

# Student Handbook

2022-  
2023



WILMINGTON  

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UNIVERSITY

# Mission Statement

Wilmington University is committed to excellence in teaching, relevancy of its programs and offerings, and individual attention to students. As an institution with inclusive admission policies, it offers affordable and accessible higher education to students of varying ages, interests, and aspirations through both face-to-face and various online formats.

The University provides a range of exemplary career-oriented undergraduate and graduate degree programs and certificates, or customized offerings based upon market needs, for a growing and diverse student population. 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.

This handbook is not to be construed as a contract, as creating any enforceable rights for any student or other person or other obligations for the University, or as altering the status of any University employee. Any of the University's policies and procedures may be changed at any time by the University, in its sole and absolute discretion, and without prior notice. The University reserves the right to alter or change any statement contained in this handbook without prior notice.

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# LETTER TO STUDENTS

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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 <https://www.wilmu.edu/studentaffairs/student-policies-and-regulations.aspx>. 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,

A handwritten signature in black ink that reads "Tina Barksdale". The signature is written in a cursive, flowing style.

**Dr. Tina M. Barksdale**

Vice President of Student Affairs & Alumni Relations

# IMPORTANT DATES TO REMEMBER

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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](http://wilmu.edu/registrar/calendar.aspx)**.

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

- registration dates
- beginning of the term
- deadline to drop/add/withdraw from classes (and refund policy)  
**[wilmu.edu/registrar/changeschedule.aspx](http://wilmu.edu/registrar/changeschedule.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/procedure.aspx](http://wilmu.edu/graduation/procedure.aspx)**

# TERMS FOR NEW STUDENTS

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**Academic Dean**— Each Academic Dean is responsible for the academic programs (both undergraduate and graduate) within his/her College. The Colleges at Wilmington University include: Business, Education & Liberal Arts, Health Professions & Natural Sciences, Social and Behavioral Sciences, and Technology.

**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.

**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.

**Canvas** is Wilmington University's online learning platform, where instructors and students can access course materials, communicate and collaborate online.

**Course Reference Number (CRN)** is a 5-digit ID number that uniquely identifies each course section offered for each term.

**Curriculum Maps** are student-friendly, comprehensive guides that present a suggested course sequence for each undergraduate degree based on the degree's academic requirements.

**Dean of Students**—The Dean of Students implements and enforces student policies while working closely with other student service and academic areas. The Dean of Students meets with students who have exhibited poor conduct and resolves problems accordingly.

**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.

**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 withdraw from a course and be refunded the cost of the course or register for another course. Students should make themselves aware of these dates for each new semester and each course format. Drop/Add can be 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 master's- or doctoral-level studies.

**Hybrid courses (HYB)** are a combination of in-class teaching and online learning. This creates an active independent learning environment and reduces classroom 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 13-15 and 27-29, from 5:30 p.m. to 9:30 p.m. on the Fridays and 9:00 a.m. to 5:00 p.m. on the Saturdays and Sundays. New Jersey modular classes meet on three consecutive two-day weekends, Friday evenings and Saturdays from 9:00 a.m. to 5:00 p.m. Students must check online for exact dates and times.

**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

**Prerequisite** is coursework or academic status that must be fulfilled in preparation for higher-level work/internship/alternative coursework. Prerequisites must be completed prior to beginning the higher-level course requiring the prerequisite.

**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.

**Student Services Center** is the place to contact for all of your general questions or issues. You can reach them by phone at 877.967.5464, via email or chat through Wilmington University's Contact Us webpage, [wilmu.edu/contact](http://wilmu.edu/contact), or in person on the first floor of the Doberstein Admissions Center.

**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 coursework 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 are transferring credits from other institutions.

**Undergraduate work** refers to either an associate 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.

**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 on 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)**

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### **Where can I pick up a course syllabus?**

Syllabi are located on Canvas course sites. Canvas 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 (Peoples Library Room 030).

### **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 undergraduate courses, or one to four graduate courses, per semester 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 Dover or Brandywine locations for class attendance (Review the course schedule at [wilmu.edu/registrar/courseoffering](http://wilmu.edu/registrar/courseoffering))
- Carpooling with other students

## **How do I notify the University if I change my address?**

Students are responsible for filing any change of address or phone number and can do so through Student Financial Services, Admissions, Academic Advising, Registrar, the University Information Center (UIC), or through myWilmU.



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**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
- Personal well-being tasks
- 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 be 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 the conventional outline method works best.
- 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 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, rule out the least likely possible answers first and focus on the ones that might be true.

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.**

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**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. 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.

## Contact Academic Advising

Undergraduate students may schedule an appointment with an Academic Advisor at their preferred University location using ONE of the methods listed on this webpage: [wilmu.edu/advising/contact-advising.aspx](http://wilmu.edu/advising/contact-advising.aspx)

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

Wilson Graduate Center	<b>302.655.5400</b>
Dover	<b>302.734.2594</b>
Dover Air Force Base	<b>302.674.8726</b>
Georgetown	<b>302.258.0290</b>
Joint Base McGuire-Dix-Lakehurst	<b>856.291.7394</b>

## 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 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?**

For help registering for classes, students can attend Walk-In Registration 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 coursework
- At the completion of 90 hours of coursework
- 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. Follow Education Plan attached to Degree Works for course sequencing as set by degree Program Chair. Maintain additional personal academic records including the catalog of your year of admission to Wilmington University, transcripts, transfer evaluations, and other university documentation. Learn degree requirements, Wilmington University Residency and Upper Level Course requirements.
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 coursework 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**

In myWilmU, students can view their DegreeWorks audit, which lists how Wilmington University coursework and transfer credits are applied to their current degree program. Students can view how their completed coursework and transfer credits apply to other degree programs by using the “What If” tool in DegreeWorks. This preliminary report is subject to change when an official course evaluation is completed.

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 official course evaluation into the new intended program. Once completed, students can view their new audit in DegreeWorks.

Students desiring to add or remove a minor at the undergraduate level must also complete a Change of Status form and submit it to an Academic Advisor at their nearest site. Certificates and minors must be listed on the student account before a student applies for a certificate with the Office of the Registrar.

### **Graduate Change of Majors**

Graduate students desiring to change their intended program or major should contact their 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 40 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 (minimum 126 credits) for 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, after the transfer credits are posted, students can view their DegreeWorks in myWilmU to see how 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's degree are eligible for a unique transfer option called a completion degree

if they apply for a program in which a completion degree exists. Applicants are evaluated for the corresponding completion degree program for which they applied. For more information on completion degrees, please contact an academic advisor at your nearest site.

Once the Office of Admissions has received all official, sealed transcripts (with conferral dates) from the colleges that the transfer student has attended, an official transfer credit evaluation is initiated. Prerequisite courses will be identified as satisfied in the earned degree or it will be determined that they still need to be taken at Wilmington University. 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 they meet the minimum 40 course (120 credits) graduation requirement.

After official transfer credits are posted, students can view their Degree Works in myWilmU to see how the transfer credits apply to their degree. Please note that pending degree conferrals can delay the posting of transfer credits and the loading of DegreeWorks for the completion degree.

## **Transfer Credits 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 degree. The University has a residency requirement of 30 credits for the bachelor's degree and 30 credits for the associate 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 Division of Online and Experiential Learning assists students in determining applicable credit for prior learning. Note that students must still complete 45 credits at Wilmington University in order to be eligible for academic honors.

### **Upper Level Requirement**

The University requires 30 credit hours of upper level coursework taken at Wilmington University for a bachelor's degree.

A 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 to 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 Credits and Residency Requirement—Graduate Students**

Up to 12 credit hours of graduate study from an accredited graduate school may be accepted. Students seeking credit for coursework 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 coursework 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 the need to retake 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 Chair 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 13 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 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. Playoffs are typically not on the schedule, as they are not scheduled in advance by the conference. If a team makes the playoffs, 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.

## **Substance Abuse**

Wilmington University prohibits the use of any illegal substance. A Substance Abuse 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 course materials! Our stores offer a wide variety of Wilmington University signature items, such as clothing, giftware, and school supplies, in addition to course materials. For updated information on store hours, online ordering, reservations, textbook sell back, and sales please visit our website at [wilmu.edu/bookstore](http://wilmu.edu/bookstore) or join our texting program by texting “**JOIN CAMPUSSTORE**” to **30890**.

## Career Services

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

- Handshake (electronic job board)
- Alumni Mentoring
- FOCUS (a web-based career and educational assessment)
- Career Fairs
- Career Workshops
- Career Counseling
- On-Campus Recruiting
- Resumé Assistance
- Employer Information Sessions

Please contact [careerservices@wilmu.edu](mailto: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 is prohibited in the classroom, library, and labs. This includes emailing, texting, tweeting and phone calls, 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 their states. Particular emphasis is placed on not 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 Room 030, New Castle

The College of Technology hosts Peoples Room 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.

## **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 dependent 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 website.

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 that students complete the form online at **studentaid.gov**. If they haven't already, students must request a FSA ID as the first step in completing the FAFSA online. When accessing the FAFSA website, 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 has 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 before contacting the University's Financial Aid Office. The U.S. Department of Education makes FAFSA applications available on October 1st for the NEXT aid year. They are available until June 30th of the year FOLLOWING that aid year (covering a total of 21 months), so there are usually two FAFSA applications available at the same time. Wilmington University's aid year starts with fall of the current calendar year and ends with summer of the following calendar year, so be sure to verify that you are completing the correct year FAFSA for when you plan to attend.
3. Students seeking 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 **studentaid.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 they will use their federal funds towards their 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 (e.g., defaulted loans, unconfirmed citizenship status, or Social Security name conflicts) 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 per semester within their degree program for graduate students.

## **Food Services**

Each of our campuses has vending service available for snacks and beverages. At times, food trucks are scheduled to be available at the New Castle campus. Students are also welcome to use food apps while on campus. Designated parking spots for delivery vehicles are in convenient locations at each of our campuses. For up-to-date information, visit [www.wilmu.edu/food](http://www.wilmu.edu/food).

Additionally, the University has its own food pantry, The Den, which provides food for students in need or those experiencing food insecurities. WilmU also offers nutrition resources to students who study online or who cannot visit campus. Interested students can email [studentresources@wilmu.edu](mailto:studentresources@wilmu.edu) or call (302) 356-6800. Students may also visit <https://www.wilmu.edu/studentaffairs/> for more assistance in obtaining food.

## **Gender-Neutral Restroom Policy**

Students and employees shall have access to and may use the restroom most closely corresponding to their gender identity. Gender identity is generally defined as gender-related identity, appearance, expression, or behavior of a person, regardless of the person's assigned sex at birth, which is demonstrated by a consistent assertion of the gender identity by the person.

The purpose of our policy is to provide all students and employees with a safe and appropriate restroom facility, including the use of a restroom that corresponds to the student or employee's gender identity, regardless of their sex assigned at birth. For example, transgender women are permitted to use the women's restroom, and transgender men are permitted to use the men's restroom.

Regardless of gender identity, any student or employee may desire additional privacy. Therefore, where possible, the University will make available a gender-neutral single-stall restroom that can be used by anyone who has a need or

desire for increased privacy, regardless of the underlying reason. However, no student or employee shall be required to use a gender-neutral restroom.

If any student or employee has a question regarding this policy, they should discuss it with Student Affairs or Human Resources.

Behavior or action against another student or employee inconsistent with this policy will not be tolerated and should be reported to Student Affairs or Human Resources. There shall be no retaliation against reporting parties for good faith reports.

## 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 website 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, Brandywine 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 as well as at Delaware Tech's Owens Campus in Georgetown, Rowan University Library, and other academic libraries in New Jersey's 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 ([wilmu.edu/registrar/forms/](http://wilmu.edu/registrar/forms/)), and 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 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 ID 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 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 password of "changeme". You will be notified via email when the requested item has arrived. Items not available for circulation include reference books and textbooks. All 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**).

## Laptop Lending & Multimedia Equipment

Currently enrolled students are eligible to request and borrow a laptop through the library. Complete an equipment request form and the laptop will be mailed to your home at no cost. Students may also access multimedia studios located in the Wilson Graduate Center, Dover, and Brandywine.

## **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 Ref Works, a citation management system.

## **Interlibrary Loan**

While we aim to be as comprehensive as possible, 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 locate and deliver 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. On-site classes and 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	<b>302.356.6879</b>
Collection Development	<b>302.356.6877</b>
Director	<b>302.356.6880</b>
Dover Learning Commons	<b>302.342.8620</b>
Electronic Journals/Books	<b>302.356.6857</b>
Interlibrary Loan/Document Delivery	<b>302.356.6745 or 6874</b>
Library Instruction	<b>302.342.8610</b>
Online Student and Faculty Support	<b>302.545.8700</b>
Wilson Graduate Center	<b>302.356.6724</b>

## Parking for Handicapped

Spaces are provided in every parking lot for those who have special plates and/or permits issued by the Division 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 permit. Violators are subject to ticketing and/or towing.

## 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” (see page 63).

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 (a 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.

## **Office of Student Concerns**

The Office of Student Concerns was established to provide assistance to students 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.

## **Student Code of 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.

## **Wilmington University Civility Statement**

Wilmington University is devoted to a culture of learning and respect. The University is committed to providing a safe and supportive learning environment. All students, faculty, and staff deserve to be treated with kindness, dignity, and respect. 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. Incivility in any form is unacceptable behavior and is not tolerated.

Some examples of incivility include, but are not limited to:

- Disrespectful, discourteous, or inappropriate approaches to communications and interaction;
- Physical or mental abuse, harassment, or threats to another person within the University community or at a University-sponsored event;
- The use of any racial, ethnic or sexual orientation slur on University or University-controlled property or at a University event, whether in person or online, on campus or off campus;
- 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;
- 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;
- Interference with the freedom of speech of another at a University-owned or controlled property or University-sponsored activity;
- Inappropriate, loud, or disruptive language or behavior in the classroom, a University-owned or controlled property, or a University-sponsored event;
- Failure to abide by the Rules and Regulations at a site where Wilmington University offers classes or events (e.g., Dover Air Force Base);
- Failure to comply with the University policies or the directives of University officials acting in the performance of their duties;
- Failure to obey a directive by the Administration or Security at a site where Wilmington University offers classes or events (e.g., Del Tech in Georgetown, NJ Partnerships);
- Any unlawful, unethical, immoral, or inappropriate behavior during an internship while representing Wilmington University;
- The sending of any correspondence including email and/or pictures, 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 email account. This is a rebuttable presumption, which may be overcome

by the student showing proof by a preponderance of 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.

- The posting of any pictures or remarks referring to a Wilmington University employee, faculty member, staff member or student which are vulgar, threatening, harassing, profane or fail to uphold the standards of civility representative of Wilmington University. Any such posting shall be presumed to be the act of the individual identified as posting the content on the page (e.g., Facebook, or any social media site). This is a rebuttable presumption which may be overcome by the student showing proof by a preponderance of evidence that another person made the posting on a page or blog 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.

## Orientation

The University offers a self-paced, online New Student Orientation for all incoming students. The orientation offers a welcome message from the President, as well as important information regarding Academic Advising, Course Registration, Online Learning, Technology Resources, Student Support, Financial Aid, Billing, and Student Affairs. Students can complete the orientation at: <https://www.wilmu.edu/onlinenso/index.aspx>.

## 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 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 the absence of official University closings or cancellations as we cannot always accurately assess or predict conditions in all of the localities from which our students travel.

## University Safety

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

<b>New Castle Campus</b>	320 N Dupont Hwy., New Castle, Delaware, 19720: Doberstein Admissions (Main Entrance) and Alumni Building (Room 03) (Main Safety Department Office)
<b>Dover Site</b>	3282 North DuPont Hwy., Dover, Delaware 19901 (Building “A” front door — Safety Desk)
<b>Athletic Complex</b>	1365 Pulaski Hwy., Newark, Delaware 19720 (Main Entrance — Safety Desk)
<b>Brandywine Campus</b>	10 Beaver Valley Rd, Wilmington, DE 19803 (Main Entrance – Varsalona Building)

WilmU's locations at Dover Air Force Base, Georgetown, Rowan College at Burlington County, Rowan College of South Jersey (Sewell and Vineland campuses), Camden County Community College (Camden and Blackwood campuses), Mercer County Community College (West Windsor and Trenton campuses), Salem Community College, and Joint Base McGuire-Dix-Lakehurst are staffed by separate security personnel and/or local law enforcement.

## **Office of Student Accessibility**

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

If you require special accommodations or have questions regarding services, please contact the Office of Student Accessibility Services or visit [wilmu.edu/accessibility](http://wilmu.edu/accessibility) (see Student Accessibility Services Handbook).

## **Smoking**

Smoking is prohibited inside all buildings, facilities, indoor and outdoor spaces (see "Smoke-Free Policy" section on page 169).

## **Student Lounges**

There are lounge areas in the Pratt Student Center, the Alumni Center, the Peoples Library, and the Audrey K. Doberstein Admissions Center on the New Castle campus, and at each site. The lounges offer sofas, a television, and tables and chairs for doing schoolwork.

## **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 Life 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 Director of Student Life 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 a staff or faculty member of Wilmington University.

### **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.

### **Best Buddies**

The mission of Best Buddies is to foster connections and friendships with individuals with intellectual or developmental disabilities. The club participates in community service and empowers volunteers to create new

opportunities to engage and provide inclusive experiences.

### **Business Honor Society, Sigma Beta Delta**

Sigma Beta Delta, the international society for 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 Fridays before the January and May graduations. 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.

