking is prohibited in all areas.

STUDENT ACTIVITIES

A part of college life is the personal enrichment obtained outside the classroom through student activities. Through participation in various academic, cultural, social, or athletic organizations, students have the opportunity to develop relationships with other students.

Student Government Association

The Student Government Association (SGA) is the primary governing body of all students enrolled at the University. Through the SGA, students have a voice in collegiate activities. The SGA is responsible for the formation of all student clubs and for representing students on standing committees of the University.

SGA meeting times are published in advance and are open to all students from all sites. For any specific information, contact the SGA Advisor at the New Castle Campus or the Wilmington University offices at the other sites.

S.G.A. Programs

The SGA will announce times and dates of various activities on bulletin boards university-wide. All notices and signs must be approved by the Office of Student Affairs prior to posting.

STUDENT SUCCESS CENTER (SSC)

The Student Success Center is your place to go for all your tutoring and academic support needs.

The SCC offers free tutoring for all students (graduate and undergraduate) at all sites. The SSC has drop-in math, statistics, and writing labs located at the New Castle site (DAC 219). By appointment tutoring is offered at most other sites. In addition, tutoring is available in Finance, Economics, Accounting, PRAXIS, and in Legal Studies.

Online tutoring is available to all students and is accessed through the student's Blackboard site. There are over 18 subjects available in the online tutoring format. In addition, the SSC offers study skills workshops, success seminars, online academic support services, and mentoring programs.

For more specific information, please visit the Student Success Center website at www.wilmu.edu/ssc or call us at 302-356-6995. Students can also email the SSC at ssc@wilmu.edu.

STUDENT LOUNGE

There are lounge areas in the Pratt Student Center, the Alumni Center, the Peoples Library, the Audrey K. Doberstein Admissions center, and at each site. The lounges house sofas, a television, and tables and chairs for doing school work.

STUDENT ORGANIZATIONS

All student organizations fall under the Student Government Association (SGA). In order for a group of students to be recognized as an organization under SGA auspices, it must submit an application to the Director of Student Affairs stating:

- A. The proposed name of the student organization
- B. Its purpose and mission of the organization

C. Its requirements for membership. If the organization will be a chapter of a national organization, you must include charter guidelines as well.

D. Meeting times

E. The name of its advisor (required), and his or her approval of the organization. The advisor must be full-time staff or faculty of Wilmington University.

For more information on starting a new student organization visit www.wilmu.edu/studentlife/studorganizations.

American Criminal Justice Association— Lambda Alpha Epsilon, Alpha Delta Chi Chapter

The Wilmington University Criminal Justice Association provides out-of-class learning experiences, networking opportunities, social interactions, and a sense of camaraderie among Criminal Justice majors. The club is dedicated to promoting professional standards and a greater understanding of the professionals and agencies devoted to the Criminal Justice field. Any Wilmington University student may join ACJA-LAE, but to hold office the member must be a Criminal Justice major.

Behavioral Science Club

The Behavioral Science Club was established in the fall of 2008 to promote the interest in the Behavioral Sciences. Our club allows members to explore internships, career opportunities, attend workshops and lectures with guest speakers, and build relationships in the field.

Behavioral Science International Honor Society

Pi Gamma Mu is an international honor society for eligible Behavioral Science, Psychology, and Organizational Dynamics students. The mission of Pi Gamma Mu is to encourage and promote excellence in social sciences and to uphold the ideals of scholarship and service.

Business Honor Society, Sigma Beta Delta

Sigma Beta Delta, the international society in Business, Management, and Administration, was established in 1994 to honor students who have attained superior academic records in business programs in colleges with regional accreditation. This organization exists to encourage and recognize scholarship and accomplishment among business and management students and to promote aspirations toward personal and professional achievement.

The Wilmington University Chapter of Sigma Beta Delta was formed in 1995. An induction ceremony is held twice a year, usually on the Friday before the January and May graduation. This ceremony recognizes the academic achievement of the top 20% of that year's business graduates. The inductees are presented with a certificate acknowledging their achievement, a Sigma Beta Delta lapel pin, and a green and gold honors cord which is to be worn with the academic attire at graduation.

Criminal Justice National Honor Society, Alpha Phi Sigma Eta Beta Chapter

The purpose of this organization will be to promote excellence within the Criminal Justice major. The goal is to prepare students to become scholarly practitioners in their chosen profession. Membership is limited to those students who are criminal justice majors. Undergraduate students must have obtained junior status, have a 3.4 cumulative GPA, with a 3.4 GPA in all Criminal Justice courses. Undergraduate students must have also completed 15 Criminal Justice credits at Wilmington University. Graduate students must have completed their degree with a 3.75 GPA.

Education International Honor Society, Kappa Delta Pi

The Wilmington University Chi Phi Chapter of Kappa Delta Pi is an International Honor Society in Education. The society elects those students to membership who exhibit high ideals in scholarship, high personal standards, and promise in teaching.

Green Team

The GREEN TEAM is a volunteer group of students, staff, and faculty striving to raise awareness on campus, at home, and in the community. The group is working to establish sustainability programs that improve environmental quality, decrease waste, and conserve natural resources and energy. Higher education institutions bear a profound responsibility to increase the awareness, knowledge, skills, and values needed to create a just and sustainable future. More information regarding the University's GREEN practices and how you can become involved can be obtained by contacting the GREEN TEAM coordinator, Mark Paris, at 302-356-6829. It's up to all of us to make this change. Get involved!

Human Services Honor Society— Tau Upsilon Alpha National Organization, Nu Chapter

Tau Upsilon Alpha (TUA) National Human Services Honor Society, Nu Chapter, is open to graduate students in the Administration of Human Services program. Students who have completed at least 24 credits, have a 3.5 GPA or higher, and are in the top 35% of their class are invited for membership. The purpose of TUA is to honor academic excellence; to foster lifelong learning, leadership, and development; and to promote excellence in service to humanity. TUA also sponsors a Service Society, which is open to any student who is interested in engaging in community service projects.

Multicultural Student Association

The mission of the Multicultural Student Association is to foster and enrich Wilmington University Students' awareness of diverse cultures. We will offer support and guidance to our members as well as actively participate in functions on and off campus.

Nursing, International Honor Society, Omicron Gamma Chapter of Sigma Theta Tau

Sigma Theta Tau International (STTI) is a non-profit organization which recognizes superior achievement in nursing. In addition, STTI fosters high professional standards and the development of leadership qualities, encourages creative work, and strengthens commitment to the ideals and purposes of the profession. Omicron Gamma is the Wilmington University chapter of STTI. Membership is by invitation only. Induction occurs in the spring of each year.

Photography Club

The Wilmington University Photography Club is open to photography students in the College of Technology. Other students who have an interest in photography are welcome. The club is a forum for students to share techniques and ideas.

Professional Counselors Honor Society, Delta Chi

The Wilmington University Delta Chi Chapter of Sigma Iota is established for counselors in-training, counselor educators, and professional counselors whose career commitment is to research and service through professional counseling. Membership is available upon completion of at least 12 graduate credits in counseling with a minimum GPA of 3.5.

Reading Association

The purposes of the Wilmington University Reading Association shall be: 1) to encourage learning about the nature of teaching reading and the issues confronting learners at all education levels; 2) to stimulate and promote research in developmental, creative, corrective, and remedial reading; 3) to study the various factors that influence progress in reading; 4) to sponsor at least one on campus and one off campus community service activity related to the development of literacy to implement the purpose of the council and international association; 5) to promote mutual understanding and cooperative work among educators in the elementary grades, middle school, high school, college, adult education, and in leadership positions, and all others interested in the Association; and 6) to encourage a habit of lifelong reading.

Society for Human Resource Management

The Wilmington University Student Chapter—Society for Human Resource Management (SHRM) is responsible for providing students with an overview and opportunities in the field of human resource management. Membership in the chapter gives the student access to a wealth of knowledge and professional membership in the Delaware SHRM chapter. Benefits available through the Chapter are networking, professional development, leadership development, and career opportunities.

Student Athlete Advisory Committee (SAAC)

The functions of the SAAC organization are to emphasize academic opportunities and responsibilities of student-athletes in their college experience; encourage student-athletes to apply what is learned in athletics to their course of study and ultimately, to their career development; assist in the implementation of orientation programs for student-athletes; promote positive relationships between student-athletes and the staff and faculty of the University and the residents of the community; assist in the implementation of programs that will promote a positive image of intercollegiate athletics and the student-athlete.

Student Government Association (SGA)

The Student Government Association (SGA) is the primary governing body of all students enrolled at the University. Through SGA, students have a voice in collegiate activities. The SGA is responsible for the formation of all student clubs and for representing students on standing committees of the University.

SGA meeting times are published in advance and are open to all students from all student sites. For specific information, contact the SGA Advisor at the Wilmington University main office or at the other sites.

Wildcat Cheerleaders

The Wilmington University Wildcat Cheerleaders perform at basketball games, compete in local/national competitions and can be seen at many other campus and community events. Please visit www.leaguelineup.com/wilmucheer for more information.

Wildcat Dance Team

The purpose of the Wildcat Dance Team is to promote community, enthusiasm, and school spirit by providing team members the opportunity to express them-selves positively through the art of dance. Involvement will provide an outlet for students to display their talents, the chance to connect with other students, and will promote personal growth and build confidence

UNIVERSITY INFORMATION CENTER (UIC)

The UIC is your primary stop for all of your general questions or issues. The well-trained generalists can help you obtain information regarding a variety of areas within the University. The UIC is located on the first floor of the DAC Building. You can also contact the UIC by phone at 302-356-INFO or 877-967-5464, by email at infocenter@wilmu.edu, or via chat through Wilmington University's Contact Us webpage.

The hours of operation are 8:30am–6:00pm Monday through Thursday and 8:30am–4:30pm on Friday. After hours you can leave a voicemail and the UIC will call you back promptly.

VETERANS' AFFAIRS

Guidelines for Certification of Veterans' Educational Benefits

Wilmington University programs have been approved for the awarding of benefits to eligible veterans.

The Veterans' Affairs Office has been established by the University to coordinate veterans' programs and services. The office provides assistance in applying for educational benefits.

A veteran must be matriculated at Wilmington University prior to certification for educational benefits. A matriculated student is one who:

- Has filed an official University application.
- Has declared the intent to pursue a specific program.
- Has been fully accepted by the University.
- Is registered for a specific course/courses.

Upon verification of a veteran student's enrollment and his/her satisfactory progress, (prescribed by University guidelines), a Certification of Enrollment will be forwarded to the Department of Veterans' Affairs.

