Mission Statement

Wilmington University is committed to excellence in teaching, relevancy of the curriculum, and individual attention to students. As an institution with admissions policies that provide access for all, it offers opportunity for higher education to students of varying ages, interests, and aspirations.

The University provides a range of exemplary career-oriented undergraduate and graduate degree programs for a growing and diverse student population. It delivers these programs at locations and times convenient to students and at an affordable price. A highly qualified full-time faculty works closely with part-time faculty drawn from the workplace to ensure that the university’s programs prepare students to begin or continue their career, improve their competitiveness in the job market, and engage in lifelong learning.
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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. Since changes can occur to University policies throughout the year, it is strongly suggested you review the online Handbook for the latest updates at wilmu.edu/studentlife/handbook/.

If you have questions about the University that are not answered in this handbook, feel free to contact the Office of Student Affairs or any member of the faculty or staff.

Sincerely,

Dr. Tina M. Barksdale
Vice President of Student Affairs & Alumni Relations
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 wilmu.edu/registrar/calendar.aspx.

Some of the dates you want to pay special attention to are:

• registration dates
• beginning of semester
• deadline for drop/add/withdraw from classes (and refund policy) wilmu.edu/registrar/changeschedul.aspx
• holidays, spring break, winter break (no classes meet/University closed)
• deadline for removing incomplete grades
• end of the term
• deadlines for petitioning for degree (applying for graduation) wilmu.edu/graduation/index.aspx
• spring break
• winter break
TERMS FOR NEW STUDENTS

Academic Dean—There are seven Academic Deans at Wilmington University. Each is responsible for the academic programs (both undergraduate and graduate) within his/her College. The Colleges at Wilmington University include: Arts and Sciences, Business, Education, Health Professions, Online and Experiential Learning, Social and Behavioral Sciences, and Technology.

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 Chair.

Adjunct faculty are “Scholarly Practitioners” who are often employed in the field in which they teach. They do not have offices on campus. All adjunct faculty are expected to provide contact information for students on their course syllabus.

Blackboard is Wilmington University’s online learning platform, where instructors and students can access course materials, communicate and collaborate online.

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.

Course CRN indicates the name of the course, the site, the section, and format that the course is being taught. Example: PSY 101 SEN 01, Psychology 101 Semester New Castle Section

Curriculum Maps are student-friendly, comprehensive guides that present a suggested course sequence for each undergraduate degree based on prerequisites.

Dean of Students - Oversees student campus and civic engagement opportunities while helping students to builds community at WilmU.

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.
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 myWilmU, fax, mail, or any site office.

Faculty Advisor is a representative of an academic college 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 Doctorate degree level.

Hybrid courses (HYB) are a combination of in-class teaching and online learning. This creates an active independent learning environment and reduces class time for working students.

Modular classes at Delaware sites meet over the course of two weekends in one month. For Example: An October Modular class might meet October 13-19 and 27-29, from 5:30 PM to 9:30 PM on Fridays and 9:00 AM to 5:00 PM on Saturdays and Sundays. New Jersey modular classes meet on three consecutive two-day weekends, Friday evenings and Saturdays from 9:00 AM to 5:00 PM. Students must check online for exact dates and times.

Degree Works is an electronic listing of undergraduate and graduate degree requirements accessible through myWilmU. It provides a listing of all of the courses required in any given degree program, showing transfer credits, completed courses, graduation requirements and remaining courses.

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. See the University Catalog for a more detailed explanation.

Program Chair 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 and hires instructors. He/She provides regular office hours, which allows time to meet with students. A Program Chair may also serve as a Faculty Advisor.

Reading Week is the week between Block I and Block II. Often classes do not meet during Reading Week. However, it may be used by instructors to make up missed classes.

Semester classes meet for fourteen weeks. They meet once each week for 2½ hours.

Syllabus is an outline or overview of a specific course, as well as various University protocols. 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 Advisors are a valuable resource for students and provide help with course scheduling and selection, degree selection, academic questions, and concerns.

University Information Center (UIC) is the place to contact for all of your general questions or issues. You can reach the UIC by phone at 877.967.5464, via email or chat through Wilmington University’s Contact Us webpage, wilmu.edu/contact, or in person on the first floor of the Doberstein Admissions Center.
myWilmU is Wilmington University’s online student service portal, through which students may:

- make payments
- register for courses
- send and receive emails
- view course grades, My Degree Program, semester schedules and transcript

Withdrawal Students may withdraw from a course without academic penalty prior to the course withdrawal deadline stated in the printed Student Guide and on the website. Course withdrawals may be completed online through myWilmU or with an official withdrawal form submitted at the Office of the Registrar or at any Wilmington University location. Students who choose to fax or mail withdrawal forms are responsible for contacting the appropriate office to confirm receipt of the request. Withdrawing from a course does not release a student from financial responsibility or obligation for the course. Students may conclude payment arrangements at the time of withdrawal or continue to be billed under the existing payment plan agreement. A grade of “W” is recorded on the student’s record for official withdrawals; this grade has no impact in GPA. Failure to withdraw before the withdrawal deadline results in a grade of “FA.” An FA will have a negative impact on GPA.

In certain circumstances, students may have grounds to appeal for a withdrawal after the established deadline. Students who fall under this category and have documented circumstances that warrant further consideration must go through an appeals process. A committee will review the requests on a bi-monthly basis; the decision of this committee is final. The reasons for appeal review are as follows:

- Serious illness (physical or psychological) or injury to the student that precludes the student from completing the term
- Death of a member of the student’s immediate family that prevents the student from completing the term
- Serious illness or injury to a member of the student’s immediate family that requires the student to be the primary caregiver to the family member and prevents the student from completing the term
• Military orders that require reporting between the withdrawal deadline and the end of the term and prevent the student from completing the term
• Employment situation that precludes a student from attending class (e.g. schedule change)

To submit an appeal, the student must submit a completed official withdrawal form (available on the Wilmington University Office of the Registrar website or at any Wilmington University location), a typed letter explaining the circumstances of the reason for appeal, and documentation from a medical professional (or copy of military orders) that support the request. Submission of documentation is not a guarantee of a specific outcome. Requests will only be considered if the withdrawal request is for all courses in a term.

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 which 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 which classes you have to take in your program.

Am I required to take any placement exams?
Yes. Placement testing is required to evaluate your English and math skills. Testing must be completed prior to registering for the English and math courses required for your degree program. SAT scores or transferable credits in English and/or math may exempt students from taking the placement test(s). Please visit the University’s website or contact the Office of Academic Advising or your site office for more information.

Where do I get my Student ID/Library card?
ID cards are issued through the University Information Center on the first floor of the Doberstein Admissions Center (DAC) on the New Castle campus and through the site offices at the other locations. Your ID card is also your library card. Your ID card will also be required when using the College of Technology Open Lab (PEO030).
Can I keep my cell phone on during class?
No. The use of cellular telephones and other similar electronic devices is prohibited in the classroom, library, and labs.

Where are my classes held?
Room assignments are posted around the campus. You can also find your course room assignments by logging into myWilmU.

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 (undergraduate per semester, (1-4 graduate 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 Middletown or Brandywine locations for class attendance (Review the course schedule at wilmu.edu/registrar/courseoffering)
- Carpooling with other students

What is DIS 095?

DIS 095 is a non-credit, online learning tutorial that introduces students to the virtual classroom—Blackboard. Completion of DIS 095 must occur prior to enrolling in an online or hybrid course. There is no fee involved with taking DIS 095.

How do I notify the University if I change my 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 myWilmU.
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 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 will power 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,” and “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 Experience**

An examination teaches you while you’re preparing for it, completing 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.
- 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 received. 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!

**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. Generally this is referred to as the IDEA process. This tool is a combination of predetermined questions which the student completes by filling in bubbles. In addition, it also allows the student to provide an opportunity for written input. 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
Academic Advising–Undergraduate

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 assist the Transfer Credit Evaluation office and 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 assist students to make informed decisions on course scheduling and registration. They assist students in monitoring their progress toward graduation requirements to ensure that students are successful in reaching their educational goals. Advisors may also refer students 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 chair for advising services.

At the New Castle campus:

<table>
<thead>
<tr>
<th>If your undergraduate major is:</th>
<th>Your advisor is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Business (all majors)</td>
<td>Cindy Healey</td>
</tr>
<tr>
<td>Liberal Studies (A.S. and B.S.)</td>
<td></td>
</tr>
<tr>
<td>College of Education (all majors)</td>
<td>Ally McDonough</td>
</tr>
<tr>
<td>College of Arts and Sciences (all majors)</td>
<td></td>
</tr>
<tr>
<td>College of Business (all majors)</td>
<td>Michelle Sidowski</td>
</tr>
<tr>
<td>College of Technology (all majors)</td>
<td></td>
</tr>
<tr>
<td>College of Social and Behavioral Science (all majors)</td>
<td></td>
</tr>
<tr>
<td>Liberal Studies (A.S. &amp; B.S.)</td>
<td>Catherine Russo</td>
</tr>
<tr>
<td>Athletes</td>
<td></td>
</tr>
<tr>
<td>College of Business (all majors)</td>
<td></td>
</tr>
<tr>
<td>College of Technology (all majors)</td>
<td></td>
</tr>
<tr>
<td>Liberal Studies (A.S. and B.S.)</td>
<td></td>
</tr>
</tbody>
</table>
### Athletes
- College of Business (all majors)
- College of Education (all majors)
- Government and Public Policy
- Legal Studies
- Liberal Studies (A.S. and B.S.)
- ROTC

**Gary Seydel**

### College of Health Professions (all majors)
- College of Social and Behavioral Science (all majors)
- Communications
- Liberal Studies (A.S. and B.S.)

**Dawn Ransom**

### College of Health Professionals
- College of Teachnology
- Liberal Studies (A.S. and B.S.)

**Heather Ford**

At the Dover site:

**All undergraduate majors**

- Rosemary Watras or Ashlee Youmans

At the Dover Air Force Base site:

**All undergraduate majors**

- Laura Leary
**At the Georgetown site:**

<table>
<thead>
<tr>
<th>If your undergraduate major is:</th>
<th>Your advisor is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All undergraduate majors</td>
<td>Dana Abbott-Painter</td>
</tr>
<tr>
<td></td>
<td>Andrew Straton</td>
</tr>
<tr>
<td></td>
<td>Donna Smith-Moore</td>
</tr>
<tr>
<td>Career and Technical Education</td>
<td>Jason Hale</td>
</tr>
</tbody>
</table>

**At the New Jersey sites:**

<table>
<thead>
<tr>
<th>All undergraduate majors</th>
<th>Cumberland County College: Amanda Ota Asst. Site Manager 856.691.8600 x1552</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Andreia Mack Academic Advisor 856.691.8600 x1551</td>
</tr>
<tr>
<td></td>
<td>Rowan College at Burlington County Dana Hanf Academic Advisor 856.222.9311 x2114</td>
</tr>
<tr>
<td></td>
<td>Madison Humphries Academic Advisor 856.222.9311 x2715</td>
</tr>
<tr>
<td></td>
<td>Joint Base McGuire-Dix-Lakehurst Stefanie Sager-Carroll 609.723.2790</td>
</tr>
<tr>
<td></td>
<td>Rowan College at Gloucester County Doug Scappa 856.464.5231</td>
</tr>
</tbody>
</table>

If you are a Graduate student your advisor is your Program Coordinator. Contact your site office for your Program Chair’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
- Joint Base McGuire-Dix-Lakehurst 609.723.2790
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?
• Should I consider adding a certificate?
• 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?

Students are encouraged to make appointments, attend an Advising Orientation (New Castle only) or use the Walk-in Advising Sessions (WIRS, New Castle only), which are specifically offered to current students looking to select classes. 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. Explain school policy and procedures.
6. 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 select courses based on individual needs and personal schedule.
3. Schedule periodic meetings with your Academic Advisor, especially in times of academic difficulty.
4. Track academic progress through Degree Works found in myWilmU. Maintain additional 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. Changes can be made in myWilmU.
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.

Change of Major

Undergraduate Change of Majors
Undergraduate students desiring to change their intended program or major should contact an Academic Advisor at their nearest site and sign a change of status form to initiate the change of major process. The form requires the signature of the Academic Advisor and initiates an evaluation into the new intended program. Students are loaded into their myWilmU Degree Works Program which lists where their Wilmington University courses (and any applicable transfer courses) apply to the new degree.

Graduate Change of Majors
Graduate students desiring to change their intended program or major should contact a graduate Program Chair.

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. At Wilmington University, three credit hours will be awarded for 45 hours of structured learning activities with a normal expectation of at least two hours of outside study for each hour of structured learning. 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

Transfer credits can be accepted for transfer only from approved American Council on Education (ACE) accredited schools and provided that they are equivalent to Wilmington University courses and are related to the student’s degree program. All transfer credits that are being applied to any College of Education degree program that contributes to eligibility for licensure as a Delaware educator must be from a REGIONALLY accredited institution. The six regional accrediting agencies are: (MSCHE; NCACS-HLC; NWCCU; SACS; WACS).

A grade of “C” or better is required to determine the transferability of the courses. CLEP, DANTES and Advanced Placement examinations are evaluated as transfer credit.

Transfer Credit Process

Undergraduate Traditional Degree Program

Undergraduate transfer students who have not earned an associate degree will be evaluated on a course by course basis into the traditional degree program for which they applied. The traditional undergraduate degree programs range from 20 courses (minimum 60 credits) for associate degrees to a maximum of 42 courses (or 126 credits) bachelor degrees. Please see the Wilmington University catalog for specific degree course and credit requirements. All transcripts from schools attended will be audited to determine where transferable courses apply. Once the Office of Admissions has received official, sealed transcripts from all colleges and / or community colleges that the transfer student has attended, an official transfer credit evaluation is initiated. The transfer credits are then directly posted to the student’s Wilmington University transcript. Transfer credits are not reviewed and posted until all official transcripts are received. Finally, students are loaded into their myWilmU DegreeWorks Program which lists where the transfer credits apply to their degree. Please note that non-degree and undeclared applicants will not have a transfer credit evaluation processed since they are not in a degree-seeking program.

Undergraduate Completion Degree Program

Undergraduate transfer students who have earned an associate or bachelor degree eligible for a unique transfer option called a completion degree. Applicants are evaluated into the corresponding completion degree program for which they applied. Currently there are no completion degrees any of the undergraduate Education degrees. For more information on completion degrees, please contact an academic advisor at your nearest site. The completion degree program is a 40 course (120 credits) program that requires that the conferral date be on the official transcript where the associate or bachelor degree was earned.
Once the Office of Admissions has received all official, sealed transcript(s) (with conferral date) from colleges and/or community colleges that the transfer student has attended, an official transfer credit evaluation is initiated. Pre-requisite courses are identified as satisfied in the earned degree or it is determined that they still need to be taken at Wilmington University. The bulk transfer credit amount of the conferred degree (up to 90 credits) is posted to the student’s Wilmington University transcript. Transfer credits are not posted until all official transcripts are received. Due to the variable nature of earned credits needed for an associate degree, students may need to take additional elective courses so that students meet the minimum 40 course (120 credits) graduation requirement. After official transfer credits are posted, students are loaded into their myWilmU DegreeWorks Program which lists where the transfer credits apply to their degree. Please note that pending degree conferrals can delay the posting of transfer credits and the loading of myWilmU DegreeWorks Program

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 90 credit hours for the bachelor’s degree and 30 hours for the associate’s degree. The University has a residency requirement of 30 credits for the bachelor’s degree and 30 credits for the associate’s degree. “Challenge-by-Exam” and/or “Prior Learning Assessment” (PLA) can be applied toward the 30 credit hour residency requirement for the bachelor’s degree. PLA credit cannot be applied for consideration of honors. The College of Online and Experiential Learning (COEL) assists students in determining applicable credit for prior learning.

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 30 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 30 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 depending on major.

**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 16-23 credit hours in military science at the University which are applied to a minor in military studies (Air Force Minor - 16 credit hours; Army Minor - 23 credit hours).

**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.
Athletics
Wilmington University is a member of the National Collegiate Athletic Association (NCAA Division II) 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 sixteen major sports: baseball, basketball, lacrosse, soccer, cross country, track & field and golf for men and basketball, soccer, cross country, track & field, softball, volleyball, tennis, bowling 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.

Academic Probation: Penalties
Student athletes who are on probation at the end of the fall or spring semester will not be eligible for participation until they are off of probation. Please see the Wilmington University Student-Athlete Handbook for more information.

Student Athlete GPA Requirements
All student athletes must maintain a cumulative GPA of a 2.0 to be certified for intercollegiate athletic competition. Student athletes will be certified to compete at the beginning of the academic year by the Compliance Coordinator.

Student Athletes Attendance

1. Student athletes may be permitted to miss class to participate in regular season athletic competitions, provided the student-athlete has given the instructor a copy of his or her team schedule and team travel schedule at the beginning of the semester/block

2. All student athletes are required to provide each of their instructors a copy of their game and team travel schedules. If these are 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. 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. The time of departure will be indicated on the team travel 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.

Physical Examination
All participating athletes must have an annual physical conducted by the Wilmington University team physician. In addition, all student athletes are also required to show the results of a sickle cell solubility test or have the test taken as part of the physical. 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 and the Wilmington University Drug Testing Consent form prior to competition. In addition, student athletes are required to participate in a drug education program and a random alcohol and drug-testing program. The list of NCAA banned substances will be provided to each student-athlete at the beginning of each academic year.

Substance Abuse
Wilmington University prohibits the use of any illegal substance. A Substance Awareness Program is available for all Wilmington University students. Likewise, underage and/or excessive alcohol consumption is illegal and a violation of the Wilmington University Student Code of Conduct.
**Campus Stores**
There is more to the Campus Stores than just books! In addition to course materials, some stores offer a wide variety of Wilmington University signature items such as clothing, giftware, and school supplies.

Contact the campus that you are attending for availability of textbooks. You may be able to order your textbooks online at: wilmu.edu/bookstore.

Each store accepts different forms of payment so please contact your store to find out which methods of payment are accepted. Each store has different hours of operations as well. For more information please visit our website at wilmu.edu/bookstore.

**Career Services**
The Career Services office offers a variety of services and resources that may be used by both traditional and non-traditional students.

- Career Fairs
- Alumni Mentoring
- FOCUS (a web-based career and educational assessment)
- Career Fairs
- Career Workshops
- Career Counseling
- On-Campus Recruiting
- Résumé Assistance

The Career Services department is part of the services provided by the Student Affairs Department. Please contact careerservices@wilmu.edu or 302.356.6792 to set up an appointment.
Cellular Telephones, Pagers, and Other Communication Devices

The use of cellular telephones, pagers/beepers and other electronic devices are prohibited in the classroom, library, and labs. This includes emailing, texting, tweeting and phone class, both incoming and outgoing. While it is preferred practice that these devices be turned off prior to entering the listed areas, Wilmington University recognizes that there can be instances where a student may need to be contacted. In those situations you are required to have your device on vibrate. It is also preferred that you advise your instructor in advance in the event it becomes necessary to leave the classroom.

It is the policy of Wilmington University that anyone driving in a capacity representing the University be required to follow the motor vehicle laws of the states. Particular emphasis is placed on emailing, texting, and tweeting while driving. Those activities as well as not using a hands free device while driving and using a cellular phone are prohibited.

Classroom Assignments

Room assignments pertaining to scheduled courses and/or special events will be posted on the bulletin boards around campus. You can also find your course room assignments by logging into myWilmU.

Computer Use Policy

Overview

In support of the university’s mission, Wilmington University provides a number of computing, networking and information resources to the campus community of students, faculty and staff. We ask that those who make use of these resources abide by the following policies. Students found to be in violation of these policies will be subject to the full range of disciplinary sanctions, up to and including expulsion.

Rights and Responsibilities

Computers and networks can provide access to resources both on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations and contractual obligations.
All existing laws (federal and state) and university regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

Misuse of computing, networking or information resources may result in the restriction of computing privileges. Additionally, misuse may be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable university policies or procedures.

**Examples of Misuse**

Examples of misuse include, but are not limited to, the activities in the following list:

- Obtaining a password for a computer account without the consent of the account owner.
- Using a computer account that you are not authorized to use.
- Using the university’s network to gain unauthorized access to any computer system.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or networks.
- Knowingly running or installing on any university computer system or network, or giving to another user, a program intended to damage or place excessive load on the university’s computer systems or network. This includes, but is not limited to, programs known as computer viruses, Trojan horses and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Violating terms of applicable software license agreements or copyright laws.
- Deliberately wasting computing resources.
- Using electronic mail to harass others.
- Masking the identity of an account or machine.
- Posting materials on electronic bulletin boards that violate existing laws or the university’s codes of conduct.
- Attempting to monitor or tamper with another user’s electronic communications, or reading, copying, changing, or deleting another user’s files or software without the explicit consent of the owner.
Reporting Misuse

Report misuse of campus technology to helpdesk@wilmu.edu.

STUDENT LOG IN

Students are required to use their myWilmU user name and password to log on to university-owned systems. By doing so, students agree to both the Computer Use Policy delineated above and to the Student Code of Conduct. They also acknowledge that the system they are working on may be monitored remotely by IT.