### **Communication Honor Society, National Honor Society Lambda Pi Eta, Alpha Chi Sigma Chapter**

Lambda Pi Eta was founded by the students of the Department of Communication at the University of Arkansas in 1985, and became the national honor society for outstanding students in communication in 1994. Today, more than 450 chapters can be found nationwide. Students in their junior or senior year are considered for this society based on high academic success and achievement in their studies for a bachelor's degree in communication. Membership is by invitation only, with induction in November of each academic year. New members are presented with a certificate, a Lambda Pi Eta lapel pin, and a red and white honor cord to be worn with academic attire at their commencement ceremony.

### **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.

## **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.

## **Dover Ambassadors**

The Dover Ambassadors assist with University events, provide campus tours, answer questions from the student perspective, and help with student services at the Dover site. Additionally, Ambassadors give back through participating in community service in the area.

## **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.

## **Esports Club**

Wilmington University's Esports Club currently competes in League of

Legends, Hearthstone, and Rocket League. All students are invited to join and can participate in a variety of roles outside of playing, including streaming and marketing.

## **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](http://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.

## **Liberal Studies National Honor Society, Alpha Sigma Lambda, Delta Chi Omega Chapter**

Alpha Sigma Lambda is the largest adult nontraditional student honorary society in the United States, serving the adult student population for more than 60 years following its founding at Northwestern University in Chicago. This society recognizes the special achievement of select Liberal Studies bachelor's degree students in their junior or senior year who accomplish high academic excellence while maintaining commitments to family and career. Chapters can be found in both private and public colleges and universities across the county. Membership is by invitation only, with induction in November of each academic year.

New members receive a certificate, an Alpha Sigma Lambda lapel pin, and a burgundy and gold honor cord to be worn with academic attire at their commencement ceremony

## **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.

## **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.

### **Phi Theta Kappa Alumni Association**

The Phi Theta Kappa Alumni Association is open to all transfer students who were inducted into the Phi Theta Kappa Honor Society at their respective two- year institution. The mission of the PTK Alumni Association is to continue the Phi Theta Kappa experience at Wilmington University through networking, professional development, and community service.

### **Ping Pong Club**

The mission of the Ping Pong Club is to bring people together who share a love of table tennis. All students are welcome to join.

### **Poetry Club**

The Poetry Club is a place where students can express their thoughts through spoken word and poetry. All students are welcome to join, regardless of major.

### **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.

### **Psychology International Honor Society, Psi Chi International Honor Society in Psychology**

A charter at Yale University established Psi Chi, the International Honor Society in Psychology, in 1929. The honor society now has over 700,000 members and is the largest student psychological association in the world. The mission of Psi Chi is to “encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields, particularly in psychology, and to advance the science of psychology.”

### **Society for Human Resource Management**

The Wilmington University Student Chapter of the 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.

## **Spectrum**

Spectrum promotes awareness, acceptance, tolerance, and support of LGBTQIA+ students and allies.

## **Sports Management Club**

The Wilmington University Sports Management Club is open to students interested in the sports management and business fields. The club helps students take advantage of sports management events and conferences in the area.

## **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; and 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 (students taking action collectively) is to help students develop responsibility and 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 helping members improve their communication, public speaking, and leadership skills. This club is open to all students and staff at Wilmington University.

## **Toastmasters—Dover**

Toastmasters at Dover welcomes students and community members in the area to practice public speaking skills during monthly or bi-weekly meetings and by regularly giving speeches and gaining feedback in a supportive atmosphere.

## **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.

## **WilmU Checkmates**

The purpose of WilmU Checkmates is to bring the WilmU community together through the shared enjoyment of chess. This club is open to anyone who would like to learn, practice, compete and enjoy the game of chess. WilmU Checkmates offers the opportunity to showcase how chess can help develop skills in concentration, willpower, and patience. It also offers the chance to network with other students and members of the WilmU community.

## **WilmU Reads Book Club**

The WilmU Reads Book Club was created to provide a space for students, faculty and staff to build community through participating in monthly book discussions and activities. Meetings are typically held during lunchtime and members are welcome to bring their lunch and chat about the club's latest book selection.



## **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.

## **Young Professionals Association**

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

## **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 Canvas site. Click on your current course, then on the left hand side, click “online tutoring.” There are over 150 subjects available in the online tutoring format. For more information go to **[wilmu.edu/ssc/online-tutoring.aspx](http://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, Brandywine, and Wilson Graduate Center.

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 a mentoring program.

For more specific information, please visit our website at **[wilmu.edu/ssc](http://wilmu.edu/ssc)** or call us at **302.356.6995**. Students can also email the SSC at **[ssc@wilmu.edu](mailto:ssc@wilmu.edu)**.

## **Student Services Center**

The Student Services Center 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.

They 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 8:30 a.m. until 6:00 p.m. Emails may also be sent to **infocenter@wilmu.edu** for assistance.

## **Veterans' Affairs**

### **Guidelines for Certification of Veterans' Educational Benefits**

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

The Military 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 U.S. Department of Veterans Affairs.

### **How to Apply for Veterans' Educational Benefits**

1. Access the GI Bill website at **va.gov/education/how-to-apply**
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 at **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.

## Tuition and Fees

Tuition and fees are accessed at registration. Wilmington University accepts Visa, MasterCard, American Express and Discover credit cards. All students are auto-enrolled into a payment plan if they do not have authorized financial aid, third-party coverage, or pay in full within 48 hours of registration. There is no fee for the payment plan; however, missed payments are subject to late fees.

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.



# 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 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 under “Probation, Suspension and Academic Standing” (page 65).

## **Academic Awards—Undergraduate**

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

### **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 and Liberal Arts**

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

### **College of Health Professions & Natural Sciences**

This award is given to a Bachelor’s degree recipient in the College of Health Professions and Natural Sciences 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 (D.B.A.) 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 (Ed.D.) 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 (D.N.P.) degree program who has a distinguished academic record, consistently demonstrated the highest standards of professional scholarship, made a 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 workplace.

### **Master of Business Administration**

This award is given to a graduating student in the Master of Business Administration (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 professionally.

### **Master of Education**

This award is given to a graduating student in a Master of Education (M.Ed.) 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 in Accounting**

This award is given to a graduating Master of Science (M.S.) in Accounting student who has demonstrated sustained academic excellence, documented by cumulative grade point average. In addition to academic excellence, the student should have demonstrated significant contributions to the accounting profession through professional organizations or in professional practice.

### **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 Management**

This award is given to a graduating Master of Science in Management 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 Management degree 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 in writing 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 a manner inconsistent 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.
- Any additional materials as requested by the program chair or designee.

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:

Credit Hours Earned	Cumulative GPA
1-30	1.6
31-60	1.8
61-120	2.0

*(Student athletes must check with the Athletic Director or Academic Advisor for specific GPA restrictions.)*

The Academic Review Committee will meet after each semester (every 15 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 Academic Probation is limited to a maximum load of 12 credit hours per semester (less, if recommended by the Academic Review Committee). Students placed on *continued probation* are required to consult with and seek approval from an Academic Advisor prior to enrolling in any courses. Academic suspension begins the next academic block.

A suspended student may be reinstated on a probationary status by presenting a written appeal to their college dean and receiving approval from the Academic Review Committee. The suspended student must wait one semester before any appeal is written.

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 Code of 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 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 acknowledgment.

Additional information may be found on the University website:

**[wilmu.edu/academics/acadintegrity.aspx](http://wilmu.edu/academics/acadintegrity.aspx)**

### **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 citation of any borrowed content.

Plagiarism detection software 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 the University's plagiarism detection software as a tool to affirm the originality of assignments.

# 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 Bachelor's degree programs whose cumulative grade point averages (GPAs) at the time of graduation rank within the top 25% of the students' academic colleges.

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	3.85 – 4.0
Magna Cum Laude	3.7 – 3.84
Cum Laude	3.5 – 3.69

## 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](http://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 assessment as the 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 (IRA)
- Extra-Institutional Course Assessment (ECA)
- Credit by Portfolio Assessment

Wilmington University allows, through any combination of PLA sources, including credits from alternative providers, 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 15 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.

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.

NOTE: Unless otherwise indicated, PLA credit is recognized as residency credits.

Additional information on PLA can be found on the University website at [wilmu.edu/coel/credit-for-pl.aspx](http://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 college for more information about internships and specific program requirements.



## 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 Office of Academic Affairs.

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 75-76) 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 coursework 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. Coursework 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 Application for Graduation 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 Application for Graduation.

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 as 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 combined with practical applications:

- **Lifelong Learning:** Commitment to self-directedness, self-discipline and lifelong learning
- **Multiculturalism:** Sensitivity to diversity 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 profession.

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

## Graduate Educational Values

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

### 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 may be included as prescribed by external accreditation requirements or the academic college.

## Undergraduate Grading System

Grade	Numerical Equivalent	Quality Points	Explanation
A	95-100	4.00	<b>Excellent.</b> The student has demonstrated a quality of work and accomplishment far beyond the normal requirements and shows originality of thought and mastery of material.
A-	92-94	3.67	
B+	89-91	3.33	
B	86-88	3.00	<b>Good.</b> The student's achievement exceeds satisfactory accomplishment, showing a clearer indication of initiative, comprehension of material, and the ability to work with concepts.
B-	83-85	2.67	
C+	80-82	2.33	
C	77-79	2.00	<b>Satisfactory.</b> The student has met the formal requirements and has demonstrated comprehension of the material and the ability to work with concepts.
C-	74-76	1.67	
D+	71-73	1.33	
D	68-70	1.00	
D-	65-67	0.67	<b>Lowest Passing Grade.</b> The student's accomplishment, while passing in some programs, is deficient. Minimum requirements have been met without distinction.
F	Below 65	0.00	<b>Failure.</b>
FA		0.00	<b>Failure Due to Absence.</b> Student did not complete a sufficient amount of work to earn a passing grade.

<b>S</b>	<b>0.00</b>	<b>Satisfactory.</b> The student has met expected standards of scholarship. This grade signifies acceptable performance of the course objectives.
<b>U</b>	<b>0.00</b>	<b>Unsatisfactory.</b> The student has not met the minimum course requirements.
<b>I</b>	<b>0.00</b>	<b>Incomplete.</b> May be granted with approval from instructor. If granted, student must complete coursework within time determined (maximum 60 days following end of course). Failure to complete work in determined time will result in a final grade of "F," unless an additional extension is granted.
<b>IP</b>	<b>0.00</b>	<b>Course in Progress.</b> This grade is specific to Practicum, Internships, and Senior Seminars.
<b>AU</b>	<b>0.00</b>	<b>Audit.</b> Does not yield credit.
<b>W</b>	<b>0.00</b>	<b>Withdraw.</b> No academic penalty.
<b>NG</b>	<b>0.00</b>	<b>No Grade.</b> A grade was not recorded by the instructor.
<b>NA</b>	<b>0.00</b>	<b>Never Attended.</b> Student failed to withdraw from course.

## Graduate Grading System

<b>Grade</b>	<b>Numerical Equivalent</b>	<b>Quality Points</b>	<b>Explanation</b>
<b>A</b>	<b>95-100</b>	<b>4.00</b>	<b>Excellent.</b> The student has demonstrated a quality of work and accomplishment far beyond the normal requirements and shows originality of thought and mastery of material.
<b>A-</b>	<b>92-94</b>	<b>3.67</b>	
<b>B+</b>	<b>89-91</b>	<b>3.33</b>	

<b>B</b>	<b>86-88</b>	<b>3.00</b>	<b>Good.</b> The student's achievement exceeds satisfactory accomplishment, showing a clearer indication of initiative, comprehension of material, and the ability to work with concepts.
<b>B-</b>	<b>83-85</b>	<b>2.67</b>	
<b>C+</b>	<b>80-82</b>	<b>2.33</b>	
<b>C</b>	<b>77-79</b>	<b>2.00</b>	<b>Lowest Passing Grade.</b> The student's accomplishment, while passing in most courses, is deficient. Minimum requirements have been met but without distinction.
<b>C-</b>	<b>74-76</b>	<b>1.67</b>	
<b>F</b>	<b>Less than 74</b>	<b>0.00</b>	<b>Failure.</b>
<b>FA</b>		<b>0.00</b>	<b>Failure Due to Absence.</b> Student has excessive unexcused absences and did not withdraw.
<b>S</b>		<b>0.00</b>	<b>Satisfactory.</b> Student did not complete a sufficient amount of work to earn a passing grade.
<b>U</b>		<b>0.00</b>	<b>Unsatisfactory.</b> The student has not met the minimum course requirements.
<b>I</b>		<b>0.00</b>	<b>Incomplete.</b> May be granted with approval of instructor. If granted, student must complete coursework within time determined (maximum 60 days following end of course). Failure to complete work in determined time will result in a final grade of "F," unless an additional extension is granted.
<b>IP</b>		<b>0.00</b>	<b>Course is Still in Progress.</b> This grade is specific to Practicum, Internships, and Senior Seminars.
<b>AU</b>		<b>0.00</b>	<b>Audit.</b> Does not yield credit.



<b>W</b>	<b>0.00</b>	<b>Withdraw.</b> No academic penalty.
<b>NA</b>	<b>0.00</b>	<b>Never Attended.</b> Student never attended a class session and failed to withdraw from course.

## English and Math Placement Testing

**The English language is the medium of instruction at Wilmington University.**

English language and mathematics placement assessments are completed through a computer based system. An assessment is required for any undergraduate student who has not transferred acceptable credits for the following course requirements: MAT 121, MAT 201, MAT 205, or ENG 121 (whichever is/are appropriate for the degree program).

An Evidence-Based Reading and Writing score of 480 or above will exempt a student from the English placement assessment (this is applicable for SAT's taken during the 2016-2017 academic year and beyond).

A Math score of 530 or above will exempt a student from the Math placement assessment (this is applicable for SAT's taken during the 2016-2017 academic year and beyond).

- The results of the placement assessments will allow the University to place the student in the appropriate level Math or English course.
- These assessments must be completed prior to registering for a Math or English course.
- Specific cut scores for both assessments have been established.
- Students will receive the placement results immediately following the testing.
- If a student successfully places into the first level English and/or Math but still feels the need for review, he or she may elect to enroll in either MAT 095 (Math Review), MAT 110 (Math Essentials), ENG 095 (English Review) or ENG 110 (English Essentials).
- Retakes of placement assessments are not permitted.

## Math 110 (Math Essentials) and English 110 (English Essentials)

Credit for these courses may apply toward graduation as a free elective. The minimum grade needed to pass Math 110 (Math Essentials) or English 110 (English Essentials) is a "C".

## **Math 121 (College Math I), Math 122 (College Math II), Math 201 (Mathematics for Teachers I) and Math 205 (Introductory Survey of Mathematics)**

The minimum grade needed to pass Math 121 (College Math I), MAT 122 (College Math II), MAT 201 (Mathematics for Teachers I) and MAT 205 (Introductory Survey of Mathematics) is a “C”.

## **English 121 (English Composition I) and English 122 (English Composition II)**

The minimum grade needed to pass ENG 121 (English Composition I) and ENG 122 (English Composition II) is a “C.”

## **FYE 101 (First Year Experience Course)**

This course introduces first year students to the University and is required for students transferring in 15 or fewer credits. 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 assists 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, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, awards, and most recent educational institution 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
- Disclosure to officials of another institution where student seeks to enroll
- Request from U.S. Comptroller General, Attorney General or Secretary of Education, or state and local education officials
- 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

**Right to file a complaint:**

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

**Complaints should be mailed to:**

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW | Washington, DC 20202-5920

## Annual Notification to Students

Wilmington University is required to notify students annually of their rights regarding privacy. Students are notified of their FERPA rights by publication in the university catalog and on the Wilmington University website. Additional information about FERPA can be found at the following web address:

[wilmu.edu/privacy](http://wilmu.edu/privacy)

## 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 annually in the student guide. Copies are available at the Office of the Registrar, any site offices, or on our website, [www.wilmu.edu](http://www.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 *myWilmU* portal 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.

## **Dropping/Adding Courses**

Course drop/add instructions and dates are listed in student 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](http://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 coursework 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.

### **Graduate Level**

A Wilmington University graduate who has returned to take coursework 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.

## **Admissions Policies**

### **Health History/Immunization Records**

All Wilmington University students must submit a copy of their immunization records to the Admissions office. It is recommended that these records are on file with the Admissions office prior to the start of your initial term of enrollment at the University. If you are unable to obtain a copy of your immunization records, you may submit a copy of your MMR (Measles, Mumps, Rubella) vaccine. Do you have questions about where to go to get an MMR vaccine? Visit the U.S. Department of Health and Human Services at [hhs.gov/immunization/get-vaccinated/where](https://www.hhs.gov/immunization/get-vaccinated/where).

### **Transcript Requirements**

#### **Official Transcript Submission Policy**

All students are required to submit official transcripts from all previously attended post-secondary institutions within the first two semesters of enrollment at Wilmington University. A high school diploma with a graduation date or GED is required for students transferring fewer than 15 credits from other post-secondary institutions.

Students must submit all required transcripts before financial aid will be awarded.

Official transcripts are required within the first two semesters of enrollment in order to continue enrollment for future semesters.

## 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](http://wilmu.edu/registrar/changeschedule.aspx) for specific drop and withdraw deadlines. You may also visit [wilmu.edu/registrar/calendar.aspx](http://wilmu.edu/registrar/calendar.aspx) to view the full academic calendar.

## Transcript

Current students, alumni, and former students may order an official copy of their transcript online anytime.

Official transcripts are now requested and fulfilled via the myWilmU Transcript Center service provided by Parchment, Inc. Transcripts may be requested 24 hours a day, 7 days a week.

Students are encouraged to check their myWilmU portal to ensure that current grades or a degree conferral is reflected on their Academic Transcript before ordering through myWilmU Transcript Center.