How to Apply for Veterans' Educational Benefits

1. Access the GI Bill website at gibill.va.gov
2. Complete the online application by clicking on the VONAPP link
3. Print Signature Page after completing online application
4. Send completed Signature Page to Buffalo Region VA Office (address found on website)
5. Be sure to notify Wilmington University any time you register or change your registration

It is the responsibility of the veteran to notify the Veterans' Affairs Coordinator of his/her enrollment status each semester to include any change in that status (Drop, Withdrawal, and Change In Credit Hours). Pre-registration through an Advisor or the Registrar does not automatically register a veteran for benefits.

III.

ACADEMIC
INFORMATION

The rules and regulations related to academics are located in full detail in the University catalog and in the Registrar's Office. In this section of the Student Handbook, only frequently utilized regulations are reviewed.

For a list of the Wilmington University undergraduate graduation competencies see appendix C and appendix D for graduate graduation competencies.

ATTENDANCE

Regular and prompt class attendance is an essential part of the educational experience. Wilmington University expects students to exercise good judgment regarding attendance and absences. Students accept full responsibility for ensuring that work does not suffer from absences. All students are expected to attend every scheduled meeting of each class on time. Exceptions may be made for Wilmington University-sponsored or work-related activities, illness, or valid emergencies.

Please note that some academic colleges have additional attendance requirements beyond those specified in this section. In accordance with veterans' regulations, attendance must be taken for all enrolled veterans in each class learning session.

A. Hybrid Courses

Wilmington University stresses that regular and prompt class attendance is an essential part of the educational experience. A hybrid course meets for "in-class" and "on-line" learning sessions. Students are expected to attend all "in-class" sessions and to "log on," if appropriate, and participate in all "on-line" sessions as required by the instructor. Failure to do so may be considered an unexcused absence without prior approval by the course instructor.

B. Distance Learning Courses

Wilmington University stresses that regular and prompt class attendance is an essential part of the educational experience. Attendance for a distance learning course is defined as "logging onto the course," if appropriate, and participating in course assignments and discussions as directed by the instructor. Failure to do so may be considered an unexcused absence without prior approval by the course instructor.

C. Student-Athletes

1. Student-athletes may be excused from class to participate in regular season athletic competitions.
2. During the regular season of their sport, all student-athletes are required to provide all of their instructors with a copy of their game schedule. If a schedule is not provided to the instructor, the instructor may elect to not excuse the athlete for the game.
3. Play-offs are typically not on the schedule, as they are not scheduled in advance by the conference or host team. If a team makes the play-offs, student-athletes must notify their instructors.
4. Student-athletes may need to be excused from class early for team travel. They must also give all instructors a copy of their bus schedule.
5. Student-athletes are responsible for making up any missed work and/or assignments.
6. Student-athletes may not miss class for the following reasons: practice, out-of-season games or team meetings.

AUDITING A COURSE

Students who wish to audit a specific course for no credit may do so by seeking the permission of an Academic Advisor or Site Director. Students may then follow established registration procedures stating clearly which course they wish to audit. Course auditors pay the same tuition as non-auditors (an exception relates to international travel courses) and may participate fully in classroom activities. They are not required to take examinations or complete class assignments. Course auditors receive a grade of "AU" (audit) that does not affect grade point average (GPA).

CHANGE OF ADDRESS

Students are responsible for filing any change of address or phone number with any administrative office or site which includes Student Financial Services, Admissions, Academic Advising, Registrar, or University Information Center (UIC), and through WebCampus.

CHANGE OF MAJOR (UNDERGRADUATE AND GRADUATE)

Changes of program concentration (major) may be made by contacting an Academic Advisor. The form requires the signature of the Academic Advisor or Graduate Program Coordinator. The Academic Deans of the student's old and new college receive notification of the change.

CREDITS AND TRANSFER POLICIES

Definition of Credit Hour

Each course offered for University credit is assigned a specific credit hour value. A credit is a unit of measure that represents scheduled instruction which can be applied to the total number of hours needed for completing the requirements of a degree. For many courses at Wilmington University, 3 credit hours are granted for courses with 40 instructional hours, (45 for Legal Studies Courses) including the structured external assignment. However, Wilmington University recognizes that learning can take place in environments outside the traditional classroom. To recognize this learning and to equate it with traditional classroom learning, guidelines have been developed for awarding such credit and are outlined below.

Transfer Credits

Credits can be accepted for transfer only from accredited institutions of higher education provided that they are equivalent to Wilmington University courses and are related to the student's degree program.

A grade of "C" or better is required at the undergraduate level and a grade of "B" or better is required at the graduate level for the granting of transfer credit.

In two-part sequence courses (e.g., English I & II or Accounting I & II), where a passing grade below the minimum has been earned in Part I and a grade of "C" or better ("B" for graduate) is earned in Part II, both courses will be accepted as fulfilling program requirements but transfer credit will only be granted for courses which meet the minimum grade requirements. The student will be required to take an elective to meet the credit requirement in lieu of the Part I course. For example, if a student received a "D" in English I and a "B" in English II at another college and then transferred to Wilmington University, the student would have met our program requirements for English Composition I & II, but would receive only 3

transfer credits and would be required to complete 3 credit hours of an elective in lieu of English I.

Transfer Credit Process — Undergraduate

The University Information Center (UIC) completes a transfer credit evaluation form and forwards it, along with any supportive documentation such as grade transcripts, to the Academic Dean or designee for review and approval signature. Once signed, the evaluation is returned to an Admissions representative.

Transfer Credit and Residency Requirement — Undergraduate Students

Number of Credits

The maximum credits allowed for transfer, either from other colleges or through alternative learning situations are 75 credit hours for the bachelor's degree and 30 hours for the associate's degree. The University has a residency requirement of 45 credits for the bachelor's degree and 30 credits for the associate's degree. However, a maximum of 15 credit hours of "Challenge-by-Exam" and/or "Prior Learning Assessment" (PLA) can be applied to the 45 credit hour requirement for the bachelor's degree. PLA credit cannot be applied for consideration of honors.

Dover Air Force Base Waiver — Active Duty Military

A memorandum-of-understanding with the Department of Defense establishes a minimum residency requirement for a Bachelor's degree at 30 credit hours, exclusively through normal class work taken at Wilmington University. Thus, the maximum transfer for active duty military personnel enrolled at the DAFB site is limited to 90 credit hours for students. Note that students must still complete 45 credit hours at Wilmington University in order to be eligible for academic honors.

Upper Level Requirement

The University requires 45 credit hours of upper level course work for a bachelor's degree. These credits may be a combination of transfer credits and credits taken at Wilmington University.

Waiver of the 45 credit hour, upper level requirement may be authorized by the appropriate Academic Dean. Waivers may be granted when a student is working toward a specific career goal (e.g., certification, licensure, dual major or minor) and,

in so doing, is required to take lower level courses. Waivers may also be granted for other reasons specific to the various academic divisions. Such waivers should not exceed 6 credit hours.

Military Science Credits from the University of Delaware

Wilmington University has a cross-enrollment agreement with the Department of Military Science at the University of Delaware whereby Wilmington University students may take 12 credit hours in military science at the University which are applied to a minor in military studies.

Transfer Credit and Residency Requirement — Graduate Students

Up to six credit hours of graduate study from a fully accredited graduate school may be accepted. Students seeking credit for course work completed at other accredited institutions must submit an official transcript sent directly from the institution to Wilmington University and a catalog course description from that institution. Transferred course work must be relevant to the major area of study. Course grades below a “B” will not be considered. Transfer students need to have all transcripts from other accredited institutions in the possession of the Graduate Admissions Office prior to registration. Failure to attend to this can result in duplication of courses previously completed at those institutions. Credit will not be granted for course duplication.

Transfer Credit Process — Graduate Students

- Upon receipt of an official transcript, the Program Coordinator reviews the transcript.
- Once a recommendation has been made regarding transfer, a Graduate Transfer Credit Form is completed. A copy of the course description is attached, along with the official transcript.
- All of the above is sent to the Academic Dean for approval and signature and forwarded to the Registrar’s Office.

Credits Through Alternative Sources

Wilmington University grants academic credit for work completed through seven alternative credit sources. These sources are in addition to transfer credit which may be granted for work completed at another academic institution. The following subsections provide descriptions and procedures for non-traditional approaches

which lead to academic credit. Additional information may be found on the University website.

Credits Through Examination (apply as transfer credit)

Credit may be awarded for successful completion of examinations formerly offered by the United States Armed Forces Institute (USAFI) and College General Education Development (CGED), and current examinations offered by Defense Activity for Non-Traditional Education Support (DANTES), the College-Level Examination Program (CLEP), the Advanced Placement Program (APP), and National League for Nursing and Allied Health Science Achievement Examinations (NLN).

The College-Level Examination Program (CLEP) is a national testing system which offers two types of examinations—the general examination and the subject examination. The program is administered by the College Entrance Examination Board of Princeton, New Jersey. The following information applies to CLEP examinations:

- The general exam measures achievement in the liberal arts: English, Humanities, Natural Sciences, Mathematics, Social Science, and History. The subject exams measure achievement in specific college courses.
- A student may receive three to twelve semester hours of credit in each of the general exam areas, if applicable to the student's program at Wilmington University.
- The "General English" CLEP is not acceptable for English 101 or 102. A student must take the specific subject exam, "English Composition with Essay", to receive credit for English 101 and/or 102.
- The "General Mathematics" CLEP is acceptable for Math 201 and Math 205. The test cannot be used for Math 101 or 102. The specific area test in "Algebra" is accepted for Math 101. The "Calculus" exam is accepted for Math 102. The University Entrance Examination Board charges a fee for test administration. Students are not charged by Wilmington University for transferring credits. Students who are interested in CLEP exams should see an Academic Advisor or Site Director for further information.

Challenge-By-Examination (apply as resident credit)

Challenge-by-Examination measures college-level knowledge through an examination process. Faculty members administer an exam which incorporates all tests and exams required in the actual course. A minimum passing grade of "B" is required.

Wilmington University accepts a maximum of 15 credit hours through Challenge-by-Examination. Students interested in the option should inquire with an Academic Advisor or Site Director for details. Tuition and fees are the same as standard course tuition.

Wilmington University accepts a maximum of 15 credit hours through Challenge-by-Examination. Students interested in the option should inquire with an Academic Advisor or Site Director for details. Tuition and fees are the same as standard course tuition.