OPEN LAB—PEOPLES 030, NEW CASTLE

The College of Technology hosts room Peoples 030 (located on the New Castle campus) as the Open Lab available to Wilmington University students as a resource for course-related projects. Current student identification is required to use the lab. Students must use their user name and password to log on to the systems. By doing so, students agree to the Computer Use Policy and, more generally, to the Student Code of Conduct. They also acknowledge that the system they are working on may be monitored remotely by IT. Access to the systems in this lab is subject to availability. Lab hours are posted and are subject to change. There is NO ACCESS to the lab at other than scheduled times.

OPEN AREA SYSTEMS

Wilmington University offers a number of open area systems, in various buildings and across various campuses, for students to use. Students must use their user name and password to log on to these systems. By doing so, students agree to the Computer Use Policy and, more generally, to the Student Code of Conduct. They also acknowledge that the system they are working on may be monitored remotely by IT. Access to these systems is subject to both availability and campus hours.

COLLEGE OF TECHNOLOGY COMPUTER LABS

Students who are majors in a College of Technology program are permitted access to COT classrooms and labs during proctor hours. A current student ID is required to gain access. Access is subject to availability. Lab hours are posted and are subject to change. This resource is available to College of Technology students ONLY when a class is not in session. All systems may be monitored remotely by IT.
COPY MACHINES

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, and the Graduate Center 302.655.5400 should contact their site office regarding use of computer labs and copy machines.

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 admitted 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 fafsa.ed.gov. If not already done, students must request a FSA ID as the first step in completing the FAFSA online. When accessing the FAFSA web site, students who do not have a FSA ID are directed to apply for one. The FSA ID 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 their application for aid. Students should check outstanding requirements through the MyWilmU Portal and their student email account regularly, and submit/complete requirements in a timely manner via mail, fax, email or in person. If the student submits the FAFSA and have not received confirmation from the University within 7 business days, they should check their FAFSA online and make sure they have included Wilmington University’s school code (007948) on the FAFSA and then contact the Financial Aid office processing.
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 session which can be completed at studentloans.gov.

4. Upon receipt and completion of all requirements, Wilmington University will determine the applicant’s eligibility. An Award Offer email will be sent to the student, indicating that their award information is available to view and accept via the Portal. Students will also be directed to read and accept the terms and conditions of the awards declaring that you will use your federal funds towards your educational expenses at Wilmington University.

5. Students who submit a FAFSA but who are not yet fully admitted into the university may receive an ESTIMATED Award Offer which will include the amount of Stafford Loans and Pell grants they may receive upon completing their admissions and financial aid applications. The estimated award amounts are based on the information the student submitted on their FAFSA and may later change if they are selected for verification and corrections to their FAFSA are required by the Financial Aid Office. Students with potential eligibility issues on their FAFSA (i.e. defaulted loans, un-confirmed citizenship status, social security name conflicts, etc) as indicated by a comment code or “c-flag” on their FAFSA, will not receive an Estimated Award Offer until the c-flag is resolved.

6. In order to be eligible for aid, applicants must be fully admitted. In order to actually receive aid, students must meet Satisfactory Academic Progress standards and maintain enrollment of a minimum of six (6) credit hours per semester within their degree program for undergraduates and five (5) credits within their degree program for graduates.

Food Service
The Italian Kitchen at Wilmington University offers a diverse menu with many food and beverage options available. We are open for breakfast, lunch and dinner. We also offer catering services for any event. We are located on the New Castle Campus in the DAC Building and the food court at the Wilson Graduate Center.
Housing Referral
Students applying to Wilmington University and requesting information about housing near the New Castle site are referred to the Office of Student Life. For the students’ convenience, the Office of Student Life has partnered with places4students.com, a company that specializes in providing off-campus housing solutions.

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 central library collection for the University is located in the Robert C. and Dorothy M. Peoples Library Building. 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 and streaming videos. The library subscribes to and provides access to thousands of online journals and books. Print and AV holdings total approximately 190,000 volumes.

Information about the library, including policies, online request forms, and subject-specific Research Guides can be found on the Wilmington University web site at: wilmu.edu/library. This homepage 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 the Learning Commons at the Wilson Graduate Center and Dover. In addition, Wilmington University students are welcome to make use of Libraries at Delaware State University and Delaware Technical & Community College in Dover and on the Owens Campus in Georgetown, Rowan University Library, as well as academic libraries of Burlington, Cumberland, Gloucester, and Salem counties.
How to Get Assistance

Library assistance is available to users at all locations. A toll-free phone line 800.451.5724, online service request form, chat 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,” ILLiad (interlibrary loan), and for renewing borrowed materials. Wilmington University students enrolled in programs at off-site locations can also receive library and research support through the institutions where they are based. Hours for each location vary and change during interim, summer and holiday periods. Please check for current hours on the Library’s home page. Individual instruction and research support sessions can be scheduled with a Wilmington University Faculty Librarian upon request.

Borrowing Library Materials

Currently enrolled students at all sites may borrow library materials by using their university I.D. card, which contains your student ID number imprinted as a barcode. This ID number begins with “W00000” and finishes with your own unique number. This student ID number may also be found in myWilmU on your transcript. To locate materials owned by the Wilmington University Library, access the “Delaware Library Catalog,” through the Wilmington University Library homepage. The Delaware Library Catalog contains records for all print materials held by the library. It is searchable by author, title, subject, keyword, and class number. Through the library’s participation in the Delaware Library Catalog, your search may be expanded to include the holdings of all participating libraries throughout the state of Delaware. To request an item (or “place hold”), use your student ID (W00000-----) and the default pin of “changeme”. You will be notified via email when the requested item has arrived. Items not available for circulation include reference books and textbooks. Distance students may request materials be sent to their home by mail at no charge to the requestor. Users can renew materials by accessing their account in the Delaware Library Catalog, or by calling the Library’s toll free phone number 800.451.5724.

Library Databases

No matter what your major, the Library offers online databases in support of your research topic. Licensing for over 50 databases with over 80,000 full-text journals and over 100,000 ebooks enables you to search for relevant library resources from the convenience of your home or office. Use the “Discover” search engine on the library homepage or simply click on the “Find Articles
and More” link from the library homepage. From off campus you will be prompted to login using your myWilmU Portal User Name and Password. For help organizing your citations, the library provides access to RefWorks, a citation management system.

**Interlibrary Loan**

No matter how hard we try, the library does not own or offer everything electronically in full text. If your search results include citations that are neither held by the library nor available electronically, you may request the item through ILLiad (Interlibrary Loan or “ILL”). 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**

Most materials circulate for three weeks. Reserve, AV materials and Juvenile Literature circulate for shorter periods. Materials may be renewed online through the Delaware Library Catalog, in person, 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, AV and Juvenile Literature materials. Lost or missing materials are billed on a replacement cost basis. Library financial obligations must be cleared before class registration.

**Security**

A valid Wilmington University ID card is required to enter the library and learning commons. Guests must register with Campus Safety for entry authorization. An electronic security control system at the exits 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 is 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.

- Circulation/Reserves 302.356.6879
- Collection Development 302.356.6877
- Director 302.356.6880
- Dover Learning Commons 302.342.8620
- Electronic Journals/Books 302.356.6857
- Interlibrary Loan/Document Delivery 302.356.6745 or 6874
- Library Instruction and ESL Support 302.356.6872
- Online Student and Faculty Support 302.545.8700
- Wilson Graduate Center 302.356.6724

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.

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.”

There are occasions when a student may be confronted with a school related concern that he or she seems unable to resolve. These kinds of concerns tend to fall under two general areas:

- Academic (a problem in a course, grade appeals and the like)
- Non-academic (non-academic related matters such as being in conflict with another person, a financial aid question, etc.)
A student with a concern or complaint that is a non-academic issue should speak with the Office of Student Concerns.

**School Closings**

In the event that severe weather or other emergencies disrupt Wilmington University operations, students, faculty and staff at affected campuses or locations will be notified via phone, email, and text (SMS) message (for those who opt-in via myWilmU), and an announcement will appear on home page of the University website ([wilmu.edu](http://wilmu.edu)). Students at any campus or location may also call the Wilmington University Emergency Hotline at 302.356.6701. We encourage our students to use their own discretion in determining safe travel conditions in absence of official University closings or cancellations as we cannot always accurately assess or predict conditions in all of the localities from which our constituents travel.
Security

The Wilmington University Department of Safety and Campus Security Offices for the New Castle Campus, Wilson Graduate Center and Dover site are located at:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Castle Campus</td>
<td>320 North DuPont Hwy, New Castle Delaware, 19720-Doberstein Admissions and Classroom Center (Main Entrance) and Alumni Building-Room 03 (MAIN SAFETY DEPARTMENT OFFICE)</td>
<td></td>
</tr>
<tr>
<td>Wilson Graduate Center</td>
<td>31 Reads Way, New Castle, Delaware 19720 (Student Lounge Area)</td>
<td></td>
</tr>
<tr>
<td>Dover Site</td>
<td>3282 North DuPont Hwy., Dover, Delaware 19901 (Building “A” Security Desk)</td>
<td></td>
</tr>
<tr>
<td>Athletic Complex</td>
<td>1365 Pulaski Hwy., Newark, Delaware 19720 (Main Entrance - Security Desk)</td>
<td></td>
</tr>
<tr>
<td>Brandywine Site</td>
<td>3509 Silverside Road, Talley Building, Suite 100, Wilmington, Delaware 19810 (Main Entrance - Security Desk)</td>
<td></td>
</tr>
</tbody>
</table>

Dover Air Force Base, Georgetown (DTCC) Mt. Laurel (RCBC), Pemberton (RCBC), Cumberland County College, Salem Community College, Rowan College at Gloucester County and the Joint Base - Maguire-Dix-Lakehurst are staffed by separate security personnel and/or local law enforcement. The Rehoboth Beach Location and the Lewes Conference Center are not staffed with security (local law enforcement).
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 Disability Services or visit wilmu.edu/studentlife/disabilityservices (see Students with Special Needs Handbook).

Smoking

Smoking is prohibited inside all buildings, facilities, indoor, and outdoor spaces (see Smoke Free Policy section on page 114).

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 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.

SGA 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 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 Student Life Coordinator stating:

- The proposed name of the student organization
- Its purpose and mission of the organization
- Its requirements for membership. If the organization will be a chapter of a national organization, you must include charter guidelines as well.
- Details of the interest meeting, including a sign-in sheet with at least five student signatures
- Meeting times
- The name of its advisor (required), and his or her approval of the organization. The advisor must be staff or faculty member of Wilmington University.

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

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 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 27 credits toward their degree with a 3.75 GPA.

**Cyber Wildcats**

Cyber Wildcats was established in the spring of 2011. The purpose and mission of this organization is to have cyber security skills for local, regional, and cyber security competitions. Cyber Wildcats will run out of New Castle and Dover sites.

**Delta Alpha Pi International Honors Society, Gamma Alpha Chapter**

Delta Alpha Pi is an international honor society that was established to distinguish students who have attained superior academic records while managing personal setbacks. The mission of Delta Alpha Pi is to recognize strength, achievement and pride in these students. DAPi also sponsors activities and service projects throughout the academic year.

**Drama Club**

The Drama Club is open to all students interested in playwriting, acting, and all areas of the theatre. Meetings are typically held on Wednesday afternoons at 4pm in the Student Center.

**Education Club**

This organization is for any students who are interested in the education profession and in child development. The Education Club provides opportunities to interact and network, engage in professional discussions, to discuss current issues in education, and to develop experiences leading to the understanding of the educator as a lifelong learner.
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.

Epsilon Pi Tau Honor Society, Delta Lambda Chapter

Epsilon Pi Tau is an international honor society that encourages academic excellence of students in fields devoted to the general study of technology and the preparation of practitioners for the technology professions. It recognizes and provides services to students in degree and certificate programs in accredited higher education institutions offering associate through doctoral degree programs. It provides recognition of individuals for achievement and leadership, and is a medium for professional development.

Game Club

The purpose of the Game Club is to provide a place for Wilmington University students to try out a variety of old and new types of gaming entertainment.

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.

For more information about the University’s GREEN practices and how you can become involved, go to the blog wilmugreenteam.wordpress.com. You can also contact 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 21 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.
Lambda Epsilon Chi, Legal Studies Honor Society

Lambda Epsilon Chi (LEX) is a national honor society for legal studies students and one of the highest scholastic honors that can be achieved in the Wilmington University College of Social and Behavioral Sciences. Invitation to membership in Lambda Epsilon Chi is based on application, grade point average (GPA), and formal recommendation of the Legal Studies Advisory Board. It is our way of recognizing the outstanding scholastic achievements of students completing the Bachelor of Science in Legal Studies or the Post-Bachelor’s Certificate in Legal Studies.

Military/Veteran Student Organization (MVSO)

The purpose of the Military/Veteran Student Organization is to promote camaraderie and encourage networking amongst our Military and Veteran students through a non-political social organization. The mission of the Military/Veteran Student Organization is to provide the resources, support, and advocacy needed to succeed in the transition from military to student life and beyond.

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.

Psychology and Organizational Dynamics Student Association

The purpose of the club is for students to explore the world of Psychology and Organizational Dynamics and the profession outside of the classroom.
This is a community of students and professionals who are interested in providing opportunities for personal and professional learning, development, and support.

**Online Student Association**

This organization is for all WU students that want to connect with other students and participate with online activities. Members will have a chance to network with students, faculty, and staff in a relaxed atmosphere.

**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 Alumni Association**

The Student Alumni Association (SAA) is open to all current students and young alumni (less than 5 years out). The SAA creates, promotes and engages in opportunities that enhance leadership and networking skills while sharing the spirit of philanthropy and school pride. The SAA will foster these skills as students prepare for their roles as future alums.

**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.

**Student Legal Association**

The purpose of the Student Legal Association is to build professional and personal networks for students with their instructors, advisors, and the legal community at-large; to foster personal and academic camaraderie among students; to educate the membership by means of guest speakers from the legal community through volunteer opportunities; to prepare members to join the legal community upon graduation with the knowledge and support necessary for success.

**Team STAC**

The purpose of Team STAC (student taking action collectively) is to help student develop responsibility, leadership skills and give them an opportunity to earn a stipend. This is done by supporting the Office of Disability Services (ODS) with proctoring exams, assisting students, providing note taking support and other duties assigned by the ODS.

**Toastmasters at WU**

Toastmasters is a nonprofit educational organization that operates clubs worldwide for the purpose of helping members improve their communication, public speaking, and leadership skills. This club is open to all students and staff at Wilmington University.

**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.

**WU Student United Way**

The Wilmington University Student United Way is a student-run branch of the United Way of Delaware. We are a group of student volunteers devoted to lending our time and talent for the benefit of our surrounding community. Additionally, we work closely with United Way of Delaware to provide them continuing support. Through our efforts, we hope to encourage other students to become both active members of our club and volunteers within their own community. Ultimately, our goal is to inspire our members to continue giving and volunteering beyond their careers at Wilmington University.
Yoga Club

The purpose of the Yoga Club is to explore the many benefits of mindfulness, meditation and yoga which can provide coping skills for daily life and send energy through the entire body. Meetings are held monthly.

Student Success Center (SSC)

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

Online tutoring is available to all Wilmington University undergraduate and graduate students free of charge. Online tutoring can be accessed 24/7 through your Blackboard site, click on your current course, then on the left hand side, click “online tutoring.” There are over 60 subjects available in the online tutoring format. For more information go to wilmu.edu/ssc/online-tutoring.aspx.

Face-to-face tutoring is available to all students free of charge. The SSC has drop-in math, statistics, Praxis, accounting, finance, economics, and writing labs located at the New Castle Campus (DAC 219). Drop-in lab hours are also available at the Dover, Bandywine, Wilson Graduate Center, and Cumberland sites. By appointment tutoring is offered at most other sites. In addition, tutoring is available in Legal Studies. The SSC also offers learning strategies workshops, success seminars, online academic support services, and mentoring programs.

For more specific information, please visit our website at wilmu.edu/ssc or call us at 302.356.6995. Students can also email the SSC at ssc@wilmu.edu.

University Information Center (UIC)

The University Information Center (UIC) assists the University community, including all current, past, and prospective students, with accurate information regarding programs and services using a knowledgeable, individualized approach. Representatives are available to assist with most University-related questions encompassing all aspects of the University’s other student service departments.

The UIC can be contacted via phone at 302.356.4636 or toll-free at 877.967.5464; the hours of operation are Monday through Friday from 8:30am until 6:00pm. Emails may also be sent to infocenter@wilmu.edu for assistance, and representatives are available to chat online via wilmu.edu/contact.aspx.
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 www.vets.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. Submit Certificate of Eligibility to vastudents@wilmu.edu.
6. Notify Wilmington University any time you register or change your registration, vastudents@wilmu.edu.

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.

**Attendance/Absences**

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.

Wilmington University will excuse any student who is unable to attend classes (face-to-face or online), participate in an examination, or fulfill an assignment requirement due to the observance of a religious holiday.

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

**Attendance/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 online learning sessions. Students are expected to attend all in-class sessions and to participate in all online sessions as required by the instructor. Failure to do so may be considered an unexcused absence without prior approval by the course instructor.

**Attendance/Online Learning Courses**

Attendance for an online learning course is defined as “logging onto the course” 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.

**Unexcused Absence—Administratively Dropped**

Students who are absent for the first two sessions of a course will be administratively dropped (removed) from the course roster. Being administratively dropped from a course may have unintended consequences on a student’s financial aid and/or standing with the University. Students should also be familiar with the “First Semester Suspension” policy found under the heading: Probation, Suspension and Academic Standing.
Academic Awards–Undergraduate

Academic awards are given to students completing requirements for a bachelor’s degree.

College of Arts and Sciences

This award is given to a bachelor’s degree recipient from the College of Arts and Sciences. The award is granted to a student with a distinguished academic record who has demonstrated excellence in achieving the goals of his/her respective program.

College of Business

This award is given to a bachelor’s degree recipient from the College of Business. The student must have a distinguished academic record which demonstrates excellence in fulfilling the goals of his/her program of study.

College of Education

This award is given to a bachelor’s degree recipient in the College of Education. The recipient must have achieved distinguished academic standing which demonstrates a strong commitment to the education profession.

College of Health Professions

This award is given to a bachelor’s degree recipient in the College of Health Professions who has a distinguished academic record and exemplifies the spirit of the health care profession.

College of Social and Behavioral Sciences

This 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

This award is given to a bachelor’s degree recipient from the College of Technology. The student must have a distinguished academic record which demonstrates excellence in one or more fields of information technology, communications, or design.

Academic Awards–Graduate

Academic awards are given to students completing requirements for a graduate degree.
**Doctor of Business Administration**

This award is given to a graduating student in the Doctor of Business Administration 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 D.B.A. program.

**Doctor of Education**

This 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.

**Doctor of Nursing Practice**

This award is given to a graduating student in the Doctor of Nursing Practice degree program who has a distinguished academic record, consistently demonstrating the highest standards of professional scholarship, made significant contribution to a professional field, and demonstrated excellence in fulfilling the ideals of the D.N.P. program.

**Graduate Behavioral Science**

This 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.

**Master of Arts**

This award is given to a graduating student in the Master of Arts in Teaching degree program. The student must have a distinguished academic record, as evidenced by cumulative grade point average, and significant contributions to his/her field of expertise, academically or in the work center.
**Master of Business Administration**

This award is given to a graduating student in the M.B.A. degree program. The student must have a distinguished academic record, as evidenced by cumulative grade point average, and significant contributions to his/her field of expertise, academically or in the work center.

**Master of Education**

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

**Master of Science (Business)**

This award is given to a graduating Master of Science student 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 M.S. in degree program.

**Master of Science in Information Systems Technologies**

This 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 Science in Nursing**

This award is given to a graduating M.S.N. student who has a distinguished academic record and who exemplifies the spirit of professional nursing.

**Academic Complaint/ Appeal of a Final Course Grade/Request for Hearing**

**Subpoena**

Occasionally the University receives a subpoena for a student’s records in connection with collateral litigation.

Wilmington University follows FERPA procedures in determining whether such a subpoena is valid.

The student will be notified, unless the subpoena meets a statutory exception, as to whether the University considers the subpoena to be valid and requires disclosure of all or parts of the student’s file.
Any student whose records and/or files are subject to a valid subpoena may oppose the subpoena by filing a Motion to Quash in the relevant court and is required to serve University Counsel with a copy of that motion.

Wilmington University is not responsible for any attorney fees or costs incurred in filing such a motion. Nor is its counsel or staff permitted to assist in the preparation of such a motion.

Should no motion be timely filed the University will comply with the subpoena and copy the student in its response.

**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 Chair in whose program the course resides. The 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 chair, 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 Chair.

**Appeal of a Final Course Grade**

The goal of the grade appeal policy is to establish a clear, fair process by which students can appeal a final course grade that they believe has been awarded in manner inconstant with university policies or has resulted from calculation errors on the part of the instructor.