Students or Alumni have the following official transcript options:

- Electronic transcripts. Electronic transcripts ordered will be delivered within 24 hours.
- Paper transcripts to be mailed. Mailing a paper transcript may take 5-7 business days for delivery.
- Paper transcripts to be picked up in person at the New Castle campus. Paper transcripts will be ready for pickup at the New Castle campus during the Registrar’s Office business hours. An email will be sent from Parchment once your order has been completed. Please allow 2-4 business days for pickup. When picking up a transcript in person, students must provide a form of photo identification, e.g., Wilmington University ID, driver’s license, passport or military ID.

Students may also complete a Transcript Request form at the Registrar’s Office in New Castle. There are fees associated with every transcript order. Additional fees will be added depending on the delivery method.

The University reserves the right to withhold transcripts from any student who has outstanding financial obligations.



A student (unofficial) copy of a transcript may be obtained via the myWilmU portal at no charge as long as there is not a financial hold on the student's account. As per Wilmington University policy, we do not fax or email official or student copies of transcripts.

## Tuition and Fees

Tuition and fees are assessed 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 the **Financial Aid & Pay Bill** toolbar icon or in the menu to view your account balance, view eBills, 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.

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## POLICIES AND REGULATIONS

## **Student 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.

Wilmington University strives to maintain a community of mutual respect, civility and integrity for all students, staff and faculty regardless of race, color, national origin, age, disability, veteran status, religion, sexual orientation, gender identity or gender expression. Our community unequivocally condemns and prohibits acts of intolerance, hate, bias, and prejudice, whether threats or acts, online or in person, on campus or off campus. Violations will result in disciplinary action and the University reserves the right to deny admittance to prospective students who engage in such conduct in violation of the Student Code of Conduct.

The Office of Student Concerns was established to provide assistance to students 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.

## **Remote Learning and Virtual Meeting Requirements**

Wilmington University cares about the safety and well-being of its virtual and physical communities. We encourage respectful environments in which students and instructors can share their diverse experiences, thoughts and ideas. To maintain courteous virtual communities, please adhere to the following requirements during virtual meetings and synchronous class sessions:

### **Driving**

- Driving requires your undivided attention. Therefore, please do not participate in any activity that takes your attention away from the road, including Zoom or synchronous class sessions.

## Dress for Virtual Meetings or Sessions

Participants attending virtual or synchronous WilmU classes are required to wear appropriate clothing. We prohibit the following garments during Zoom, synchronous class sessions, WilmU-sponsored activities, or WilmU-meetings:

- Visible underwear
- Swim attire
- Clothing with offensive, vulgar, obscene, inflammatory, pornographic, misogynistic, or insensitive language or images

## Background Screen Requirements during Zoom or Synchronous Class Sessions

- Offensive, vulgar, obscene, pornographic, misogynistic, or insensitive images are prohibited.

## Behavior during Zoom or Synchronous Class Sessions

- We understand that class discussions can become emotional and encourage an open and diverse exchange of thoughts and ideas. However, students using racist, misogynistic or vulgar language may be asked to leave a session.
- Please do not share Zoom links or any other virtual links with anyone unless asked by an instructor to share with fellow students.

## Reporting Positive for Infectious Diseases and Viruses

When students disclose positive COVID-19 or other virus testing or exposure, they are required to follow the recommended quarantine guidelines as stated by the CDC. Please also see current Wilmington University COVID-19 protocols: [wilmu.edu/coronavirus/coronavirus-guidelines.aspx](http://wilmu.edu/coronavirus/coronavirus-guidelines.aspx)

- Students must report or disclose positive results or exposure to their instructors.
- Instructors will make academic arrangements they deem appropriate and in the best interest of students testing positive.
- A negative COVID-19 test result is required to return to in-person classes or use in-person services and activities. In addition, a copy of the negative results should be scanned and sent to the Office of Student Concerns at [studentconcerns@wilmu.edu](mailto:studentconcerns@wilmu.edu).
- Once negative results are received, the Office of Student Concerns will alert appropriate instructors and allow students back on campus.

## Face Coverings / Masks

- Masks and face coverings are optional while on campus. While masks are not required, continuing to wear one is a personal decision. We respect anyone who makes that choice.
- Students requesting accommodations or further consultations can contact the Office of Student Concerns at **studentconcerns@wilmu.edu**
- Masks can be any color or print, but must be professional, non-offensive, not considered derogatory or otherwise disrespectful. Face coverings shall not contain any offensive words or graphics. This includes, but is not limited to, words or graphics that promote violence, drugs, alcohol, sex, or other offensive or objectionable behavior or could be disruptive to the University community or educational processes.

## I. Academic Conduct Violations

### A. Academic Integrity Policy

To ensure the honesty, fairness and fundamental values 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 violation of Academic Integrity Policy demeans the violator, degrades the learning process, deflates the meaning of grades, discredits the accomplishments of the past and present students, and undermines the integrity of the degree and the University. Acts of academic dishonesty are serious offenses 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 acknowledgment. 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 quotation 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 acknowledgment 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 used in that assignment/project
- Listing hours worked or activities performed during a clinical or service 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 or statistics as though they 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 freshman courses may benefit more from a personal conference during which a faculty member explains the infraction and offers the student an opportunity to redo part or all of an assignment.

### **1. First Violation**

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

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 zero)
- Assign the student a failing grade for the course (this is not necessarily a grade of zero)

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

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 Violation**

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

## **3. Review of Academic Conduct Violations (Second and Subsequent Violations)**

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.

The decision rendered by the Office of Student Concerns may be appealed following the process outlined below in subsection III, “Appeals” (page 102).

## **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 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 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, misusing 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. Verbal and non-verbal harassment, whether in person or online, on campus or off. Verbal harassment includes but is not limited to threats, insults, hateful language and epithets, ridicule and name-calling, mental abuse, or personal attacks. Non-verbal harassment includes but is not limited to physical assault, damage to property, hazing, or practical jokes. Prohibited verbal and non-verbal harassment is often based on a person's appearance, personal characteristics, or group membership, including but not limited to race, color, national origin, age, disability, veteran status, religion, sexual orientation, gender identity or gender expression, and will not be tolerated;
11. Physical assault, attempted physical assault or abuse upon any person;

- \*12. 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;
- 13. 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;
- \*14. 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 firearm 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 a federal law enforcement authority;
- \*15. 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;
- \*16. 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;
- \*17. Gambling either on University-owned or controlled property or at a University-sponsored event;
- 18. Any agreement by one or more students either amongst themselves or with others to commit or attempt to commit a violation of University regulations;
- 19. Aiding, assisting, or soliciting a person or persons to commit or attempt to commit a violation of University regulations;
- 20. Soliciting a person or persons to aid or assist oneself in the commission or attempted commission of an act which would violate University regulations;

- \*21. Interference with the freedom of movement of any person at a University-owned or controlled property or University-sponsored event;
- \*22. Interference with the rights of others to enter, use or leave any University facility, service, or activity;
- \*23. Interference with the freedom of speech of another at a University-owned or controlled property or University-sponsored activity;
24. Inappropriate, loud, or disruptive language or behavior in the classroom, a University-owned or controlled property, or a University-sponsored event;
25. Failure to abide by the Rules and Regulations at a site where Wilmington University offers classes or events (e.g., Dover Air Force Base);
26. Failure to comply with the University policies or the directives of University officials acting in the performance of their duties;
27. Failure to obey a directive by the Administration or Security at a site where Wilmington University offers classes or events (e.g., Delaware Tech in Georgetown);
- \*28. Any unlawful, unethical, immoral, or inappropriate behavior during an internship while representing Wilmington University;
29. The use of any racial, ethnic or sexual orientation slur, whether in person or online, on campus or off campus;
30. The sending of any correspondence including email and/or pictures, 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 email account. This is a rebuttable presumption, which may be overcome by the student showing proof by a preponderance of 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;
31. The posting of any pictures or remarks referring to a Wilmington University employee, faculty member, staff member or student which are vulgar, threatening, harassing, profane or fail to uphold the standards of civility representative of Wilmington University. Any such posting shall be presumed to be the act of the individual identified as posting the content on the page (e.g., Facebook, or any social media site). This is a rebuttable presumption which may be overcome by the student showing proof by a preponderance of evidence that another person made the posting on a page or blog 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.

32. Sexual harassment of or by any Wilmington University staff member, student, or visitor, either on campus or off;
33. 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;
34. Allowing another individual to use your student user name and password to access any University computer;
35. Using the user name and password of another individual (e.g., a student, faculty member, or employee) to access a University computer;
36. Violating of any local, state and/or federal law or regulation. For further information read the section below on "Allegations of Criminal Conduct" (page 99).
37. 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.
38. 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 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 are not to be used in any of the following manners or for any of the following purposes:

1. For any activity that violates Federal, State, or local laws.
2. For any activity that threatens the safety, well-being, or integrity of any other person.
3. For any activity that results in unauthorized alteration or disclosure of confidential data.
4. For any activity that offends, degrades, debases, or threatens another person.
5. For any activity contrary to standards of decency (i.e., hate sites).
6. For accessing any pornographic or otherwise sexually explicit sites, materials, photos, or emails.
7. For any activity that would damage the good name and reputation of Wilmington University.

8. For 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 their Wilmington University email address 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 Student 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 if the accused student requests it, 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, the 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. When students who have been suspended or dismissed from the University later return, credits they have earned from courses completed at other institutions of higher learning while under suspension or dismissal must be approved by the Academic Review Committee before they can be transferred to Wilmington University;
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.

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 filing 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 witnesses and evidence in his/her own behalf. Students who wish to call witnesses 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 shall be prepared under the direction of the Office of Student Concerns. The cost of the written transcript must be paid by the student, in advance of its preparation.
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, and victims if a student is suspended, dismissed, 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 guest speakers. 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 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](http://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;
- Drinking large amounts of alcoholic or non-alcoholic beverages to the point of getting sick;
- Public singing or chanting that is not related to an event or activity, but intended to humiliate the singer(s) or members of the group;
- Associating with specific people and not others;
- Sleep deprivation;
- Enduring harsh weather conditions without appropriate clothing;
- Wearing clothing that is embarrassing and not part of a uniform;
- Being screamed, yelled, or cursed at by other members.

## **VIII. Art Show Policy**

Wilmington University will review all artwork submitted and reserves the right to prohibit entries that are vulgar, threatening, harassing, or display violence or discrimination.

## **IX. 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. The 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, or 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.

## **X. College of Education: Criminal Background Check Required for Student Teaching**

Candidates enrolling into Student Teaching are required by state law to submit the following clearance items: a new Criminal Background Check, a new TB / PPD (Tuberculosis) Test, a new Child Protection Registry Form and a Health Authorization form. The state fingerprint receipt, TB/PPD, Child Protection Registry completed results and Health Authorization form 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 Delaware SBI with the labels that read “To Be Opened By Wilmington University Only.” Candidates may deliver the sealed, untampered envelope to any one of the three following locations: Dover (Building B), Georgetown or New Castle (Peoples Building). Candidates will receive a receipt notification of delivery. Candidates can locate the nearest CBC location and appointment times by visiting this website:

**[dsp.delaware.gov/state\\_bureau\\_of\\_identification.shtml](https://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](http://wilmu.edu/education/clinicalstudies)

## **XI. 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 100690, 102 Stat. 4181), the University prohibits the manufacture, distribution, dispensation, possession, or use of a controlled substance in its facilities or on its campuses. Any employee charged with a violation of a local, state or federal drug law while on University property or at a University event must follow procedures and requirements outlined in the faculty and staff handbooks.

Any student charged with a violation of a local, state or federal drug or alcohol law must comply with the provisions set forth under "Allegations of Criminal Conduct" on page 99. 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.

## **XII. Sexual Misconduct, Discrimination, and Harassment Policy**

Wilmington University is committed to cultivating a diverse and inclusive



community that recognizes the value of each individual and allows persons to learn and work in an environment free from harassment and discrimination. As part of this effort, the University will respond to sex-based harassment and discrimination through clear policies and grievance procedures, and commits itself to maintaining a safe and healthy educational and work environment via educational programming, employee training, and by sanctioning those who violate this policy. This comprehensive policy is created and implemented by the University to address allegations of sexual harassment, sexual, assault, domestic violence, dating violence, and stalking in addition to other prohibited misconduct as identified within the policy. This policy and procedures herein apply to all students, employees, and third parties, including contractors and vendors of the University. Please see the complete Sexual Misconduct, Discrimination, and Harassment Policy in Appendix C on page 145.

### **XIII. Minors on Campus Policy**

#### **Purpose and Scope of Policy**

##### **Purpose**

Wilmington University (“the 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 Areas 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

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.
- 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 ensuring 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 and the mutuality of the relationship, and may lead to charges of sexual harassment.

For the reasons stated above, such relationships are not permitted.

## **XIV. 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 sites. The following locations are mandated to comply with the procedures set forth in this policy:

- Brandywine
- Dover
- New Castle
- Athletic Complex
- Wilson Graduate Center
- Joint Base-McGuire-Dix-Lakehurst
- Dover Air Force Base
- Georgetown
- Burlington
- Cumberland
- Gloucester
- Salem
- Camden
- Mercer

### **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 and use ID cards while on University property and when accessing restricted areas.

## D. 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.

## E. ID Card—General

All ID cards will be issued by University Safety or Wilmington University Representatives at the following locations:

- **New Castle (University Information Center)**  
 Monday-Friday (9:00 a.m.–7:00 p.m.) Fall and Spring Semesters  
 Monday-Friday (9:00 a.m.–4:00 p.m.) Summer Semester

*\*Between 5:30 and 6:30 the ID Card station may be suspended due to Wilmington University Safety personnel traffic duties.*

- **Dover (Main Reception Desk)**  
Monday-Thursday (9:00 a.m.–6:00 p.m.)  
Friday (9:00 a.m.–4:30 p.m.) | Saturday (when classes are in session)
- **Wilson Graduate Center (Main Reception Desk)**  
Monday-Friday (8:30 a.m.–7:00 p.m.) | Saturday (when classes are in session)
- **Brandywine (Main Reception Desk)**  
Monday-Thursday (9:00 a.m.–7:00 p.m.) | Friday (8:30 a.m.–4:00 p.m.) during Fall and Spring Semesters  
Monday-Friday (9:00 a.m.–4:00 p.m.) Summer Semester
- **Georgetown (DTCC - Wilmington University Office)**  
Monday-Thursday (9:00 a.m.–5:00 p.m.) | Friday (9:00 a.m.–4:00 p.m.)
- **Joint Base McGuire-Dix-Lakehurst (Education Center - Room 302)**  
Monday-Thursday (8:30 a.m.–4:30 p.m.)
- **Burlington – Main Reception Desk**  
Monday-Thursday (10:00 a.m.–6:00 p.m.) | Friday (10:00 a.m.–4:30 p.m.)
- **Cumberland – Main Reception Desk**  
Monday-Thursday (10:00 a.m.–6:00 p.m.) | Friday (10:00 a.m.–4:30 p.m.)
- **Gloucester- Main Reception Desk**  
Monday-Thursday (9:30 a.m.–5:30 p.m.) | Friday (9:30 a.m.–4:30 p.m.)

The cardholder must report the loss/theft of an ID card immediately to University Safety.

All Wilmington University staff (including part-time staff), 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.

## **F. 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.

- University Safety will be the responsible for management of the 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.

## ID Card Type and Purpose

ID Card Type	Color	Issuing Entity	Description of Purpose
<b>Permanent Staff and Part-Time</b>	Green	University Information Center	ID Card type issued to permanent Wilmington University Staff & part-time employees assigned at any University Facility
<b>Permanent/Adjunct Faculty</b>	Green	University Information Center	ID Card type issued to Wilmington University Faculty assigned at any University Facility
<b>Student Athlete</b>	Yellow	University Information Center	ID Card type issued to Wilmington University Students assigned to specified University Facilities (restricted time)
<b>Student</b>	Light Green	University Information Center	ID Card type issued to Wilmington University Students assigned to specified University Facilities (limited access)
<b>University Safety</b>	Black	University Safety	ID Card type issued to University Safety assigned to any University Facility
<b>Visitor</b>	White	University Safety	ID Card type issued to Wilmington University visitors (Visitor ID card only)
<b>Contractor</b>	Red	University Safety	ID Card type issued to Wilmington University Contractors/Vendors (limited access)

## ID Card Type and Purpose

ID Card Type	Color	Issuing Entity	Description of Purpose
<b>Alumni/Community</b>	Green	University Information Center	ID Card type issued to Wilmington University Alumni-Community (limited access) in accordance with Section L of the ID policy.

## G. 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, Georgetown (DTCC), Joint Base-McGuire-Dix-Lakehurst (New Jersey), Burlington, Cumberland, or 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)

## H. 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 or an 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.

## **I. 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 violators may be subject to disciplinary action including, but not limited to, being asked to vacate University property, ineligibility to apply for classes and forfeiture of 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.
- For any questions regarding the ID card policy please contact the University Safety Department.

## **J. 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 individual’s 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 and 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 (at any site with ID workstation) and pay the associated fee. The individual must present the “receipt” to the ID Workstation Representative prior to receiving an additional ID card.

- Individuals charged for subsequent ID cards are permitted to use their financial aid funds, if necessary. Cash, debit, or credit card payment are acceptable.
- Stolen ID cards will be replaced at no charge (see section H. “ID Card — Security and Protection”).
- This section applies to all Wilmington University ID Card Holders.

## **K. 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 **wilmu.edu**. Hard-copy applications are available at the security desks located at New Castle, Dover, Wilson Graduate Center, Brandywine 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 Card 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 Assistant 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 as determined by the ID Card Committee, University Safety or a University Official.
  - Community—Library Use Only
- Alumni/Community will be notified of approved/disapproved status within 30 days after submitting the application and completing background checks.

## **L. Guidelines for Alumni/Community**

The following would exclude Alumni/Community from receiving a Wilmington University 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, and/ or 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 organizations involved in University sponsored events (guest speakers, special events open to the public, etc.).