Prior Learning Assessment (PLA)

PLA involves presenting evidence of non-classroom learning experience for academic credit consideration. The University allows students to obtain academic credit for learning that has taken place outside the classroom. Wilmington University accepts a maximum of 15 undergraduate credit hours through PLA. Some Academic Divisions accept a maximum of 6 graduate credits through PLA.

PLA requires the establishment of an academic contract and a student-prepared portfolio which is reviewed by a faculty member. The portfolio should include evidence relevant to the area in which credit is sought and demonstrate clear achievement and a thorough understanding of the subject. This may be demonstrated by knowledge obtained through work experience (military or civilian), in-service training programs, volunteer activities, workshops, and/or personal study.

Extra-Institutional Course Assessment (ECA)

The University recognizes that college-level learning takes place both in and out of the classroom. A process of reviewing corporate training programs and other formal training/courses offered by non-accredited institutions/entities has been implemented to determine if college-level learning is present and to determine what credit, if any, should be awarded for the prior learning.

The process used by Wilmington University in evaluating programs/courses follows the guidelines used by the American Council on Education (ACE) and by The National Program on Non-collegiate Sponsored Instruction (PONSI).

Directed Study

Directed study is available only under extenuating circumstances for students who are approved by their Academic Dean or Program Coordinator. In a directed study, a student works on an individual basis with an instructor to meet the course requirements for a specific degree.

Independent Study

A student desiring to study an area of knowledge outside of disciplines available through regular course work should request an Academic Approval Form from an Academic Advisor or Site Director at least one month (minimum) prior to the planned start date of the independent study. Upon written approval by the Program Coordinator or Academic Dean, a student may register for independent study by following the regular registration procedure. Tuition and fees for independent study are the same as those for standard courses. Independent study is graded on a pass/fail basis. Credits may be used to meet upper-level residency requirements. Students needing additional information about independent study should contact an Academic Advisor, Program Coordinator or Site Director.

Internship/Field Placements

Students can be provided with field placements in public or private agencies and companies. Field placements provide first-hand experiences upon which future career choices can be based. Students gain a better understanding of the relationship between theoretical concepts and their practical application through internships and field placements.

Written permission must be obtained from a Program Coordinator or Academic Dean 60 days prior to the semester registration period in which the placement is to occur. Upon approval by the Academic Dean or Program Coordinator, a student should complete the regular registration process with the Office of the Registrar. Tuition and fees are the same as standard course tuition. Internships/field placements are graded on a pass/fail basis.

DELTA EPSILON RHO

All undergraduate students who achieve the honor of being placed on the Dean's List for three consecutive semesters shall be designated by the Vice President for Academic Affairs as being eligible for induction into the Delta Epsilon Rho Honor Society.

DROPPING AND ADDING COURSES

Drop/Add Form and Procedures

(Undergraduate and Graduate)

1. A special form is available for students to list courses which they wish to drop or add.
2. Drop/Add policies pertain to both undergraduate and graduate students.
3. Each academic session (e.g. block, modular, semester) has a Drop/Add period which is listed on the Academic Calendar.
4. Tuition is refunded if a class is dropped during the Drop/Add period; fees are not refunded.
5. For a student on a payment plan who adds a course during the Drop/Add period, the student's signature on the Drop/Add form represents approval to revise that student's existing payment plan.
6. If a class is added after the Drop/Add period ends, the class registration must be approved by an Academic Advisor or Site Director and by the Program Coordinator. Students must pay in full, with appropriate late fees, at the time the course is added. Students cannot use the payment plan for a late add.

GRADING SYSTEM

A student's grade point average (GPA) is obtained by dividing the total number of quality points earned by the total number of credit hours attempted, excluding courses in which the grade "S" is recorded. For transfer students, credits earned include transfer credits; however, cumulative grade point average is computed only on courses attempted at Wilmington University.

Grades recorded with parenthesis indicate pre-requisite, post graduate, and non-credit courses. These credit hours and the corresponding quality points are excluded in the GPA calculation. The grades of "F" and "FA" and "NA" are used in computing the grade point average and are counted in attempted credit hours with zero quality points

Auditing a Course

Students who wish to audit a specific course for no credit may do so by seeking permission of an Academic Advisor or Site Director. Students follow established registration procedures, clearly stating at the time of registration which course they wish to audit. Course auditors pay the same tuition as non-auditors (an exception

relates to international travel courses) and may participate fully in classroom activities. They are not required to take examinations or complete class assignments. Course auditors receive a grade of “AU” (audit) that does not affect the grade point average (GPA).

Repeating a Course

Whenever a course is repeated, the new grade is entered on the transcript and the previous grade is noted. For purposes of GPA computation, the new grade replaces the previous grade even if the new grade is lower so that only one grade is calculated into the cumulative grade point average. A successfully completed course can be applied to graduation requirements only once; however, all grades remain on the transcript.

Course Failure – Discontinued Courses

If a student received an “F” in a course that is no longer offered by the University, the student may obtain approval for a substitute course from the Program Coordinator. Successful completion of the substitute course will take the place of the “F” course and will be indicated by F (0.00). The F (0.00) will not be calculated in credits attempted or the GPA.

Incomplete Grade

The grade of “I” may be given when, for reason of hardship, a student’s work in a course is not complete. The grade of “I” is not used in computing the GPA. Upon successful completion of the course work, the instructor will submit a grade change to the Registrar. This grade will be used in the calculation of the GPA. An “Incomplete” may be granted with prior approval of the course instructor. If granted, the student must complete course work within the time limitation determined by the instructor up to a maximum of 60 days following the end of the course. After 60 days, incomplete (“I”) grades are converted to a grade of “F” unless the student arranges for an additional extension and the instructor notifies the Office of the Registrar before the initial 60-day period ends. If the work has not been completed within the prescribed time line, the “I” will be changed to “F” and a grade report is mailed to the student by the Registrar.

In Progress (IP) Grade

This grade may only be used for the following courses: Practicum, Internships and Senior Seminar courses. No credit is assigned to this grade since the requirements

UNDERGRADUATE GRADING SYSTEM

Grade	Numerical Equivalent	Quality Points	Explanation
A	95-100	4.00	Excellent. The student has demonstrated a quality of work and accomplishment far beyond the normal requirements and shows originality of thought and mastery of material.
A-	92-94	3.67	
B+	89-91	3.33	Good. The student's achievement exceeds satisfactory accomplishment, showing a clearer indication of initiative, comprehension of material, and the ability to work with concepts.
B	86-88	3.00	
B-	83-85	2.67	
C+	80-82	2.33	
C	77-79	2.00	Satisfactory. The student's has met the formal requirements and has demonstrated comprehension of the material and the ability to work with concepts.
C-	74-76	1.67	
D+	71-73	1.33	
D	68-70	1.00	

D-	65-67	0.67	Lowest Passing Grade. The student's accomplishment, while passing in some programs, is deficient. Minimum requirements have been met without distinction.
F	Below 65	0.00	Failure.
FA		0.00	Failure Due to Absence. The student failed to attend the course and did not withdraw.
S		0.00	Satisfactory. The student has met expected standards of scholarship. This grade signifies acceptable performance of the course objectives.
U		0.00	Unsatisfactory. The student has not met the minimum course requirements.
I		0.00	Incomplete. Extension granted because of hardship to complete course work. Failure to complete course work within 60 days of the ending of the course results in a final grade of "F," unless an extension is granted.
AU		0.00	Audit. Does not yield credit.
W		0.00	Withdraw. No academic penalty.
NA		0.00	Never Attended. The student never attended a class session.
IP		0.00	Course is Still in Progress.

GRADUATE GRADING SYSTEM

Grade	Numerical Equivalent	Quality Points	Explanation
A	95-100	4.00	Excellent. The student has demonstrated a quality of work and accomplishment far beyond the normal requirements and shows originality of thought and mastery of material.
A-	92-94	3.67	
B+	89-91	3.33	Good. The student's achievement exceeds satisfactory accomplishment, showing a clearer indication of initiative, comprehension of material, and the ability to work with concepts.
B	86-88	3.00	
B-	83-85	2.67	
C+	80-82	2.33	
C	77-79	2.00	Lowest Passing Grade. The student's accomplishment, while passing in most courses, is deficient. Minimum requirements have been met but without distinction.
C-	74-76	1.67	
F	Less than 74	0.00	Failure.

FA	0.00	Failure Due to Absence. The student failed to attend the course and did not withdraw.
S	0.00	Satisfactory. The student has met expected standards of scholarship. This grade signifies acceptable performance of the course objectives.
U	0.00	Unsatisfactory. The student has not met the minimum course requirements.
I	0.00	Incomplete. Extension granted because of hardship to complete course work. Failure to complete course work within 60 days of the ending of the course results in a final grade of “F,” unless an extension is granted.
AU	0.00	Audit. Does not yield credit.
W	0.00	Withdraw. No academic penalty.
NA	0.00	Never Attended. The student never attended a class session.
IP	0.00	Course is Still in Progress.

for the courses in which it is assigned have not been completed. Once the grade has been posted, it will automatically revert to an “F” (failure) after a 12 month period of time.

Pass/Fail Option

Permission may be granted by an Academic Advisor or Site Director for a student to enroll in a course on a pass/fail basis, provided the course is not a core requirement. A pass/fail option may be granted for a maximum of two 3-credit courses beyond the 15 credit hours permitted for internships and/or student teaching. A pass/fail option request form may be obtained from an Academic Advisor or Site Director at the time of registration. (Note that certain courses are offered only on a pass/fail basis and are, therefore, not subject to the above policy. Examples include the practicum and dissertation courses in the Ed.D. Program). Pass/fail courses are graded as follows: S (Satisfactory) for a pass and U (Unsatisfactory) for a failure.

Change of Grade

When an instructor determines the need to change a grade or when a grade of Incomplete (“I”) has been awarded, the instructor must submit a “Change of Grade” form to the Registrar.

Any grade change, other than an initial Incomplete to a final grade, requires the approval of the appropriate Program Coordinator with the Academic Dean being informed. If the Program Coordinator is the instructor of record, the Academic Dean must provide written approval. Any grade change after six months following course completion requires the written approval of the Academic Dean. This time period includes any follow up changes to a previous Incomplete grade, which had converted to a grade of “F.” Grade changes should be accompanied by a documented reason for the change.

All grade changes made after one year require the signature of the appropriate Academic Dean and the Vice President for Academic Affairs.

STUDENT ACADEMIC STATUS

Academic Standing

A student is expected to make satisfactory academic progress toward a degree. Failure to achieve this progress may result in academic probation, suspension, or dismissal from the University, as determined by the Academic Review Committee.