Appeals are to be based upon one or both of the following factors:

- An error was made in grade computation
- The instructor departed substantially, in determining the grade, from his or her previously articulated, written standards (i.e. course syllabus, rubrics, etc.), without notifying students

Only the final course grade may be appealed. The grade assigned by the instructor is assumed to be correct and the student appealing the grade is to justify the need for change of the grade assigned.

It is incumbent upon a student to initiate the process within 60 days from the time the final grade is posted in the MyWilmU Portal.
Appeals Procedure

A student with a specific complaint about a course should, when appropriate, have a discussion with the faculty member concerned. If such a conversation would be inappropriate under the circumstances, or the instructor and student cannot resolve the appeal, the student should formally communicate in writing with the program chair who oversees the course.

This communication is to include:

- A statement addressing how the appeal meets one or both of the two criteria necessary for a formal appeal.
- A description of the outcome of the informal discussion process between the student and instructor.
- Any relevant documents the student would like to be reviewed as part of the appeal process.
- The Program Chair or designee may request additional materials from the student.
- The Program Chair or designee is to discuss this matter with the faculty member and student and will provide the student with written notification of the outcome of this step.

If there is no mutually agreed upon resolution between the student and the Program Chair, and the student wishes to pursue the matter further, he or she is to submit a written appeal to the Academic Dean or designee.

- This letter should include the student’s specific reason(s) for setting aside the decision of the Program Chair.
- The Dean will respond to the student in writing regarding the results of this appeal.

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 Office of Academic Affairs to determine if the matter warrants a hearing before the Academic Review Committee. This letter is to include the specific reason(s) for taking the student’s grievance beyond the Academic Dean. The Assistant Vice President or Vice President of Academic Affairs will decide whether or not a hearing is appropriate. If 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 or Vice President determine that a hearing is not warranted, the student will be so informed within ten (10) business days. The decision of the Academic Review Committee, the Assistant Vice President, or the Vice President will be final and written communication of the committee’s decision will be sent to the student.

Probation, Suspension and 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, to be determined by the Academic Review Committee.

First Semester Suspension

If during the first semester at Wilmington University, a student receives two (2) or more grades of F, FA or NA, the student will be automatically suspended from the University. Students will be notified in writing of this suspension.

A student under “First Semester Suspension” may seek reinstatement to the University by meeting the following criteria:

• Two complete semesters have passed
• A written appeal is submitted to the Academic Review Committee Chairperson
• Based upon the content of the student’s letter, the Academic Review Committee approves the appeal.

Upon approval for reinstatement, the student’s status will be on academic probation.

Academic Probation and Suspension

A student will be considered to have unsatisfactory academic standing if the cumulative grade point average falls below the following minimum requirements:

<table>
<thead>
<tr>
<th>Credit Hours Earned</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-30</td>
<td>1.6</td>
</tr>
<tr>
<td>31-60</td>
<td>1.8</td>
</tr>
<tr>
<td>61-120</td>
<td>2.0</td>
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</tbody>
</table>
The Academic Review Committee will meet after each block (every 7 weeks) to review academic records. For the first occurrence, a student with a cumulative GPA below the designated minimum requirement will be 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 (less, if recommended by the Academic Review Committee). Students placed on probation are required to seek consultation from the Student Academic Advising and Success Center as soon as possible but no later than one week prior to the start of the next full block or semester. Failure to do so may result in suspension from the institution.

A suspended student may be reinstated on a probationary status by presenting and receiving approval of a written appeal to the Academic Review Committee chairperson. The suspended student must wait one academic year after the suspension was issued before submitting a letter of appeal to the Academic Review Committee 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.

Any student who receives an institutional scholarship or tuition assistance from Wilmington University is required to maintain a 2.0 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.

**Student Conduct**

Wilmington University is a community of individuals who come together to learn, work, and grow in character. Students are expected to conduct themselves in a civil, mature, and responsible manner that demonstrates commitment to the ideal of honorable behavior for oneself and the community as a whole. Respectful, courteous approaches to communication and interaction are appropriate and in keeping with these expectations.

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.
Academic Integrity

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; use the words, phrases, or ideas of another without proper citation; cheat or attempt to cheat on an assignment or examination; or to aid, assist, or allow another to commit an act of academic dishonesty. Acts of academic dishonesty are serious offenses.

When a student places his or her name on submitted work, the student certifies the originality of all work not otherwise identified by appropriate acknowledgement.

Additional information may be found on the University website: wilmu.edu/academics/acadintegrity.aspx.

Safe Assign

Safe Assign is offered through the Blackboard learning system and is designed to aid in educating students about academic integrity, plagiarism and the proper citation of any borrowed content. Safe Assign is a proactive tool for students and faculty to use together to review student work and to allow for students to have an opportunity to assess their efforts prior to submitting an assignment. Faculty may also use Safe Assign as a tool to affirm the originality of assignments.

Additional information related to University policy may be found on the University website: wilmu.edu/academics/acadintegrity.aspx.

Academic Honors

Dean’s List

An undergraduate student who completes 9 credits or more during a semester and earns a GPA of 3.5 or higher is eligible to receive Dean’s list recognition.

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 college. A student must complete a minimum of 45 Wilmington University residency requirements in order to be considered for honors. A maximum of 15 credit hours of challenge by exam and/or prior-learning assessment credit can be applied toward the residency requirement.
Specific honors are based upon the GPA distribution (computed to three decimal places) within each academic college.

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

Credits Through Alternate Sources

Wilmington University grants academic credit for work completed through alternative credit sources. Alternative sources include prior learning assessment, directed study, independent study, internships/field experiences, and cooperative education. Additional information may be found on the University website: wilmu.edu/catalog/index.aspx.

Prior Learning Assessment (PLA)

Prior learning, sometimes called “experiential learning” is knowledge obtained outside the typical university setting. The Council for Adult and Experiential Learning (CAEL) defines prior learning as the assessment and award of credit for learning and knowledge students acquire while living their lives: working, participating in employer training programs, serving in the military, studying independently, volunteering or doing community service, and studying open source courseware. Credit may be granted for verifiable learning gained through experience, but not for the experience itself.

Wilmington University grants PLA credit through seven different sources:

- American Council on Education (ACE) Armed Services
- American Council on Education (ACE) Workforce Training
- National College Credit Recommendation Service (NCCRS)
- Credit by Examination
- Credit by Industry Recognized Assessment
- Extra-Institutional Course Assessment (ECA)
- Credit by Portfolio Assessment

Wilmington University allows, through any combination of PLA sources, a maximum of 75 undergraduate semester credit hours to apply toward a bachelor’s degree. Students must meet program, upper level, and residency requirements for PLA credit to apply. Associate degree programs allow
a maximum of 30 undergraduate semester credit hours through any combination of PLA. Students pursuing an associate degree must meet program and residency requirements for PLA credit to apply.

Except in limited circumstances outlined in the course catalog PLA credit is recorded on a student transcript as transfer credit. PLA credit may have implications on student financial aid, as such students are encouraged to coordinate with their student financial aid advisor to avoid any impacts on financial awards or eligibility. Students granted PLA credit are not guaranteed that their credit will transfer to another higher education institution. Students are encouraged to check the policies at the intended transfer institution prior to the completion of PLA.

Additional information on PLA can be found on the University web site: wilmu.edu/coel/credit-for-pl.aspx or by contacting your Academic Advisor.

**Experiential Learning at Wilmington University**

The University strongly encourages students to gain practical, real-world experience by participating in practicum, internship and cooperative education experiences. Students will apply the knowledge and skills learned in the classroom and gain valuable work experience while earning academic credit. Students should contact their Academic Advisor for additional information about experiential learning at Wilmington University.

**Full-Time Status**

**Course Load**

 Twelve credit hours per semester constitute a full-time undergraduate course load. A course load in excess of 19 credit hours per semester requires written approval of the Academic Dean or Program Chair. Students wishing to carry excess course loads, as defined above, must also have a cumulative grade point average of 3.0 or higher. Students who are denied approval to take a course load in excess of 19 credits per semester may appeal in writing to the Assistant Vice President for Academic Affairs.

Students wishing to carry excess course loads (more than 19 credits per semester) must submit a request in writing to the office of the appropriate Academic Dean. Such written requests must be submitted in sufficient time to allow for adequate review prior to the beginning of classes. Students who fail to follow these procedures may be required to drop classes they are attending.
Course Numbering System

Courses at Wilmington University are identified and numbered to reflect the level of academic expectation for a particular course. They include:

Undergraduate Courses

- 000-099  Non-credit courses
- 100-199  Lower division courses
- 200-299  Lower division courses
- 300-399  Upper division courses
- 400-499  Upper division courses

Graduate Courses

- 5100-5600  Non-credit prerequisite courses
- 6100-8999  Master’s level courses
- 7100-9100  Doctoral level courses

Grading System

Wilmington University utilizes a plus/minus grading system in assessing student achievement. Table 1 (pages 70-73) provides the minimum requirements for all undergraduate courses. Selected programs require a minimum grade for passing.

Grade Point Average

A student’s grade point average (GPA) is obtained by dividing the total number of quality points earned by the total 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 parentheses indicate prerequisite, post-graduate, and non-credit courses. These credit hours and the corresponding quality points are excluded in the GPA calculation. The grades of “F”, “FA,” and “NA” are used in computing the grade point average. Courses with grades of “F”, “FA” and “NA” are counted in attempted credit hours and receive zero quality points.
“I” Grade for Incomplete Work

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.

Pass/Fail Option

Students may gain approval from the Program Chair to enroll in selected courses on a pass/fail basis, provided the course is not a core requirement. This option is limited to two courses, excluding internships. Students will then follow established registration procedures, clearly stating at the time of registration which course is selected as the pass/fail option. Course work is graded “S” (Satisfactory) or “U” (Unsatisfactory).

Graduation

Students must satisfy degree and course requirements as outlined in the catalog in effect at the time of initial enrollment at the University as a degree candidate. Once students interrupt their program for one year or more, it will be necessary to satisfy the degree requirements as outlined in the University catalog or published curriculum in effect during the time following the student’s readmission as a degree candidate. Students planning to graduate in January must complete their academic program requirements by the end of the fall semester; program requirements must be completed by the end of the spring semester for those wishing to graduate in May. Students must file the Petition for Degree form with the Office of the Registrar on or before the date established in the academic calendar. Payment of the graduation fee required of all degree candidates is due upon submission of the Petition for Degree form. Students who register to graduate beyond the date announced in the academic calendar are required to pay a late fee in addition to the graduation fee.

Students should be aware that any criminal or otherwise inappropriate behavior may result in a delay or denial in having a degree conferred. Merely completing the course load does not guarantee a degree. Further information on this subject is contained in the various University catalogs as well elsewhere in this Handbook.
Undergraduate 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:

- **Lifelong Learning**: Commitment to self-directedness, self-discipline and lifelong learning
- **Multiculturalism**: Sensitivity to and respect for a pluralistic society
- **Collaboration**: Awareness of self in relationship to others and the benefits of working in teams
- **Creativity**: Appreciation of creative expression including the arts and humanities.
- **Citizenship**: Commitment to responsible citizenship as a contributing, civil member of society
- **Well Being**: Commitment to the holistic health of the individual
- **Civility**: Commitment to a civil, supportive, and collegial campus environment and beyond

Graduation Competencies

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

**Oral Communication**

Appraise the needs of the audience and then speak in a clear and succinct manner.

- Research, construct, and deliver professional presentations using a variety of communication tools and techniques.

**Written Communication**

- Write with clarity and precision using correct English grammar: mechanics (punctuation) and usage (sentence structure and vocabulary).
- Exhibit competence in writing for specific purposes, diverse audiences, and genres.
- Correctly and ethically present scholarly writings utilizing the selected citation and writing style deemed appropriate for the student’s program of study.
Disciplined Inquiry

• Employ critical thinking strategies such as quantitative, qualitative, and scientific reasoning to analyze consequences and outcomes and then determine logical solutions.

Information Literacy

• Using information in any format, research, evaluate, and ethically utilize information effectively and with appropriate attribution.

Ethics

• Demonstrate knowledge and application of prescribed ethical codes and behaviors related to the student’s academic discipline.

*Note: Additional competencies may be included as per external accreditation requirements.*

Graduate Educational Values

Competencies

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.

Educational Values

• **Lifelong Learning:** Commitment to self-directedness, self-discipline and lifelong learning

• **Multiculturalism:** Sensitivity to and respect for a pluralistic society

• **Collaboration:** Awareness of self In relationship to others and the benefits of working in teams

• **Creativity:** Appreciation of creative expression including the arts and humanities

• **Citizenship:** Commitment to responsible citizenship as a contributing, civil member of society

• **Well Being:** Commitment to the holistic health of an individual

• **Civility:** Commitment to a civil, supportive, and collegial campus environment and beyond
Graduation Competencies
Upon graduation, students are expected to have gained an advanced level of applicable knowledge in the graduate competencies, as appropriate to one’s field of study. Below is a list of the competencies.

Oral Communication
- Appraise the needs of the audience and then speak in a clear and succinct manner.
- Research, construct, and deliver professional presentations using a variety of communication tools and techniques.

Written Communication
- Write with clarity and precision using correct English grammar: mechanics (punctuation) and usage (sentence structure and vocabulary).
- Exhibit competence in writing for specific purposes, diverse audiences, and genres.
- Correctly and ethically present scholarly writings utilizing the selected citation and writing style deemed appropriate for the student’s program of study.

Disciplined Inquiry
- Employ scientific, quantitative and/or qualitative reasoning and other critical thinking strategies to analyze consequences and outcomes and to be able to recommend alternative solutions.

Information Literacy
- Using information in any format, research, evaluate, and ethically utilize information effectively and with appropriate attribution.

Ethics
- Demonstrate knowledge and application of prescribed ethical codes and behaviors promoted by the student’s chosen profession.

Additional Program Competencies
- Additional program competencies as prescribed by the academic college. Note: Additional competencies may be included as per external accreditation requirements.
## Undergraduate Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
<th>Quality Points</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>4.00</td>
<td><strong>Excellent.</strong> The student has demonstrated a quality of work and accomplishment far beyond the normal requirements and shows originality of thought and mastery of material.</td>
</tr>
<tr>
<td>A-</td>
<td>92-94</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>89-91</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>86-88</td>
<td>3.00</td>
<td><strong>Good.</strong> The student’s achievement exceeds satisfactory accomplishment, showing a clearer indication of initiative, comprehension of material, and the ability to work with concepts.</td>
</tr>
<tr>
<td>B-</td>
<td>83-85</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>80-82</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>77-79</td>
<td>2.00</td>
<td><strong>Satisfactory.</strong> The student’s has met the formal requirements and has demonstrated comprehension of the material and the ability to work with concepts.</td>
</tr>
<tr>
<td>C-</td>
<td>74-76</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>71-73</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>68-70</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td>Minimum</td>
<td>Grade Description</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>65-67</td>
<td><strong>Lowest Passing Grade.</strong> The student’s accomplishment, while passing in some programs, is deficient. Minimum requirements have been met without distinction.</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Below 65</td>
<td><strong>Failure.</strong></td>
<td></td>
</tr>
<tr>
<td>FA</td>
<td>0.00</td>
<td><strong>Failure Due to Absence.</strong> Student has excessive unexcused absences and did not withdraw.</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>0.00</td>
<td><strong>Satisfactory.</strong> The student has met expected standards of scholarship. This grade signifies acceptable performance of the course objectives.</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>0.00</td>
<td><strong>Unsatisfactory.</strong> The student has not met the minimum course requirements.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>0.00</td>
<td><strong>Incomplete.</strong> Extension granted 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.</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>0.00</td>
<td><strong>Course in Progress.</strong> This grade is specific to Practicums, Internships, and Senior Seminars.</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>0.00</td>
<td><strong>Audit.</strong> Does not yield credit.</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>0.00</td>
<td><strong>Withdraw.</strong> No academic penalty.</td>
<td></td>
</tr>
<tr>
<td>NG</td>
<td>0.00</td>
<td><strong>No Grade. A grade was not recorded by the instructor.</strong></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>0.00</td>
<td><strong>Never Attended.</strong> Student failed to withdraw from course.</td>
<td></td>
</tr>
</tbody>
</table>
## Graduate Grading System

<table>
<thead>
<tr>
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</tr>
<tr>
<td>C</td>
<td>77-79</td>
<td>2.00</td>
<td><strong>Lowest Passing Grade.</strong> The student’s accomplishment, while passing in most courses, is deficient. Minimum requirements have been met but without distinction.</td>
</tr>
<tr>
<td>C-</td>
<td>74-76</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Less than 74</td>
<td>0.00</td>
<td><strong>Failure.</strong></td>
</tr>
<tr>
<td>FA</td>
<td></td>
<td>0.00</td>
<td><strong>Failure Due to Absence</strong> Student has excessive unexcused absences and did not withdraw.</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td>0.00</td>
<td><strong>Satisfactory.</strong> The student has met expected standards of scholarship. This grade signifies acceptable performance of the course objectives.</td>
</tr>
<tr>
<td>U</td>
<td></td>
<td>0.00</td>
<td><strong>Unsatisfactory.</strong> The student has not met the minimum course requirements.</td>
</tr>
</tbody>
</table>
**Incomplete.** Granted with prior approval of instructor. If granted, student must complete course work within time limitation determined by instructor up to maximum 60 days following end of course. After 60 days, incomplete (“I”) is converted to an “F” unless student arranges for additional extension and instructor notifies Office of the Registrar before initial 60-day period expires.

**Course is Still in Progress.** This grade is specific to Practicums, Internships, and Senior Seminars.

**Audit.** Does not yield credit.

**Withdraw.** No academic penalty.

**Never Attended.** Student never attended a class session and failed to withdraw from course.

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**English and Math Placement Testing**

In order to best position our students for academic success, students are required to complete an assessment of their English and math skills prior to registering for their required freshman English and math courses in their intended degree program. For the best selection of course days and times, plan to take your English and math placement tests as early as possible before term registration begins. Wilmington University uses the ACCUPLACER® computer-based placement testing system.

The College Board developed ACCUPLACER® Computerized Placement Tests (CPTs) to provide information about your level of skill in reading, writing, and mathematics. Wilmington University will use the English and math scores to determine a student’s readiness for the freshman level requirements within his/her degree program.

*All students are expected to take both tests unless exempted due to the transfer of an equivalent math and/or English course or acceptable SAT scores (450 or above on math and/or verbal portions). Please check with the Office of Academic Advising or University Information Center if you are not sure which test(s) you need to take.*
Placement testing is only required prior to registering for freshman English and math course requirements. Students may register for courses for which their required English and math courses are not pre-requisites.

**Math 110 Math Essentials and English 110 English Essentials**
Credit for these courses applies toward graduation as an elective.
The minimum grade needed to pass Math 110 (Math Essentials) or English 110 (English Essentials) is a “C”.

**Math 121 College Math I**
The minimum grade needed to pass Math 121 (College Math I) is a “C”.

**First Year Experience Course (FYE 101)**
This course introduces first year students to the University. It is designed to provide students with the skills to navigate the many elements of being a college student. One key element is identifying each student’s individual learning style. This knowledge in addition to a growing understanding of University resources assist students in their individual academic and career goals.

**Privacy Policy**

**Release of Student Information**
In accordance with the Family Educational Rights and Privacy Act (FERPA), students have the following rights:

**Right to inspect and review student’s record:**
Students should submit a written request to the Registrar, indicating which records 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 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, telephone number, university e-mail address, date and place of birth (only for official requests for group lists for legitimate agencies such as the 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.

**Exceptions to student rights regarding disclosure:**

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

- Information designated as “directory information”
- Disclosure to school officials with legitimate educational interests
- Disclosure to an alleged victim of a crime of violence following a review of the request by university Legal Affairs
- Disclosure to officials of another institution where student seeks to enroll
- Request from Comptroller General of US, Secretary, or state/local educational authorities
- Disclosure in connection with financial aid for which student has applied
- Disclosure to accrediting agencies
- Disclosure to parents of dependent students
- To comply with judicial order or subpoena (A reasonable attempt to notify must be made. Subject to the requirements and restrictions of FERPA.)
- Disclosure in connection with a health or safety emergency which depending on the circumstances may be reviewed by Legal Affairs
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 29292-4605

Annual Notification to Students

Wilmington University is required to notify students annually of their rights regarding privacy. Additional information about FERPA can be found at the following web address: wilmu.edu/privacy/index.aspx.

Registration

Students can register for classes during official registration periods as announced by the University in the academic calendar. Dates for open registration, late registration, drop/add, and withdrawal are published by the University each semester in the semester guide. Copies are available at the Office of the Registrar, any site offices, or on our website, wilmu.edu. Students should become familiar with academic calendar dates and deadlines for proper academic planning.