## **M. ID Card—Visitors**

- Visitors wishing access to the Wilmington University 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, Brandywine, Burlington, Cumberland, or Gloucester locations.
- Visitors will be required to produce a valid government ID (driver's license, state identification card, or passport) in order to receive an 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 Library Building; 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.)
- All visitor ID cards will be stored at each safety station.

**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.

## **XV. Policy on Surveillance Devices on Campus**

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

## **XVI. 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.

## **XVII. 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 or

other University Activities. The University will not have the right to use the Intellectual Property (work) in any other manner without the written consent of the student, except as otherwise provided in this Handbook, including but not limited to the University's Public Display and Posting Policy. The University shall be under no obligation to use the Intellectual Property (work) in any manner or to otherwise permit its display or performance, and shall have sole and absolute discretion in any decision to use or permit the display or performance, or not to use or permit the display or performance, of the Intellectual Property (work). Additional information is located in the Office of Academic Affairs.

## **XVI. Public Display and Posting Policy**

The University recognizes the value of creating and maintaining a vibrant learning and working environment with opportunities for students to engage in appropriate artistic self-expression and the civil exchange of ideas and information. The University also endeavors to provide a safe, supportive, and professional learning environment. The University reserves the right to refuse, withdraw, modify, or otherwise limit the display, presentation, posting, or performance of any and all material that is on University property, that uses University facilities or resources, or that is otherwise affiliated or apparently affiliated with the University, including but not limited to any material that the University deems, in its sole and absolute discretion: to be or reasonably perceived as being harassing, intimidating, threatening, violent, vulgar, obscene, libelous, unlawful, offensive, or otherwise objectionable; to constitute an invasion of privacy; to violate any policy in this Handbook; to risk damaging the good name and reputation of the University or otherwise casting unwanted attention on the University; to otherwise fail to uphold the standards of civility and professionalism representative of the University; or to be misaligned with the University's mission or values. In the event the University determines that display, presentation, posting, or performance of any material should be refused, withdrawn, modified, or limited, the University may notify the affected student(s) within a reasonable timeframe, but is under no obligation to do so. Nothing in this paragraph shall be interpreted as creating any obligation for the University to remove, withdraw, modify, or otherwise limit the display, presentation, posting, or performance of any material that any individual deems offensive or otherwise objectionable, nor shall anything in this paragraph or Handbook be interpreted as providing any guarantee that the display, presentation, posting, or performance of any material will be permitted. The University reserves, in

all cases, the final and continuing control, in its sole and absolute discretion, over the display, presentation, posting, or performance of any and all material that is on University property, that uses University facilities or resources, or that is otherwise affiliated or apparently affiliated with the University.

## **XIX. 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, pipes, 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.

## **XX. Wilmington University Security Plan**

Students may consult the Annual Campus Security Report and University Security Plans for each campus at:

[wilmu.edu/titleix/understanding-clery-report.aspx#annual-security-report](http://wilmu.edu/titleix/understanding-clery-report.aspx#annual-security-report)

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

The University expects all students, 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 University Safety may be contacted at **302.325.3333** for all sites.



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 Safety Department Contact Numbers:**

Dover Air Force Base	<b>302.677.3000</b>
Georgetown ( <i>Delaware Technical Community College</i> )	<b>302.259.6241</b>
Salem Community College	<b>877.967.5464</b>
Mt. Laurel ( <i>Rowan College at Burlington County</i> )	<b>856.291.7401</b>
Cumberland County College	<b>856.457.6273</b>
Rowan College of South Jersey	<b>856.494.7001</b>
Joint Base McGuire-Dix-Lakehurst	<b>609.724.3183</b>
Mercer County College	<b>609.245.2383</b>
Camden County College	<b>856.842.5274</b>

### **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 in 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 campus website) for locations of 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 to a 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:

<b>New Castle (<i>Main Campus</i>)</b>	
Delaware State Police ( <i>Troop #2</i> )	<b>911 or 302.573.2800</b>
<b>Wilson Graduate Center</b>	
New Castle County Police	<b>911 or 302.573.2800</b>
<b>Dover</b>	
Dover Police Department	<b>911 or 302.736.7111</b>
<b>Brandywine</b>	
Delaware State Police ( <i>Troop #1</i> )	<b>911 or 302.573.2800</b>
<b>Athletics Complex (Delaware)</b>	
Delaware State Police ( <i>Troop #2</i> )	<b>911 or 302.573.2800</b>

## 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 **911 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 of South Jersey (New Jersey)**

Gloucester County Sheriff 's Department is on-site 24/7. Police agency having primary jurisdiction of this campus is Washington Township Police **911 or 856.256.1212**

**Rowan College at 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**

**Mercer County College (New Jersey)**

Police Department **911**

**Camden County College (New Jersey)**

Police Department **911**

## 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 and 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, 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 WilmU community, the WilmU Emergency Response Team will collaborate to determine the content of the message and will use some or all notification systems available to communicate the threat to the WilmU 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 WilmU Facilities. Evacuation drills for WilmU separate campuses are coordinated in accordance with each site's emergency response and evacuation procedure 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 ongoing resource for students.

## **Crime Prevention and Security Awareness Programs**

Campus security measures are discussed during New Student Kickoff 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 University 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 potential 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 VI (page 182) 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/titleix/understanding-clery-report.aspx#annual-security-report](http://wilmu.edu/titleix/understanding-clery-report.aspx#annual-security-report)**

Copies of this Report are also available by contacting Linda Andrzejewski, Executive Director of Title IX, Clery and Regulatory Affairs at **302.356.6754**.

**V.**

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**UNIVERSITY PERSONNEL  
DIREC TORY**

# Wilmington University

## Delaware

New Castle Campus	302.356.INFO (4636)
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 at Burlington County	856.291.7400
Cumberland County College	856.691.8600 x1552
Joint Base McGuire-Dix-Lakehurst Education Center	609.724.3188
Salem Community College	877.967.5464
Camden County Community College	877.967.5464
Mercer County Community College	609.245.2383
Rowan College of South Jersey	856.464.5231

## Academic Advising

New Castle Campus	302.356.6711
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
Camden County College	877.967.5464
Mercer County Community College	609.245.2383

## Academic Affairs

### Academic Deans

College of Arts and Sciences	302.356.6936
College of Business	302.356.2481
College of Education	302.356.6977
College of Health Professions	302.356.6915

### Academic Deans (continued)



College of Social and Behavioral Sciences	302.356.6870
College of Technology	302.356.2475

## Admissions

Undergraduate	302.356.6744
Graduate	302.295.1184

## Campus Store

New Castle Campus	302.356.6769
Wilson Graduate Center	302.295.1169
Dover	302.342.8636

## Library

New Castle Campus	302.356.6879
Wilson Graduate Center	302.295.1177
Dover	302.342.8620
Rowan College at Burlington County	856.222.9311 x2021

## Student Financial Services

Billing/Financial Aid/Payments	302.356.4636
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## Other Services

Activities	302.356.6966
	302.356.6947
Athletics	302.356.2023
Buildings and Maintenance	302.356.6775
Career Services	302.356.6792
Disability Services	302.356.6937
Housing	302.356.6937
Italian Kitchen at Wilmington University	302.356.6788
Registrar	302.356.6930
Student Affairs	302.356.6939
Student Concerns	302.356.6925
Student Success Center (SSC)	302.356.6995

**University Safety**

All Wilmington University Sites	<b>302.325.3333</b>
Dover Air Force Base	<b>302.677.6666</b>
Georgetown	<b>302.855.5999</b>
Rowan College at Burlington County Public Safety	<b>609.894.9311 x1100</b>
Cumberland County College	<b>856.691.8600 x777</b>
Salem Community College	<b>856.299.2100</b>
Camden County Community College	<b>856.374.5089</b>
Mercer County Community College	<b>609.586.4800 x3503</b>

# **VI.**

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## **COUNSELING SERVICES**

## I. General Human Services

### Delaware Helpline 211

Dial 211

[Delaware211.org](http://Delaware211.org)

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

[AlliedBehavioralHealthde.com](http://AlliedBehavioralHealthde.com)

Newark

302.832.1282

### 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

[cffde.org](http://cffde.org)

Resource Helpline

1.800.220.3092

Wilmington

302.658.5177

Dover

302.674.8384

Georgetown

302.856.2388

### E. Delaware Psychological Services

[DelawarePsychologicalServices.com](http://DelawarePsychologicalServices.com)

Resource Helpline

302.703.6332

### F. Mental Health Association in Delaware

[mhainde.org](http://mhainde.org)

Resource Helpline

1.800.287.6423

Wilmington

302.654.6833

### G. National Association of Mental Illness

[NAMIdelaware.org](http://NAMIdelaware.org)

Resource Helpline

1.888.427.2643

Wilmington

302.427.0787

### III. National Counseling Services

Mental Health America

[mentalhealthamerica.net](http://mentalhealthamerica.net)

#### To Write Love on Her Arms

To Write Love on Her Arms ([twloha.com/find-help](http://twloha.com/find-help)) is a non-profit movement dedicated to presenting hope and finding help for people struggling with depression, addiction, self-injury, and suicide. TWLOHA exists to encourage, inform, inspire, and also to invest directly into treatment and recovery.

### IV. Crisis Telephone Counseling

#### A. Crisis Text Line

A national 24/7 support network for people in crisis.

Text **741741**  
or go to [crisistextline.org](http://crisistextline.org)

#### B. Delaware Health & Social Services Crisis Intervention Services

New Castle County

**1.800.652.2929**

Kent and Sussex Counties

**1.800.345.6785**

#### C. ContactLifeline

24-hour Crisis Helpline

**1.800.262.9800**

#### D. Substance Abuse Hotline

New Castle, Kent and Sussex Counties

**1.800.405.8409**

#### E. Suicide Prevention

24-hour helpline

**1.800.784.2433**

#### F. National Suicide Prevention Lifeline

Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24/7.

**1.800.273.TALK (8255)** or  
[suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)

## **V. Full Service Multi-Disciplinary Private Group Practice**

### **A. New Castle County**

Christiana Counseling and Psychiatric Associates	<b>302.995.1680 x239</b>
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### **B. Kent and Sussex Counties**

F.H. Everett and Associates	<b>302.674.2380</b>
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## **VI. Student Concerns**

Dan Burke	<b>302.356.2026</b>
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# VII.

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## 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 that twenty-four (24) hour's 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 one or more courses.

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;
- b. A statement from an employer to confirm a required change in work schedule;
- c. A change in service activation status.

Veterans are responsible for reporting enrollment changes to the VA counselor within two weeks of a change in enrollment through **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.

## **Appendix C**

### **Sexual Misconduct, Discrimination and Harassment Policy**

Wilmington University ("Wilmington" or "the University") is committed to cultivating a diverse and inclusive community that recognizes the value of each individual and allows persons to learn and work in an environment free from harassment and discrimination. As part of this effort, the University will

respond to sex-based harassment and discrimination through clear policies and grievance procedures, and commits itself to maintaining a safe and healthy educational and work environment via educational programming, employee training, and by sanctioning those who violate this policy. This comprehensive policy is created and implemented by the University to address allegations of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, in addition to other prohibited misconduct as identified and defined herein. This policy and the procedure herein apply to all students, employees, and third parties, including contractors and vendors of the University.

Wilmington University is a private postsecondary institution and an Equal Opportunity and Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. Wilmington University does not discriminate against employees, students, or applicants on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, age, or any other characteristic protected by law with regard to any employment practices, including recruitment, advertising, job application procedures, hiring, upgrading, training, promotion, transfer, compensation, job assignments, benefits, and/or other terms, conditions or privileges of employment, provided the individual is qualified with or without reasonable accommodations to perform the essential functions of the job. Wilmington University's good faith efforts and policies ensure that this commitment is maintained. For complaints related to discrimination on the basis of any protected class besides sex, please contact the Human Resources Department and refer to the Title VII and Resolution Policy (herein the "Title VII Policy"). When an allegation of sex-based harassment and harassment or discrimination on the basis of another protected class is reported, the University will use this policy as well as the Title VII Policy to resolve the complaint. The University retains the right to conduct one investigation into all allegations and consolidate complaints. However, different procedures may be used to resolve complaints that allege more than one form of prohibited conduct. This is discussed further in sections throughout this document.

Wilmington University prohibits all forms of sex and gender-based harassment, as well as the offenses of sexual assault, domestic violence, dating violence, and stalking (collectively referred to in this policy as "Sexual Misconduct" which also constitutes "Prohibited Conduct" under this policy). These offenses may also be prohibited by Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), by the Clery Act and Section 304 of the Violence Against Women Reauthorization Act of 2013 ("VAWA"), Title

VII of the Civil Rights Act of 1964, and other applicable statutes, to include Delaware H.S. 1 for H.B. 1 of 2016. This policy prohibits a broad continuum of behaviors, some of which are not prohibited under Title IX or other laws. Their inclusion in this policy reflects the University's standards and expectations for a respectful working and learning environment where everyone is free to work and learn safely. However, complaints alleging discrimination based on pregnancy, different treatment based on sex, or other forms of discrimination do not fall under this policy but may still be addressed through either the Student Code of Conduct for complaints involving student respondents or the Employee Handbook, Title VII Policy, for complaints involving respondents who are employees.

The University will investigate and attempt to resolve all complaints of Prohibited Conduct in a prompt, fair and impartial manner. The University will treat all individuals involved with dignity and respect. All processes are driven by objective fact-finding and approached from a neutral standpoint, including the presumption that a respondent is not responsible for a violation of this policy before a finding that supports that exists.

With this in mind, members of the University community are expected to conduct themselves in a manner that respects the inherent dignity of all people and refrains from any form of harassment or discriminatory practices, including all forms of Prohibited Conduct as defined in this policy. This policy has been developed to reaffirm these principles, provide explicit information regarding when and how the University responds to allegations of sex-based Prohibited Conduct, and offer accountability for conduct that violates this policy.

Inquiries regarding the application of this policy and the respective grievance procedures used to resolve complaints may be referred to the University's Title IX Coordinator, to the U.S. Department of Education's Office for Civil Rights, or both. Further, complaints regarding employment discrimination may also be referred to the Federal and state agencies noted further in this document.

## **A. Definitions**

### **Complainant**

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual misconduct.

### **Respondent**

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

## Party

“Party” means either the Complainant(s) or Respondent(s) in an investigation or action relating to a report of Prohibited Conduct.

## Confidential Resources

“Confidential Resources” are designated by Colleges and University to provide Complainants with emergency and ongoing support and to advise the Complainant on options for reporting violations of this policy. Wilmington University does not have any on-campus confidential resources. Persons seeking confidential resources should seek support off campus (see Off-Campus Resources Charts, starting on page 126).

## Title IX Coordinator

The “Title IX Coordinator” is responsible for overseeing the University’s response to reports of Sexual Misconduct on campus and oversees the University’s centralized response to ensure compliance with Title IX and the Clery Act (VAWA) as it relates to the accurate reporting of and response to sexual harassment and the VAWA offenses. The Title IX Coordinator is also responsible for coordinating the effective implementation of supportive measures and remedies. The Title IX Coordinator or the University President may delegate responsibilities under this policy to a designee, who will be appropriately trained per the requirements of Title IX and VAWA. For purposes of this policy, any reference to the Title IX Coordinator should be read as the “Title IX Coordinator or other designee.”

## How to contact the University’s Title IX Coordinator:

Linda M. Van Drie Andrzejewski, Ed.D  
Executive Director and Title IX Coordinator  
Wilmington University | 47 Reads Way | New Castle, DE 19720  
[linda.m.andrzejewski@wilmu.edu](mailto:linda.m.andrzejewski@wilmu.edu)  
Phone: **302.356.6754** | Fax: **302.328.7918**

Reports may be made in person between 9 a.m. and 5 p.m., Monday to Friday, or at any time via email or written correspondence.

## Investigator

The “Investigator” is the person assigned to conduct the investigation upon the signing of a complaint and a request for a formal resolution process. The Investigator may be a Title IX Coordinator, an employee, or a contracted service provider.

## **Decision-Maker**

The “Decision-Maker” is the person or persons who will make the determination of responsibility for Emergency Removal after an informal or formal resolution process or following an appeal. The Decision-Maker will provide the determination in writing and cannot be the same person as the Title IX Coordinator or the Investigator on a case arising out of the same facts or circumstances. In the case of an appeal, the Decision-Maker will be different from the person(s) who made the initial determination. The Decision-Maker may be an employee or a contracted service provider. The University retains the right to establish a pool of cross-trained individuals who may serve as an Investigator or one of the Decision-Makers. However, such individuals would never hold more than one position during a particular complaint.

## **Title IX Personnel**

“Title IX Personnel” include all individuals whose duties involve resolution of reports and complaints of student and employee violations of this policy. All Title IX personnel shall receive annual training as required by Title IX, VAWA and Delaware law. Employees falling under this description include, without limitation, the Title IX Coordinator(s), Investigators, Decision-Makers, members of University Safety, and any contracted service providers of the University with any of the responsibilities outlined herein.

## **Responsible Employees**

With limited exceptions, every University employee must report conduct that could constitute sexual harassment, sex discrimination, and sexual misconduct under this policy and are considered “Responsible Employees.”<sup>1</sup> Responsible Employees include supervisors, managers, coaches, and faculty members with administrative duties or student supervisory duties who are responsible for taking all appropriate action to prevent sexual misconduct, discrimination and harassment, to correct it when it occurs, and to promptly report it to the institution’s Title IX Coordinator.