Undergraduate Students

An undergraduate student is considered to have unsatisfactory academic standing if the cumulative grade point average falls below the following minimum requirements:

<i>Credit Hours Earned</i>	<i>Cumulative GPA</i>
0-30	1.6
31-60	1.8
61-120	2.0

Student Athletes GPA Requirements

<i>Credit Hours Earned</i>	<i>Cumulative GPA</i>
0-24	1.8
25-48	1.9
72+	2.0

The Academic Review Committee meets after each academic session (block) to review academic records. For the first occurrence, a student with a cumulative GPA below the designated minimum requirement is placed on academic probation. A second occurrence of unsatisfactory academic progress may result in continued probation or academic suspension from the institution. Third and subsequent occurrences could also result in continued probation, suspension, or permanent suspension from the institution.

A student on probation is limited to a maximum load of 12 credit hours per semester and 6 credit hours per block (less if recommended by the Academic Review Committee) and is not permitted to participate in extracurricular activities. A suspended student must wait one academic year after the suspension was issued before submitting a written appeal to the Academic Review Chairperson. The Academic Review Committee will make the decision to reinstate a student or not. If the student is reinstated to the University, the student will be reinstated on academic probation.

Students receiving financial aid who are placed on academic probation must schedule a meeting with the Financial Aid Director before aid will be offered the following semester. Students who do not schedule a meeting before will automatically forfeit their financial aid package.

Any student who receives an institutional scholarship or tuition assistance from Wilmington University is required to maintain a 2.00 grade point average each semester. Failure to do so will result in the withdrawal of the institutional award from the student's account for the following semester.

Graduate Students

A graduate student is considered to have made unsatisfactory progress, which leads to probation or a suspension, if either of the following conditions exist:

- a. The student has a cumulative GPA of less than 3.00; or
- b. The student receives an "F" grade in a credit course.

The Academic Review Committee meets after each academic session (block) to review academic records. For a first occurrence, a student with a cumulative GPA below 3.00 is placed on academic probation. A second occurrence of unsatisfactory academic progress may result in continued probation, academic suspension, or permanent suspension from the institution.

A graduate student placed on probation is called in for advisement by the appropriate Program Coordinator. While on probation, a student may enroll in no more than one course per block. A suspended student must wait one semester after the suspension was issued before submitting a written appeal to the Academic Review Chairperson. The Academic Review Committee will make the decision to reinstate a student or not. If the student is reinstated to the University, the student will be reinstated on academic probation.

Students receiving financial aid, who are placed on academic probation, must schedule a meeting with the Financial Aid Director before aid will be offered in the following semester. Students who fail to schedule a meeting with the Director will automatically forfeit their aid package.

ACADEMIC COMPLAINT OR APPEAL OF A FINAL COURSE GRADE

Academic Complaint

A student with a specific complaint about a course should, where appropriate, speak directly with the faculty member concerned. If such a conversation would be inappropriate under the circumstances, the student should formally communicate

with the Program Coordinator in whose program the course resides. This communication must occur within 60 days from the time the grade is posted in the registrar's office.

If the matter is not resolved with the Program Coordinator, the student should submit a letter to the appropriate Academic Dean. This letter should include the specific reason(s) for setting aside the decision of the Program Coordinator.

Appeal of a Final Course Grade

A student who seeks to appeal a final grade in a course should first speak with the faculty member concerned. If the student wishes to proceed further with the appeal, the student should formally communicate with the Program Coordinator in whose program the course resides. This communication must occur within 60 days from the time the grade is posted in the registrar's office.

If the matter is not resolved with the Program Coordinator, the student should submit a letter to the appropriate Academic Dean. This letter should include the specific reason(s) for setting aside the decision of the Program Coordinator.

REQUEST FOR A HEARING: FINAL COURSE GRADE OR ACADEMIC COMPLAINT

If there is a question about the decision of the Academic Dean regarding the appeal of a final course grade or an academic complaint, a student can register a grievance in writing to the Assistant Vice President for Academic Affairs to determine if the matter warrants a hearing before the Academic Review Committee. This letter should include the specific reason(s) for taking the student's grievance beyond the Academic Dean. If the Assistant Vice President determines that a hearing is appropriate, the Academic Review Committee will be convened and a copy of the student's letter will be forwarded to the committee. Should the Assistant Vice President determine that a hearing is not warranted, the student will be so informed within 10 business days. The decision of the Academic Review Committee or the Assistant Vice President will be final.

READMISSION

Undergraduate Level

A student who discontinues study in any program for 12 months or more is required to re-apply and pay a new application fee. The student must meet all of the admission, academic policy, and program requirements in effect on the date of readmission. A student who was on probation at the time that he/she discontinued study will be readmitted on probation. A student who discontinued study due to academic suspension will be readmitted only after a successful appeal to the Academic Review Committee. Students will not be able to register until the readmission process is completed.

The Admissions Office will inform students that they must meet the new or revised academic requirements in effect on the date of readmission, and not the requirements of any prior admission.

Graduate Level

Most graduate programs must be completed in five years (seven years for the Ed.D. program); other limitations are specified for each program in the current Graduate Catalog. Graduate students are not required to complete another application during this five-year period (seven-year period for Ed.D.). A student who discontinued study due to suspension may be readmitted only after a successful appeal to the Academic Review Committee. If a graduate student does not complete the degree requirements within the prescribed time frame, the student will be required to seek readmission and will be obliged to comply with current degree requirements.

RE-ENTRY

Undergraduate Level

A Wilmington University graduate who has returned to take course work in an undergraduate degree or non-degree program is classified as a re-entry student. The student must contact the Admissions Office in order to reapply. Updated application material is sent to the Registrar by Admissions for insertion in the student's folder.

Graduate Level

A Wilmington University graduate who has returned to take course work in a graduate-level degree or non-degree program is classified as a re-entry student. The student must contact Graduate Admissions in order to reapply. Updated application material is sent to the Registrar by Graduate Admissions for insertion in the student's folder.

REFUNDS

Students will receive 100% of tuition credit only during the official "drop" period. Fees are non-refundable.

TRANSCRIPT

If a student wishes to have an official transcript sent by the University to an employer or other college, a Transcript Request Form should be completed and turned into the Office of the Registrar. Requests can be made by mail, fax, or in person. There is a \$5.00 charge for each transcript, including student copies. Transcripts are normally mailed 48 hours after request is received. At peak periods, additional time may be needed to process your request.

TUITION AND FEES

Tuition and fees are due at registration. Wilmington University accepts Visa, MasterCard, American Express and Discover credit cards. A student payment plan is available for a small fee each semester. Specific questions concerning payment procedures not answered in the catalog should be referred to the Student Financial Services offices, located in the DAC Building.

WITHDRAWAL FROM A COURSE

Withdrawal Form and Procedures (Undergraduate and Graduate)

A withdrawal form must be used to drop a course after the close of the Drop/Add period. Refer to the University Academic Calendar for specific dates and deadlines.

1. Failure to withdraw will result in a final grade of “FA” (failure due to absence).
2. There is no academic penalty for withdrawal. A final grade of “W” is posted, however, and the student is responsible for the tuition.
3. Refunds may be offered for a withdrawal for specific medical or employment related reasons (see below).

Withdrawals: Medical, Employer, or Other Reasons

Upon request, the University may refund tuition for reasons related to medical or employment issues, or other special cases. This policy does not include registration or other non-refundable fees. Refunds may be offered for a withdrawal under these conditions:

1. Medical reasons: If a physician’s statement accompanies the request or the medical reason for the withdraw required hospitalization for two or more class meetings.
2. Employment reasons: If travel requires the student to miss two or more classes, or a new position in another state requires the student to relocate. All employment reasons require a letter from the respective employer.
3. Other reasons which are unusual or unavoidable circumstances require proper documentation. These circumstances make it necessary for the student to miss two or more classes.

The student must submit the request for reimbursement, the documentation noted above, and a properly completed withdrawal form to the Office of the Registrar.

GRADUATION

Students must satisfy degree and course requirements as outlined in the catalog in effect at the time of their initial enrollment at the University as a degree candidate, or any published curriculum in effect during the time of their continuous enrollment

in the University. Once students interrupt their program for one (1) year or more, it will be necessary to satisfy the degree requirements as outlined in the University catalog or published curriculum in effect at the time of their readmission as a degree candidate.

Graduation Requirements

Students will be included in graduation exercises only when they have registered for course work enabling them to complete graduation requirements no later than the semester prior to commencement ceremonies. Participation in Commencement does not guarantee graduation.

Diplomas and degrees are not awarded until all course and program requirements have been successfully completed. In addition, the student may not receive a diploma and/or transcript if outstanding debts or obligations are owed to the University.

Registration for Graduation

Students who plan to complete academic requirements at the end of a given semester or session must file the “Petition for Degree Form” with the Registrar on or before the date set by the academic calendar. The inclusion of names of candidates registering late cannot be guaranteed to be placed in the commencement program. The graduation fee is due upon submission of the “Petition for Degree Form.” A late fee is applied if a student registers after the deadline date.

Degree Completion Verification

A degree audit is conducted for each student who registers for graduation. The purpose of the audit is to verify that all academic requirements have been met. In some programs, a thesis, project, practicum, internship, or dissertation must also be successfully completed. Those requirements are checked in the degree audit and a diploma is not conferred until all academic requirements are met.

GRADUATION COMPETENCIES

In 1987 the Faculty Senate adopted a list of expected graduating competencies for undergraduate students. Undergraduate and graduate competencies were adopted in November 1994. Both of these sets of competencies were reviewed, revised, and adopted by the Faculty Senate in 2007.

Undergraduate and Graduate Educational Values

In keeping with the Wilmington University mission of providing career-oriented programs, our “scholar-practitioner” faculty are actively engaged in promoting the following educational values:

Commitment to self-directedness, self discipline and lifelong learning;

Sensitivity to and respect for a pluralistic society;

Awareness of self in relationship to others and the benefits of working in teams;

Appreciation of creative expression including the arts and humanities;

Commitment to responsible citizenship as a contributing member of society.

HONORS AND AWARDS

Undergraduate Dean’s List

Dean’s List honors are awarded to full-time undergraduate students who complete at least twelve (12) credit hours with no failures and obtain a minimum grade point average of 3.50 for the semester.

Part-time undergraduate students are eligible for Dean’s List honors upon completion of at least twelve (12) credit hours in two consecutive semesters with no failures and a minimum grade point average of 3.50 for the two consecutive semesters. Students are not penalized if they do not attend the summer semester. If the summer semester is missed, the spring/fall semesters are calculated as consecutive semesters.