Course Withdrawal

Students may withdraw from a course without academic penalty prior to the course withdrawal deadline stated in the printed Student Guide and on the website. Course withdrawals may be completed online through WebCampus or with an official withdrawal form submitted at the Office of the Registrar or at any Wilmington University location. Students who choose to fax or mail withdrawal forms are responsible for contacting the appropriate office to confirm receipt of the request. Withdrawing from a course does not release a student from financial responsibility or obligation for the course. Students may conclude payment arrangements at the time of withdrawal or continue to be billed under the existing payment plan agreement. A grade of “W” is recorded on the student’s record for official withdrawals; this grade has no impact in GPA. Failure to withdrawal before the withdrawal deadline results in a grade of “FA.” An FA will have a negative impact on GPA.
In certain circumstances, students may have grounds to appeal for a withdrawal after the established deadline. Students who fall under this category and have documented circumstances that warrant further consideration must go through an appeals process. A committee will review the requests on a bi-monthly basis; the decision of this committee is final. The reasons for appeal review are as follows:

- Serious illness (physical or psychological) or injury to the student that precludes the student from completing the term
- Death of a member of the student’s immediate family that prevents the student from completing the term
- Serious illness or injury to a member of the student’s immediate family that requires the student to be the primary caregiver to the family member and prevents the student from completing the term
- Military orders that require reporting between the withdrawal deadline and the end of the term and prevent the student from completing the term.
- Employment situation that precludes a student from attending class (e.g. schedule change)

To submit an appeal, the student must submit a completed official withdrawal form (available on the Wilmington University Office of the Registrar website or at any Wilmington University location), a typed letter explaining the circumstances of the reason for appeal, and documentation from a medical professional (or copy of military orders) that support the request. Submission of documentation is not a guarantee of a specific outcome. Requests will only be considered if the withdrawal request is for all courses in a term.

**Dropping/Adding Courses**

Course drop/add instructions and dates are listed in semester guides, the academic calendar, and on our website. If a class is dropped during the drop/add period, tuition is refunded; fees are not refunded. If a class is added after the drop/add period ends, regardless of the reason, the student must pay tuition and all fees in full at that time. The payment plan cannot be used for courses added after the drop/add period. Students receiving financial aid should consult with the Student Financial Services Office to determine potential consequences of any change in course credit load.
Modular Drop/Add and Modular Withdrawal

Modular adds must be completed before the first class meeting. Modular drops must be completed by the Monday following the first class meeting. Modular withdrawals must be completed by the Friday following the first class meeting. Failure to withdraw before the withdrawal deadline results in a grade of “FA” or “NA.”

Repeating a Course

Whenever a course is repeated, the new grade is recorded on the transcript. For the purposes of the GPA computation, the highest grade is calculated into the cumulative grade point average. A course may be repeated up to 3 times for a total of 4 attempts. The university provides numerous resources to support student success. Prior to the fourth attempt, the student will be contacted by the Program Chair or designee to discuss a plan.

University and Academic Calendar Year

The academic year is divided into three semesters, six accelerated sessions (blocks), and weekend modules. The calendar can be found on the University website at: wilmu.edu/academiccalendar.

Change of Policy

Wilmington University reserves the right to change or adjust its academic policies, tuition, fees, payment plan procedures, academic calendar and to cancel or add courses at any time.

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. and DBA programs); 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. and DBA programs) unless it has been a year or more since attending classes. 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 program is classified as a re-entry student. The student must submit an updated application and application fee which can be completed online on the website or by visiting any location.

Graduate Level
A Wilmington University graduate who has returned to take course work in a graduate-level degree program is classified as a re-entry student. The student must submit an updated graduate application and application fee which can be completed on the website or by visiting any location.

Refunds
Students will receive 100% of tuition credit only during the official “drop” period. Fees are non-refundable. After the drop deadline, you may withdraw from a course without academic penalty prior to the course withdrawal deadline. Withdrawing from a course does not release a student from financial responsibility or obligation for the course.

Please see wilmu.edu/registrar/changeschedule.aspx for specific drop and withdraw deadlines. You may also visit wilmu.edu/registrar/calendar.aspx to view the full academic calendar.
Transcript

Current students, alumni, and former students may order an official paper copy of their transcript online anytime. The student may request to have the transcript mailed or may pick it up in person at the New Castle campus.

Students may also complete a Transcript Request form at the Registrar’s Office in New Castle, or at any site office, or download a Transcript Request form from our website at wilmu.edu/registrar/forms. The form may be submitted by mail, email, fax, email, or in person. A student (unofficial) copy of a transcript may be obtained from Banner at no charge as long as there is not a financial hold on the student account. As per Wilmington University policy, we do not fax or email official or student copies of transcripts. Orders are generally processed within 3–5 business days, but may take 5–7 days for high volume periods. The price is $5 per transcript copy.

Tuition and Fees

Tuition and fees are accessed at registration. Wilmington University accepts Visa, MasterCard, American Express and Discover credit cards. A student payment plan is available to all students for a small fee each semester.

Payments can be made online 24/7 via myWilmU.

You can check your student account balance and make payments online 24/7 using myWilmU.

- Log in to myWilmU.
- Click My Billing Account from the menu to view your account balance and make payments.

The University reserves the right to withhold a transcript or diploma from any student who has outstanding financial obligations.

Specific questions concerning payment procedures not answered in the catalog should be referred to the Student Financial Services offices, located in the DAC Building.
IV.

POLICIES AND 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 afforded to students and citizens. Violations of local, state and federal laws will be referred to and handled by the proper authorities.

The Office of Student Concerns was established to provide assistance to student’s who need direction, support, and/or correction in relation to a wide range of issues that may confront them while attending the University. The Office of Student Concerns is a resource for students who are seeking to clarify their understanding of University expectations or better manage interactions with others. The Office of Student Concerns also serves to assist staff and faculty with issues involving student conduct.

I. Academic Conduct Violations

A. Academic Integrity Policy

To ensure the honesty and fairness of the intellectual environment at Wilmington University, students are expected to pursue learning with integrity, dignity, and responsibility towards others. Students are expected to be attentive to proper methods of documentation and acknowledgement in all academic work. Any situation involving a violation of academic integrity demeans the violator, degrades the learning process, deflates the meaning of grades, discredits the accomplishments of the past and present students, and tarnishes the reputation of the university. Acts of academic dishonesty are serious offense and are of major concern to the University.

Types of Violations

When a student places his or her name on submitted work, the student certifies the originality of all work not otherwise identified by appropriate acknowledgement. A violation of any of the below listed Items is a violation of academic integrity.

1. Plagiarism

Plagiarism is defined as the submission of Information without properly acknowledging the source through complete, accurate, and specific references.
Plagiarism applies to the use of published and unpublished sources. Examples of plagiarism include, but are not limited to the following:

- Directly quoting another person’s words without the use of quotations marks and/or acknowledgment of the source.
- Paraphrasing, or restating, another person’s ideas, opinions, or theories without acknowledging the source.
- Using facts, statistics, or other material taken from a source without acknowledgement of the source.
- Submission of the student’s own work which has previously been submitted for other assignments (self-plagiarism).

2. Fabrication

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

- Citing information not taken from the source indicated.
- Inventing data, facts, or sources for an academic assignment.
- Listing sources in a bibliography or reference list that were not sued in that assignment/project.
- Listing hours worked or activities performed during a clinical or services learning experience that did not occur.

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. Examples of cheating include, but are not limited to the following:

- Attempting to use unauthorized materials, information, or study aids in an academic exercise.
- Copying from another person’s work or allowing another person to copy your work.
- Collaborating with another person during an examination or graded assignment without permission by the Instructor.
- Utilizing online paper mills and/or study websites for the purpose of buying, selling, or bartering exams and assignments.
- Unauthorized sharing of examination answers with others.
- Falsification of data such as constructing data results as if statistics were genuine data.
4. Grade and Test Tampering

Test tampering is obtaining, distributing, or receiving a test or examination without consent of the instructor. It is also a violation of the Academic Integrity policy if a student takes a test for another student.

Tampering with grades in a grade book or assisting with changing any academic record in the University is prohibited.

B. Procedures for Academic Conduct Violations

Faculty members are given the freedom to discern which level of academic integrity infraction requires formal intervention. For example, students who exhibit minor levels of plagiarism in freshmen courses may benefit more from a personal conference during which the faculty explains the infraction and offers the student an opportunity to redo part or all of an assignment.

1. First Occurrence

1. The faculty member shall confer with the student regarding the violation of the Academic Integrity Policy.

2. In consultation with the specific Program Chair of the College in which the course is offered, the faculty member is to select one or more of the following sanctions:
   • Require that the student repeat any work affected by the violation of the Academic Integrity Policy
   • Assign the student a lower grade for the assignment (this is not necessarily a grade of (0) zero)
   • Assign the student a failing grade for the course (this is not necessarily a grade of (0) zero)

3. After a sanction is selected, the Program Chair will inform the Dean of the College in which the course in question resides and what action was taken. Objective evidence of the violation must be submitted to the Dean. The Dean shall inform the Assistant Vice Preside of Academic Affairs who will notify the student in writing that his or her continued enrollment at Wilmington University is provisional; the Assistance Vice President may require the student to complete the course ENG 310 (Research Writing). The Vice President of Student Affairs and Alumni Relations will receive a copy of the letter.

4. The Dean of the College has the discretion to immediately forward any violations directly to an Assistant Vice President or Vice President of Academic Affairs to be considered for review by the Student Discipline Committee.
2. Second Occurrence

In the event of a second violation related to academic integrity, the Office of Academic Affairs shall inform the Vice President of Student Affairs and Alumni Relations and submit materials related to any previous offenses. Depending on the nature of the violation, the Vice President of Student Affairs and Alumni Relations or their designee may temporarily suspend the student from university activities.

3. Review of Academic Code Violations; second and subsequent allegation of academic misconduct

Upon receiving notice and documentation of a second or subsequent allegation of academic misconduct the Office of Student Concerns will conduct a review and will determine the final disposition of the case in cooperation with the referring academic body.

The affected student will be notified when the review process will be conducted by the Office of Student Concerns. Students are welcome to attend this review but their presence is not required.

An appeal of the decision rendered by the Office of Student Concerns may be appealed following the process outlined in Part IV Policy and Procedures, subsection III Appeals.

Resources for Upholding Academic Integrity

Plagiarism Detection Software:

Plagiarism detection software is offered through the Learning Management System (LMS) and is designed to aid in educating students about academic integrity, plagiarism and the proper citations of any borrowed content. Plagiarism detection software is a proactive tool for students and faculty to sue together to review student work and to allow for students to have an opportunity to assess their efforts prior to submitting an assignment. Faculty may also use the University’s plagiarism detection software as a tool to affirm the originality of assignments.

University Writing Centers and Tutors:

The Student Success Center is designed to provide students with the support and resources necessary to achieve their goals. The Student Success Center is committed to all Wilmington University Students’ academic success by providing personalized tutoring, mentoring, writing and learning resources, as well as multiple workshops and seminars. In partnership with other University offices, the Student Success Center offers a broad set of programs and services empowering student to achieve academic excellence.
C. Non-Academic Code 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. This includes accessing other individual email and/or social networking sites. To the extent the conduct references Wilmington University that may be an aggravating factor when considering sanctions;

6. Destruction, damage, misuse, defacing, or littering at 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. This applies to students on suspension or with restrictions concerning contact with individuals or areas of a campus;

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 other sites where Wilmington University offers classes or sponsors events 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. DELAWARE ACTIVE LAW ENFORCEMENT OFFICER EXCEPTION: Active Delaware law enforcement officers are permitted to carry a fire arm while attending class or while participating in or attending University-sponsored events. This exception applies to officers in uniform or wearing plain clothes. Officers wearing plain clothes should as much as possible conceal the weapon, display a badge by the firearm and produce a valid agency identification card upon request. This exception does not extend to law enforcement officers from outside the State of Delaware, persons possessing valid license to carry a concealed deadly weapon, persons possessing a federal firearms permit, (or those employed by federal law enforcement authority);

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 abide by the Rules and Regulations at a site where Wilmington University offers classes or events (i.e. Dover Air Force Base);

25. Failure to comply with the University policies or the directives of University officials acting in the performance of their duties;

26. Failure to obey a directive by the Administration or Security at a site where Wilmington University offers classes or events (i.e. Del Tech in Georgetown);

27. Any unlawful, unethical, immoral, or inappropriate behavior during an internship while representing Wilmington University;

28. The use of any racial, ethnic or sexual orientation slur on University or University-controlled property or at a University event;

29. The sending of any correspondence (including pictures), including email to any Wilmington University employee, faculty or staff member which is vulgar, threatening, harassing, profane or fails to uphold the standards of civility representative of Wilmington University. Any such cyber correspondence 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;

30. The posting of any pictures or remarks which are vulgar, threatening harassing, profane or fails to uphold the standards of civility representative of Wilmington University and refer to a Wilmington University employee, faculty member, staff member, or 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;
31. Sexual harassment of or by any Wilmington University staff member, student, or visitor either on campus or off.

32. Any student who has been required to register as a sex offender in any jurisdiction must inform the Office of Student Concerns 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;

33. Allowing another individual to use your student user name and password to access any University computer;

34. Using another individual’s (i.e. student, faculty, employee, et al.) user name and password to access a University computer;

35. A violation of any local, state and/or federal law or regulation. For further information read the section below on “Allegations of Criminal Conduct”.

36. Except as otherwise noted the audio or visual recording of any meeting, conference, telephone call, class, or other means of communication without the knowledge and consent of those participating is prohibited.

37. Students are expected to conduct themselves in a civil, mature, and responsible manner that demonstrates commitment to the ideal of honorable behavior for oneself and the community as a whole. Disrespectful and discourteous approaches to communications and interaction are inappropriate.

As to any matter listed above which is preceded by an asterisk (*), a report may be filed with the police in appropriate government offices as well as with the Assistant Vice President of Administrative and Legal Affairs or their designee. 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 Office of Student Concerns 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 Office of Student Concerns 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, wellbeing, 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.
Students are required to sign in using the Wilmington University email and password. It is presumed that any activity conducted once a student is logged on, was caused by that individual. Students who permit others to use their log-in information shall be held equally, if not more accountable than the offending party. You are strongly advised to protect your privacy, integrity, and dignity by not permitting others to use your access codes.

The same prohibitions apply to students using a personal computer and accessing the Internet via Wilmington University’s Wi-Fi network.

II. Violations Review

Any member of the University community may take alleged violations of the Code of Conduct to the Office of Student Concerns. 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 Office of Student Affairs may, in an attempt to address issues as informally as possible; conduct further inquiry, discuss the violation with the accused student and propose a resolution. If the accused student accepts responsibility and is in agreement with any accompanying penalty, the case will be considered resolved. If the Office of Student Affairs has determined that a resolution by agreement is not possible or at the request of the accused student, the allegation will be referred to the Student Discipline Committee.

The Office of Student Concerns may impose, at the discretion of that office, an immediate suspension of privileges pending the disposition of an allegation.

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 violation of the academic integrity policy and/or student misconduct. The Committee is composed of the following:

Chairperson

The Chairperson shall be the Assistant Vice President of Student Affairs, Dean of Students 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.

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. Formal rules of evidence are not applicable in student discipline proceedings.

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;

6. Students who have suspended or dismissed from the University and later return, credits earned from courses completed at other institutions of higher learning while under suspension or dismissal may be transferred to Wilmington University with approval of the Academic Review Committee.

7. A delay as to when a degree is to be conferred upon the student;

8. A determination that the student is not entitled to have their degree conferred.

Any of the sanctions listed above may be imposed for a first offense and any subsequent offense. Sanctions are not required to be progressive. Prior infractions of misconduct shall be considered in determining the appropriate disciplinary action. 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 Assistant Vice President of Student Affairs, Dean of Students or his/her designee, and two designated members of the Cabinet, or other University officials as deemed appropriate by the Vice President of Student Affairs and Alumni Relations. Any appeal must be sent via certified mail, return receipt requested to the Vice President of Student Affairs and Alumni Relations. A copy of the appeal shall be sent to the Office of Student Concerns.

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. No member of the Student Disciplinary Committee shall be permitted to provide testimony concerning their individual view of the evidence or the sanction. Likewise they may not offer testimony concerning the private deliberations of the panel. 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. In our educational environment the goal is to settle issues as informally as possible with “Fairness” as 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 given a right to be heard and present witness and evidence in his/her own behalf. Students who wish to call witness or present evidence must provide a list of witnesses including their expected testimony and evidence to the Office of Student Concerns at least five (5) days prior to the hearing.
5. Not be the recipient of disciplinary action which is not supported by the evidence.

The following policies, while not required to ensure due process are established for purposes of clarity and fairness.

1. The accused may be accompanied by an advisor of his/her own choosing from among the members of the University community. The advisor acts in that capacity alone and may not participate in the hearing or speak for the accused. Legal counsel is only permitted when the accused student has been charged with a related criminal offense. Counsel is present to advise the accused student and may not speak for accused or participate in the hearing.
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 the Office of Student Concerns.
3. Records of a disciplinary action shall be kept as confidential as is appropriate under the circumstances. Disclosure is generally made to the Registrar, instructors, victims if a student is suspended, dismissed, or expelled, or otherwise has restrictions placed upon them. As a general rule disclosure of disciplinary actions to disinterested Third parties shall be released only with a signed request by the student, valid subpoena (subject to FERPA guidelines or Court Order). The disclosure could include:
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.

V. Policy on Non-Registered Individuals in the Classroom

Children are not allowed in the classroom and may not be left unattended while on campus.

Persons who are not registered for a class or whose name does not appear on the class roster will be asked to leave. Faculty members may invite a guest speaker(s). The Office of Student Concerns may also grant an individual permission to be present during a class.

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 Disability Services 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 Disability Services 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 Disability Services 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 wilmu.edu/studentlife/disability services.

VII. Policy on Hazing

Wilmington University is committed to the safety and wellness of every student. The University is devoted to cultivating an atmosphere of learning, respect, and social responsibility. Hazing in any form is unacceptable behavior and will not be tolerated. Hazing is any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person’s willingness to participate. Any report of hazing should be reported to the Office of Student Affairs.

Some examples of hazing activities include, but are not limited to:

- Any form of mental or physical abuse;
- Participation in drinking games;
- Drink large amounts of alcohol or non-alcoholic beverages to the point of getting sick;
- To randomly sing or chant in public that is not related to an event or activity, but to bring humiliation to self or members of the group;
- Associate with specific people and not others;
- Sleep deprivation;
- Endure harsh weather conditions without appropriate clothing;
- Wear clothing that is embarrassing and not part of a uniform;
- Be screamed, yelled, or cursed at by other members.
VIII. College of Health Professions Background Check and Drug Screen Policy

All nursing and Health Science 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. College of Health Professions has a designated provider, therefore results from any other provider 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 is a mandatory requirement for all Graduate and Undergraduate College of Health Professions students. The Undergraduate nursing and Health Science students must complete this requirement during the first core course in the curriculum. The Graduate Nurse Practitioner students, Graduate Leadership students, and Doctor of Nursing Practice students must complete this requirement upon admission to the program.

Students will not be permitted to participate in courses that involve clinical hours or learning experiences outside the University, and may be unable to complete the program under the following conditions: refusing to complete a background check and drug screen through our designated provider, 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.

IX. College of Education: Criminal Background Check Required for Student Teaching

Candidates enrolling into Student Teaching are required by state law to submit the following clinical clearance items: a new Criminal Background Check, a new TB / PPD (Tuberculosis Test), a new Child Protection Registry Form and a Health Authorization form. These items must be submitted when completing the application for Student Teaching placement.

The Criminal Background Check (CBC) can be completed through the Delaware State Bureau of Identifications. The CBC must be delivered in its originally sealed envelope from the DE SBI. Candidates may deliver the sealed, untampered envelope to any one of the three locations - Dover (Building B), Georgetown or New Castle (Peoples Building). Candidates will receive a receipt notification of delivery. Candidates can locate the nearest location and appointment times by visiting this website— dsp.delaware.gov/state_bureau_of_identification.shtml.
Student Teaching placement applications will not be processed until we receive and verify all required clearance items. All placements are arranged by placement specialists in the College of Education’s Office of Clinical Studies in accordance with school district partnership agreements and protocols. However, final placement decisions are made by school district officials and are based on school and district needs and the availability of school-based mentors who are rated as High Quality Cooperating Teachers. Candidates are not permitted to seek or make arrangements for their own placements.

The Student Teaching Placement application is completed one semester in advance of the actual registration for the course itself. Candidates wishing to register for Student Teaching in Fall (September), MUST complete the Student Teaching Placement Application in Taskstream by February 1. Candidates wishing to register for Student Teaching in Spring (January), MUST complete the Student Teaching Placement Application in Taskstream by August 1.

For more information on this policy and other details concerning fieldwork go to: wilmu.edu/education/clinicalstudies.

X. Drug and Alcohol 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 100-690, 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 or alcohol 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 substance abuse rehabilitation program.

Any such program must be approved in advance by the Vice President for Student Affairs, or her designee, in order for it to satisfy the substance abuse program completion.