Delaware state law requires Responsible Employees of institutions of higher education to additionally offer to report for victims incidents of sexual assault perpetrated by or against a student to the law enforcement authorities or public safety officials serving the institution. Employees are also responsible for informing victims of their rights under the Victims’ Bill of Rights, as well as available confidential medical, counseling, and advocacy services. University Safety Constables shall make reasonable efforts to ensure a victim’s privacy

<sup>1</sup> Delaware H.S. 1 for H.B. 1 of 2016 utilizes the term “Responsible Employee” when referring to employees who have a duty to report incidents of sexual misconduct. Although that term is no longer used by the U.S. Department of Education for purposes of Title IX compliance, Wilmington is deferring to the state terminology to meet compliance with both laws.

when contacting a victim and are required to inform the victim of their rights under the Victims' Bill of Rights, as well as available confidential medical, counseling, and advocacy services. A report to a faculty or staff member of the University does not result in a Complaint for purpose of initiating an investigation or Informal or Formal Resolution Processes. However, the reporting of that information by the Responsible Employee to the institution's Title IX Coordinator is required by Delaware law.

Delaware has both civil and criminal laws to protect children from abuse and neglect and all employees of the University are mandatory reporters of Child Abuse under Chapter 9 of Title 16 of the Delaware Code. All suspected child abuse and neglect must be reported<sup>2</sup> to the 24-hour Division of Family Services (DFS) Child Abuse and Neglect Report line at **1-800-292-9582**. You may also call any Law Enforcement Agency or **911**, but not in lieu of contacting DFS. You are not required to provide proof. Anyone who makes a good faith report based on reasonable grounds is immune from prosecution, and DFS provides information to the community on identifying signs of abuse, which may be accessed at **[kids.delaware.gov/family-services/child-abuse-and-neglect-reporting/](https://kids.delaware.gov/family-services/child-abuse-and-neglect-reporting/)**. This means that all employees must immediately report whenever they suspect that a child has been abused or neglected. Reports may also be made online at **[kids.delaware.gov/family-services/child-abuse-and-neglect-reporting/](https://kids.delaware.gov/family-services/child-abuse-and-neglect-reporting/)**

### **Advisor of Choice**

An "Advisor of Choice" means the person of the Complainant or Respondent's choosing who accompanies them to any meeting, interview, or disciplinary proceeding in which they must be present. This person can provide support, advice or counsel. During the investigatory stage of the process, the Advisor is not permitted to act on behalf of their Party with regard to answering questions or providing evidence on behalf of a Party. They may not actively participate or be disruptive, nor may they unnecessarily delay the investigation due to their personal availability. During the Live Hearing portion of the Title IX process, the Advisor of Choice is responsible for conducting the cross-examination during a live hearing pursuant to the Title IX grievance processes. Cross-examination in this setting is limited to the other Party and witnesses. The Advisor cannot make opening or closing statements, ask questions of their own advisees, object to questions, or engage in advocacy other than that stated herein. An Advisor is permitted to participate in a Non-Title IX grievance process; however, their role is restricted to the investigatory stage as described above.

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<sup>2</sup> Please additionally see Wilmington University's "Minors on Campus Policy" starting on page 156.

For both Title IX and Non-Title IX meetings, interviews and disciplinary proceedings, the Advisor may talk quietly with the student or pass notes in a non-disruptive manner. In addition, while Advisors may provide guidance and assistance throughout the process, all written submissions must be authored by the student. Please note: The Non-Title IX grievance process for employees does not allow advisors to be present at any interview, meeting, or disciplinary proceeding.

The University will not restrict the choice of an Advisor, and the Advisor can be anyone of the Party's choosing. However, the University may remove Advisors if they become disruptive or hinder a fair and equitable process. The involvement of an Advisor may not result in undue delay of any meeting or proceeding. During the Title IX live hearing for the Title IX grievance procedures, if a Party does not have an Advisor, the University will appoint one on behalf of the Party free of charge. In this capacity, the Advisor will be appointed for the sole purpose of conducting cross-examination of the other Party and witnesses. Employees of the University are not permitted to serve as Advisors of choice.

### **Campus Security Authority (CSA)**

A "Campus Security Authority" ("CSA") is a designated University official who has an obligation to report certain crimes reported to them to the reporting structure of the institution as required by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). In most cases, a CSA can fulfill their responsibilities while still maintaining victim confidentiality. Except in reference to a report to the Title IX Coordinator, a report to a CSA does not result in a complaint for the purpose of triggering an investigation or informal or formal resolution process.

### **Scope and Jurisdiction**

This policy governs the conduct of: University students, regardless of enrollment status; faculty; staff; and third Parties (i.e., non-members of the University community, such as vendors, alumni/ae, visitors, or local residents).

Third Parties are both protected by and subject to this policy. A third party may report of a suspected violation of this policy committed by a member of the University community. A third-party may also be permanently restricted from the University or subject to other restrictions for failing to comply with this policy.

This policy applies to conduct that occurs on University property (on campus) and in the local vicinity. This policy also applies to conduct that occurs off University property (off campus) when the conduct is associated with a



University-sponsored program or activity, such as travel, research, internship programs, or when such conduct has a continuing adverse effect or creates a hostile environment on campus. Judgments about these matters will depend on the facts of individual cases.

All actions by a member of the University community that involve the use of the University's computing and network resources from a remote location, digital platforms, and computer hardware or software owned and operated by, or used in the operations of the University, including but not limited to accessing email accounts, will be deemed to have occurred on campus. Online and/or social media conduct may violate this policy if it meets the definition of Prohibited Conduct. Online postings are in the public sphere and are not private. These postings may subject an individual to allegations of Sexual Misconduct or other misconduct. The University does not regularly search for this information, nor does it monitor any particular social media site. Still, we may take action if and when such information is brought to our attention. See the University's Policy on Computer Use at [wilmu.edu/studentlife/computeruse.aspx](http://wilmu.edu/studentlife/computeruse.aspx) for a list of unacceptable behavior/use of University computing resources. The University will view any report of online Sexual Misconduct with the Respondent's free speech rights in mind.

Individuals are encouraged to report any violation of this policy as soon as possible to maximize the University's ability to respond promptly and effectively. Reports and complaints may be made at any time without regard to how much time has elapsed since the incident(s) in question have occurred.

If the Respondent is no longer a student or employee at the time of the report or complaint, the University may not be able to take disciplinary action against the Respondent. However, it will still seek to meet its Title IX or other legal obligations by offering supportive measures for the Complainant and taking steps, if necessary and possible, to end the prohibited behavior, prevent its recurrence, and address its effects.

For Title IX to apply, the incident must be reported while the all parties are associated with the University (as current students or employees) and must have occurred on property owned or controlled by the University in the United States. Additionally, during the time the misconduct is reported to have occurred, the University must have had substantial control of the Respondent and the context of the misconduct.

### **Sexual Misconduct at Wilmington University and Title IX**

This policy governs Prohibited Conduct that constitutes sex-based harassment. However, the government defines sexual harassment differently in specific

settings. Additionally, this policy covers behaviors that fall outside of the jurisdiction required for response by Title IX. The University will determine whether an allegation should proceed utilizing the grievance processes mandated by Title IX or the University's grievance process for Non-Title IX Sexual Misconduct, based on the constellation of facts and circumstances surrounding the report or Complaint and the following factors:

- applicable law
- what is reported to have occurred
- the status of the Complainant as student, employee, or third-party
- the status of the Respondent as student, employee, or third-party
- the context in which the harassing behavior is reported to have occurred
- whether the reported behavior occurred within the United States; and/or
- whether there are continuing effects of such reported behavior on campus or within the University's educational programs or associated activities

**The Title IX Coordinator is the University official designated to evaluate reports to determine which law(s) attach, what threshold each law holds under the various laws, and which grievance process to utilize to resolve such reported behavior.**

As stated above, complaints alleging discrimination based on pregnancy, different treatment based on sex, or other forms of sex discrimination will be adjudicated under the Student Code of Conduct for Student-based complaints and the Employee Handbook, Title VII Policy and Resolution Procedures, for complaints involving employees.

## **B. Prohibited Conduct**

As outlined above, the University prohibits behaviors outside the scope of conduct prohibited by Title IX. If a report constitutes behavior as described below, the University will determine which grievance process is needed to resolve the Complaint.

For purposes of this policy, all of the following definitions constitute conduct to be based of sex. The University will treat attempts to commit any sexual misconduct as if those attempts were completed.

### **Definitions of Prohibited Conduct**

#### **Quid Pro Quo Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any University activity or benefit; or
- Submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions.

To reach the threshold for a claim under Title IX, the person conditioning the provision of the aid, benefit, or service must be an employee.<sup>3</sup>

## **Hostile Environment and Sexual Harassment**

Any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal, electronic or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; i.e., it is sufficiently serious, pervasive or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, or social environment under both a subjective and an objective standard.

Gender-based harassment is a form of sexual harassment that includes verbal, written, or physical behavior, directed at someone, or against a particular group, because of that person's or group's sex, gender identity, actual or perceived sexual orientation, or based on gender stereotypes, when that behavior is unwelcome and has the purpose or effect of substantially interfering with the individual's work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education or associate University activities of the University.

Such conduct does not need to be directed at or to a specific individual in order to constitute sexual harassment, but may consist of generalized unwelcome and inappropriate behaviors or communications based on sex, gender identity, actual or perceived sexual orientation, or gender stereotypes. Determination of whether alleged conduct constitutes sexual harassment requires consideration of all the circumstances, including the context in which the alleged incidents occurred.

To reach the threshold for a claim under Title IX, the conduct must be determined to be unwelcome conduct of a sexual nature determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity as well as meets the required jurisdictional elements.

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<sup>3</sup> For purposes of this policy, "volunteers" do not constitute "employees" with regard to allegations of sexual harassment for purposes of Title IX.

An evaluation of when an offense meets the definition for Title IX will be determined by the Title IX Coordinator based on the constellation of facts and circumstances surrounding the report or Complaint.

### **Non-consensual Sexual Penetration**

Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

### **Non-consensual Sexual Contact**

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity. Private body parts for purposes of this policy are breast, buttocks, and groin.<sup>4</sup>

### **Incest**

For purposes of this Policy, incest means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In Delaware, this includes sexual contact between persons who are brothers and sisters; parents and children, including stepparents, stepchildren, and adopted persons; aunts/uncles and nieces/nephews; and grandparents and grandchildren.<sup>5</sup>

### **Statutory Rape**

Sexual intercourse with a person who is under the statutory age of consent, which in Delaware is 16 years of age.<sup>6</sup>

### **Domestic Violence**

A felony or misdemeanor crime of violence committed by

- a current or former spouse or intimate partner 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 or intimate partner.
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

<sup>4</sup> The touching of non-private body parts could constitute "Sexual Harassment". See page 117.

<sup>5</sup> See Delaware Code Title 11 Crimes and Criminal Procedure § 766.

<sup>6</sup> See Delaware Code Title 11 Crimes and Criminal Procedure § 766. As an aside, Delaware law states that in some situations, a person must be at least 18 years of age to engage in consensual, lawful activity.

- any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

According to Section 16 of title 18 of the United States Code, the term “crime of violence” means

- an offense under Delaware State law or New Jersey state law (depending on where the incident reportedly occurred) that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
- any other offense that is a felony in Delaware or New Jersey (depending on where the incident is reported to have occurred) and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Domestic violence<sup>7</sup>, as defined by Title IX, is considered relationship violence and must be “on the basis of sex.” For purposes of this Policy, Domestic Violence does not include acts that meet the definition of domestic violence under Delaware and New Jersey laws that are based solely on cohabitation (e.g., roommates) or family relationship (e.g., parent/child). While non-relationship violence would not be addressed using this policy, it could still be counted for purposes of Clery Act reporting and may be addressed under other University policies or grievance procedures. If you need information on how to obtain a Protection from Abuse Order in the State of Delaware, please visit [courts.delaware.gov/family/pfa/index.aspx](https://courts.delaware.gov/family/pfa/index.aspx). If you need information on how to obtain a Protection from Abuse Order in New Jersey, visit [njsp.org/division/operations/domestic-violence-info.shtml](https://njsp.org/division/operations/domestic-violence-info.shtml)

## Dating Violence

Violence committed by a person who 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 the reporting Party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.<sup>8</sup>

<sup>7</sup> Delaware Criminal Code does not delineate Domestic Violence as a specific statute but defines such acts for the appropriate jurisdiction for prosecutorial action: ‘Domestic violence’ means abuse perpetrated by one member against another member of the following protected classes: Family, as that term is defined in 10 Del. C. §901(12), regardless, however, of state of residence of the parties; Former spouses, a man and a woman cohabitating together with or without a child of either or both, or a man and a woman living separate and apart with a child in common. (Excerpted from Delaware Code Title 11 Crimes and Criminal Procedures § 1041(2))

<sup>8</sup> Delaware has no separate statute for dating violence, but a definition for “teen dating violence: Delaware Criminal

## Stalking

Stalking<sup>9</sup> is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

For the purposes of this definition—

- *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third Parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

To reach the threshold for a claim under Title IX, the stalking behavior must be determined to be based on sex. Non-sex-based stalking complaints will be resolved using this policy’s definitions but under the Non-Title IX Resolution Procedures by status of the Respondent as Student or Employee.

## Sexual Exploitation

Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute another offense as defined above. Examples may include acts such as recording, photographing, streaming or otherwise transmitting, viewing or distributing intimate or sexual images or sexual information without the knowledge and consent of all Parties involved; voyeurism (i.e., spying on others who are in intimate or sexual situations), knowingly transmitting a sexually transmitted infection to another, or facilitation the sexual harm/abuse of another person. Sexual exploitation, when it does not in and of itself constitute sexual harassment, will be resolved using the institution’s Non-Title IX grievance process.

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Code defines Dating Violence in the School Teen Dating Violence and Sexual Assault Act, Title 14, Section 4112E(a)(2) as: “Teen dating violence”. — As used in this section, “teen dating violence” means assaultive, threatening or controlling behavior, including stalking as defined in § 1312 of Title 11, that 1 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.

9 See Delaware Code Title 11 Crimes and Criminal Procedure § 1311 and § 1312.

## **Retaliation**

Retaliation is any attempt to seek retribution against an individual or group of individuals involved in making a good faith report, filing a Complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy. Retaliation can take many forms, including abuse or violence, threats, coercion, and intimidation. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, academic or University controlled living environment of an individual or if they hinder or prevent the individual from effectively carrying out their University responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable under this policy.

Allegations of Retaliation will proceed under Student Conduct or the Employee Handbook, Title VII policy depending on the status of the Respondent as student or employee.

## **Definition of Consent**

Voluntary, informed, uncoerced agreement through words and/or actions freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner willingly and affirmatively chooses to participate.

Indications that consent is not present include:

- when physical force is used or there is a reasonable belief of the threat of physical force, including when one person overcomes the physical limitations of another person.
- when coercion is present. Coercion means the improper use of pressure to compel another individual to initiate or continue sexual activity against the individual's will. Coercion may include intimidation, manipulation, and/or blackmail. Words or conduct may constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether to engage in sexual activity.
- when a person is incapable of making an intentional decision to participate in a sexual act, which could include instances in which the person is in a state of incapacitation, which could be permanent or temporary. Evaluations of capacity will be viewed in hindsight using a reasonable person standard.

Important points regarding consent include:

- Consent to one act does not constitute consent to another act.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.
- The existence of a prior or current relationship does not, in itself, constitute consent.
- Consent can be withdrawn or modified at any time.
- Consent is not implicit in a person's manner of dress.
- Accepting a meal, a gift, or an invitation for a date does not imply or constitute consent.
- A person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent.
- Silence and passivity do not necessarily constitute consent.
- Initiation by someone who a reasonable person knows or should have known to be deemed incapacitated is not consent.
- A person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
- A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation when a person is incapacitated or not of legal age.
- A person who is asleep or unconscious is considered incapacitated and unable to consent. Additionally, a person may be incapacitated due to a temporary or permanent mental or physical disability.

In the context of this policy, incapacitation is the state in which a person's perception or judgment is so impaired that they lack the cognitive capacity to make or act on conscious decisions. The use of drugs or alcohol can cause incapacitation, which is a state beyond mere intoxication. An individual who is incapacitated is unable to consent to a sexual activity. Engaging in sexual activity with an individual who is incapacitated (and therefore unable to consent), where a person knows or ought reasonably to have understood that the individual is incapacitated, constitutes Sexual Misconduct and is a violation of this Policy.



## C. Reporting

Any person may report an incident of Sexual Misconduct as defined by this policy; however, Employees must report. The University encourages anyone who experiences or becomes aware of Sexual Misconduct to immediately contact one of the options listed below, including law enforcement, school administrators and off campus confidential options. Reports may be made by the person who experienced the Sexual Misconduct or by a third-party, including, but not limited to, a friend, family member, advisor, or faculty member. Reports to the Title IX Coordinator may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed below, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the listed telephone number or electronic mail address, or by physical mail to the office address.

A Complainant may pursue some or all of these reporting options at the same time (e.g., one may simultaneously pursue a Formal Resolution Process with the University and a criminal complaint). When initiating any report, a Complainant does not need to know whether they wish to request any particular course of action, nor how to label what happened. Before or during any grievance process, Complainants and other reporting persons are encouraged to consult a Confidential Resource.

### Confidential Reporting Options

No offices on campus are designated as Confidential Resources. Therefore, an individual who is not prepared to make a report, or who may be unsure how to label what happened, but still seeks information and support, is strongly encouraged to contact an off campus Confidential Resource.