No more than one “pass” grade (satisfactory) per semester or session can be included in the consideration of students for Dean’s List honors.

At the end of each semester, the Registrar mails a Dean’s List Certificates to students who have earned this distinction. Only undergraduate students are eligible for the Dean’s List.

Delta Epsilon Rho

All students who achieve the honor of being placed on the Dean’s List for three (3) consecutive semesters shall be designated by the Provost as being eligible for induction into the Delta Epsilon Rho Honor Society. If inducted into Delta Epsilon Rho at Commencement, the student receives a certificate and a pin.

Graduation with Honors

Graduation honors are awarded to students in a bachelor's degree program whose cumulative grade point average (GPA) at the time of graduation ranks within the top 25% of that student's academic division. A student must complete Wilmington University residency requirements (45 credits) in order to be considered for honors. A maximum of 15 credit hours of challenge by exam and/or competency-based evaluation credit can be applied toward the residency requirement.

Specific honors are based upon the following GPA distribution (computed to three decimal places) within each academic division:

Summa Cum Laude	highest 5%
Magna Cum Laude	next 8%
Cum Laude	next 12%

ACADEMIC AWARDS — UNDERGRADUATE

Academic awards are presented at the winter and spring Commencement ceremonies for an undergraduate degree. These awards are described below.

College of Arts and Sciences Award

The College of Arts and Sciences Award is given to an undergraduate degree recipient from the College of Arts and Sciences. The award is given to a student with a distinguished academic record, who has demonstrated excellence in achieving the goals of his/her respective academic program.

College of Business Award

The College of Business Award is given to a graduating student completing the requirements for a baccalaureate degree in a business major. The student must have a distinguished academic record and must demonstrate excellence in fulfilling the goals of his/her program of study.

College of Education Award

The College of Education Award is given to an undergraduate degree recipient in education. The recipient must have achieved distinguished academic standing and must demonstrate a strong commitment to the education profession.

College of Health Professions Award

The College of Health Professions Award is given annually to a graduating BSN student who has a distinguished academic record and exemplifies the spirit of professional Nursing and Allied Health.

College of Social and Behavioral Sciences Award

The College of Social and Behavioral Sciences Award is given to a bachelor's degree recipient who has a distinguished academic record, has displayed high standards of scholarship, and has demonstrated excellence in his/her field of study.

College of Technology Award

The College of Technology Award is given to an undergraduate degree recipient from the College of Technology. The student must have a distinguished academic record and must demonstrate excellence in one or more fields of information technology, communications, or design.

ACADEMIC AWARDS — GRADUATE

Academic awards are presented at the winter and spring Commencement ceremonies to students completing requirements for a graduate degree. The awards are described below.

Master of Business Administration Award

The Master of Business Administration Award is given to a graduating student in the MBA program. The student must have a distinguished academic record, as evidenced by cumulative grade point average, and must have made significant contributions to his/her field of expertise, academically or in the workplace.

Master of Science in Business Award

The Master of Science Award is given to a graduating Master of Science in Business student (MSM or MSOL) who has demonstrated sustained academic excellence, documented by cumulative grade point average. The student must also provide evidence of superior graduate-level scholarship, as well as demonstrate excellence in fulfilling the purpose of the MS program.

Master of Education Award

The Master of Education Award is given to a graduating student in a Master of Education degree program who has achieved distinguished academic standing, has consistently exemplified high standards of graduate-level scholarship, and has made significant contributions in his/her respective fields.

Master of Science in Information System Technologies

The Graduate Information Systems Technologies Award is given to a graduating student in the College of Technology who has a distinguished academic record, has exemplified the highest standards of graduate-level scholarship, and has demonstrated excellence in fulfilling the purpose and meeting the goals of the program.

Master of Arts Award

The Master of Arts Award is given to a graduating student in a Master of Arts degree program who has achieved distinguished academic standing, has consistently exemplified high standards of graduate-level scholarship, and has made significant contributions in his/her respective fields.

Master of Science in Nursing and Allied Health Award

The Master of Science in Nursing and Allied Health Award is given to the graduating MSN student who has a distinguished academic record and who exemplifies the spirit of advanced professional Nursing and Allied Health.

Graduate Behavioral Science Award

The Graduate Behavioral Science Award is given to a graduating student in the College of Social and Behavioral Sciences who has a distinguished academic record, has exemplified the highest standards of graduate-level scholarship, and has demonstrated excellence in fulfilling the purpose and meeting the goals of the program.

Doctor of Education Award

The Doctor of Education Award is given to a graduating student in the Doctor of Education degree program who has a distinguished academic record, has consistently demonstrated the highest standards of professional scholarship, has made a significant contribution to a professional field, and has demonstrated excellence in fulfilling the ideals of the Ed.D. program.

IV.

POLICIES & REGULATIONS

WILMINGTON UNIVERSITY

CODE OF CONDUCT

Student conduct at Wilmington University should reflect favorably on all students and the University. Regulations have been developed to serve as guidelines for conduct within the University community and are designed to enhance the educational objectives of those associated with the University.

Since students remain citizens as well as members of the University community, they are obligated to act in agreement with the rights and privileges accorded to students and citizens. Violations of local, state and federal laws will be referred to and handled by the proper authorities.

I. ACADEMIC CONDUCT VIOLATIONS

A. Academic Dishonesty

Students of Wilmington University are expected to be honest and forthright in their academic pursuits. It is inappropriate conduct to falsify the results of research; steal the words, phrases, or ideas of another; cheat or attempt to cheat on an examination, a presentation, or any academic submission or to aid, assist, or allow another to commit an act of academic dishonesty. Acts of academic dishonesty are serious offenses. Some examples of academic dishonesty are described below.

1. Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own. When a student submits work that includes the words, ideas, or data of another, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks or similar denotation as well. When the student places his or her name on submitted work, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Plagiarism covers published and unpublished sources.

PLAGIARISM NEED NOT BE INTENTIONAL. Students are urged to consult with individual faculty members, department heads, or recognized handbooks (such as the APA manual) in their field if they are in doubt as to whether their work may be plagiarism. This should be done before the work is submitted.

2. Fabrication

Fabrication is the intentional use of invented information or the falsification of research or other findings. Falsification includes, by way of illustration but not limitation, the submission of work as your own when it was prepared totally or in part by another, taking any examination for another student, or having another student take an examination for you.

3. Cheating

Cheating is an act or an attempted act of deception by which the student seeks to misrepresent that he or she has mastered information on an academic exercise. Some examples of cheating include copying from another student's test paper, allowing another student to copy from your test paper, or using unauthorized notes or books during a test.

4. Grade and Test Tampering

Grade or test tampering is the intentional violation of University policies by tampering with grades or taking part in obtaining or distributing any part of an un-administered test or receiving, in whole or in part, an un-administered test. It is a violation to aid, assist, or otherwise counsel someone in achieving or attempting to tamper with the integrity of a grade or test.

B. Procedures for Academic Conduct Violations

1. First Occurrence

- a. The faculty member, in consultation with the program coordinator of the college in which the course resides, may assign the student(s) a failing grade for the assignment, paper or examination. This is considered the minimum penalty. The faculty member in consultation with the program coordinator may assign the maximum penalty, which is a failing grade for the course.
- b. The faculty member will immediately inform the Dean of the academic college in which the course in question resides of this action.
- c. The Dean shall inform an Assistant Vice President for Academic Affairs on the offense who will inform the student in writing that their continued enrollment at Wilmington University is provisional. The Vice President for Student Affairs will receive a copy of this letter. In addition, a student may be required to take the course ENG 365, Academic Writing.

2. Second Occurrence

In the event of a repeated occurrence related to academic integrity, the steps from above are to be followed. In addition, a copy of the student's file related to the first and second offense is submitted to Student Affairs. The Vice President of Student Affairs may take any temporary action deemed appropriate related to suspending the student from University activities and shall convene a meeting of the Student Discipline Committee (see below).

C. Other Violations

1. Intentionally furnishing false information to the University administration, faculty, or staff;
- *2. Forgery of documents or financial records;
- *3. Embezzling, misusing or misappropriating University funds including those belonging to a student group or organization;
- *4. Unauthorized reading, duplicating, removing, photographing, forging, counterfeiting, altering, or misuse of any document or record maintained by any individual or group of the Wilmington University community;
5. Misuse of materials such as student identification cards, keys, computers, laboratory equipment, athletic equipment, or other materials issued by Wilmington University;
- *6. Destruction, damage, misuse, defacing, or littering of any University- owned or controlled building, property, or private property on campus or at a University-sponsored event;
- *7. The unauthorized taking, misappropriation, or possession of any property owned or maintained by Wilmington University or any person on campus or attending a University sponsored event;
- *8. Breaking into or attempting to break into any area of the University;
- *9. Attempting to or entering any unauthorized area of the University;
- *10. Physical or mental abuse, harassment, or threats to another person within the University community or at a University-sponsored event;
- *11. Any unlawful behavior either on a campus site or at a University- sponsored event. This includes, by way of illustration and not limitation: Assault, Terroristic Threatening or Disorderly Conduct;
12. Malfeasance or misuse of an elected or appointed office in a student organization which is injurious to the organization, its members, or the welfare of the University;

- *13. Possession of any deadly weapon, fireworks, explosives, dangerous chemicals, dangerous instruments, or destructive devices on University-owned or controlled property or at a University-sponsored event;
- *14. Illegal and/or unauthorized manufacture, sale, possession, display, or use of alcoholic beverages, narcotics, marijuana, hypnotics, sedatives, tranquilizers, stimulants, hallucinogens, and/or other drugs or chemicals either on University-owned or controlled property or at a University-sponsored event;
- *15. Drunkenness or any kind of anti-social behavior resulting from drinking or illegal drug use either on University-owned or controlled property or at a University-sponsored event;
- *16. Gambling either on University-owned or controlled property or at a University-sponsored event;
- 17. Any agreement by one or more students either amongst themselves or with others to commit or attempt to commit a violation of University regulations;
- 18. Aiding, assisting, or soliciting a person or persons to commit or attempt to commit a violation of University regulations;
- 19. Soliciting a person or persons to aid or assist oneself in the commission or attempted commission of an act which would violate University regulations;
- *20. Interference with the freedom of movement with any person at a University-owned or controlled property or University-sponsored event;
- *21. Interference with the rights of others to enter, use or leave any University facility, service, or activity;
- *22. Interference with the freedom of speech of another at a University-owned or controlled property or University-sponsored activity;
- 23. Inappropriate, loud, or disruptive language or behavior in the classroom, a University-owned or controlled property, or a University-sponsored event;
- 24. Failure to comply with the University policies or the directives of University officials acting in the performance of their duties.
- *25. Any unlawful or unethical behavior during an internship while representing Wilmington University.
- 26. The use of any racial, ethnic or sexual orientation slur on University or University-controlled property or at a University event;
- 27. The sending of any correspondence (including pictures), including email, to any Wilmington University employee, faculty or staff member which is vulgar, threatening or profane. Any such email shall be presumed to have been sent by the owner of the address. This is a rebuttable presumption which may be overcome by the student showing proof by a preponderance of the evidence that another person wrote and sent the transmission. It is not sufficient to allege that others had access to the computer or email account;