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 Vice President of Academic Affairs or the Vice President of Student Affairs & Alumni Relations. 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.
Sexual Misconduct, Discrimination, and Harassment Policy

The University is committed to creating and maintaining a learning and working environment where all persons who participate in University programs and activities can work and learn together in an atmosphere free from all forms of harassment, exploitation, bias, prejudice, or intimidation. The University condemns and prohibits discrimination and harassment based on sex or gender, race, color, religion, disability, national origin, veteran’s status, age, marital status, or other legally protected characteristics when committed by managers, faculty, administrators, staff, students, volunteers or vendors on-campus or off-campus where the University has control over the perpetrator or the context of the harassment. No amnesty will be granted under this policy.

The procedures in this policy cover unwelcome conduct of a sexual nature. This includes sexual harassment (including hostile environment and quid pro quo harassment), sex discrimination (including sexual orientation, gender identity or gender expression discrimination or harassment) and pregnancy discrimination. Sexual misconduct, as described in this policy, is a form of sexual harassment, which is a form of discrimination and is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 and the Civil Rights Act of 1991 and includes non-consensual sexual intercourse, non-consensual sexual contact, and sexual exploitation. Sexual Misconduct in this policy also includes domestic violence, dating violence and stalking which are prohibited conduct as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013. Further, the University does not discriminate on the basis of sex in any educational, employment, or extracurricular activity and acts of retaliation against a person for reporting or participating in an investigation are prohibited conduct.

Persons who have complaints alleging discrimination or harassment for any reason other than sex or gender as defined above may file their complaints with the University Human Resources Department and/or the Student Conduct Office. Any such activity committed by a member of the University community may subject the individual to University discipline and/or sanctions.
Wilmington University’s Department of University Safety prepares an Annual Security Report to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. This report contains policy statements that address the University’s policies, procedures and programs concerning safety and security. Three years of statistics are included for certain types of crimes that were reported to have occurred on campus, in off-campus buildings owned or controlled by the school and on public property within or immediately adjacent to the campus.

Reports of any criminal offense shall be forwarded to University Safety for the purpose of assessing them for timely warning / crime alert purposes. Reports of sexual harassment, including sexual violence, that are reported to a Responsible Employee shall be forwarded to the Title IX Coordinator. Under Delaware law, Responsible Employees are also mandated to offer to report sexual assault to law enforcement within 24 hours if requested.

The Title IX Coordinator is the chief administrator tasked with oversight of this policy and subsequent resolution procedures. The role of the Title IX Coordinator is the intake of complaints; advice to persons complaining on whether their complaint falls under the auspices of this policy or another; assignment of complaints to the investigator; the determination of responsibility of a complaint; the delivery of interim protective measures; the delivery of sanctions to an individual or remedies to the complainant or larger school community to prevent sexual harassment and remedy its effects. The Title IX Coordinator serves as the point of contact to the United States Department of Education in terms of compliance with Title IX of the Education Amendments of 1972.

Who May Utilize this Procedure (Students, Staff and Faculty):

This policy applies to all members of the Wilmington University community including managers, faculty, administrators, staff, students, volunteers or vendors. Any person who experiences sexual misconduct, discrimination or harassment on-campus or off-campus where the University has control over the perpetrator or the context of the harassment is encouraged to make a report. Reports of sexual misconduct, discrimination or harassment may be reported even if the University does not have control over the perpetrator to allow the University to take action to remedy the effects and prevent recurrence of the conduct.
**Filing of Complaint**

All reports of sexual misconduct, discrimination or harassment as defined in this policy, or violations of the Consensual Sexual Relationship Policy (see page 35) should be reported to Wilmington University’s Title IX Coordinator, his/her designee and/or the Human Resources Department.

Linda M. Andrzjewski, Ed.D
Executive Director and Title IX Coordinator
Administrative and Legal Affairs
Wilmington University  |  47 Reads Way  |  New Castle, DE 19720
linda.m.andrzjewski@wilmu.edu
Phone: (302) 356-6754  |  Fax: (302) 328-7918

Complaints may be filed in writing with the Title IX Coordinator, his/her designee, and/or the Human Resources Department. If the complaining party does not wish to put their complaint in writing, then the Title IX Coordinator, his/her designee, or the Human Resources Department shall take the verbal complaint from the party and reduce said complaint into a written document. The written document shall then be shared with the complaining party to ensure it was captured accurately.

A Complaint filed under this Title IX procedure may normally not be filed under any other University Complaint procedure. Depending on the nature of the issues involved, the Title IX Coordinator, or his/her designee, will advise the complainant about the appropriate procedure(s) to follow (e.g. applicable disciplinary policies and procedures) for conduct that is a violation of other University codes.

Nothing herein should be construed to extend or restrict a person’s right to file reports, charges, lawsuits or claims with any other agency, law enforcement, or court, and individuals are encouraged to ensure their rights have not expired through these other avenues. Further, to the extent the complainant’s allegations involve criminal activity perpetrated against a person under the age of 18 (minor), the Title IX Coordinator may refer such matters to local law enforcement. While the University encourages parties to report crime to law enforcement agencies, cases are not, however, automatically referred to law enforcement without the consent of the complaining party. Under the 2013 Reauthorization of the Violence Against Women Act, victims have the right to decline involvement by police. For contact information for local law enforcement agencies, see page 25 and for the state law criminal definitions, see page 9.
Inquires or complaints concerning the University’s compliance with Title IX may be referred to the U.S. Department of Education’s Office for Civil Rights. For contact information, see page 25.

The Title IX Coordinator may modify these procedures at any time as deemed appropriate for compliance with federal, state, local law or applicable guidance.

Advisor of Choice
The investigation, remedial action and appeal processes are strictly internal to the University, however, both the accuser and the accused are entitled to have present an advisor of choice at any disciplinary procedure or meeting in which they are required to be present. Advisors serve as a support person to a party; the advisor may not participate or interfere with the proceedings. The University will make reasonable efforts to schedule proceedings at time that the parties and their advisors may attend, but the process will not be delayed for the convenience of an advisor. An advisor that is disruptive to the proceedings may be removed at the Title IX Coordinator’s discretion.

Withdrawal of Complaint
The complainant may withdraw the complaint at any point during the investigation; however, the Title IX Coordinator may determine in his or her discretion that the issues raised warrant further investigation despite the complainant’s desire to withdraw the complaint.

Intentionally False Reports
Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth, may be subject to disciplinary action up to and including termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

Free Speech and Academic Freedom
Members of the University community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This policy is intended to protect members of the University community from discrimination and is not designed to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic or literary expression of students in classrooms and public forums. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.
Confidential Help Versus Private Reporting

Individuals wishing to make legally confidential reports have the option of reporting those matters to licensed counselors, health professionals, clergy, and attorneys to the extent the complainant engages them in such private capacity.

Although University officials will maintain an individual’s privacy to the best of his or her ability, individuals should know that University officials (outside the context of licensed counselors and health professionals hired in their private capacity) may not be able to maintain legal confidentiality of the complainant, but will maintain his or her privacy as noted herein.

The University’s ability to investigate and take action may be limited if a complainant insists his or her name not be disclosed to the alleged perpetrator. The University must weigh such requests for privacy against its duty to provide a safe and nondiscriminatory environment. Investigators and those involved with the investigation are individually charged to preserve privacy with respect to any matter investigated or heard. A breach of the duty to preserve privacy is considered a serious offense and may subject the offender to appropriate disciplinary action. Parties and witnesses are also admonished to maintain privacy with regard to these proceedings, and if they are University employees, failure to maintain said privacy may result in appropriate disciplinary action up to and including termination. Furthermore, federal law prohibits retaliation against those who file complaints, and the University will take responsive action if such retaliation occurs, up to and including termination and/or expulsion.

All records involving sexual misconduct, harassment or discrimination upon disposition of a complaint, shall be transmitted to and maintained by the Assistant Vice President & Chief Human Resources Officer as confidential records except to the extent disclosure is permissible or required by applicable law or University policy. It should be noted that under the Family Educational Rights to Privacy Act and the Clery Act that final disciplinary actions as well as the rationale and sanctions shall be reported to the both parties as well as reported in accordance with the Clery Act reporting requirements, where appropriate, to the extent the sanctions directly relate to the complainant. The University shall inform complainants if it is unable to ensure privacy.
DEFINITIONS OF PROHIBITED OFFENSES

Offenses prohibited under the University’s policy include, but are not limited to sexual harassment (including hostile environment and quid pro quo harassment and discrimination), sex discrimination (including sexual orientation, gender identity or gender expression discrimination or harassment), pregnancy discrimination, and sexual misconduct (including non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, domestic/dating violence, and stalking) and retaliation. The prohibited offenses are defined below:

Sex Discrimination:

Sex discrimination includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education, or institutional benefits, on account of sex or gender (including sexual orientation, gender identity, gender expression discrimination). It may include acts of verbal, nonverbal, or physical harassment, aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Pregnancy Discrimination:

The University prohibits discrimination on the basis of pregnancy, childbirth, termination of pregnancy or recovery therefrom. Discrimination on the basis of pregnancy should be reported in accordance with this policy. Employees with questions regarding accommodations during pregnancy are encouraged to contact the Human Resources Department. Students and visitors with questions regarding accommodations during pregnancy are encouraged to contact the Human Resources Department and/or the Title IX Coordinator for complaints arising under this policy.

Sexual Harassment:

Sexual harassment is a form of sex discrimination. Sexual harassment is unwelcome conduct whether physical, verbal, psychological, or any other means, undertaken because of an individual’s gender or is sexual in nature. Students, employees, and visitors who are subject to or who witness unwelcome conduct of a sexual nature are encouraged to report the incident(s).
Hostile Environment Sexual Harassment:
A hostile environment exists when a person is subject to unwelcome conduct of a sexual nature that is so severe, pervasive, or persistent, objectively and subjectively offensive that it has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional, or employment access, benefits, activities, or opportunities. Whether conduct is harassing to the level of creating a hostile environment is based upon examining a totality of circumstances, including but not limited to:

• the frequency of the conduct;
• the nature and severity of the conduct;
• whether the conduct was physically threatening;
• whether the conduct was deliberate, repeated humiliation based upon sex;
• the effect of the conduct on the alleged victim’s mental or emotional state from the perspective of a reasonable person;
• whether the conduct was directed at more than one person;
• whether the conduct arose in the context of other discriminatory conduct;
• continued or repeated verbal abuse of a sexual nature, such as gratuitous suggestive comments and sexually explicit jokes.

Quid Pro Quo Sexual Harassment:
Quid pro quo sexual harassment exists when individuals in positions of authority over the complainant:

• make unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; and
• indicate explicitly or implicitly, that failure to submit to or the rejection of such conduct will result in adverse educational or employment action or where participation in an educational program or institutional activity or benefit is conditioned upon the complainant’s submission to such activity.

Examples of Harassment:
The following are examples of harassment:
• A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.

• A student repeatedly sends sexually oriented jokes around in an email list he/she created, even when asked to stop, causing one recipient to go out of their way to avoid the sender.

• Explicit sexual pictures are displayed on an exterior door, or on a computer monitor in a public place.

• Two supervisors frequently “rate” several employees’ bodies and sex appeal, commenting suggestively about their clothing and appearance within earshot of staff, students and/or faculty.

• A professor engages students in discussions in class about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. The professor probes for explicit details, and demands that students respond, though they are clearly uncomfortable and hesitant.

• An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend, to his clear discomfort, making him a social pariah on campus.

• A job applicant’s employment offer is based on the acceptance or rejection of sexual advances.

**Non-Consensual Sexual Intercourse** is defined as any sexual intercourse, attempted penetration or penetration, no matter how slight, of the anal, oral, or vaginal opening of the victim, including sexual intercourse or penetration by any part of a person’s body or by the use of an object, by one person to another without consent or against the victim’s will.

Non-Consensual Sexual Contact is any intentional touching, however slight, whether clothed or unclothed, of the victim’s intimate body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part, without consent and/or by force. It also includes the touching of any part of a victim’s body using the perpetrator’s genitalia and/or forcing the victim to touch the intimate areas of the perpetrator or any contact in a sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth or other orifice.

**Sexual Exploitation** occurs when a person takes non-consensual, unjust or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior may not otherwise constitute one of the other sexual misconduct offenses.
Examples of sexual exploitation include, but are not limited to:

1. non-consensual video or audio-taping of any form of sexual activity;
2. going beyond the boundaries of consent (such as letting a person or people hide in the closet to watch you having consensual sex without your partner’s knowledge or consent);
3. sexually-based bullying;
4. engaging in non-consensual voyeurism, such as observing sexual acts or body parts of another from a secret vantage point;
5. knowingly transmitting a sexually transmitted disease or illness to another;
6. exposing one’s genitals in a non-consensual circumstance, or inducing another to expose his or her genitals;
7. prostituting another person;
8. other forms of invasion of sexual privacy.

Dating Violence:
Dating violence is violence between individuals where the party is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:

- Length of the relationship
- Type of relationship
- Frequency of interaction between the persons involved in the relationship

Domestic Violence:
Domestic Violence means violence committed by a:

- Current or former spouse of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse;
- A person similarly situated to a spouse of the victim under Delaware domestic or family violence laws;
- Any other person against an adult or youth victim who is protected from that person’s acts under Delaware domestic or family violence laws.
- Note: For incidents that occur on the Maryland or New Jersey campuses, the domestic or family violence laws of that state will apply.
**Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

Retaliation is any attempt to penalize or take an adverse employment, educational, or institutional benefit action, including but not limited to making threats, intimidation, reprisals or other adverse action, against a person because of participation in a complaint or the investigation of sexual misconduct, harassment or discrimination. Retaliatory conduct is prohibited under this policy and is also a violation of Title IX if it rises to the level of creating a hostile environment. Incidents of retaliation should be reported to the Title IX Coordinator, his or her designee, and/or the Human Resources Department.

**Other Definitions**

**Consent** is the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and the absence of “No” may not mean “Yes”.

- Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
- Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.
- Previous relationships or consent does not imply consent to future sexual acts.
- Use of alcohol, medications, or other drugs will not excuse behavior that violates this policy.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.

**Coercion** is unreasonable pressure including physical, verbal, emotional or psychological pressure) for sexual activity.
**Incapacitation**, in order to give effective consent, one must be of legal age and have the capacity to consent. Incapacity may result from mental disability, intellectual disability, unconsciousness/sleep, age, or use of alcohol, drugs, medication, and/or other substances. Consent given by someone who one knows to be, or based on the circumstances, reasonably should have known to be, mentally or physically incapacitated, is a policy violation. Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks capacity to give knowing consent (e.g. to understand the “who, what, when, where, why or how” of their sexual interaction). Incapacity may result from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication. It is less severe than alcohol poisoning or overdose.

Whether a person is incapacitated is a subjective determination that will be made after the incident and in light of all facts available. Individuals reach incapacitation at different points and as a result of different stimuli [and] exhibit incapacity in different ways. Note, that indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of the other person.

**Possible indicators of incapacitation include, but are not limited to:**

- the amount of alcohol, medication or drugs consumed, or
- imbalance or stumbling, or
- slurred speech, or
- lack of consciousness or inability to control bodily functions or movements, or
- vomiting.

**State Law Definitions**

In accordance with the Violence Against Women Reauthorization Act of 2013 the following definitions are applicable should you wish to pursue Delaware state criminal or civil actions. These definitions may differ from the University’s administrative policy definitions noted above. The University’s administrative system and disciplinary procedures are separate and distinct from those available to someone in a state civil or criminal action. Individuals may seek administrative remedies in accordance with this policy and also may seek state or federal civil or criminal remedies for the same incident through the applicable systems. The definitions set forth below are reviewed and verified
annually; for a more frequently updated resource, please consult the State of Delaware website at:

delcode.delaware.gov/title11/c005/sc02/index.shtml

For the criminal definitions in Maryland, refer to the following website:

For the criminal definitions in New Jersey, refer to the following website:

**Delaware Criminal Law Definition of Rape**

**Delaware Criminal Code:**

Rape in the fourth degree; class C felony.

- A person is guilty of rape in the fourth degree when the person:
  - Intentionally engages in sexual intercourse with another person, and the victim has not yet reached that victim's sixteenth birthday; or
  - Intentionally engages in sexual intercourse with another person, and the victim has not yet reached that victim’s eighteenth birthday, and the person is 30 years of age or older, except that such intercourse shall not be unlawful if the victim and person are married at the time of such intercourse; or
  - Intentionally engages in sexual penetration with another person under any of the following circumstances:
    - The sexual penetration occurs without the victim’s consent; or
    - The victim has not reached that victim’s sixteenth birthday.
  - Paragraph (a)(3) of this section does not apply to a licensed medical doctor or nurse who places one or more fingers or an object inside a vagina or anus for the purpose of diagnosis or treatment or to a law-enforcement officer who is engaged in the lawful performance of his or her duties.

- Rape in the fourth degree is a class C felony.

Additional degrees of Rape are defined in the State of Delaware website below:
delcode.delaware.gov/title11/c005/sc02/index.shtml
Delaware Criminal Law Definition of Consent

Delaware Criminal Code:

Consent, in reference to sexual conduct, means that such conduct is in accordance with the will of the other person. Sexual conduct that is against the will of the victim is non-consensual sexual conduct. In addition, Delaware law defines the term “without consent.”

“Without consent” means:

The defendant compelled the victim to submit by any act of coercion, or by force, by gesture, or by threat of death, physical injury, pain or kidnapping to be inflicted upon the victim or a third party, or by any other means which would compel a reasonable person under the circumstances to submit. It is not required that the victim resist such force or threat to the utmost, or to resist if resistance would be futile or foolhardy, but the victim need resist only to the extent that it is reasonably necessary to make the victim’s refusal to consent known to the defendant; or the defendant knew that the victim was unconscious, asleep or otherwise unaware that a sexual act was being performed; or

The defendant knew that the victim suffered from a cognitive disability, mental illness or mental defect which rendered the victim incapable of appraising the nature of the sexual conduct or incapable of consenting; or

Where the defendant is a health professional, or a minister, priest, rabbi or other member of a religious organization engaged in pastoral counseling, the commission of acts of sexual contact, sexual penetration or sexual intercourse by such person shall be deemed to be without consent of the victim where such acts are committed under the guise of providing professional diagnosis, counseling or treatment and where at the times of such acts the victim reasonably believed the acts were for medically or professionally appropriate diagnosis, counseling or treatment, such that resistance by the victim could not reasonably have been manifested. For purposes of this paragraph, “health professional” includes all individuals who are licensed or who hold themselves out to be licensed or who otherwise provide professional physical or mental health services, diagnosis, treatment or counseling and shall include, but not be limited to, doctors of medicine and osteopathy, dentists, nurses, physical therapists, chiropractors, psychologists, social workers, medical technicians, mental health counselors, substance abuse counselors, marriage and family counselors or therapists and hypnotherapists; or

The defendant had substantially impaired the victim’s power to appraise or control the victim’s own conduct by administering or employing without the
other person’s knowledge or against the other person’s will, drugs, intoxicants or other means for the purpose of preventing resistance.

A child who has not yet reached that child’s sixteenth birthday is deemed unable to consent to a sexual act with a person more than 4 years older than said child. Children who have not yet reached their twelfth birthday are deemed unable to consent to a sexual act under any circumstances.

**Delaware Criminal Law Definition of Domestic Violence**

**Delaware Criminal Code:**

“Domestic violence” means abuse perpetrated by one member against another member of the following protected classes: (1) family, (2) former spouses, (3) persons cohabitating together who are holding themselves out as a couple, with or without a child in common. (4) persons living separate and apart with a child in common, and (5) persons in a current or former substantive dating relationship.

“Family” means husband and wife, a man and woman cohabiting in a home in which there is a child of either or both, custodian and child, or any group of persons related by blood or marriage who are residing in one home under one head or where one is related to the other by any of the following degrees of relationship: (1) mother, (2) father, (3) mother-in-law, (4) father-in-law, (5) brother, (6) sister, (7) brother-in-law, (8) sister-in-law, (9) son, (10) daughter, (11) son-in-law, (12) daughter-in-law, (13) grandfather, (14) grandmother, (15) grandson, (16) granddaughter, (17) stepfather, (18) stepmother, (19) stepson or (20) stepdaughter. The relationships referred to include blood relationships without regard to legitimacy and relationships by adoption.

“Abuse” means conduct which constitutes any of the following:

- Intentionally or recklessly causing or attempting to cause physical injury or a sexual offense.
- Intentionally or recklessly placing or attempting to place another person in reasonable apprehension of physical injury or sexual offense.
- to such person or another.
- Intentionally or recklessly damaging, destroying or taking the tangible property of another person.
• Engaging in a course of alarming or distressing conduct in a manner which is likely to cause fear or emotional distress or to provoke a violent or disorderly response.
• Trespassing on or in property of another person, or on or in property from which the trespasser has been excluded by court order.
• Child abuse.
• Unlawful imprisonment, kidnapping or interference with custody.
• Any other conduct which a reasonable person under the circumstances would find threatening or harmful.

Delaware Criminal Law Definition of Dating Violence

Delaware Criminal Code:

Dating Violence is a form of domestic violence. Dating violence is properly defined as abuse perpetrated by one member of a current or former substantive dating relationship against another. Neither a casual acquaintanceship nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute a substantive dating relationship. Factors to consider for a substantive dating relationship may include the length of the relationship, or the type of relationship or the frequency of interaction between the parties. Delaware law also defines the term teen dating violence. The term “teen dating violence” means assaultive, threatening or controlling behavior, including stalking, that one person uses against another person in order to gain or maintain power or control in a current or past relationship. The behavior can occur in both heterosexual and same sex relationships, and in serious or casual relationships.