Campus resources that may be helpful (private, but not confidential)

Visa and Immigration Assistance	International Affairs	Director of International Affairs <b>302.356.6741</b> 320 N. DuPont Hwy., Pratt Building New Castle, DE 19720
Health		<i>No Campus Resource-See Off Campus Resources</i>
Mental Health		<i>No Campus Resource-See Off Campus Resources</i>
Counseling		<i>No Campus Resource-See Off Campus Resources</i>
Victim Advocacy		<i>No Campus Resource-See Off Campus Resources</i>

Legal Assistance		<i>No Campus Resource-See Off Campus Resources</i>
Financial Aid	Financial Aid Department	Director of Financial Aid <b>302.356.6982</b> 320 N. DuPont Hwy., New Castle, DE 19720
Title IX Coordinator	Human Resources Department	Dr. Linda Andrzejewski, Title IX Coordinator  <b>302.356.6754</b> 47 Reads Way Rm #440 New Castle, DE 19720
Campus Law Enforcement	University Safety	Safety Supervisor <b>302.356.6985</b> 320 N. DuPont Hwy., Alumni Building New Castle, DE 19720

### **Law Enforcement and University Safety**

Emergency medical assistance and campus safety/law enforcement assistance are available both on and off campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that poses a threat to safety or physical well-being or following a potential criminal offense.

At the Complainant’s request, the Title IX Coordinator will assist the Complainant in contacting campus and/or local law enforcement and will cooperate within the extent permitted by law with law enforcement agencies if a Complainant decides to pursue the criminal process.

### ***Immediate Health and Safety: Contact the Wilmington University Safety Department or dial 9-1-1***

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

New Castle Campus	302.325.3333
Wilson Graduate Center	302.325.3333
Dover	302.325.3333
Athletics Complex	302.325.3333



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

Students may also contact University Safety by the following means:

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

**Local Law Enforcement: Emergency Contact Information**

**NEW CASTLE CAMPUS**

*Police/Fire/Ambulance Response:*

From a University Telephone	<b>911 or 302.834.2620</b>
From a Non-University Telephone	<b>911 or 302.834.2620</b>

*For Wilmington University Department of University Safety Response:*

From a University Telephone (24 hours)	<b>302.325.3333</b>
From a Non-University Telephone (24 hours)	<b>302.325.3333</b>

**WILSON GRADUATE CENTER**

*Police/Fire/Ambulance Response:*

From a University Telephone	<b>911 or 302.573.2800</b>
From a Non-University Telephone	<b>911 or 302.573.2800</b>

*For Wilmington University Department of University Safety Response:*

From a University Telephone (24 hours)	<b>302.325.3333</b>
From a Non-University Telephone (24 hours)	<b>302.325.3333</b>

**DOVER SITE***Police/Fire/Ambulance Response:*

From a University Telephone **911** or **302.736.7111**

From a Non-University Telephone **911** or **302.736.7111**

*Wilmington University Department of University Safety Response:*

From a University Telephone (24 hours) **302.325.3333**

From a Non-University Telephone (24 hours) **302.325.3333**

**DOVER AIR FORCE BASE***Police/Fire/Ambulance Response:*

From a University Telephone **911**

From a Non-University Telephone **911**

*DAFB Security Police (24 hours):* **302.677.6666**

**GEORGETOWN (DELAWARE TECHNICAL COMMUNITY COLLEGE)***Police/Fire/Ambulance Response:*

From a University Telephone **911** or **302.736.7111**

From a Non-University Telephone **911** or **302.736.7111**

*To Contact Delaware Technical Community College Safety Department:*

Owens Campus, Georgetown **302.856.6613**

**BRANDYWINE SITE***Police/Fire/Ambulance Response:*

From a University Telephone **911** or **302.761.6677**

From a Non-University Telephone **911** or **302.761.6677**

*Security Officer (24 hours):* **302.325.3333**

**CAMDEN COUNTY COLLEGE—BLACKWOOD & CAMDEN CITY CAMPUS (NEW JERSEY)***Police/Fire/Ambulance Response:*

From a University Telephone **911**

From a Non-University Telephone **911**

*Campus Security (8:00 a.m.–10:00 p.m.):* **856.347.5089**

**MERCER COUNTY COMMUNITY COLLEGE—JAMES KERNEY SITE (NEW JERSEY)***Police/Fire/Ambulance Response:*From a University Telephone **9-911**From a Non-University Telephone **911***Campus Security (8:00 a.m.–10:00 p.m.):* **609.570.3175****ROWAN COLLEGE AT BURLINGTON COUNTY—MT. LAUREL (NEW JERSEY)***Police/Fire/Ambulance Response:*From a University Telephone **8-911**From a Non-University Telephone **911***To Contact RCBC Public Safety (24 hours):* **856.222.9311 ext. 2100 or  
856.434.7233 (SAFE)****ROWAN COLLEGE AT CUMBERLAND COUNTY—VINELAND (NEW JERSEY)***Police/Fire/Ambulance Response:*From a University Telephone **9-911**From a Non-University Telephone **911***To Contact Cumberland County College Office of Safety and Security:*From a University Telephone (24 hours) **1777**From a Non-University Telephone (24 hours) **856 200.4706 or 856.691.8600****ROWAN COLLEGE AT GLOUCESTER COUNTY—SEWELL (NEW JERSEY)***Police/Fire/Ambulance Response:*From a University Telephone **9-911**From a Non-University Telephone **911***Security Officer (Monday – Friday,  
7:00 a.m.–11:00 p.m.)* **4444***Sherriff's Office on Campus (24 hours)* **856.415.2200***Deptford Police Department (24 hours)* **856.845.2220****JOINT BASE MCGUIRE-DIX-LAKEHURST (NEW JERSEY)***Police/Fire/Ambulance Response:*From a University Telephone **911**From a Non-University Telephone **911***North Hanover Police Department (24 hours)* **609.758.2522 ext. 223/227**

## **Title IX Coordinator**

Any individual who may have been subjected to a violation of this policy, and who is considering making a complaint under this policy, is encouraged to contact the Title IX Coordinator.

In light of the University's obligation to make reasonable efforts to investigate and address conduct prohibited by this policy, University community members who are not designated Confidential Resources may be required to notify the Title IX Coordinator or the Wilmington University Department of University Safety of suspected violations, and cannot guarantee the confidentiality of a report under this policy.

The Title IX Coordinator will be informed of all reports of potential violations of this policy.

### **Title IX Coordinator:**

Linda M. Van Drie Andrzejewski, Ed.D.  
Executive Director of Title IX, Clery, and Regulatory Affairs  
Administrative and Legal Affairs  
Wilmington University | 47 Reads Way | New Castle, DE 19720  
**[linda.m.andrzejewski@wilmu.edu](mailto:linda.m.andrzejewski@wilmu.edu)**  
Phone: **302.356.6754** | Fax: **302.328.7918**

*Reports may be made in person between 9 a.m. to 5 p.m., Monday to Friday, and at any time via email or written correspondence.*

## **Other Available Resources**

Any individual may also access resources located in the local community. These organizations can provide crisis intervention services, counseling, medical attention, and assistance in interfacing with the criminal justice system. If accessing these resources, individuals are encouraged to clarify whether the resources are confidential.

## **Medical Resources**

### ***Forensic Medical Exams and Physical Health Services***

After an incident of sexual assault or domestic violence, the victim should strongly consider seeking medical attention as soon as possible at the closest emergency room. In various states in the United States, evidence may be collected even if you choose not to make a report to law enforcement. In all states, victims may seek medical treatment for sexual assault without any associated financial obligation, regardless of their reporting decision.

In circumstances of sexual assault, if a complainant does not opt for forensic evidence collection, health care providers still can treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infection. It is important that a survivor of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted within 120 hours after the incident occurred so that evidence may be preserved. Complainants of sexual assault, domestic violence, dating violence, or stalking also are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, and other communications, as well as keeping pictures, logs or other copies of documents, if any exist, that may be useful to University investigators, University Safety personnel, or local police.

In the chart on the next two pages, please find the contact information for the hospitals closest to each location as well as an indication as to whether the hospital offers Sexual Assault Nurse Examiner/Forensic Nurse Examiner (SANE/FNE nurse) services. SANE/FNEs are trained medical professionals who are sensitive and specialize in the care of crime victims. SANE/FNEs 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 911 and ask for help in locating a hospital with SANE or FNE services. You may also contact the National Sexual Assault Hotline at **800-656-HOPE (4673)** or visit the Rape, Abuse and Incest National Network at **www.RAINN.org**

***Additional Off-Campus Resources/Supports***

<b>Help Lines:</b> <i>Counseling/Health/Mental Health/Victim Advocacy/ Legal Assistance/ Protective Orders</i>	Delaware	Delaware Help Line Dial <b>211</b> or <b>800.560.3372</b> www.delaware211.org
	New Jersey	New Jersey Help Line Dial <b>211</b> or <b>877.652.1148</b> www.nj211.org
<b>Employee Assistance Program</b> <i>For FT Faculty and FT and PT Staff</i>	All Locations	Health Advocate <b>877.240.6863</b> www.healthadvocate.com



<b>Women’s Emergency Shelters</b>	Delaware	DE Coalition Against Domestic Violence <b>800.701.0456</b>
	Milford	Turning Point at People’s Place <b>302.424.2420</b>
		The Safe Program <b>302.422.8058</b>
	Georgetown	Domestic Violence Advocacy Center <b>302.856.5843</b>
		People’s Place <b>302.422.8058</b> Abriendo Puertas (for Spanish speaking survivors) <b>302.745.9874</b>
New Jersey	Salem County Women’s Services <b>856.935.6655</b>	
	Center for Family Services <b>877.922.2377</b>	
	Real House Inc. <b>973.746.2400</b>	
	Providence House <b>856.824.0599</b>	
<b>Domestic Violence Crisis Hotline</b>	Delaware	CHILD Inc., Domestic Violence Hotline (including emergency shelters) New Castle: <b>302.762.6110</b> Northern Kent: <b>302.678.3886</b> Kent and Sussex: <b>302.422.8058</b>
<b>Rape Crisis (Victim Advocacy)</b>	Delaware	Dial 211 or <b>800.560.3372</b> or ContactLifeline <b>800.262.9800</b>
	New Jersey	New Jersey Domestic Violence Hotline <b>800.572.7233</b>

<b>Visa/ Immigration Services</b>	Delaware	<p>Catholic Charities, Diocese of Wilmington <b>302.655.9624</b></p> <p>Community Legal Aid Wilmington: <b>302.575.0660</b> Dover: <b>302.674.8500</b> Georgetown: <b>302.856.0038</b></p> <p>Delaware Alliance for Community Advancement <b>302.656.8200</b></p> <p>La Esperanza (Georgetown) <b>302.854.9262</b></p>
	New Jersey	<p>Camden Center for Law and Social Justice <b>856.583.2950</b></p> <p>Casa Esperanza <b>732.748.1111</b></p> <p>Catholic Charities (Camden) <b>856.342.4161</b></p> <p>El Comite de Apoyo a los Trabajadores Agricolas <b>856.881.2507</b></p> <p>Immigrant Connection at Cross Point Wesleyan Church <b>856.376.0343</b></p>
<b>State Attorney General's Office (Victims' Legal Assistance)</b>	Delaware	<a href="http://www.attorneygeneral.delaware.gov/">www.attorneygeneral.delaware.gov/</a> <b>302.577.8500</b>
	New Jersey	<a href="http://www.njoag.gov">www.njoag.gov</a> <b>609.292.4925</b>
<b>Other Resources</b>	Wilmington, DE	<p>Catholic Charities <b>302-655-9624</b></p> <p>Children and Families First <b>302.658.5177</b> <b>800.220.3092</b></p> <p>Delaware Coalition Against Domestic Violence <b>302.658.2958</b></p>

State	Hospital	Address	Phone Number	Forensic Services available for evidence collection?
<b>Delaware</b> Victims in DE may apply to DE Victims' Compensation Assistance Program for financial assistance by calling <b>302.255.1770</b>	Christiana Care	4755 Ogletown-Stanton Road Newark, DE 19718	<b>302.733.1000</b>	Yes. Forensic Nurse Examiners are on site, 302-733-4799, police involvement not required***
	Bayhealth Medical System – Kent General Hospital	640 South State Street Dover, Delaware 19901	<b>302.674.4700</b>	Yes. Forensic Nurse Examiners are on site, police involvement not required***
	Bayhealth Medical System – Milford Memorial Hospital	21 West Clarke Avenue Milford, Delaware 19963	<b>302.422.3311</b>	Yes. Forensic Nurse Examiners are on site, police involvement not required*** Please ask to connect to Kent General Hospital.
	Beebe Medical Center	424 Savannah Road Lewes, DE 19958	<b>302.645.3300</b>	Yes. Forensic Nurse Examiners are on site, police involvement not required***
<b>New Jersey</b>	Virtua Memorial Hospital, Mt. Holly	175 Madison Avenue Mt.Holly, NJ 08060	<b>609.914.6000</b>	Yes. Forensic Nurse Examiners are on site, police involvement not required***
	Virtua Marlton	90 Brick Road Marlton, NJ 08053	<b>856.355.6000</b>	Yes. Forensic Nurse Examiners are on site, police involvement not required***
	Lourdes Medical Center, Willingboro	218 Sunset Road Willingboro, NJ	<b>609.835.2900</b>	Yes. Forensic Nurse Examiners are on site, police involvement not required***

State	Hospital	Address	Phone Number	Forensic Services available for evidence collection?
<b>New Jersey (continued)</b>	Deborah Heart and Lung Center Emergency Dept., Brown Mills	200 Trenton Road Brown Mills, NJ 08015	<b>609.893.6611</b>	Yes. Forensic Nurse Examiners are on site, police involvement not required***
	Cooper Health Systems, Camden	1 Cooper Plaza, Camden, NJ 08103	<b>856.342.2000</b>	Yes. Forensic Nurse Examiners are on site, police involvement not required***
	Jefferson Stratford Hospital, Stratford	18 E. Laurel Road Stratford, NJ 08084	<b>856.346.6000</b>	Yes. Forensic Nurse Examiners are on site, police involvement not required***
	Our Lady of Lourdes Medical Center, Camden	1600 Haddon Avenue Camden, NJ 08103	<b>856.757.3500</b>	Yes. Forensic Nurse Examiners are on site, police involvement not required***
	Virtua Hospital, Voorhees	100 Bowman Drive Voorhees, NJ 08043	<b>856.247.3000</b>	Yes. Forensic Nurse Examiners are on site, police involvement not required***
	Inspira Medical Center, Vineland	1038 East Chestnut Avenue Vineland, NJ 08360	<b>856.641.8000</b>	Yes. Forensic Nurse Examiners are on site, police involvement not required***
	Inspira Medical Center, Woodbury	509 N. Broad Street Woodbury, NJ 08096	<b>856.845.0100</b>	Yes. Forensic Nurse Examiners are on site, police involvement not required***
	Jefferson Washington Township Hospital	435 Hurffville-Cross Keys Road, Turnersville, NJ 08012	<b>856.582.2500</b>	Yes. Forensic Nurse Examiners are on site, police involvement not required***

## U.S. Department of Education, Office for Civil Rights

All members of the University community may also contact the Office for Civil Rights (a division of the United States Department of Education) to file a complaint pertaining to Title IX.

Office for Civil Rights | U.S. Department of Education

### Headquarters

400 Maryland Avenue, SW | Washington, DC 20202-1100  
Customer Service Hotline #: **800.421.3481** | Facsimile: **202.453.6012**  
TTY#: **800.877.8339** | Email: **OCR@ed.gov** | Web: **www.ed.gov/ocr**

### Philadelphia Office

U.S. Department of Education | The Wanamaker Building  
100 Penn Square East, Suite 515 | Philadelphia, PA 19107-3323  
Telephone: **215.656.8541** | Facsimile: **215.656.8605**  
Email: **OCR.Philadelphia@ed.gov**

## Anonymous Report

An individual may report an incident without disclosing their name, identifying the Respondent, or requesting any action. Please note that choosing to make an anonymous report can significantly limit the ability of the University to respond. This information will be used for statistical purposes as well as for enhancing understanding of our campus climate so that we may strengthen sexual misconduct response and prevention efforts.

## Online Report

An individual may report an incident via an anonymous online reporting form. The online form will not be considered a complaint that would trigger a full investigation. An online report cannot result in electronic communication of resources or outreach from the Title IX Coordinator unless a Complainant is identified. For emergency assistance, please dial 911.

The Title IX Anonymous Incident Report Form is located at:  
**[wilmu.edu/titleix/filing-of-compliant.aspx](http://wilmu.edu/titleix/filing-of-compliant.aspx)**

## Mandatory Reporting

With limited exceptions, every University employee must report conduct that could constitute sexual harassment / sex discrimination / sexual misconduct under this policy and is considered a “Responsible Employee.”<sup>10</sup> Responsible

<sup>10</sup> Delaware H.S. 1 for H.B. 1 of 2016 utilizes the term “Responsible Employee” when referring to employees who have a duty to report incidents of sexual misconduct. Although that term is no longer used by the U.S. Department of Education for purposes of Title IX compliance, Wilmington is deferring to the state terminology to meet compliance with both laws.

Employees include supervisors, managers, coaches, and faculty members with administrative duties or student supervisory duties who are responsible for taking all appropriate action to prevent sexual misconduct, discrimination and harassment, to correct it when it occurs, and to promptly report it to the institution's Title IX Coordinator.

In emergency situations, if there is a suspected crime in progress or imminent or serious threats to the safety of anyone, faculty and staff members should immediately dial 911 from an on-campus telephone whenever possible.

In non-emergency situations, faculty and staff members who are not Confidential Resources must promptly report suspected violations to the Title IX Coordinator in person or by using the Title IX incident report form by visiting **[wilmu.edu/titleix/filing-of-compliant.aspx](http://wilmu.edu/titleix/filing-of-compliant.aspx)**

The University is committed to responding to all alleged violations of this policy. When a complaint or report of sexual harassment is made under this policy, the Title IX Coordinator (or designee) will: (1) confidentially contact the Complainant to offer supportive measures, consider the Complainant's wishes with respect to supportive measures, and inform them of the availability of supportive measures with or without filing a formal complaint; (2) explain the process for how to file a formal complaint; (3) inform the Complainant that any report made in good faith will not result in discipline; and (4) respect the Complainant's wishes with respect to whether to investigate unless the Title IX Coordinator determines it is necessary to pursue the complaint in light of a health or safety concern for the community.