28. The posting of any pictures or remarks which are vulgar, threatening or profane and refer to a Wilmington University employee, faculty member, staff member, or specifically identify a student of Wilmington University. Any such posting shall be presumed to be the act of the individual identified on the page (i.e. Facebook). This is a rebuttable presumption which may be overcome by the student showing proof by a preponderance of the evidence that another person made the posting on a page or blog site without the knowledge or permission of the student and immediate steps were taken to remove the offending material prior to it being viewed by others. It is not sufficient to allege that others had access to the computer or ability to post on a blog or page using the student's account;
29. Sexual harassment of any Wilmington University employee, faculty member, staff member or Wilmington University student;
- *30. A violation of any local, state, federal law or regulation. Any student who has been required to register as a sex offender in any jurisdiction must inform the VP of Student Affairs within three (3) business days of such an Order. The student is also required to provide a copy of the Court Order within ten (10) days and submit proof of registration within thirty (30) days. Students are advised that depending upon the type or level of registration required, they may be precluded from participating in college activities or pursuing a degree in their chosen field.

As to any matter listed above which is preceded by an asterisk (*), a report is to be filed immediately with the police or appropriate government offices, as well as with the Chief Financial Officer. If any case which is submitted to the police results in an arrest, the University may, in its discretion, immediately suspend the student from all University classes and activities subject to a review of the case by the Student Discipline Committee. If any case which is submitted to the police results in a conviction, then the student shall be immediately suspended from all University classes and activities subject to a review of the case by the Student Discipline Committee if no prior action had been undertaken.

The fact that a person is convicted or acquitted in a criminal proceeding is not controlling on any determination to be made by the Student Discipline Committee. The fact that a person charged with a violation of conduct pleads guilty to an offense in a criminal proceeding may be considered by the Student Discipline Committee as an admission.

D. Allegations of Criminal Conduct

Any student accused of a felony, misdemeanor or DUI offense must report it to the Vice President of Student Affairs within seventy-two (72) hours of arrest or being charged.

Students are required to report these matters irrespective of whether the charges arose from alleged conduct on or off a university site, and whether or not the alleged conduct occurred at a university sponsored event.

The Vice President of Student Affairs shall review the matter and the University shall determine, in its sole discretion whether to suspend or otherwise limit the student's attendance and/or participation in classes and university sponsored activities. The matter will then be referred to the Student Discipline Committee.

E. Policy on Wilmington University Computer Use

Wilmington University policy requires that the computer equipment and facilities owned or leased by the University and supplied for student use NOT be used in any of the following manners or for any of the following purposes:

1. For any activity that violates Federal, State, or local laws.
2. For any activity that threatens the safety, well being, or integrity of any other person.
3. For any activity that results in unauthorized alteration or disclosure of confidential data.
4. For any activity that offends, degrades, debases, or threatens another person.
5. For any activity contrary to standards of decency (i.e., hate sites).
6. Accessing any pornographic or otherwise x-rated sites, materials, photos, or emails.
7. For any activity that would damage the good name and reputation of Wilmington University.
8. Causing the downloading, bookmarking, or transmission of pornographic materials, photos, or emails to another computer either on or off site, including one in which the student has some proprietary or other possessory interest.

II. VIOLATIONS REVIEW

Any member of the University community may take alleged violations of the Code of Conduct to the Vice President of Student Affairs. Allegations will be reviewed and a determination made as to whether there is a basis to believe that a violation of the Code of Conduct may have occurred. If it is deemed that no violation has occurred, the allegations are dismissed and the accused is so informed. If it is deemed that there is a basis to believe that a violation has occurred, the allegation is referred to the Student Discipline Committee.

The Vice President of Student Affairs may impose, at the discretion of that office, an immediate suspension of privileges pending the Student Discipline Committee hearing

Among the factors which may be considered, by way of illustration but not limitation, are the nature of the allegations, the prior history of the student, the risk to the college community, and/or any court orders concerning “no contact” provisions.

A. Student Discipline Committee

The Student Discipline Committee shall meet for the purpose of handling specific problems relating to academic dishonesty and/or student misconduct. The Committee is composed of the following:

Chairperson

The Chairperson shall be the Vice President of Student Affairs or his/her designee.

Other Voting Members

1. One full-time faculty member;
2. One Academic Advisor;
3. President of the Student Government Association or his/her designee;
4. One Cabinet member.

Non-Voting Member

Counsel for the University shall be present to advise the Committee as to any legal issues which may arise during the hearing. Counsel may also question any witnesses. Counsel shall not attend or participate in any deliberations.

Quorum

A quorum shall consist of three (3) voting members.

Recording of the Hearings

The Student Discipline Committee's hearings shall be recorded, and the recording preserved until the matter has been concluded, including the taking of any appeals. All deliberations are confidential and are not recorded.

Burden of Proof

In order for the Committee to find that a student has violated the Code of Conduct, it must first be satisfied, by majority vote of those members present, that the allegations were established by a preponderance of the evidence.

B. Sanctions

Sanctions imposed by the Student Discipline Committee may include but are not limited to the following actions:

1. Disciplinary probation with or without loss of designated privileges for a specified period of time;
2. Restriction of privileges such as removal from elective or appointed office and/or ineligibility in representing the University;
3. Suspension from the University for a specified period of time. Any suspension may be followed by a probationary period and may include restriction or forfeiture of privileges;
4. Dismissal from the University with permission to reapply after a specified period of time. Conditions precedent to readmission may be established in conjunction with such a dismissal;
5. Permanent dismissal from the University.

There will be no financial refunds in decisions involving loss or restriction of privileges, suspension or dismissal.

Any of the sanctions listed above may be imposed for a first offense and any subsequent offense. Sanctions are not required to be progressive. The appropriate sanction shall be imposed at the discretion of the Student Disciplinary Committee. In order for the Committee to approve a sanction, it must be agreed upon by a majority vote of those members present.

III. APPEALS

Within fifteen (15) business days from the date that the notification of sanctions is sent via certified mail, a written appeal of the decision may be made to a panel consisting of the Office of the Provost, and two designated members of the Cabinet, or other University officials as deemed appropriate by the Office of the Provost. Any appeal must be sent via certified mail, return receipt requested to the Office of the Provost and University Counsel. A copy of the appeal shall be sent to the Vice President of Student Affairs.

A party may request an appeal on the grounds that the hearing was unfair. Such a request must state the specific procedure(s) violated and provide information or documentation to substantiate the allegation(s).

A party may also request an appeal on the grounds that:

- a) the decision was contrary to the evidence;
- b) the sanction imposed is inappropriate, unreasonable, or unjust; and/or
- c) there is new information which was not available at the time of the original hearing.

A request on any of these grounds must explain, in detail, the basis for the appeal.

The filing of an appeal shall not act as a stay of any suspension or dismissal. The panel shall review the appeal and determine, at its discretion, whether the appeal shall be considered upon the written and recorded record or whether a further hearing is necessary. The panel shall issue this determination within ten (10) business days from the receipt of the appeal and schedule any hearing as promptly as is reasonably possible. In the event that no hearing is conducted, a decision will be issued within thirty (30) days of receipt of the appeal. In the event that a further hearing is necessary, the panel shall issue its decision within ten (10) business days of that hearing.

The panel shall consist of at least two (2) of the three (3) members. Decisions of the panel shall be by majority vote of those present. The decisions of the panel shall be final.

A party taking an appeal must establish by clear and convincing evidence that the decision of the Student Disciplinary Committee should be reversed. The appeal panel may amend the penalty either upward or downward if convinced by clear and convincing evidence to do so. In the event that the appeals panel consists of

only two (2) voting members and they are split as to the result, the decision of the Student Disciplinary Committee shall not be disturbed.

IV. DUE PROCESS

Courts have held that student disciplinary proceedings at a private educational institution such as Wilmington University are not subject to the rights and privileges of the United States and the State Constitutions. "Fairness" shall be the guiding principle. Wilmington University believes the following elements of due process are applicable to the student disciplinary proceeding.

That the student:

1. Be notified in writing of the allegations against him/her and the basis for these charges.
2. Be given an opportunity for a hearing by the Student Disciplinary Committee.
3. Be notified of the date, place, and time of hearing.
4. Be afforded the right to present a defense and witnesses in his/her own behalf.
5. Not be the recipient of disciplinary action which is not supported by the evidence. Prior infractions of misconduct shall be considered in determining the appropriate disciplinary action.

The following rights, while not required to ensure due process, are recommended:

1. The accused may be accompanied by an advisor of his/her own choosing. The advisor acts in that capacity alone and may not speak for the accused as would legal counsel.
2. A recording and/or written transcript of the hearing should be made. The cost of the transcript must be paid in advance of it being prepared.

The cost of having a written transcript prepared shall be borne by the student. The transcript shall be prepared under the direction of University Counsel.

3. Records of a disciplinary action shall be kept confidential and released only at the explicit, signed request of the student or by court order and could include the following facts:
 - a. Specific violation and/or notices of prior misconduct;
 - b. Decisions of the Student Disciplinary Committee or negotiated disciplinary action;
 - c. Sanction;

- d. Notice of reinstatement, if appropriate.
4. Should the accused elect to hire legal counsel, that attorney must be a member of the Delaware Bar to actively participate in any hearing. Hiring legal counsel who is not a member of the Delaware Bar relegates this person to the role of an “Advisor” as set forth in paragraph 1 above.

V. POLICY ON CHILDREN IN THE CLASSROOM

Children are not allowed in the classroom or left unattended while on campus.