Delaware Criminal Law Definition of Sexual Assault

Delaware Criminal Code:

Sexual assault has been defined to mean unwanted sexual contact committed by a perpetrator who is either known or unknown to the victim. Sexual assault has also been defined to mean any sex offense against a person set forth in §768 through 780, and 787 of Title 11 of the Delaware Code, or any equivalent provision in the laws of any other state, the United States, or any territory, District or subdivision thereof or any other foreign jurisdiction.
The following is a list of crimes that constitute sexual assault under Title 11 of the Delaware Code:

**Unlawful Sexual Contact**

- Rape
- Sexual Extortion
- Continuous Sexual Abuse on a Child
- Dangerous Crime Against a Child
- Unlawful Sexual Conduct on a Child by a Sex Offender
- Sex Abuse of Child by Person of Authority/Trust
- Female Genital Mutilation
- Trafficking of Persons (Sexual Servitude)
- Unlawful Sexual Conduct in the Third Degree

In addition, Delaware defines a crime known as Unlawful Sexual Conduct in the Third Degree. A person is guilty of unlawful sexual contact in the third degree when the person has sexual contact with another person or causes the victim to have sexual contact with the person or a third person and the person knows that the contact is either offensive to the victim or occurs without the victim’s consent.

“Sexual contact” means:

1. any intentional touching by the defendant of the anus, breast, buttocks or genitalia of another person, or
2. any intentional touching of another person with the defendant’s anus, breast, buttocks or genitalia, or
3. intentionally causing or allowing another person to touch the defendant’s anus, breast, buttocks or genitalia which touching, under the circumstances as viewed by a reasonable person, is intended to be sexual in nature. Sexual contact also includes touching when covered by clothing.
Delaware Criminal Law Definition of Stalking

Delaware Criminal Code:

A person is guilty of stalking when the person knowingly engages in a course of conduct directed at a specific person and that conduct would cause a reasonable person to:

- Fear physical injury to himself or herself or that of another person; or
- Suffer other significant mental anguish or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

“Course of conduct” means three or more separate incidents, including, but not limited to, acts in which the person directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveys, threatens or communicates to or about another, or interferes with, jeopardizes, damages or disrupts another’s daily activities, property, employment, business, career, education or medical care.

Harassment is similar in some senses to stalking. A person is guilty of harassment when, with intent to harass, annoy or alarm another person:

- That person insults, taunts or challenges another person or engages in any other course of alarming or distressing conduct which serves no legitimate purpose and is in a manner which the person knows is likely to provoke a violent or disorderly response or cause a reasonable person to suffer fear, alarm, or distress;
- Communicates with a person by telephone, telegraph, mail or any other form of written or electronic communication in a manner which the person knows is likely to cause annoyance or alarm including, but not limited to, intrastate telephone calls initiated by vendors for the purpose of selling goods or services;
- Knowingly permits any telephone under that person’s control to be used for a purpose prohibited by this section;
- In the course of a telephone call that person uses obscene language or language suggesting that the recipient of the call engage with that person or another person in sexual relations of any sort, knowing that the person is thereby likely to cause annoyance or alarm to the recipient of the call; or
- Makes repeated or anonymous telephone calls to another person whether or not conversation ensues, knowing that person is thereby likely to cause annoyance or alarm.
Duty to Report Sexual Harassment, Discrimination, and Misconduct

Mandatory Reporting

With limited exceptions, every university employee must report conduct that could constitute sexual harassment / sex discrimination / sexual misconduct under this policy.

Supervisors, managers, coaches and faculty members with administrative duties or student supervisory duties are responsible for taking all appropriate action to prevent sexual misconduct, discrimination and harassment, to correct it when it occurs, and must promptly report it to:

Linda M. Andrzjewski, Ed.D
Executive Director & Title IX Coordinator
Administrative & Legal Affairs
Wilmington University  |  47 Reads Way  |  New Castle, DE 19720
linda.m.andrzjewski@wilmu.edu
Phone: (302) 356-6754  |  Fax: (302) 328-7918

Failure to report may result in disciplinary action up to and including termination. Under Delaware law, Responsible Employees are also mandated to offer to report sexual assault to law enforcement within 24 hours if requested. Responsible Employees also must provide the complainant the Delaware Victims Bills of Rights: http://delcode.delaware.gov/title9/index.shtml.

Reports Concerning Minors

Members of the University community should be aware that the University often has minors on its campus for a variety of reasons:

- field trips
- tours
- course credit
- camps

Employees have mandatory requirements for reporting incidents of sexual abuse involving children and should refer to state law for this duty. Wilmington University recommends specific best practices with respect to hosting minors on campus. See Minors on Campus Policy page 32-34.
Investigative and Resolution Procedures

Accommodations and Protective Measures

The University has procedures in place that serve to be sensitive to those who report sexual misconduct, discrimination and harassment including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus (a list of these services with contact information may be found on page 22) as well as additional remedies to prevent contact between the parties and otherwise eliminate the alleged hostile environment. Students and employees should contact the Title IX Coordinator, his or her designee, or the Human Resources Department to request accommodations.

The University will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Department of University Safety or local law enforcement.

The University recognizes its obligation to address incidents of sexual misconduct, discrimination and harassment on campus when it becomes aware of its existence even if no complaints are filed; therefore, the University reserves the right to take appropriate action unilaterally under this procedure. Action may be taken at any time as deemed necessary for the welfare or safety of the complainant or the University community and will be communicated as appropriate to the parties. The University will maintain as confidential, any accommodations or protective measures provided to the complainant to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations or protective measures.

Accommodations and protective measures may include but are not limited to:

- issuing discipline;
- no-contact orders;
- escorts;
- transportation assistance;
- modification of course schedules;
- withdrawal from a course without penalty;
- limiting access to campus locations or activities;
- rescheduling exams or assignments;
- disciplinary probation;

122
• written warning;
• leave of absence;
• modification of work schedule;
• suspension;
• termination/explosion.

A determination of appropriate protective measures will be made by the Title IX Coordinator, his/her designee, or the Human Resources Department, in consultation as appropriate with the program Dean and/or Wilmington University Department of Safety.

**Investigation**

The person complaining of sexual misconduct is called the “complainant,” “reporting party” or “accuser” and those terms may be used interchangeably in this policy. The person alleged to have engaged in sexual misconduct is called the “respondent” or “accused party” and those terms may be used interchangeably in this policy.

Investigators, the Title IX Coordinator, his or her designees, the Human Resources Department and the Title IX Appeals Board are trained annually on the issues related to sexual misconduct, discrimination, and harassment, including specifically domestic violence, dating violence, sexual assault, and stalking, and taught how to conduct an investigation and grievance process that protects the safety of the complainant and promotes accountability.

Upon receipt of a complaint, the Title IX Coordinator, or his/her designee, will notify the complainant of the receipt of the complaint, and the Title IX Coordinator, or his/her designee, will conduct an inquiry into the allegation to determine if it falls under this policy’s purview. Additionally when a student or employee reports to the institution that the student or employee a violation of this policy, whether the offense occurred on or off campus, the Title IX Coordinator and/ or his/her designee, will provide the student or employee a written explanation of the student’s or employee’s rights and options.

If the misconduct alleged does fall under this policy’s purview, the Title IX Coordinator, or designee, will forward the complaint to the appropriate investigator to investigate the complaint, to interview the parties and witnesses, and to gather any evidence he or she deems pertinent. The Title IX Coordinator or designee will provide notice to the parties, including the names of the assigned investigator(s) The assigned investigator(s) may be University employee(s) or external investigators who have received annual training as described above.
Where a complainant does not wish to be identified, the extent of the investigation may be limited; however, some form of limited investigation will be attempted while maintaining confidentiality of the complainant’s identity. In certain circumstances, the University must proceed with a full investigation despite a complainant’s wish to remain confidential. The Title IX Coordinator or designee will make the determination as to confidentiality based on the following factors:

- An increased risk of the alleged perpetrator committing additional acts of sexual violence or other violence (e.g., whether there have been other sexual violence complaints about the same alleged perpetrator, whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence, whether the alleged perpetrator threatened further sexual violence or other violence against the student or others, and whether the sexual violence was committed by multiple perpetrators).
- An increased risk of future acts of sexual violence under similar circumstances (e.g., whether the student’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group).
- Whether the sexual violence was perpetrated with a weapon;
- The age of the student subjected to the sexual violence; and
- Whether the school possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence).

Evidence may be sought from any relevant party or witness, including but not limited to, people, email communications, social media postings, text messages, closed circuit television cameras, card access swipes, etc. Failure to cooperate with an investigation will result in a decision being made without the input or facts from the non-cooperating party. The investigation and findings generally should be completed within (60) calendar days of receipt of the complaint, preferably sooner. The University reserves the right to exceed 60 days for purposes of conducting a thorough investigation. If the timeframe is exceeded, the University will notify the complainant and the respondent in writing advising them of the reason for the delay and the anticipated timeframe for conclusion.
Once the investigator has completed the investigation, the investigator will draft a summary report, and the investigator or Title IX Coordinator or designee will subsequently meet with the complainant and respondent separately after the fact finding but before a final decision of responsibility has been reached to discuss what facts will be used in making the decision. This also provides the parties with the opportunity to correct any information that is factually inaccurate or to provide any new evidence uncovered by the parties relevant to the investigation.

At all times, throughout the process, the complainant shall have all rights afforded to the respondent.

**Informal Resolution**

The Title IX Coordinator may seek to resolve certain cases through an informal process involving both the Complainant and Respondent. (For example, a Complainant and Respondent may agree with the Title IX Coordinator that education and training for the Respondent are an appropriate and sufficient response in a particular case, or that a No Contact order between the parties provides remediation for the Complainant). However, the University will not use mediation to resolve cases involving allegations of sexual assault or dating/domestic violence.

Adopting informal procedures for resolving complaints does not mean that the institution does not take sexual harassment, dating violence, domestic violence, stalking and related retaliation seriously. Informal procedures simply provide an alternative method for stopping these behaviors. Generally, under informal procedures, the complainant may, at any time, elect to file a formal complaint. Staff is available to assist individuals with the informal complaint process.

Informal resolution can take place during the preliminary investigation, the formal investigation, or after its conclusion. If, based on the information known about the incident, the Title IX Coordinator believes such a resolution is possible, the Title IX Coordinator will contact the Complainant. If the Complainant agrees, the Title IX Coordinator will then contact the Respondent. If both Complainant and Respondent are satisfied with the proposed resolution and the Title IX Coordinator believes the resolution satisfies the University’s obligation to provide a safe and non-discriminatory environment for all students, the resolution will be implemented, the disciplinary process will be concluded, the matter will be closed and both parties will be provided with written notice of the resolution. If these efforts are unsuccessful, the investigation and/or disciplinary process will continue. Before starting these discussions, the Title IX Coordinator will notify the Complainant and Respondent in writing that each has the right to end the informal process at any time.
Finding

Once the investigator has finalized the report and the Title IX Coordinator, or designee, has determined the investigation is complete, the Title IX Coordinator shall render a finding based on the evidence as a whole, the totality of the circumstances, and the context in which the alleged incident(s) occurred, utilizing a preponderance of the evidence standard, i.e. the facts complained of are more likely true than not.

Upon completion of the Title IX investigation, the Title IX Coordinator, or designee, is authorized to take the following actions:

1. Finding of Not Responsible: The Title IX Coordinator or designee finds that no policy violation occurred and dismisses the complaint.

2. Finding of Responsible: The Title IX Coordinator or designee finds the respondent responsible for sexual misconduct, harassment or discrimination as defined in this policy and assigns one or more sanctions.

Sanctions for students include but are not limited to:

- Permanent dismissal from the University. Note: If a student is suspended or dismissed from the University and is later reinstated, credits for courses at other institutions of higher learning are not transferrable.

- 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.

- 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.

- A delay as to when a degree is to be conferred upon the student.

- A determination that the student is not entitled to have their degree conferred.

- Disciplinary probation with or without loss of designated privileges for a specified period of time.

- Restricted privileges such as removal from elective or appointed office and/or ineligibility in representing the University.

- Mandatory training

- Letter of warning regarding conduct.

- No contact directive
Sanctions for employees include but are not limited to:

- Disciplinary probation with or without loss of designated privileges for a specified period of time.
- Mandatory training
- No contact directive
- Documented Counseling
- Written warning
- Suspension
- Demotion
- Reassignment
- Termination

Either party may appeal the finding as outlined below.

The Title IX Coordinator or designee will provide an outcome letter with finding, the reason for the finding and the sanction, if any, to the complainant and respondent, simultaneously and via University email or US Mail. The Title IX Coordinator or designee will also convey any permanent protective measures that he or she determines appropriate based on the facts of the case (for example, the Title IX Coordinator may impose permanent no contact between the parties, or may restrict a party’s access to certain spaces on campus indefinitely.) At that time, the investigation and the record shall be closed unless and until an appeal is filed by either party.

Conflict of Interest

If there is a conflict of interest or bias for or against the complainant or respondent on the part of the Title IX Coordinator, investigator(s), or Title IX Appeals Board, the party may submit, in writing, a request for the person to recuse himself/herself to the Title IX Coordinator or designee. The request for recusal must be made within (5) days of receipt of notice of involvement and must include a rationale. The Title IX Coordinator or the Assistant Vice President of Human Resources (when the request for recusal is for the Title IX Coordinator) will made a decision on the request and if necessary appoint a new investigator, Appeals Board member or Title IX Coordinator designee.
Appeals Process of the Title IX Coordinator Findings

Appropriate Appellate Procedures

Both the complainant and the respondent have the right to appeal the findings. The appealing party will have (5) calendar days from receipt of the outcome letter to request an appeal to the Title IX Coordinator. The appeal must be in writing and specifically state the reasons for the appeal. The grounds for considering an appeal are as follows:

1. A procedural error that substantially impacts the finding and/or sanction, or
2. New evidence otherwise not discoverable that would have substantially impacted the finding and/or sanction.

Findings Against Students

If the respondent is a student, the Title IX Coordinator, or designee, shall refer the matter, if appealed, to the Title IX Appeals Board. The Title IX Appeals Board is an annually-trained, three-person panel, pulled from a rotating membership of faculty and staff. The appeals board will review the investigative report and accompanying documentation including notice. The decision of the Title IX Appeals Board is final and the final appellate outcome letter will be provided to the complainant and respondent with (10) business days of the appeal filing date. The Title IX Appeals Board may increase or decrease the sanction based on the appeals outcome.

Findings Against Employees and Faculty Members

If the respondent is an employee, the Title IX Coordinator, or designee, shall refer the matter, if appealed, to the Senior Vice President and Chief Operating Officer for review. The Senior Vice President and Chief Operating Officer will review the investigative report and accompanying documentation including notice. The decision of the Senior Vice President and Chief Operating Officer is final and the final appellate outcome letter will be provided to the complainant and respondent with (10) business days of the appeal filing date. The Senior Vice President and Chief Operating Officer may increase or decrease the sanction based on the appeals outcome.

Nondisclosure

Wilmington University will not require any party to these proceedings to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the disclosure of information related to the outcome of the proceeding.
Coordination with Law Enforcement

If any party chooses to file a criminal complaint, the University will assist the student or employee in making a criminal report and will cooperate with law enforcement agencies if he/she decides to pursue the criminal process to the extent permitted by law. Except where the complainant is younger than eighteen (18) years old, the University will respect an individual’s choice whether or not to report an incident to local law enforcement. In a case of suspected child abuse, the University has a responsibility and duty to report the concern under the appropriate state mandatory reporting law.

Delaware kids.delaware.gov/fs/fs_iseethesigns.shtml
Maryland dhr.state.md.us/blog/?page_id=4631
New Jersey state.nj.us/dcf/reporting/how/

The University’s policy, definitions, and burden of proof may differ from state criminal law. You may seek resolution through the University’s process, (Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991 or Title IX) or you may pursue criminal action. Neither law enforcement’s nor a prosecutor’s determination on whether or not to prosecute a suspect, nor the outcome of any criminal prosecution, are determinative on whether a policy violation has occurred. Criminal and University investigations are separate and may be conducted simultaneously. Wilmington University will not wait for the completion of a criminal investigation in order to respond, but will pause the administrative investigation for between 3-10 days to allow law enforcement to engage in the initial fact-finding.

Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to blame victims, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you reduce your risk of experiencing a non-consensual sexual act.
• Make your limits known as early as possible.

• Be aware of your alcohol intake. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.

• Take care of your friends or colleagues and ask that they take care of you.

**Potential Aggressor**

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you reduce your risk for being accused of sexual misconduct:

• Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.

• Understand and respect personal boundaries.

• **DON’T MAKE ASSUMPTIONS** about consent; about someone’s sexual availability; about whether they are attracted to you; about how far you can go; or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you **DO NOT** have consent.

• Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. You must respect the timeline for sexual behaviors with which they are comfortable.

• Don’t take advantage of someone’s drunkenness or drugged state, even if they did it to themselves.

• Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don’t abuse that power.

• Understand that consent to one form of sexual behavior does not automatically imply consent to other forms of sexual behavior.

• Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.
How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health,
- counseling, or with legal assistance.2

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2 Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse
Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as course scheduling, transportation and/or working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Department of University Safety or local law enforcement. Students and employees should contact Linda Andrzjewski, the Title IX Coordinator (see below) to request accommodations related to a case of sexual misconduct.
## On-Campus

<table>
<thead>
<tr>
<th>Service</th>
<th>Department</th>
<th>Contact Person</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa and Immigration Assistance</td>
<td>International Affairs</td>
<td>Director International Affairs</td>
<td>302.356.6741</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Department</td>
<td>Director of Financial Aid</td>
<td>302.356.6982</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>Human Resources Department</td>
<td>Dr. Linda Andrzejewski, Title IX Coordinator</td>
<td>302.356.6754</td>
</tr>
<tr>
<td>Campus Law Enforcement</td>
<td>University Safety</td>
<td>Safety Supervisor</td>
<td>302.356.6985</td>
</tr>
</tbody>
</table>

## Off-Campus

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Health Mental Health</td>
<td>Delaware</td>
<td>Delaware Help Line—Dial 211 or 1.800.560.3372 or visit: delaware211.org</td>
</tr>
<tr>
<td>Victim Advocacy</td>
<td>Maryland</td>
<td>Maryland Help Line—Dial 211 or visit: 211md.org</td>
</tr>
<tr>
<td>Legal Assistance</td>
<td>New Jersey</td>
<td>New Jersey Help Line—Dial 211 or 877.652.1148 or visit: nj211.org</td>
</tr>
<tr>
<td>Protective Orders</td>
<td>Admissions Department</td>
<td>Angelina Burns, International Admissions Coordinator 302.356.6741</td>
</tr>
</tbody>
</table>

For FT Faculty and FT and PT Staff:

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Advocate—Employee Assistance Program</td>
<td>All Locations</td>
<td>Health Advocate – 877.240.6863 healthadvocate/members</td>
</tr>
</tbody>
</table>
Delaware: Wilmington
Battered Women’s Shelter
Catholic Charities: 302.655.9624
Children and Families First
1.800.734.2388
Delaware Coalition
Against Domestic Violence
302.658.2958 or 1.800.701.0456

Delaware: Milford
Turning Point at People’s Place
302.677.2711
The Safe Program: 302.422.8058

Georgetown
Domestic Violence Advocacy Center
302.856.5843

Battered Women’s Shelter
People’s Place II: 302.422.8058
Center for Family Services
1.800.225.0196

New Jersey
Salem County Women’s Services
609.935.6655

Providence House
732.244.8259
Real House Inc.
973.746.2400

Maryland
Emmaus House
302.737.2241
IDA Wells House
302.999.1119

Child, Inc.
Domestic Violence Crisis Hotline
Delaware
Domestic Violence Crisis Hotline
(including emergency shelters)
302.762.6110

Dial 211 or 1.800.560.3372 or
Contact Life Line 1.800.262.9800

Rape Crisis
Maryland
Maryland Help Line—Dial 211
or visit: 211md.org

New Jersey
New Jersey Domestic Violence Hotline
1.800.572.7233
To report a crime of sexual assault, domestic violence, dating violence or stalking (or any other crime) to local police, use the contact information found below according to the jurisdiction in which the crime occurred or call 9-1-1:

**DELAWARE**

**Main Campus/ New Castle**

Physical Location: 320 N. DuPont Hwy. | New Castle, DE 19720

Police Contact:

- Delaware State Police—Troop 2
- 100 Lagrange Ave | Newark, DE 19702
- 302.834.2620

**Wilson Graduate Center**

Physical Location: 31 and 47 Reads Way | New Castle, DE 19720

Police Contact:

- New Castle County Police
- 3601 N. DuPont Hwy. | New Castle, DE 19720
- 302.395.8172; Non-emergency line 302.573.2800