The Coordinator will also explain if Informal Resolution is an option if a Formal Complaint is filed. A Complainant must file a Formal Complaint to access available Informal Resolution options.

Choosing to make a report, file a formal complaint, and/or meet with the Title IX Coordinator after a report or formal complaint has been made, and deciding how to proceed, can be a process that unfolds over time. Complainants do not have to decide whether to pursue a formal complaint or to name the other party/ies at the time of the report. Reports are separate from formal complaints, and reporting does not mean that Complainants wish to pursue a formal complaint—it may mean that Complainants would like help accessing resources and supportive measures. Complainants do not have to pursue a formal complaint to take advantage of the supportive measures.

## **Privacy and Confidentiality**

Issues of privacy and confidentiality play important roles in this policy and may affect individuals differently. Privacy and confidentiality are related but distinct terms. “Confidentiality” refers to the circumstances under which information will or will not be disclosed to others. “Privacy” refers to the discretion that will be exercised by the University in the course of any investigation or disciplinary processes under this policy.

Requests for confidentiality or use of anonymous reporting may limit the University’s ability to conduct an investigation or resolve an allegation using the University’s disciplinary proceedings.

Individuals involved in investigations or disciplinary proceedings under this policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. While discretion regarding the process is important, complainants and respondents are not restricted from discussing and sharing information with others who may support or assist them in presenting their case.

In some circumstances, the reporting responsibilities of University employees, or the University’s responsibility to investigate, may conflict with the preferences of the Complainant and/or Respondent with regard to privacy and confidentiality. Therefore, all individuals are encouraged to familiarize themselves with their options and responsibilities, and make use of confidential resources, if applicable, in determining their preferred course of action.

Medical and counseling records are privileged and confidential documents that the Parties will not be required to disclose. If one Party chooses to provide written consent regarding the disclosure, all Parties will have access to those records.

The University has an obligation to make reasonable efforts to investigate and address complaints or reports of violations of this policy. In all such proceedings, the University will take into consideration the privacy of the Parties to the extent possible.

In cases involving students, the Title IX Coordinator may notify other University employees of the existence of the complaint for the purpose of overseeing compliance with this policy and addressing any concerns related to educational and University sponsored events. While not bound by confidentiality, these individuals will be discreet and will respect the privacy of those involved in the process.

Any additional disclosure of information related to the Complaint or report may be made if consistent with the Family Educational Rights and Privacy Act (FERPA) or the Title IX requirements.

### **Supportive Measures**

Upon receipt of a complaint or report of a violation of this policy, the University will provide reasonable and appropriate supportive measures. Supportive measures mean individualized services offered as appropriate, reasonably available, and without fee or charge to the Complainant or the Respondent and as appropriate, other witnesses or impacted individuals, before or after the filing of a complaint or where no complaint has been filed. Such measures are designed to restore or preserve equal access to the University's program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the University's educational environment, or deter sexual harassment.

Supportive measures may include:

- Access to counseling services and assistance in arranging an initial appointment;
- Extensions of deadlines or other course-related adjustments;
- Rescheduling of exams and assignments;
- Change in class schedule, including the ability to transfer course sections or withdraw from a course;
- Change in work schedule or job assignment;
- Campus escort services;
- Leaves of absences;
- Increased security and monitoring of certain areas of the campus;
- Imposition of a mutual on-campus "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals; and/or
- Any other remedy that can be used to achieve the goals of this policy.

Wilmington will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. In cases that meet the definition and jurisdiction of Title IX, Supportive Measures will also be non-punitive and non-disciplinary.

Any supportive measures will not disproportionately impact the Complainant. Requests for supportive measures may be made by or on behalf of the



Complainant to any University official, including the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring the implementation of supportive measures and coordinating the University's response with the appropriate offices on campus.

Supportive measures are meant to be short-term in nature and will be re-evaluated on a periodic basis. To the extent that there is a continuing need for supportive measures after the conclusion of the resolution process, the Title IX Coordinator will work with appropriate school resources to provide continued assistance in the process.

All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by a Supportive Measure. The University will take immediate action to enforce a previously implemented measure and disciplinary penalties can be imposed for failing to abide by a University-imposed measure utilizing the disciplinary process deemed appropriate by the Title IX Coordinator.

### **Interim Removal**

In connection with this policy, in circumstances seriously affecting the health or well-being of any person, or where physical safety is seriously threatened, or where the ability of the University to carry out its essential operations is seriously threatened or impaired, an authorized representative may summarily suspend, dismiss, or restrict any person from the University. Prior to taking action against a student in response to an allegation that arises from a complaint under the jurisdiction of Title IX, the University will undertake an individualized safety and risk analysis, determine that an immediate threat to the physical health or safety of any student or other individual arising from the allegations justifies removal and provide written notice to the Party. In all such cases involving students, actions taken will be reviewed promptly, typically within one week, by the appropriate University authority and removals subject to Title IX will include an opportunity for redress (appeal) by the Respondent. Complaints involving employees as the Respondent will be subject to the leave provisions that rest within Human Resources and could involve placing the employee on administrative leave (with or without pay) depending of the nature of the reported offense, the determination of an ongoing risk to public safety, and/or other factors as determined by Human Resources.

### **Rights and Options**

The Title IX Coordinator will ensure that the Complainant receives an explanation of rights and options written in plain language with concise

information. The written notification of rights and options will include the following:

- The importance of obtaining and preserving forensic and other evidence;
- The right to report or not report the alleged incident to the University, law enforcement or both, including information about the survivor's right to privacy and which reporting methods are confidential;
- The right to request and receive assistance from campus authorities in notifying law enforcement;
- The right to request and receive assistance in obtaining and enforcing a campus-issued order of protection or no contact order;
- The right to speak to and receive assistance from on and off campus Confidential Resources and other organizations that provide support and services to victims and survivors;
- The right to assistance from the University in accessing and navigating campus and local health and mental health services, counseling, advocacy services, legal assistance, financial aid services and immigration/Visa assistance;
- The right to Supportive Measures with or without the filing of a formal Complainant, no matter where the incident is reported to have occurred and that the University will consider the Complainant's wishes with respect to available supportive measures including without limitation changes to academic, living, dining, working, and transportation situations;
- The right to request a Formal or Informal Resolution Process if cause is found to proceed under this Policy and a summary of the appropriate complaint resolution procedures;
- Contact information for all of the people and organizations listed herein; and
- Complainants have the right to request an end to the process except as set forth in this Policy.

In the event that a Complaint is filed, the Complainant and the Respondent will receive a written notification of rights and options regarding the adjudication process, to include the following:

- The right for Complainants and Respondents to be treated equitably by the University which includes providing remedies to a Complainant where a determination of responsibility for sexual harassment has been made against the Respondent, and by following a grievance process that complies with this policy;

- The right to a fair, impartial, proceeding that begins promptly and is completed within reasonably prompt timeframes;
- The right to a resolution process that is consistent with the University’s policies, transparent to the Complainant and Respondent, and in which the burden of proof and of gathering evidence rests with the University and not the Parties;
- The right to a Support Person of the Party’s choosing during the grievance process and to an Advisor of the Party’s choosing for any hearing under the Title IX Grievance process. If a Party does not have an Advisor present at the hearing, the University will provide without fee or charge, an Advisor of the University’s choice for purposes of conducting cross examination;
- The right to reasonable accommodations during any hearing, such as not being in the same room as the other Party;
- The right to an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence—and provide that credibility determinations will not be based on a person’s status as a Complainant, Respondent, or witness;
- The right to a determination regarding responsibility made at the conclusion of the resolution process and that the University makes no prior presumption of responsibility; and
- The right to not be retaliated against for filing a Complaint and/or for participating in an Informal or Formal Resolution Process.

### **Amnesty/Immunity**

In order to encourage the reporting of conduct that is prohibited under this policy, the University may offer leniency with respect to other violations which may come to light as a result of such reports, depending on the circumstances involved. The Title IX Coordinator will make the determination on behalf of the University.

### **Timely Warning**

If the University receives a report of a Clery reportable crime that has occurred within the institution’s Clery reportable geography, the institution will assess the report for purposes of sending a Timely Warning Notice (TWN). A TWN will be sent for reports that constitute a serious and continuing threat to the campus community and University Safety will issue these according to University policy. In all cases of sexual misconduct, the Title IX Coordinator will be notified. University Safety, as required by law, may also be required to complete an incident report and publicly disclose the reported incident of

sexual misconduct in the annual security report, less personally identifying information. In addition, the University may also share non-identifying information, including data about outcomes and penalties, in aggregate form. At no time will the University release the name or other personally identifiable information of the Complainant to the general public without the express consent of the Complainant or as otherwise permitted or required by law.

## **Options for Proceeding through University Process**

### ***Informal and Formal Complaints***

To initiate the informal resolution process or formal resolution process, a Complainant must file a Complaint. A Complaint means a written statement filed by a Complainant or signed by the Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting resolution of the alleged behavior. A complaint may be completed by the Complainant in person or submitted by email, mail or by phone to the Title IX Coordinator.

### ***No Complaint***

Complainants have the right to not file a complaint, yet they are highly encouraged to seek medical attention and counseling. Complainants who wish to file a complaint at a later date, may do so by utilizing any of the options outlined in this policy. However, please note that a delay in reporting could create obstacles to the University's process for stopping harassment and/or discrimination, remedying its effects, and preventing recurrence as well as potentially weakening evidence that could be useful in determining whether Prohibited Conduct occurred, in obtaining an order of protection or for the State in being able to proceed with a criminal proceeding external to the University.

### ***University-Initiated Complaints***

In limited cases, the Title IX Coordinator may initiate a complaint without a request by the Complainant upon receipt of a report of Sexual Misconduct. The Title IX Coordinator will initiate the complaint when the Title IX Coordinator, in their discretion, determines that a grievance process is warranted given the reported behavior. A Complainant retains standing as a Complainant even in cases where the Title IX Coordinator initiates the complaint. If the Title IX Coordinator initiates a complaint, they will advise the Complainant that they have done so and will provide the rationale to the Complainant regarding why they proceeded.

## ***Dismissals***

If the Title IX Coordinator determines that the complaint, even if substantiated, would not rise to the level of a violation of this policy, the Title IX Coordinator may dismiss the complaint or refer the complaint to another office for review. A case may also be dismissed for not meeting the threshold and jurisdictional requirements for Title IX; however, a dismissal of a case for purposes of Title IX does not preclude the University from utilizing this policy for non-Title IX Sexual Misconduct and referring the matter for Non-Title IX Resolution.

If the Title IX Coordinator determines that the complaint, even if substantiated, would not rise to the level of a violation of this policy, the Title IX Coordinator may dismiss the complaint or refer the complaint to another office for review. A case may also be dismissed for not meeting the threshold and jurisdictional requirements for Title IX; however, a dismissal of a case for purposes of Title IX does not preclude the University from utilizing this policy for Non-Title IX Sexual Misconduct and referring the matter for Non-Title IX Resolution.

If at any time during the investigation or hearing a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal resolution process or withdraw any allegations therein; the Respondent is no longer enrolled or employed by the recipient; or specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations, the University may dismiss the complaint and end the formal resolution process. The decision as to whether to dismiss the complaint will be determined by the Title IX Coordinator based on the stated goals of this policy. Upon a dismissal permitted pursuant to this section, the University will promptly send written notice of the dismissal and reason(s) therefore simultaneously to the Parties.

Either party may appeal the University's dismissal of a Complaint or any allegations by submitting a written appeal within 5 business days of the dismissal. Appeals may follow the grounds outlined in the Appeals section of this policy. If the appeal is denied, the dismissal of the complaint will remain in effect.

## ***Consolidations***

The Title IX Coordinator has the discretion to consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others. Where a grievance process involves more than one Complainant or more than one Respondent, references in this section to

the singular “Party,” “Complainant,” or “Respondent” include the plural, as applicable.

If a case involves violations of other University policies, the Title IX Coordinator, in consultation with other school administrators, will determine which grievance process to use or if different grievance processes would be more appropriate.

#### **D. Informal Resolution Process**

Informal resolution is available only after a formal complaint has been filed, the Complainant and Respondent have been sent the Notice of Allegations, prior to a determination of responsibility, and if the Complainant and Respondent voluntarily consent to the process in writing. Informal resolution is not available in cases in which an employee is alleged to have sexually harassed a student.

The Title IX Coordinator will determine whether it is appropriate to offer the parties informal resolution in lieu of a formal investigation of the complaint. In the event that the Title IX Coordinator determines that informal resolution is appropriate, the parties will be provided written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. Both parties must provide voluntary, written consent to the informal resolution process.

With the voluntary consent of the parties, informal resolution may be used to agree upon disciplinary sanctions. Disciplinary action will only be imposed against a Respondent where there is a sufficient factual foundation and both the Complainant, and the Respondent have agreed to forego the additional procedures set forth in this policy and accept an agreed upon sanction.

Any person who facilitates an informal resolution will be trained and free from conflicts of interest or bias for or against either party.

Informal Resolutions may include, but are not limited to;

- Placing a Respondent on notice that, if such behavior has occurred or is occurring, such conduct should cease immediately;
- A written warning;
- Education and/or training for a Respondent and/or department;

- Permanent Supportive Measures for Complainant;
- Mediation or other informal communication between the Complainant and Respondent;
- Events and/or trainings offered to the campus community or particular departments;
- Referral and/or collaboration with another University department in order to address the allegations and eliminate any potential sexual misconduct; and/or
- Other forms of resolution that can be tailored to the needs of the parties.

For cases that meet the Title IX threshold, the Parties may withdraw from the Informal Resolution Process at any time prior to agreeing to a resolution and resume the Formal Resolution Process with respect to the Complaint.

### **Notice of Allegation and Assignment to an Investigator**

Upon filing of a complaint requesting a Formal Resolution, the Complainant and Respondent will receive written notice from the Title IX Coordinator of the allegations of sexual harassment, including sufficient details known at the time with sufficient time to prepare before any initial interview. The Parties will receive written simultaneous notification of additional allegations as appropriate.

Amendments and updates to the notice may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

The Title IX Coordinator will assign one or more Investigators to the case and/or will conduct the investigation personally. The Parties will be provided with the name(s) of the Investigator(s) and allowed 3 business days to request the removal and replacement of an Investigator based on bias or conflict of interest. Any request for a change in an Investigator must be accompanied by supporting information and the decision to assign a new Investigator will be made to the Title IX Coordinator.

Throughout the grievance process, the Title IX Coordinator will provide to a Party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of meetings, investigative interviews, and hearings, with sufficient time for the Party to prepare to participate as well as advise the Party of the opportunity to present evidence and witness information, if applicable.

## **Overview Of Investigation**

### ***Timeframe***

The Title IX Coordinator will seek to complete the investigation and any resulting disciplinary process, excluding appeals, within 60 business days after receipt of the complaint.

There may be circumstances that require the extension of timeframes for good cause, including extension beyond 60 business days. Timeframes may be extended to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, or accommodate delays by the Parties; or for other legitimate reasons, including the complexity of the investigation and the severity and extent of the alleged misconduct. The University will notify the Parties in writing of any extension of the timeframes for good cause, and the reason for the extension.

Although cooperation with law enforcement may require the University to temporarily suspend the fact-finding aspect of a Title IX investigation, the University will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence gathering process. The University will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide interim measures for the complainant.

Investigations will proceed according to the aforementioned timeframes during the summer and at other times when the University is not in session. The Title IX Coordinator will work with the Parties to balance the need for promptness and the preference for in-person meetings regarding the investigation.

Timeframes for all phases of the disciplinary process, including the investigation, any related disciplinary proceedings, and any related appeal, apply equally to both Parties.

### ***Investigation Overview***

During the investigation, the parties will have an equal opportunity to be heard, to submit information and other inculpatory and exculpatory evidence, to identify witnesses including fact and expert witnesses, and to submit questions that they believe should be directed by the investigator to the other or to any witness. Evidence that is readily available, but not provided during the course of the investigation, is not considered to be new information and will not be allowed to be submitted at the hearing or as a basis for appeal.



The investigator will notify and seek to meet separately with the parties and third-party witnesses and will gather other relevant and available information including, without limitation, electronic or other records of communications between the parties or witnesses, photographs, and written documentation.

The University will not require, allow, rely upon, or otherwise use questions or evidence during the investigation, hearing, or determination of responsibility that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The University will not allow questions or evidence, during the investigation, hearing, or determination of responsibility, about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The University will not restrict either Party from discussing allegations under investigation or from presenting relevant evidence.

### ***Participation***

Wilmington University encourages all members of the University community to cooperate fully with the investigation and disciplinary procedures. Neither the complainant nor the respondent is required to participate in the resolution process outlined in these procedures. The school will not draw any adverse inferences from a complainant's or respondent's decision not to participate or to remain silent during the process. An investigator or Decision-Maker, in the investigation or the hearing respectively, will reach findings and conclusions based on the information available.

It is understood that there may be circumstances in which a Complainant wishes to limit their participation. The complainant retains this right and will not be subject to discipline, although the University may be obligated to conduct an investigation.

Equally, there are numerous reasons why a Respondent may choose not to participate in the process. If a Respondent chooses not to participate in an investigation for any reason, the University process will continue, findings will be reached with respect to the alleged conduct, and the University will issue any

sanctions, as appropriate. The University will not, however, draw any adverse inference from a Respondent's silence or stated desire to not participate.

The University will protect the privacy of the participating Parties and witnesses in any proceeding, meeting, or hearing to resolve complaints.