VI. POLICY ON DISCRIMINATION

It is the policy of Wilmington University not to discriminate on the basis of sex, handicap, disability, race, age, color, religion, national or ethnic origin, marital status, or sexual or affectional preference in its educational programs, admission policies, employment practices, financial aid, or other school-administered programs. This policy is enforced by federal law under Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Wilmington University actively supports the rights of students with disabilities to have equal access to education. Wilmington University makes every reasonable effort to accommodate the needs of students with disabilities.

Students who have a disability are asked to notify the Office of Student Affairs as soon as possible and prior to registration. Early notification prevents delay in initiation of services and ensures the student access to educational activities.

The Office of Student Affairs facilitates equal access to Wilmington University programs and activities for students with documented physical, sensory, learning, or psychological disabilities. Students with special needs may qualify for accommodations to help compensate for disabilities which impede their academic progress and lower classroom performance. To receive accommodations a student **MUST** notify the Office of Student Affairs prior to registration and furnish documentation verifying the need for assistance. Each student bears the responsibility for contacting the appropriate clinician and having objective data supporting the diagnosis and need for service released and forwarded to his office. Wilmington University reserves the right to require additional information,

evaluations or reports or an independent evaluation(s) before determining that an individual qualifies for special accommodations.

See criteria for Documentation Guidelines in the Students with Special Needs Handbook on the University's website at www.wilmu.edu/studentlife/disabilityservices.

VII. COLLEGE OF HEALTH PROFESSIONS BACKGROUND CHECK AND DRUG SCREEN POLICY

All nursing and allied health students are required to satisfactorily complete a criminal background check and drug screen in order to promote the highest level of integrity in health care services; meet requirements of clinical facilities and contractual agreements; and avoid delays in clinical placement. Verified Credentials Inc. is the designated provider. Results from any other company will not be accepted. Students are responsible for payment of any and all fees related to the background check and drug screen.

The background check and drug screen must be completed prior to attending clinical sites for undergraduate nursing and allied health students and graduate Nurse Practitioner students, and on admission for graduate Leadership students.

Students will not be permitted to participate in clinical courses and may be unable to complete the nursing or allied health program under the following conditions: refusing to complete a background check and drug screen through our provider, VCI; having positive findings on the background and/or drug screen that are not resolved following review by the College of Health Professions and/or a credentialing body as a result of the positive findings on the background check or drug screen.

VIII. DRUG POLICY

Wilmington University is committed to the creation of a wholesome, drug-free environment conducive to learning. In accordance with the Drug-Free Workplace Act of 1988 (Public Law 100690, 102 Stat. 4181), the University prohibits the manufacture, distribution, dispensation, possession, or use of a controlled substance in its facilities or on its campuses. Any employee charged with a violation of a local,

state or federal drug law while on University property or at a University event must follow procedures and requirements outlined in the faculty and staff handbooks.

Any student charged with a violation of a local, state or federal drug law must comply with the provisions set forth under “Allegations of Criminal Conduct.” Convictions may be cause for suspension from the institution or for required completion of a drug rehabilitation program. Wilmington University will impose sanctions on any employee or student entering a first offender’s program or otherwise convicted of violating any local, state or federal drug statute. Convictions are deemed final upon the entry of a guilty plea or the return of a verdict by judge or jury. Sanctions are not stayed by the filing of a judicial appeal. In the event a conviction is overturned Wilmington University will review that opinion to ascertain whether a modification of sanctions is in order. The mere reversal of a conviction does not necessarily mean that sanctions will be modified or lifted.

The use of alcohol is permitted only by persons of legal drinking age and at University activities for which prior approval has been granted by the Executive Vice President of Academic Affairs or the Vice President of Student Affairs. The University prohibits the abuse of alcohol on its properties and at University sponsored activities.

While disciplinary guidelines are necessary to protect the welfare of the University community, it is the expectation of the President and Board of Trustees that the University’s disciplinary role will be secondary to prevention, awareness, and, where applicable, treatment. The University intends to assist its students in understanding the health, social, legal, and family-related risks associated with the use of illicit drugs and/or abuse of alcohol. Among these are damage to the brain and other organs, addiction, loss of employment, family dysfunction, incarceration, overdose, and death. The University seeks to provide ongoing education for its students through information provided in related courses and resource materials available throughout the University. Additionally, students, faculty, and staff are encouraged to avail themselves of free and confidential counseling/referral services offered through the Office of Student Affairs. The University seeks to implement ongoing educational programs aimed at discouraging substance abuse and encouraging healthy, self-directed, drug-free lifestyles.

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the University conducts a biennial review of its drug prevention program to determine its effectiveness, implement any necessary changes and ensure the enforcement of sanctions.

* Legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol include imprisonment, fine, and possible loss of driving privileges. A listing of penalties for specific offenses can be found in the Delaware Code Annotated, Titles 4 and 16, available in the Wilmington University Library.

IX. SEXUAL HARASSMENT POLICY

Wilmington University is committed to providing a working, educational, and social environment for all members of our University community, including all faculty, staff, and students, that is free from sexual harassment. Sexual harassment in any form is unacceptable behavior and will not be tolerated. It is a form of misconduct that undermines the institutional mission of the University. Sexual harassment may be defined as unwelcome advances, requests for sexual favors, other verbal or physical conduct, written communication or printed materials of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly at term or condition of an individual's employment or educational experience;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting such individual; and/or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic performance, participation in co-curricular activities, or creating an intimidating, hostile, or offensive working, learning, or social environment.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may be described generally as unwelcome sexual behavior that a reasonable person would find offensive and that adversely affects the working or learning environment.

In order to promote and uphold the University's commitment to a harassment-free environment, it is the responsibility of all members of the University community to report alleged violations of this policy to the appropriate University official. Allegations involving a faculty or staff member should be reported to the Vice President of Academic Affairs or the Director of Human Resources. Allegations against a student should be reported to the Vice President of Student Affairs.

Investigations will be conducted as promptly and in as confidential a manner as possible. Anyone who retaliates against any individual making complaints of sexual

harassment, or anyone making a false or malicious charge against a member of the community is in violation of this policy and will be subject to sanctions.

X. POLICY ON SURVEILLANCE DEVICES ON CAMPUS

The University may utilize reasonable surveillance methods, including video in areas where notice of such surveillance has been posted. Surveillance cameras are positioned at several locations to enhance efforts to protect persons and property on campus.

XI. RELEASE OF STUDENT INFORMATION

In accordance with the Family Educational Rights and Privacy Act, students have the following rights:

Right to inspect and review student's record: Students should submit a written request to the Registrar, indicating which record they wish to inspect. The University will make such records available within 45 days of the receipt of the request. Students do not have the right to inspect confidential letters and recommendations if the student has previously waived the right to inspect.

Right to seek amendments to records: Students should submit a written request to the Registrar, indicating which records they wish to have amended and the reasons. The University will notify the student in writing of the decision regarding amendment of the record.

Right to consent to disclosure: The University may disclose the following directory information unless the student or parent of a dependent student makes a written request to withhold information: name, address (only for official requests for group lists for legitimate agencies such as US Air Force), major field of study, dates of attendance, grade level, enrollment status, GPA, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, awards, most recent educational agency attended. Written request for nondisclosure should be submitted to the Office of the Registrar.

A. Exceptions to Student Rights Regarding Disclosure:

The University is authorized to disclose student information without consent in the following circumstances:

1. information designated as “directory information”
2. disclosure to school officials with legitimate educational interests
3. disclosure to an alleged victim of a crime of violence
4. request from Comptroller General of US, Secretary, or state/local educational authorities
5. disclosure in connection with financial aid for which student has applied
6. disclosure to accrediting agencies
7. disclosure to parents of dependent students
8. to comply with judicial order or subpoena (reasonable attempt to notify must be made) (subject to FERPA provisions)
9. disclosure in connection with a health or safety emergency

**Wilmington University reserves the right to charge a fee to any individual, business, or organization who seeks such information.*

B. Right to File a Complaint:

Students have a right to file a complaint concerning alleged failure of Wilmington University to comply with the requirements of the Family Educational Rights and Privacy Act. Complaints should be mailed to:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

C. Annual Notification to Students

Wilmington University is required to notify students annually of their rights regarding privacy. An ongoing message is inserted in each registration booklet, directing students to a web address: wilmu.edu/privacy.

XII. STUDENT TRANSPORTATION POLICIES AND PROCEDURES

The safety of our students at Wilmington University is very important. Statistics have shown that travel by student groups can pose risks. With this in mind, Wilmington University has instituted policies and procedures for student group travel. All student groups must abide by these procedures. Contact the Office of Student Affairs for a copy of the Student Transportation Policies and Procedures.

XIII. WILMINGTON UNIVERSITY SECURITY PLAN

Students may consult the Annual Campus Security Report for more information at www.wilmu.edu/safety.

A. Where and How to Report Crimes or Emergencies

1. Dial 911. State your name, location on campus and “this is a true emergency!”
2. Call security. State your name and location on campus. Describe the emergency.
3. Call the Director of Public Safety at the New Castle Campus 302-356-6921. State your name and what campus you are calling from. Describe the emergency. If not available, refer to the specific campus security contact number:

Burlington

Mt. Laurel	856-222-9311, Ext. 2100
Pemberton	609-894-9311, Ext. 1100
Claymont	877-967-5464
Cumberland	856-691-8600, Ext. 777
DAFB	302-677-6666
Dover	302-233-3400
Georgetown	302-855-1603(Office); 302-855-5999 (Emergency)
Middletown	877-967-5464
New Castle.....	302-325-3333
Salem	856-531-2911

Wilson Graduate Center302-685-0313

In the event of any on-campus incident involving theft, burglary, assault, any sex offense, disorderly conduct, weapons possession, hate crimes, or any violation of drug or alcohol laws, a report is to be filed with the Director of Public Safety. In the event of a report of a serious on-campus crime which is judged to present a possible risk to other students or employees, timely campus notices will be posted by the Security Office.

B. Relationship with Police and Emergency Services

1. All campuses of Wilmington University can reach Police and Emergency services through 911.
2. The campuses of the University are under the jurisdiction of the following police agencies:
 - New Castle..... Delaware State Police, Troop #2
 - Graduate Center New Castle County Police
 - Dover AFBDover AFB Security Police
 - Dover Dover Police Department
 - Georgetown Georgetown Police Department
 - Rehoboth Beach..... Rehoboth Police Department
 - Burlington
 - Mt. Laurel.....Mt. Laurel Police Department
 - Pemberton..... Pemberton Township Police Department

C. The University expects all staff and students to immediately report all criminal activity or emergencies to the appropriate Security Station:

1. University security personnel will assist in notifying proper law enforcement authorities. Timely reporting is especially important in any case involving a sex offense as the proper preservation of evidence is important to a successful prosecution.