**Dover**

Physical Location: 3282 North DuPont Hwy. | Dover, DE 19901

Police Contact:

- Dover Police Department
- 400 S Queen St | Dover, DE 19904
- 302.736.7111
Brandywine

Physical Location: 3509 Silverside Road
Talley Building, Suite 100  |  Wilmington, DE 19810

Police Contact: 603 Philadelphia Pike  |  Wilmington, DE 19809
302.761.6677

Dover Air Force Base

Physical Location: 10th St  |  Dover AFB, DE 19902

Police Contact: Same as above 302.677.3000

Georgetown Site

Physical Location: Delaware Technical Community College
Carter Partnership Center
21225 College Drive  |  Georgetown, DE 19947

Police Contact: Georgetown Police Department
335 N Race St  |  Georgetown, DE 19947
302.856.6613

Athletics Complex

Physical: 1365 Pulaski Highway  |  Newark, DE 19702

Police Contact: 100 Lagrange Avenue  |  Newark, DE 19702
302.834.2620

NEW JERSEY

Burlington Site

Physical Location: Rowan College Burlington County, Mt. Laurel Campus
3331 Route 38  |  Mt. Laurel, NJ 08054

Police Contact: Burlington Township Police Department
851 Old York Rd  |  Burlington Township, NJ 08016
609.386.2019

Cumberland Site

Physical Location: Cumberland County College
3322 College Dr.  |  Vineland, NJ 08362

Police Contact: New Jersey State Police Troop A—Woodbine
823 Franklin St.  |  Woodbine Boro, NJ 08270
609.861.5698
### Gloucester Site

<table>
<thead>
<tr>
<th>Physical Location:</th>
<th>Rowan College Gloucester County 1400 Tanyard Road</th>
<th>Sewell, NJ 08080</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Washington Township Police</td>
<td></td>
</tr>
<tr>
<td>Police Contact</td>
<td>463 Hurffville Grenloch Rd.</td>
<td>Sewell, NJ 08080</td>
</tr>
</tbody>
</table>

### McGuire-Dix-Lakehurst

<table>
<thead>
<tr>
<th>Physical Location:</th>
<th>Joint Base McGuire-Dix-Lakehurst 609.754.1100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Salem Police Department</td>
</tr>
<tr>
<td>Police Contact</td>
<td>129 W Broadway</td>
</tr>
</tbody>
</table>

### MARYLAND

### Cecil County Site

<table>
<thead>
<tr>
<th>Physical Location:</th>
<th>Elkton Station 107 Railroad Street</th>
<th>Elkton, MD 21921</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Elkton Police Department</td>
<td></td>
</tr>
<tr>
<td>Police Contact</td>
<td>100 Railroad Ave</td>
<td>Elkton, MD 21921</td>
</tr>
</tbody>
</table>
What to do if You are Sexually or Physically Assaulted

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at the closest emergency room. Wilmington University encourages all victims of sexual or physical abuse to seek medical treatment in order to preserve evidence and to obtain an order of protection. In various states in the U.S., evidence may be collected even if you chose not to make a report to law enforcement. In the chart below, please find the contact information for the hospitals closest to each campus as well as an indication as to whether or not the hospital offers Sexual Assault Nurse Examiner/Forensic Nurse Examiners (SANE/FNE nurse) services. SANE/FNE nurses are trained medical professionals who are sensitive and specialize in the care of crime victims. SANE/FNE nurses are able to collect forensic evidence from the bodies of victims of sexual and domestic assault. They also routinely work with law enforcement to preserve the evidence and may testify in court. If you have difficulty locating the closest hospital with evidence collecting capabilities, contact 9-1-1 and ask for help in locating a hospital with a SANE or FNE nurse. You may also contact the National Sexual Assault Hotline at 1.800.656.HOPE (4673) or visit the Rape, Abuse and Incest National Network at RAINN.org.
<table>
<thead>
<tr>
<th>State</th>
<th>Hospital</th>
<th>Address</th>
<th>Telephone Number</th>
<th>Forensic Services available for evidence collection?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delaware</td>
<td>Christiana Care</td>
<td>4755 Ogletown-Stanton Road, Newark, DE 19718</td>
<td>302.623.7000</td>
<td>Yes *** Forensic Nurse Examiners are on site, police involvement not required***</td>
</tr>
<tr>
<td></td>
<td>Bayhealth Medical System – Kent General Hospital</td>
<td>640 South State Street Dover, Delaware 19901</td>
<td>302.674.4700</td>
<td>Yes *** Forensic Nurse Examiners are on site, police involvement not required***</td>
</tr>
<tr>
<td></td>
<td>Bayhealth Medical System – Milford Memorial Hospital</td>
<td>21 West Clarke Avenue Milford, Delaware 19963</td>
<td>302.422.3311</td>
<td>Yes *** Forensic Nurse Examiners are on site, police involvement not required*** Please ask to connect to Kent General Hospital.</td>
</tr>
<tr>
<td></td>
<td>Beebe Medical Center</td>
<td>424 Savannah Rd. Lewes, DE 19958</td>
<td>302.645.3300</td>
<td>Yes *** Forensic Nurse Examiners are on site, police involvement not required***</td>
</tr>
</tbody>
</table>

Victims in DE may apply to DE Victim’s Compensation Assistance Program for financial assistance by calling 302.255.1770
<table>
<thead>
<tr>
<th>State</th>
<th>Hospital</th>
<th>Address</th>
<th>Telephone Number</th>
<th>Forensic Services available for evidence collection?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maryland</td>
<td>Union Hospital</td>
<td>106 Bow St., Elkton, MD 21921</td>
<td>410.398.4000</td>
<td>Yes*** Forensic Nurse Examiners are on site, police involvement not required***</td>
</tr>
<tr>
<td>New Jersey</td>
<td>Virtua Memorial Hospital, Mt. Holly</td>
<td>175 Madison Ave., Mt.Holly, NJ 08060</td>
<td>609.267.0700</td>
<td>Yes*** Forensic Nurse Examiners are on site, police involvement not required***</td>
</tr>
<tr>
<td></td>
<td>Virtua Marlton Narlton</td>
<td>90 Brick Road Marlton, NJ 08053</td>
<td>856.355.6000</td>
<td>Yes*** Forensic Nurse Examiners are on site, police involvement not required***</td>
</tr>
</tbody>
</table>
Minors on Campus Policy

Purpose and Scope of Policy

Purpose: Wilmington University ("University" or "Wilmington") strives to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. While there may be occasions when the presence of Minors on or brief visits by Minors to campus may be appropriate or necessary, Minors are not permitted to be unescorted or unsupervised on University premises, including circumstances when they are hired to work on and/or permitted to participate in activities on campus or sponsored (on- or off-campus) by the University. In addition to the requirements of this Policy, the visits of Minors are subject to the same conditions as any other visitors to the University.

Any University employee who suspects that a Minor who is on University premises for any reason, or is participating in a University-sponsored activity at another location, has been the victim of child abuse shall immediately report the suspected abuse to University Safety and/or the Human Resources Department.

Scope: This Policy applies to activities and programs taking place on Wilmington University’s campus / locations, or University-sponsored off-campus activities, in which Minors will be physically present and participating, with the following exception: minors matriculated in courses at the University.

Requirements of Policy Governing Presence of Minors on Campus

In an effort to minimize any disruption to the essential functioning of the University and maximize the safety of Minors on campus, certain requirements must be met, as follows:

- Minors must be supervised at all times by an Authorized Adult while on campus or participating in a University-sponsored off-campus activity.

- Minors are permitted in the general use facilities (Athletic Fields, Public Spaces, Academic Buildings, Food Services Area etc.) with an Authorized Adult, but may be restricted from certain areas of the facilities or from utilizing certain equipment.

- Even when accompanied by an Authorized Adult, pre-high school age Minors not participating in a program on University premises or a University-sponsored off-campus activity are prohibited from areas where significant potential safety hazards and liabilities may exist, and where strict safety precautions are required.
• Minors and Authorized Adults not meeting relevant University community conduct.

• standards will be asked to leave the campus.

• Minors are not allowed in classrooms while classes are in session unless permission is granted by the faculty member having authorized access to the classroom in advance of the start of class. Should a Minor become disruptive, the Authorized Adult and Minor may be asked to leave.

Background checks

• Successful background checks including the Delaware Criminal Record Search, FBI Fingerprinting Check, and Delaware Child Abuse Registry check will be required of each Authorized Adult prior to his or her direct participation with Minors in a program or activity covered by this Policy and at least once every two (2) years thereafter. Background checks may be conducted by an outside contractor at the request of the Human Resources Department.

• It is the responsibility of the Program/Activity Leader to ensure that each participating adult has submitted the required background check request form and has subsequently received clearance to participate. The Human Resources Department will maintain a roster of individuals who have been cleared to participate and the dates on which new background checks will be required. The failure of an Authorized Adult to fulfill his or her obligations under this paragraph shall be subject to discipline, up to and including termination or removal from the program.

• The background check will be limited to criminal offenses, including, but not limited to, child abuse, for which an individual has been convicted, pled guilty to a felony or misdemeanor, or where such charges are currently pending. The University may accept successful documented background clearances from the governmental agencies (e.g., School Districts) that have been completed within one year from the start date of employment.
• A decision not to permit an individual to participate in a program or activity covered by this Policy based on the results of a background check will be made by the Assistant Vice President for Human Resources. The results of background checks conducted under this Policy will be used only for the purposes of this Policy, except that Wilmington University reserves the right to take appropriate action with respect to employees who may have falsified or failed to disclose information material to their employment on employment applications uncovered as a result of the background check, including and up to immediate termination of employment. Copies of background check reports will be retained in the Human Resources Department.

**Conduct Requirements**

Authorized Adults or any adult participating in programs and activities covered by this Policy shall not:

• Have one-on-one contact with Minors; in general, it is expected that activities where Minors are present will involve two or more Authorized Adult participants/supervisors.

• Participate in a sleepover under the auspices of the program or activity.

• Engage in abusive conduct of any kind toward, or in the presence of, a Minor.

• Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any Minor.

**Conduct Requirements, cont.**

• Pick up Minors or drop off Minors from their homes, other than the driver’s child or children or friends of the driver’s child or children other than when such child or children are present, at their homes in the adult’s personal vehicle, whether before, during, or after the program or activity.

• Engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs during such programs or activities.

• Make pornography in any form available to Minors participating in programs and activities covered by this Policy or assist them in any way in gaining access to pornography.
Allegation of Inappropriate Conduct

Authorized Adults participating in programs and activities covered by this Policy shall:

- Be familiar with and strictly adhere to Wilmington University’s Minors on Campus Policy.

- Strive to ensure the safety of Minors participating in programs and activities covered by this Policy, and, when appropriate, remove Minors from dangerous or potentially dangerous situations. In such case, University Safety and the Human Resources Department will be notified.

- Discontinue any further participation in programs and activities covered by this Policy

- when an allegation of inappropriate conduct has been made against him or her, until such allegation has been satisfactorily resolved.

Training

- Authorized Adults who will be participating with Minors in a covered program or activity shall complete annual mandatory training on the conduct requirements of this Policy, on protecting Minors from abusive emotional and physical treatment, and on mandatory reporting of suspected child abuse.

- Training resources can be obtained from the Human Resources Department.

- Note: All contracts for the services of independent contractors must include a provision assuring that the employees of such independent contractors or the contractor (in the case of a solo contractor) has complied with, at a minimum, background checks and training comparable to those required by the University under this Policy. In addition, all independent contracts must reference and attach copies of this Policy to such contracts.
Consensual Sexual Relationship Policy

Sexual behavior that is welcome or consensual does not constitute sexual harassment under the law. However, amorous, dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between: i) co-workers, ii) a faculty, staff, student or community member or iii) any person for whom an employee has a professional or academic responsibility. These dangers can include:

• That a student or employee may feel coerced into an unwanted relationship because he or she fears the refusal to enter into the relationship will adversely affect his or her education or employment;

• That conflicts of interest may arise when a faculty member, supervisor, or other member of the University community is required to evaluate the work or make personnel or academic decisions about a person with whom he or she is having a romantic relationship;

• That students or employees may perceive that a fellow student or co-worker involved in a romantic relationship will receive an unfair advantage, or that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

• Faculty, supervisors and other members of the University community who are professionally responsible for other individuals, must remain aware that any romantic or sexual involvement with a student or employee for whom they have any academic or professional responsibility will raise questions about their integrity, the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are not permitted.
XII. Identification Card Policy

A. Introduction

This policy is applicable to all buildings/sites owned or leased for use by Wilmington University where the University controls access and to all personnel assigned to work in or service University buildings. This policy does not extend to affiliate sites where Wilmington University or other property managers control the access to or within their site. The following campuses are mandated to comply with the procedures set forth in this policy:

- Brandywine (Talley Building)
- Dover
- New Castle
- Athletic Complex
- Wilson Graduate Center
- Joint Base-Maguire-Dix-Lakehurst
- Dover Air Force Base
- Georgetown
- Burlington
- Cumberland
- Gloucester
- Salem

B. Policy Statement

This policy has been developed to enhance and preserve the personal safety of students, faculty, staff, visitors, alumni/community, and parties involved in University business; secure the physical property and tangible assets of the University; protect campus buildings from unauthorized intrusions; and protect the integrity of the University.

C. Purpose

- To limit, control, and monitor access to restricted and limited access areas of the University to authorized persons.
- To manage and control access to campus facilities, events, and programs.
- To identify, those persons who have legitimate access to and use of campus facilities, events, and programs.
- To establish a standard process for staff, faculty, students, visitors, alumni/community, and contractors to obtain access to secured areas or facilities.
- To require all Wilmington University personnel to display while on University property and use ID cards when accessing restricted areas.
D. Authorizations

Wilmington University Representatives will issue identification cards. University Safety will be responsible for management of the process and modification of ID cards. The Assistant Vice President of Administrative and Legal Affairs is authorized to approve changes to the ID Card System.

<table>
<thead>
<tr>
<th>Department</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wilmington University Representatives</td>
<td>Staff workstations &amp; issue ID cards to students, faculty &amp; staff</td>
</tr>
<tr>
<td>University Safety</td>
<td>Supports oversight of ID card system and process</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Provide technical support and assistance, when needed</td>
</tr>
<tr>
<td>Security Instruments</td>
<td>External vendor provides technical support assistance when needed</td>
</tr>
</tbody>
</table>

The Assistant Vice President of Administrative & Legal Affairs or personnel assigned to the Information Technology Department, in the performance of their duties, may create or modify WU ID cards. Any “test” ID cards created must be deactivated immediately after the testing is complete or within five business days after creation. “Test” ID cards will not routinely be issued.

E. System Misuse

- The data, information, and images contained in the Wilmington University Security System as well as the equipment, materials, software, and hardware used to produce ID cards are business resources and are the exclusive property of Wilmington University. Any personal use or other unauthorized use of the security system’s data, information, images, equipment, materials, software, and hardware is prohibited and a violation of this policy.

- ID cards are the property of Wilmington University. ID cards are intended for the sole use of the person to whom they have been issued. ID cards may not be loaned or given to another person or used by another person for any reason. Reproduction, by any means, is prohibited. All lost or stolen ID cards must be reported to University Safety. Lost or stolen ID cards will be immediately deactivated by University Safety personnel.
• Violations of this policy may result in one or more of the following:
  • $25.00 fee for ID card replacement.
  • Confiscation of ID card.
  • Suspension of access.
  • Termination of access.
  • Disciplinary action under the provisions of Wilmington University policy and Student Code of Conduct.
  • Prosecution under applicable Federal, State, and Local laws.

F. ID Card—General

All ID cards will be issued by Wilmington University Representatives at the following campuses:

• New Castle (University Information Center)
  Monday–Friday (9:00 AM–7:00 PM) Fall and Spring Semesters
  • Monday–Friday (9:00 AM–4:00 PM) Summer Semester

• Dover (Main Reception Desk)
  Monday–Thursday (9:00 AM–6:00 PM)
  Friday (9:00 AM–4:30 PM) | Saturday (when classes are in session)

• Wilson Graduate Center (Main Reception Desk)
  Monday–Friday (8:30 AM–7:00 PM) | Saturday (when classes are in session)

• Brandywine (Talley Building - Main Reception Desk)
  Monday–Thursday (9:00 AM–7:00 AM). Friday (8:30 AM–4:00 PM)
  during Fall and Spring Semesters | Monday–Friday (9:00 AM–4:00 PM)
  Summer Semester

• Georgetown (DTCC - Wilmington University Office)
  Monday–Thursday (9:00 AM–5:00 PM) | Friday (9:00AM–4:00PM)

• Joint Base - Maguire-Dix-Lakehurst (Education Center - Room 302)
  Monday–Thursday (8:30 AM–4:30 PM)

• Burlington – Main Reception Desk
  Monday-Thursday (10:00 AM–6:00 PM) |Friday (10:00 AM–4:30 PM)

• Cumberland – Main Reception Desk
  Monday-Thursday (10:00 AM–6:00 PM) |Friday (10:00 AM–4:30 PM)

• Gloucester - Main Reception Desk
  Monday-Thursday (9:30 AM–5:30 PM) |Friday (9:30 AM–4:30 PM)
The cardholder must report the loss/theft of an ID card immediately to University Safety.

All Wilmington University staff, (including part-time), faculty, students, visitors, contractors, affiliates, and others assigned to the University, must obtain and openly display the ID Card.

This policy forbids the use of an ID card by a person to whom it is not assigned. This action may result in the confiscation of the ID card, access denial to both parties and, may also result in disciplinary action.

ID cards remain the property of the University.

**G. ID Card—Request for Access**

All Wilmington University staff, faculty, adjuncts, students, visitors, alumni/community, and, contractors, by virtue of their type of association with the University will receive an ID card and base level access as designated by the border color of the card.

### ID Card Type and Purpose

<table>
<thead>
<tr>
<th>ID Card Type</th>
<th>Color</th>
<th>Issuing Entity</th>
<th>Description of Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Permanent Staff and Part-Time</strong></td>
<td>Green</td>
<td>University Information Center</td>
<td>ID Card type issued to permanent Wilmington University Staff &amp; part-time employees assigned at any University Facility</td>
</tr>
<tr>
<td><strong>Permanent/Adjunct Faculty</strong></td>
<td>Green</td>
<td>University Information Center</td>
<td>ID Card type issued to Wilmington University Faculty assigned at any University Facility</td>
</tr>
<tr>
<td><strong>Student Athlete</strong></td>
<td>Yellow</td>
<td>University Information Center</td>
<td>ID Card type issued to Wilmington University Students assigned to specified University Facilities (restricted time)</td>
</tr>
<tr>
<td><strong>Student</strong></td>
<td>Light Green</td>
<td>University Information Center</td>
<td>ID Card type issued to Wilmington University Students assigned to specified University Facilities (limited access)</td>
</tr>
</tbody>
</table>
### ID Card Type and Purpose

<table>
<thead>
<tr>
<th>ID Card Type</th>
<th>Color</th>
<th>Issuing Entity</th>
<th>Description of Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Safety</td>
<td>Black</td>
<td>University Safety</td>
<td>ID Card type issued to University Safety assigned any University Facility</td>
</tr>
<tr>
<td>Visitor</td>
<td>White</td>
<td>University Safety</td>
<td>ID Card type issued to Wilmington University visitors (Visitor ID card only)</td>
</tr>
<tr>
<td>Contractor</td>
<td>Red</td>
<td>University Safety</td>
<td>ID Card type issued to Wilmington University Contractors/Vendors (limited access)</td>
</tr>
<tr>
<td>Alumni/Community</td>
<td>Green</td>
<td>University Information Center</td>
<td>ID Card type issued to Wilmington University Alumni-Community (limited access) in accordance with Section L of the ID policy.</td>
</tr>
</tbody>
</table>

- University Safety will be the responsible for the management of ID card process.
- ID card recipients are required to provide a state issued identification card, driver’s license or passport prior to being photographed.
- Large groups and groups of student athletes requiring ID cards must be scheduled in advance with University Safety.
- All ID cards must be visibly displayed on the person while on any University campus or site.

### H. ID Card—Application Process

To receive a Wilmington University ID card and gain access to a controlled area or building the applicant must complete the following procedure:

- Have the photograph taken at an ID card station located at New Castle, Dover, Wilson Graduate Center, Brandywine (Talley), Georgetown (DTCC), Joint Base-Maguire-Dix-Lakehurst (New Jersey), Burlington, Cumberland, and Gloucester.
- Provide proper identification (i.e., driver's license, state ID, passport) and either the applicant’s student ID or employee ID number (ID numbers not required for contractors or visitors)
• Receive ID card and be assigned appropriate access level (the applicant may be requested to return at a later time to retrieve ID card during busy periods)

I. ID Card—Security and Protection

The security and protection of the ID card are important responsibilities for each cardholder. The ID card cost, processing labor, printing, and tracking, assign a significant value to each ID card. Each card has “smartcard technology” embedded and carelessness creates an unnecessary impact on University funding. To ensure the card’s continued service to the cardholder, please follow these guidelines:

• Protect the ID card from heat and continuous exposure to direct sunlight.
• Protect the ID card from pressure and creasing. Do not puncture the card in any way.
• Do not place the card in a wallet or other place where wear and abrasion will degrade the readability and function of the card.
• If stolen, contact University Safety immediately. If not found, University Safety/ WU ID Representative may issue a new ID Card. The Safety Department will determine the need for an incident report.
• A $25.00 fee may be charged for the replacement of cards that are lost or damaged due to negligence.