### ***Inspection of Evidence and the Investigative Report***

Prior to completion of the investigative report, the Title IX Coordinator will send to each Party a preliminary investigative report containing the evidence subject to inspection and review, redacted of personally identifiable information as necessary, in an electronic format or a hard copy. The Parties will have 10 business days to submit a written response, to meet again with the Investigator, and/or to request the collection of additional evidence by the Investigator. The evidence subject to inspection and review includes any evidence obtained as part of the investigation that is directly related to the allegation including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from a Party or other source. The evidence subject to inspection and review will not contain any privileged or inadmissible information as defined in this policy.

Following the opportunity to review the preliminary investigative report, the Investigator will create a final investigative report that incorporates any written response or new information from the Parties or collected by the Investigator. The final investigative report will also fairly summarize the relevant evidence. The Investigator has the discretion to determine the relevance of any evidence presented.

The Title IX Coordinator will send to each Party the final investigative report in an electronic format or a hard copy for their review and the parties will have 10 business days to submit a written response.

If there is significant, substantive, new information and/or evidence provided in the written response, the Investigator will make the final determination regarding whether a revised Final Investigative Report will be issued to both Parties. As stated above, information that was reasonably available during the course of the investigation will not be allowed to be introduced at the hearing or used as a basis for appeal. The Final Investigative Report and any written responses will be provided to the Decision-Maker and the Parties at least 3 business days prior to the date of the hearing.

For cases that meet the threshold for Title IX, the Title IX Coordinator will secure written permission from the Parties to share the preliminary and final investigative reports with the Parties' Advisor. Reports will not be shared by

the University with any Support Person not acting in the role of the Advisor of Choice.

### ***Assignment to Grievance Procedures***

If at the conclusion of the investigation, the University has not previously determined if the case meets the threshold and jurisdiction for Title IX, the Title IX Coordinator will make a final determination as to whether to proceed under the Title IX or Non-Title IX Grievance Procedures. If the case does not meet the threshold and jurisdiction for Title IX, the Title IX Coordinator will dismiss the case for purposes of Title IX and proceed under the Non-Title IX Grievance Procedures.

### ***Determination Regarding Responsibility***

At the conclusion of the Investigation, the Parties will be provided with the name(s) of the Decision-Maker(s) and will be allowed three (3) business days to request the removal and replacement of a Decision-Maker based on bias or conflict of interest. Any request for a change in a Decision-Maker must be accompanied by supporting information and the decision to assign a new Decision-Maker will be made by the Title IX Coordinator. At that time, either party may also request that the Parties not be in the same room for any hearing or meeting in which both may attend. The University will determine the appropriate use of technology to satisfy the request.

### ***Non-Title IX Grievance Procedures—Students***

For Non-Title IX cases in which the Respondent is a student, the determination regarding responsibility will be made at a live hearing utilizing the procedures outlined in this section.

**Pre-hearing Requirements:** At least five (5) business days prior to the hearing, the Parties must submit names of witnesses they would like to appear at the hearing and any relevant questions to be asked of the witnesses and the other party. The Parties may ask additional relevant questions at the hearing, but pre-submitted questions will be vetted in advance for relevancy and admissibility and ruled on during the live proceeding.

**Pre-hearing Conference:** In order to promote a fair and expeditious hearing, the Title IX Coordinator may request that the parties and their Advisors attend a pre-hearing conference. The pre-hearing conference assures that the parties and their Advisors understand the hearing process and allows for significant issues to be addressed in advance of the hearing.

**Hearing Procedures:** All hearings will be conducted in a live hearing format which means all parties and the Decision-Maker may be physically present in the same geographic location, or at the request of either party or the University, the parties may be located in separate rooms with technology enabling the Decision-Maker and parties to simultaneously see and hear the party or the witness answering questions.

At the hearing, the Decision-Maker is responsible for maintaining an orderly, fair, impartial, and respectful hearing. Participants at a live hearing are expected to abide by the Decision-Maker's directions and determinations, maintain civility, and avoid emotional outbursts and raised voices. The Decision-Maker has broad authority to respond to disruptive or harassing behaviors, including taking a break in the hearing, the length of which will be determined by the Decision-Maker. Additionally, the Decision-Maker may exclude any offending person.

The Decision-Maker will determine the method for questioning at the hearing, but all questions posed by the parties will be asked exclusively by the Decision-Maker.

All hearings are closed to the public. A recording will be made by the University, but all other recordings are prohibited.

**Evidentiary Considerations at the Hearing:** Questions at the hearing are limited to those assessing credibility and relevant questions that have not previously been asked and answered in the final investigative report.

Any evidence that the Decision-Maker determines is relevant may be considered. The parties will have the opportunity to present the evidence they submitted, subject to any exclusions determined by the Decision-Maker. Generally, the parties may not introduce evidence, including witness testimony, at the hearing that they did not identify during the pre-hearing process. However, the Decision-Maker has discretion to accept or exclude additional evidence presented at the hearing. In addition, the parties are expected not to spend time on undisputed facts or evidence that would be duplicative.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent

and are offered to prove consent. The Decision-Maker will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

**Advisor Role at Hearing:** The Parties may have an Advisor of Choice to accompany them to the hearing. The Advisor of Choice may not actively participate but may confer with the Party as is reasonably necessary. If the Advisor of Choice violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either Party, a witness, or the Decision-Maker, that Advisor of Choice may be prohibited from further participation. NOTE: for Non-Title IX Grievance Procedures, the University has no obligation to provide an Advisor, but the Parties may do so at their own expense, if applicable.

**Participation:** A Complainant, Respondent, or witness may decline to participate in the hearing. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness's absence from the hearing or refusal to submit to questions.

### ***Non-Title IX Grievance Procedures—Employees***

For Non-Title IX cases in which the Respondent is an employee, the determination regarding responsibility will be made by the Decision-Maker based on the final investigative report (there is no live hearing.) The Decision-Maker is responsible for maintaining an orderly, fair, and impartial process. The Decision-Maker, in their discretion, may pose additional questions to the Parties or to witnesses in writing or in person. A Complainant, Respondent, or witness may decline to further participate. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness's refusal to submit to additional questions.

In the absence of good cause, as determined by the Decision-Maker, information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation will not be considered in the decision-making process.

### ***Title IX Grievance Procedures for Students and Employees***

For cases that have been determined by the Title IX Coordinator to meet the threshold for Title IX Sexual Harassment as well as the Title IX jurisdictional requirements, the determination regarding responsibility will be made at a live hearing utilizing the procedures outlined in this section.

For cases that have been determined to meet the threshold to be adjudicated under the Title IX Adjudication Proceedings, hearings are typically scheduled no less than 10 days following the sending the investigative report to the parties and their Advisors.

**Pre-Hearing Conference:** In order to promote a fair and expeditious hearing, The Title IX Coordinator may request that the parties and their Advisors attend a pre-hearing conference. The pre-hearing conference assures that the parties and their Advisors understand the hearing process and allows for significant issues to be addressed in advance of the hearing.

**Hearing Procedures:** All hearings will be conducted in a live hearing format which means all parties and the Decision-Maker(s) may be physically present in the same geographic location, or at the request of either party or the University, the parties may be located in separate rooms with technology enabling the Decision-Maker(s) and parties to simultaneously see and hear the party or the witness answering questions.

While the hearing is not intended to be a repeat of the investigation, the parties will be provided with an equal opportunity for their Advisors to conduct cross-examination of the other party and of relevant witnesses. A typical hearing may include: brief opening remarks by the Decision-Maker; questions posed by the decision-maker to one or both of the parties; cross-examination by either party's Advisor of the other party and relevant witnesses; and questions posed by the Decision-Maker to any relevant witnesses.

At the hearing, the Decision-Maker is responsible for maintaining an orderly, fair, impartial, and respectful hearing. Participants at a live hearing are expected to abide by the Decision-Maker's directions and determinations, maintain civility, and avoid emotional outbursts and raised voices. The Decision-Maker has broad authority to respond to disruptive or harassing behaviors, including taking a break in the hearing, the length of which will be determined by the Decision-Maker. Additionally, the Decision-Maker may exclude any offending person.

All hearings are closed to the public. A recording will be made by the University, but all other recordings are prohibited.

**Evidentiary Considerations at the Hearing:** Any evidence that the Decision-Maker(s) determines is relevant may be considered. The parties will have the opportunity to present the evidence they submitted, subject to any exclusions determined by the Decision-Maker. Generally, in the

absence of good cause, the parties may not introduce evidence, including witness testimony, at the hearing that they did not identify during the pre-hearing process. However, the Decision-Maker has discretion to accept or exclude additional evidence presented at the hearing. In addition, the parties are expected not to spend time on undisputed facts or evidence that would be duplicative.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. The Decision-Maker will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

**Cross-Examination and the Advisor:** The Parties may have an Advisor of Choice at the hearing. The Advisor is responsible for conducting the cross-examination which includes asking the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. The Advisor is not to represent a Party, but only to relay the party's cross-examination questions that the Party wishes to have asked of the other Party and witnesses. Advisors may not raise objections or make statements or arguments during the live hearing. If a Party does not have an Advisor, the University will appoint one on behalf of the Party free of charge. In this capacity, the Advisor will be appointed for the sole purpose of conducting cross examination of the other Party and witnesses.

When a Party's Advisor is asking questions of the other Party or a witness, the Decision-Maker will determine whether each question is relevant before the Party or witness answers it and will exclude any that are not relevant or unduly repetitive and will require rephrasing of any questions that violate the rules of conduct. If the Decision-Maker determines that a question should be excluded as not relevant, they will explain their reasoning.

If the Advisor violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either Party, a witness, or the Decision-Maker, that Advisor or Support Person may be prohibited from further

participation. The University will then provide that Party with a University appointed Advisor of the University's choosing.

**Participation:** A Complainant, Respondent, or witness may decline to participate in the hearing. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness's absence from the Hearing or refusal to submit to questions.

## Findings

### *Standard Of Evidence*

In all proceedings, the Decision-Maker shall use a preponderance of the evidence standard to determine whether the alleged violation of the policy occurred. The preponderance of the evidence means a standard of proof in which the totality of the evidence offered in support of a fact is greater or more convincing than the evidence which is offered in opposition to it; given the totality of information the version of events that is more likely than not. Preponderance of the evidence is understood to require more than 50 percent certainty to determine responsibility for a policy violation (51% or greater).

### *Written Determination Of Responsibility*

The Complainant and Respondent will simultaneously receive a written determination regarding responsibility applying the preponderance of the evidence standard typically within five (5) business days of the determination of responsibility. The written determination letter, drafted by the Decision-Maker, will include:

- The allegations constituting sexual harassment;
- A description of the procedural steps taken during the grievance process, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the policy to the facts;
- A statement and rationale for the result of each allegation, including findings, sanctions, and remedies; and
- Procedures and permissible bases for the parties to appeal the determination for appeal.

The determination of responsibility becomes final either on notification of the results of the appeal or the date on which an appeal would no longer be considered timely.



Remedies and supportive measures that do not impact the respondent should not be disclosed in the written determination; rather the determination should simply state that remedies will be provided to the complainant.

### ***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 subjected 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.

### ***Sanctions And Remedies***

If there is a finding of responsibility based on a preponderance of the evidence, the determination of sanctions and remedies will be made by the Decision-Maker in consultation with the respective trained University administrator.

Sanctions will be determined based on the severity and circumstances of the misconduct and the Respondent's previous disciplinary history (if any). The University will disclose to the Complainant the sanctions imposed on the Respondent that directly relate to the Complainant when such disclosure is necessary to ensure equal access to their educational programs and activities.

Remedies are designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. Remedies that do not impact the Respondent will not be disclosed in their written determination; rather, the determination will simply state that Remedies were provided.

Whatever the outcome of the investigation, hearing, or appeal, the complainant and respondent may request ongoing or additional supportive measures.

Ongoing supportive measures that do not unreasonably burden a party may be considered and provided even if the respondent is found not responsible.

### **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
- Mandated attendance in educational program or referral to another provider
- Written or verbal warning
- Suspension
- Demotion
- Dismissal and separation from employment

***Appeal***

Appeals are available after a complaint dismissal or after a final determination is made. The Complainant and the Respondent have equal rights to an impartial appeal. All appeals will be referred to an Appellate Decision-Maker appointed by the President or designee. The Decision-Maker for the appeal will not have served as Investigator or Decision-Maker in the previous steps of the process.

A Complainant or Respondent may file a written appeal with the Title IX Coordinator on the grounds that:

- Procedural irregularity affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; and/or
- The Title IX Coordinator, investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of University rules has occurred. The appellate Decision-Makers may decide to uphold the original decision, to alter the imposed penalty, or to return the case for additional proceedings or other action.

The deadline for filing a written appeal is five business days from the date the Parties are provided the written determination of responsibility. If no appeal is filed, or if an appeal is not timely, the original finding will stand, effective on the date the appeal period expires. The submission of an appeal stays (puts on hold) any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal. If a party appeals, the Title IX Coordinator will as soon as practicable notify the other party in writing of the appeal; however, the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal. Appeals will be decided by an individual, who will be free of conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or Decision-Maker in the same matter.

The Title IX Coordinator will have primary responsibility for interactions with the Parties, for the gathering of information needed for the appeal, and for notifying both Parties in writing of the outcome of any appeal. The written decision regarding the appeal will be provided simultaneously within five business days after the conclusion of the review and will describe the results of the appeal and the rationale for each result.

## **E. Record-Keeping and Annual Reports**

The University will keep for 7 years, the following:

- All information obtained as part of each Sexual Misconduct investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary

sanctions and/or remedies; any appeal, including the result of the appeal; and any informal resolution and the result therefrom.

- All information regarding any action taken, including supportive measures, and a rationale as to why a Complaint was not filed. If a Complainant was not provided supportive measures, a rationale must be provided as to why supportive measures were not provided.
- All training materials used to train Title IX Coordinators, Investigators, Decision Makers, and those who facilitate the informal resolution process.

Generally, information from a student's discipline file is not released without the student's written consent. However, certain information may be provided to individuals within or outside the University who have a legitimate legal or educational interest in obtaining it. Typically, information released to those outside the University is limited to information associated with "in violation" findings that resulted in a suspension or expulsion (discipline file). Please refer to the federal Family Educational Rights and Privacy Act of 1974 (FERPA).

Personnel files are the property of the University and will not be shared without a subpoena.

## **F. Education Programs and Training of Title IX Personnel**

### **Training For The University Community**

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to reduce and eliminate sexual misconduct or other forms of prohibited conduct which:

- are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome.
- consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.
- include primary prevention and awareness programs directed at incoming students and ongoing prevention and awareness campaigns directed at current students.

Risk Reduction is defined as options intended to decrease perpetration, to encourage bystander action and increase empowerment for victims to promote safety and help individuals and communities address conditions that facilitate violence. Experiencing sexual misconduct or other forms of prohibited conduct is never the victim's fault. Only abusers are responsible for abuse. However, the following are some strategies to reduce the risk of victimization. For example,

the Rape, Abuse, & Incest National Network (RAINN) has created a list which can be found at: [rainn.org/safety-prevention](http://rainn.org/safety-prevention)

Bystanders play a critical role in the prevention of sexual and relationship violence. The University promotes a culture of community accountability where bystanders are actively engaged in preventing violence without causing further harm. However, individuals may not always know what to do even if they want to help. Below is a list of some ways to be an active bystander.

- Dial 911 if you or someone else is in immediate danger, or if a person is yelling at or exhibiting abusive behavior toward 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, attempt 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 policy for health, counseling, or legal support.

### **Training of Title IX Personnel**

The University will require that the Title IX Coordinator, investigators, decisionmakers, or anyone who facilitates an informal resolution process receive annual training per the requirements of Title IX and the Clery Act-VAWA. They will not have a conflict of interest or bias for or against any complainant or respondent.

The annual training provided includes but is not limited to the following: the definition of sexual harassment, including an understanding of educational program or activity; how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes; how to serve impartially, including avoiding prejudgment about the facts at issue, conflicts of interest, and bias; the technology to be used at a live hearing; issues of relevance, including questioning, and investigative reports.

## **G. Disability Accommodations and Interpretive Services**

The University makes every reasonable effort to accommodate individuals with disabilities per Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). In compliance with this commitment, Wilmington employs a Disability Services department to determine reasonable and appropriate accommodations and auxiliary aids for access and participation in college-sponsored classes, services and programs.

Students with a disability who desire accommodation regarding this policy must request it with the Title IX Coordinator. The Title IX Coordinator will make a determination regarding the request after consultation with Disability Services and notify the appropriate parties. An Individual will not be considered to have a disability allowing for accommodation unless and until the student has met with Disability Services and been noted as a person to whom accommodations should be provided. Information about Disability Services at the University may be found at [wilmu.edu/studentlife/disabilityservices/index.aspx](http://wilmu.edu/studentlife/disabilityservices/index.aspx)

Employees with a disability should provide the required documentation to Human Resources.

## **H. Revision and Interpretation**

The policy is maintained by the Human Resources Department and was most recently approved by the Wilmington University Executive team on August 19, 2020. The University reserves the right to review and update the policy in accordance with changing legal requirements and specific needs of the University.

Any questions of interpretation regarding the policy shall be referred to the Title IX Coordinator. The Title IX Coordinator's determination is final.

All reports received by the University after this date will be administered per the procedures described under this policy.

## **I. Free Speech and Academic Freedom**

The University recognizes the value of free speech and academic freedom. This Sexual Misconduct Policy Governing Students and Employees is intended to protect members of the University community from discrimination. It is not designed to regulate pedagogical discourse or conduct legitimately related to course content, teaching methods, scholarship, or public commentary of an individual faculty member or students' educational, political, artistic, or literary expression in classrooms. However, freedom of speech and academic freedom

do not condone speech or expressive conduct that violates federal or state anti-discrimination laws.