D. Crime Prevention Program

1. Provisions have been made for quick emergency response by security personnel and or local police at all Wilmington University sites. Wilmington University constables are law enforcement officers and do have arrest authority. They serve as the point of contact with appropriate local police agencies.
2. Exterior lighting is installed to insure safe movement at all sites.

3. Receptionists are available to receive and immediately transmit all criminal complaints to security and to the police. Also, emergencies are transmitted to the 911 emergency number.
4. Students and staff are asked to take care of all personal belongings so that they are securely and safely stored.
5. Students may request an escort to their vehicles by contacting their local campus security personnel.
6. Students that require special security related accommodations may contact the Director of Public Safety during normal business hours.
7. Crime prevention education materials covering an array of subjects are available at various locations on campus and through the security office.
8. An annual report of campus crime statistics is compiled for all campuses and is available via the University website wilmu.edu/security. Copies of this report are also made available by contacting the Director of Public Safety at 302-356-6921.
9. Emergency call boxes are installed at several locations at the New Castle and Dover campuses. Security may be contacted immediately by using these services.

V.

**UNIVERSITY
PERSONNEL
DIRECTORY**

WILMINGTON UNIVERSITY

Burlington County College	856-222-9311 x2115
Cumberland County College	856-691-8600 x551
Dover Air Force Base	302-674-8726
Dover.....	302-734-2594
Georgetown.....	302-856-5780
Middletown.....	302-378-0360
New Castle	302-356-INFO (4636)
Rehoboth Beach	302-227-6295
Salem Community College	856-351-2636
Wilson Graduate Center.....	302-655-5400

Academic Advising

Dover Air Force Base	302-674-8726
Dover.....	302-734-2594
Cumberland.....	856-691-8600 (Ext.551)
Burlington	856-222-9311 (Ext. 2116)
Georgetown.....	302-856-5780
New Castle	302-356-6711
Wilson Graduate Center	302-655-5400

Academic Affairs

Academic Deans

College of Arts and Sciences	302-295-1192
College of Business.....	302-356-6781
College of Education.....	302-295-1139
College of Health Professions	302-356-6917
College of Social and Behavioral Sciences.....	302-295-1151
College of Technology.....	302-356-6870

Admissions

Undergraduate..... 302-356-6744
Graduate..... 302-295-1184

Athletics 302-356-6752

Bookstore

New Castle.....302-356-6769
Wilson Graduate Center.....302-295-1169
Dover.....302-342-8636

Buildings and Maintenance 302-356-6775

Café 302-356-6788

Career Services 302-356-6790

Library

Dover..... 302-342-8620
New Castle 302-356-6879
Burlington (Mt. Laurel Campus) 856-222-9311 (Ext. 2100)
Wilson Graduate Center 302-295-1177

Public Safety

Burlington
Mt. Laurel 856-222-9311, Ext. 2100
Pemberton 609-894-9311, Ext. 1100
Cumberland..... 856-691-8600 (Ext. 777)
DAFB..... 302-677-6666
Dover..... 302-233-3400
Georgetown.....302-855-1603 (Office); 302-855-5999 (Emergency)

New Castle	302-325-3333
Salem.....	856-299-2100
Wilson Graduate Center	302-295-1185
Registrar.....	302-356-6930
Student Affairs.....	302-356-6939
Activities.....	302-356-6937; 302-356-6717
Housing.....	302-356-6937
Concerns	302-356-6941
Disability Services	302-356-6937; 302-356-6717
Student Financial Services	
Billing/Financial Aid/Payments	302-356-6947
Student Success Center (SSC)	302-356-6810
University Information Center (UIC).....	302-356-INFO (4636)

VI.

**COUNSELING
SERVICES**

I. General Counseling Services

A. Catholic Social Services

Wilmington.....	302-655-9624
Dover.....	302-674-1600
Georgetown.....	302-856-9578

B. Delaware Health and Social Services (24-hour numbers)

.....	302-577-2484 OR 800-652-2929
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C. Children and Families First www.cffde.org

Wilmington.....	302-658-5177
Dover.....	302-674-8384
Georgetown.....	302-856-2388

D. Tressler Center

Wilmington.....	302-633-5128
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E. Mental Health Association in Delaware

For a comprehensive list of resources visit www.mhainde.org/quicklist

II. Crisis Telephone Counseling

A. (Contact 24-hour helpline)

New Castle County.....	800-652-2929
Kent and Sussex Counties.....	800-345-6785

B. Substance Abuse Hotline

New Castle, Kent and Sussex Counties.....	800-405-8409
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C. Suicide Prevention (24-hour helpline)..... 800-784-2433

III. Full Service Multi-Disciplinary Private Group Practice

A. New Castle County

Christiana Counseling & Psychiatric Associates.....	302-995-1680 (x239)
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B. Kent and Sussex Counties

F.H. Everett & Associates.....	302-674-2380
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VII.

APPENDICES

APPENDIX A

Constitution of the Wilmington University Student Government Association

Article I – Name and Objectives

Section 1: The name of the society which is governed by this Constitution is the Wilmington University Student Government Association, hereinafter referred to as the SGA.

Section 2: The objectives of this SGA are to protect the rights and privileges of its members as they pertain to Wilmington University and all of its affiliates, to promote quality education and keep academic standards high within the University, and to further the social and academic development of its members as individuals and as a whole.

Section 3: The SGA will function solely within the framework and guidelines of its parent institution and will not endeavor to operate independently of Wilmington University, its Board of Trustees, or any of its officers.

Article II – Membership

Section 1: Membership in this organization is open to any Wilmington University student, full-time or part-time, who is recognized as being in good academic standing with the University, as it is defined in the University catalog prevailing.

A member has full voting and speaking rights at all meetings of the SGA, while a student not in good standing with the University has speaking, but no voting privileges. Nor does the latter have the right to make or second a motion, nominate, or run for office.

Section 2: Membership in the SGA will be automatically rescinded upon the suspension of any student from the University.

Article III – Officers

Section 1: The officers of the SGA will be as follows:

President • Vice President • Secretary • Treasurer

The duties will be those which are customarily associated with these offices.

Section 2: The officers holding these positions (Section 1. above), together with the Presidents of each of the four classes (Freshman, Sophomore, Junior, Senior), will constitute the Executive Board of the Student Government Association.

The President of the SGA is the Chairperson of the Executive Board.

All Class Presidents will be responsible for having a class representative at each SGA meeting.

Section 3: The elections of these officers, and their terms in office will be in accordance with the By-Laws of this Constitution.

Article IV– Meetings

Section 1: SGA meetings will be held regularly on a day and at a time decided upon by the Executive Board. The Board will give all students notice of this meeting time.

Section 2: A special meeting of the SGA may be called by either a majority of the Executive Board or by a petition of ten percent (10%) of the SGA members, allowing twenty-four (24) hours notice can be given in either case.

Section 3: Meetings will be conducted by either formal or informal Parliamentary Procedure, this being decided at the start of the meeting by a majority vote. A member of the Executive Board will be appointed SGA Parliamentarian and will be responsible for deciding all procedural questions.

For appeals of the Parliamentarian’s decisions, “Robert’s Rules of Order, Newly Revised” will be the deciding authority.

Article V – Amendments

This Constitution may be amended by the carriage of an affirmative two-thirds (2/3) vote of those members present, stating the alteration specifically, in an SGA meeting called for that purpose.

APPENDIX B

Veterans' Enrollment Guidelines

1. All veterans must be matriculated at Wilmington University prior to any certification to the Veterans' Administration for benefits. A matriculated student is one who has filled out an official University application in the Admissions Office, has declared the intent to pursue a specific program, has been accepted by the University, and has had previous transcripts, if applicable received, and is registered for a course
2. Attendance in class is required for eligibility to receive VA benefits.
3. VA payments cannot be made for courses from which a student withdraws unless such a change was warranted by circumstances beyond the student's control. Students will be required to submit supporting evidence to substantiate the change in enrollment status. Examples of such evidence are:
 - a. A doctor's certification to verify an illness or,
 - b. A statement from an employer to confirm a required change in work schedule, etc. or,
 - c. A change in service activation status.
4. Veterans are responsible to report enrollment changes to the VA counselor within two weeks of a change in enrollment.

If evidence is not provided to substantiate that the change was due to unanticipated circumstances beyond the student's control, the education award may be reduced effective the first day of the semester in which the change took place.

APPENDIX C

Undergraduate Graduation Competencies

It is intended that students earning an undergraduate degree will demonstrate college level proficiency in the following areas:

General Education

Oral Communication

- Speak with confidence, clarity, and conciseness.
- Research, prepare, and deliver professional presentations.

Written Communication

- Write clearly, concisely and appropriately using correct English grammar, punctuation, usage, mechanics, sentence structure, and vocabulary.
- Utilize appropriate APA format for scholarly writings.

Disciplined Inquiry

- Utilize quantitative, qualitative and scientific reasoning to solve problems.
- Exercise critical thinking strategies, including reasoning, problem solving, analysis and evaluation.

Academic Programs

Each academic program has specified competencies in the following areas:

- Information literacy as related to one's academic discipline.
- Ethics as related to one's academic discipline.
- Three or four additional program competencies as determined by the academic college.

Additional competencies may be included as per external accreditation requirements.

APPENDIX D

Graduate Graduation Competencies

It is intended that students will have an advanced level of applicable knowledge in the following areas as appropriate to one's field of study:

Oral Communication

- Speak with confidence, clarity, and conciseness.
- Research, prepare, and deliver professional presentations.

Written Communication

- Write clearly, concisely and appropriately using correct English grammar, punctuation, usage, mechanics, sentence structure, and vocabulary.
- Utilize appropriate APA format for scholarly writings.

Disciplined Inquiry

- Utilize quantitative, qualitative and scientific reasoning to solve problems.
- Exercise critical thinking strategies, including reasoning, problem solving, analysis and evaluation.
- Define a problem or issue and develop questions and methods to address the problem or issue and/or to create new knowledge.

Information Literacy

- Access and use information effectively, efficiently, and appropriately.
- Evaluate the quality of sources and content.
- Use technology to effectively locate and communicate information.

Ethics

- Demonstrate knowledge and application of prescribed ethical code(s) and/or behaviors promoted by the profession

Additional Program Competencies

- Two or three additional Program Competencies as prescribed by the academic college.

Additional competencies may be included as per external accreditation requirements.