J. ID Card—Compliance with Policy

• In accordance with these procedures all students, faculty, staff, adjuncts, alumni/community, contactors and visitors are required to comply with this policy. Failure to comply is a violation of Wilmington University Rules and Regulations and the individual can be subject to disciplinary action including, but not limited to, being asked to vacate University property, ineligible to apply for classes and forfeit the rights and privileges associated with access to the University.
• Students not obtaining an ID card in accordance with this policy will be blocked from registering for future classes.
• Any questions regarding the ID card policy please contact the University Safety Department.

K. ID Card Replacement

Lost or stolen ID cards will be replaced using the following procedures:

• Lost ID cards can be replaced at any campus with an ID workstation.
• The “new” ID card (2nd card) will be re-issued to the individual at no cost.

• A note of the lost ID card will be entered into the individuals ID card security file indicating the replacement.

• The lost ID card number will be “deactivated” by inserting the “stop date” in the DSX Security System. The lost ID card number is not removed from the DSX System.

• The replacement ID card number will be entered an activated in the DSX System.

• A $25.00 fee will be charged for the 3rd and any subsequent ID card replaced.

• If the $25.00 fee is charged, the individual is required to report to the student payment office (any site with ID workstation) and pay the associated fee. The individual must present the “receipt” to the WU Workstation Representative prior to receiving an additional ID card.

• Individuals charged for subsequent ID cards are permitted to use their financial aid, if necessary, cash, debit, or credit card payment is acceptable.

• Stolen ID cards will be replaced at no change(see section I. ID CARD – SECURITY AND PROTECTION).

• This section applies to all Wilmington University ID Card Holders.

L. ID Card—Alumni/Community (LIBRARY/Authorized building USE ONLY)

• Wilmington University Alumni/Community may apply for an ID Card.

• Alumni/Community must complete an ALUMNI/ COMMUNITY ID CARD APPLICATION FORM.

• The ALUMNI/COMMUNITY ID CARD APPLICATION FORM can be downloaded from the website. Hard-copy applications are available at the security desks located at New Castle, Dover, Wilson Graduate Center, Brandywine (Talley) and Georgetown (DTCC), Burlington, Cumberland, and Gloucester Campuses.

• Alumni/Community applying for an ID card must have a background check at the applicant’s expense. The approved background vendor web link is listed at the bottom of the ALUMNI/COMMUNITY ID APPLICATION FORM.
• The applicant (Alumni only) will be reimbursed for the cost of the background check at the completion of the process. REIMBURSEMENT ONLY APPLIES TO ALUMNI APPLICANTS—COMMUNITY WILL NOT BE REIMBURSED.

• An ID Card Committee (designated by the Asst. Vice President of Administrative and Legal Affairs) will review applications and background checks.

• Approved ID Cards permit access to the following:
  • ALUMNI—Library or Authorized building use only and determined by ID Card Committee or by University Safety or University Official.
  • COMMUNITY—Library Use Only

• Alumni/Community will be notified approved/disapproved status within 30 days after submitting the application and receipt of completed background checks.

M. Guidelines for Alumni/Community

The following would exclude Alumni/Community from receiving a WU ID card:

• Persons convicted of any violent felony or felonies related to weapons, drugs or sex offenses,
• Persons convicted of crimes requiring the person to register as a sex offender,
• Persons convicted of offenses relating to the use, manufacture, sale or delivery of explosives or explosive devices,
• Persons convicted of offenses relating to domestic violence, currently under a Protection from Abuse Order or Temporary Restraining Order that involves any person in the University community,
• Persons for whom there are active warrants,
• Persons who are currently on probation, or
• Persons who may be banned based on valid reason and recommendation of a University official.

• Exceptions: The previous guidelines will not apply to persons or organization involved in University sponsored events (guest speakers, special events open to the public, etc.).
N. ID Card—Visitors

• Visitors wishing access to the WU buildings must report to the New Castle Campus, Dover Campus, or the Wilson Graduate Center to obtain a Visitors ID.

• Visitor ID cards are not issued at the Georgetown, Talley, Burlington, Cumberland, or Gloucester Campuses.

• Visitors will be required to produce a valid government ID (driver’s license, state identification card, and passport) in order to receive a WU ID card. The government ID will be stored at the security desk. It will be returned to the individual at the conclusion of the visit.

• Visitor ID cards will be activated only for the time required to be on campus. The ID card will automatically deactivate by the end of the business day.

• Visitors are required to return the ID card to the security desk at the conclusion of business.

• The ID card may permit access to the Peoples Building Library however, computer access will require signing in and presenting a valid form of identification issued by a governmental authority (driver’s license, state identification card, passport). A Visitor ID card does not grant material borrowing privileges.

• Visitors conducting business with other departments requiring building access will be permitted, upon approval. University Safety will contact and confirm with persons/departments prior to permitting access to restricted buildings areas.

• The ID card “exceptions procedure” applies to persons or organizations involved in University sponsored events (guest speakers, special events open to the public etc.)

• **Active students are not to be issued visitors ID cards.**

• **Exceptions:** Prospective students who need to access the buildings during the admissions process.

• Visitors who have legitimate business on campus (must provide a government ID to obtain visitors ID card).

• If an ID workstation representative is unavailable (outside of normal workstation hours) active students must produce a Government ID and be verified in the DSX/ID card system before the visitors card can be issued.
• All visitors ID cards will be placed into the DSX Record book located at each workstation.

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

XIV. 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.

XV. Intellectual Property Policy and Students
By enrolling in the University, the student gives the University a nonexclusive, royalty-free license to mark on, modify, and retain the student’s Intellectual Property (work) as may be required for course completion. The University will not have the right to use the Intellectual Property (work) in any other manner without the written consent of the student. Additional information is located in the Office of Academic Affairs.

XVI. Smoke Free Policy
In order to ensure a safe and healthy environment for students, faculty, staff, and visitors, the following Wilmington University owned properties are designated as tobacco free: New Castle Campus, Dover, Wilson Graduate Center, and the Athletics Complex. Tobacco products, which includes smoking, are prohibited within the boundaries of the previously mentioned locations including all buildings, facilities, indoor, and outdoor spaces. This policy applies to parking lots, walkways, sidewalks, and sports venues. For the purpose of this policy, tobacco products are defined as snuff, chewing tobacco, smokeless tobacco, and similar products; smoking is defined as the inhalation of smoke in the form of cigarettes, cigars, cigarillos, pipe, bidis, hookahs and/or electronic cigarettes (e-cigarettes) and/or similar devices. The enforcement of this policy is intended to be educational, but repeat violators may be subject to disciplinary action.
XVII. Wilmington University Security Plan


Reporting Crimes or Emergencies on Wilmington University Campuses (Methods Available)

The University expects all student, faculty and staff to immediately report all criminal activity or emergencies to University Safety or Local Law Enforcement. University Safety Personnel will assist in notifying proper law enforcement authorities.

- Dial 911. State your name, location on campus and “this is an emergency.”
- Call University Safety. State your name and location on campus. Describe the emergency.

Wilmington University Department of Safety may be contacted at the New Castle, Wilson Graduate Center, Dover, Brandywine, and Athletics Complex sites at the following numbers:

New Castle Campus ................................................................. 302.325.3333
Wilson Graduate Center .......................................................... 302.420.8378
Dover .................................................................................... 302.233.3400
Athletics Complex ................................................................. 302.293.7029
Brandywine ............................................................................ 302.478.2491
........................................................................ 302.378.0360

Students who wish to report crimes or other incidents at other university sites should contact the police department of jurisdiction by calling 911.

SEPARATE CAMPUS SECURITY DEPARTMENT CONTACT NUMBERS:

Dover Air Force Base ................................................................. 302.677.3000
Georgetown (Delaware Technical Community College) .............. 302.259.6241
Salem Community College ..................................................... 856.351.2911 (8:00 AM–10:00 PM)
Mt. Laurel (Rowan College Burlington County) ...................... 856.222.9311 ext. 2100
Pemberton (Rowan College Burlington County) ...................... 609.894.9311 ext. 1100
Cumberland County College .................................................. 856.691.8600 ext. 777
Rowan College Gloucester County ........................................... 856.464.5207 ext. 4444
Joint Base-Maguire-Dix Lakehurst .......................................... 609.758.2522 ext. 223/227
Students on campus may also contact the Department of University Safety by the following means:

- **Gray emergency telephones**—Gray emergency telephone boxes are available at most building entrances at the New Castle, Wilson Graduate Center, Dover, Brandywine, and Athletics Complex sites. To reach the Department of University Safety officer on duty lift the receiver and stay on the line until the officer answers.

- **Red telephones**—Red telephones are available at several locations on the New Castle, Wilson Graduate Center, Dover, Brandywine and Athletics Complex sites. Red telephones are located on building interiors. To reach the Department of University Safety officer on duty lift the receiver and stay on the line.

- **Code Blue telephones**—Code Blue telephones are located in parking lots at the New Castle, Wilson Graduate Center, Dover, Brandywine, and Athletics Complex sites. Code Blue telephones are distinguishable by a bright blue light attached to a pole which identifies the location of these telephones. To activate a Code Blue telephone simply hit the touch pad and wait for the officer on duty to respond.

- **Wilmington University Separate Campuses:** Refer to the separate’s campuses Annual Security Report (located on the each campus website) for locations or emergency phone systems.

**Reporting Crimes to State, County, and Municipal Police**

Any time a crime is reported to a member of the Department of University Safety, or contractual security service employed by Wilmington University at the New Castle campus, Wilson Graduate Center, Dover campus, or Brandywine site, the police agency of jurisdiction will be notified. Students attempting to contact local authorities may be assisted by the officer on duty or they may initiate a call to the police on their own. In the case of non-emergency situations the police department non-emergency number may be utilized.

**Law Enforcement Agencies / Security of Campus Facilities**

Police departments having primary jurisdiction of each site are as follows:

- **New Castle (Main Campus)**
  Delaware State Police (Troop #2) – 911 or 302.573.2800

- **Wilson Graduate Center**
  New Castle County Police – 911 or 302.573.2800
Dover Police Department – 911 or 302.736.7111

Brandywine
Delaware State Police (Troop #1) – 911 or 302.573.2800

Athletics Complex (Delaware)
Delaware State Police (Troop #2) – 911 or 302.573.2800

Dover Air Force Base

After registering for a class held on the Dover Air Force Base, students must submit a Civilian Pass Request Form. These forms are available at all University sites as well as the Wilmington University offices located on the grounds of the Dover Air Force Base. Students should file this application at least 72 hours in advance. Students should also make arrangements to pick up their pass at the Route 13A Gate to the Air Force Base. The gate is marked “Main Gate–Visitors.” Students will enter the same gate when attending class and the Civilian Pass must be displayed. Dover Air Force Base Special Forces provides security coverage at the site on a 24/7 basis at 9-1-1 or 302.677.3000.

Georgetown (Delaware Technical Community College)
Georgetown Police Department – 911 or 302.856.6613

Salem Community College (New Jersey)
Carney’s Point Police Department – 911 or 856.299.1212

Rowan College Gloucester County (New Jersey)
Gloucester County Sherriff’s Department is on-site 24/7. Police agency having primary jurisdiction of this campus is: Washington Township Police – 911 or 856.256.1212

Mt. Laurel (Rowan College Burlington County - New Jersey)
Burlington Township Police Department – 911 or 609.386.1000

Cumberland County College (New Jersey)
New Jersey State Police Bridgeton (Troop A) Police Department – 911 or 856.451.0101

Joint Base McGuire-Dix-Lakehurst (New Jersey)
Security Forces – 911 or 609.723.2790
Off-Campus Crime

If the state, county, or municipal police are contacted regarding criminal activity occurring off-campus involving Wilmington University students, that agency may contact Wilmington University. Currently there is no state, county, or municipal standard requiring such notification. Students, in these cases, may be subject to arrest by the police department of jurisdiction may likewise be subject to university judicial proceedings through the Office of Student Affairs. Wilmington University does not use local police to monitor and record criminal activity at non-campus locations of student organizations officially recognized by the institution, including student organizations with non-campus housing facilities.

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action through the University or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Constable can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep a matter confidential, while taking steps to ensure your safety and the safety of others. With such information, the University can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.
Notification to the Wilmington University Community Regarding an Immediate Threat

WilmU community members are encouraged to notify University Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Department of University Safety has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, University Safety has a responsibility to respond to such incidents to confirm if the situation does in fact pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation there is a significant emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the WU community, the WU Emergency Response Team will collaborate to determine the content of the message and will use some or all of notification systems available to communicate the threat to the WU community or to the appropriate segment of the community in accordance with Federal and State guidelines.

Emergency Evacuation Procedures

Evacuation drills are coordinated by University Safety each calendar year at WU Facilities. Evacuation drill for WU separate campuses are coordinated in accordance with that site’s emergency response and evacuation procedures guidelines. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in the event of a fire or other emergency. Students receive information about evacuation and shelter-in-place procedures during orientation and First Year Experience classes. A University “Emergency Procedures Guide” is located in all classrooms and at conspicuous locations throughout all sites. Faculty and staff members are trained in these procedures as well and act as an on-going resource for students.
Crime Prevention and Security Awareness Programs

Campus security measures are discussed during New Student Orientation and during “First Year Experience” classes. Members of the Department of University Safety conduct crime prevention and security awareness presentations and information sessions when requested by student groups, faculty associations and staff members. At times, these forums will be augmented by state, county, and municipal law enforcement agencies or subject matter experts. Crime prevention tables, staffed by Department of Safety personnel, are arranged at various locations throughout the year. These tables provide an opportunity for University Safety officers to hand out safety related materials while having an opportunity to answer questions from members of the University. The following information is typically provided to students and employees during tabling activities: crime prevention tips, crime statistics, trends occurring at university communities nationwide, and information on campus security procedures and practices. This includes encouraging students and employees to be responsible for their own security and the security of others by promptly reporting crimes, suspicious activities, and potentially crime causing conditions on campus to University Safety.

Victim Assistance Services

When a Wilmington University staff, student or faculty member becomes a victim of a crime the law enforcement agency of jurisdiction will be notified. When a report is taken by a member of a Delaware law enforcement agency, victim assistance information will be provided to the victim. A list of victim advocacy and counseling resources is provided in Chapter V of the Wilmington University Student Handbook and the Annual Security Report.

Compliance with Direction of University Safety Officials

If a student is given direction or order by a University Safety Official, they shall immediately comply with such request or face sanctions that may include suspension or dismissal from the University. Furthermore, students must present either a Wilmington University Identification Card or other valid photo identification when requested to do so by a University Safety Official.

Wilmington University Annual Security Report

In accordance with Federal Clery Act Guidelines, the Annual Security Report is available via the University website at: wilmu.edu/security/2015-2016-Annual-Security-Report_FINAL.pdf

Copies of this Report are also made available by contacting Linda Andrzjewski, Executive Director of Title IX, Clery and Regulatory Affairs (302.356.6754)
Wilmington University

Delaware

New Castle Campus................................................................. 302.356.INFO (4636)
Wilson Graduate Center............................................................. 302.655.5400
Brandywine ........................................................................... 302.478.2491
Dover ...................................................................................... 302.734.2594
Dover Air Force Base................................................................. 302.674.8726
Georgetown ............................................................................. 302.856.5780
                                            302.378.0360

New Jersey

Rowan College Burlington County ........................................... 856.222.9311 x2115
Cumberland County College ................................................... 856.691.8600 x551
Joint Base McGuire-Dix-Lakehurst Education Center ............. 609.723.2790
Salem Community College ..................................................... 877.967.5464

Academic Advising

New Castle Campus .................................................................. 302.356.6711
Wilson Graduate Center ............................................................ 302.655.5400
Dover ...................................................................................... 302.734.2594
Dover Air Force Base ................................................................. 302.674.8726
Georgetown ............................................................................. 302.856.5780
Rowan College Burlington County ........................................... 856.222.9311 x2116
Cumberland County College ................................................... 856.691.8600 x551

Academic Affairs

Academic Deans

College of Arts and Sciences .................................................... 302.295.1192
College of Business ................................................................. 302.356.6780
College of Education ............................................................... 302.295.1139
College of Health Professions ............................................... 302.356.6915
College of Social and Behavioral Sciences................................. 302.356.6870
College of Technology ............................................................... 302.356.6936

Admissions

Undergraduate.............................................................................. 302.356.6744
Graduate.................................................................................... 302.295.1184
Athletics................................................................................... 302.356.6754
Buildings and Maintenance....................................................... 302.356.6775

Campus Store

New Castle................................................................................ 302.356.6769
Wilson Graduate Center ............................................................. 302.295.1169
Dover....................................................................................... 302.342.8636
Career Services................................................................. 302.356.6792
Italian Kitchen at Wilmington University.............................. 302.356.6788

Library

New Castle Campus.................................................................... 302.356.6879
Wilson Graduate Center ............................................................. 302.295.1177
Dover....................................................................................... 302.342.8620
Rowan College Burlington County (Mt. Laurel Campus).......... 856.222.9311 x2021
Registrar.................................................................................. 302.356.6930
Student Affairs.......................................................................... 302.356.6939
Activities............................................................................... 302.356.6966; 302.356.6947
Concerns................................................................................ 302.356.6734
Disability Services.......................................................... 302.356.6937
Housing................................................................................ 302.356.6937

Student Financial Services

Billing/Financial Aid/Payments ................................................ 302.356.4636
Student Success Center (SSC).................................................. 302.356.6995
University Safety

New Castle Campus............................................................. 302.325.3333
Wilson Graduate Center..................................................... 302.295.1185
Dover.......................................................... 302.233.3400
Dover Air Force Base......................................................... 302.677.6666
Georgetown................................................................. 302.855.5999

Rowan College Burlington County Public Safety

- Mt. Laurel.......................................................... 856.222.9311, x2100
- Pemberton.......................................................... 609.894.9311, x1100

Cumberland County College................................................ 856.691.8600 x777
Salem Community College.................................................. 856.299.2100

University Information Center (UIC) ........................................ 877.967.5464
VI.

COUNSELING SERVICES
I. General Human Services

Delaware Helpline 211

Delaware Helpline 211 provides information and referral services through the easy-to-remember three-digit phone number, 211. Please remember to continue to dial 911 in emergencies.

By dialing 211 you can speak confidentially to a Referral Specialist who can help you assess your problems and situation and can connect you with a human service agency or program where you can get the help that you need.

II. Local Counseling Services

A. Allied Behavioral Health

Newark................................................................. 302.832.1282

AlliedBehavioralHealth.de.com

B. Catholic Charities

Wilmington .................................................. 302.655.9624
Dover............................................................... 302.674.1600
Georgetown............................................... 302.856.9578

C. Delaware Health and Social Services

24-hour numbers.......................... 302.577.2484 or 1.800.652.2929

D. Children and Families First

Resource Helpline................................. 1.800.220.3092
Wilmington ........................................... 302.658.5177
Dover...................................................... 302.674.8384
Georgetown............................................. 302.856.2388

cffde.org

E. Delaware Psychological Services

................................................................. 302.703.6332

DelawarePsychologicalServices.com
F. Mental Health Association in Delaware

......................................................................................................................... 1.800.287.6423
Wilmington ............................................................................................................. 302.654.6833
mhainde.org

G. National Association of Mental Illness

......................................................................................................................... 888.427.2643
Wilmington ............................................................................................................. 302.427.0787
NAMIdelaware.org

III. National Counseling Services

Mental health America .......................................................................................... mentalhealthamerica.net

IV. Crisis Telephone Counseling

A. (Contact 24-hour helpline)
New Castle County ............................................................................................... 1.800.652.2929
Kent and Sussex Counties ....................................................................................... 1.800.345.6785

B. Contact Life Line
24-hour Crisis Helpline ......................................................................................... 1.800.262.9800

C. Substance Abuse Hotline
New Castle, Kent and Sussex Counties .................................................................. 1.800.405.8409

D. Suicide Prevention
24-hour helpline ..................................................................................................... 1.800.784.2433

V. Full Service Multi-Disciplinary Private Group Practice

A. New Castle County
Christiana Counseling and Psychiatric Associates ............................................ 302.995.1680 x239

B. Kent and Sussex Counties
F.H. Everett and Associates .................................................................................. 302.674.2380

VI. Student Concerns
Gary Donahue ....................................................................................................... 302.356.6734
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),
will constitute the Executive Board of the Student Government Association.

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

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

- 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(s).

- Attendance in class is required for eligibility to receive VA benefits.

- 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 workschedule, etc. or,
  c. A change in service activation status.

- Veterans are responsible to report enrollment changes to the VA counselor within two weeks of a change in enrollment to vastudents@wilmu.edu.

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.