

Wilmington University  
**Student Handbook**  
*2024 - 2025*



WILMINGTON  

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UNIVERSITY<sup>®</sup>

# STUDENT HANDBOOK 2024-2025

## Table of Contents

Mission Statement.....	5
Letter to Students.....	7
Important Dates to Remember.....	8
Terms for New Students.....	8
Frequently Asked Questions (FAQ).....	13
TIPS FOR STUDENT SUCCESS.....	15
Scheduling Your Time.....	17
How to Study.....	18
Taking a Test.....	20
Learning from the Experience.....	22
Swim, Don't Sink.....	23
STUDENT SERVICES.....	25
Academic Advising–Undergraduate.....	26
Contact Academic Advising.....	26
Change of Academic Program.....	29
Credits and Transfer Policies.....	30
Athletics.....	33
Campus Stores.....	35
Career Services.....	35
Cellular Telephones, Pagers, and Other Communication Devices.....	36
Classroom Assignments.....	36
Computer Use Policy.....	36
Financial Aid.....	40
Application Procedures for Financial Aid.....	40
Food Services.....	42

# STUDENT HANDBOOK 2024-2025

Gender-Neutral Restroom Policy .....	42
Housing Referral .....	43
Insurance.....	43
Library .....	43
Office of Student Accessibility .....	46
Office of Student Concerns .....	46
Orientation.....	49
Parking for Handicapped.....	49
Parking Violation .....	49
Process for Filing a Concern or Complaint .....	49
School Closings .....	50
Smoking .....	50
Student Lounges .....	51
Student Government Association.....	51
Student Organizations .....	51
Young Professionals Association .....	60
Student Success Center (SSC).....	60
Tuition and Fees.....	60
University Safety .....	61
Veterans' Affairs .....	62
Attendance/Absences .....	64
Academic Awards–Undergraduate.....	65
Academic Awards–Graduate .....	66
Academic Complaint/Appeal of a Final Course Grade/Request for Hearing.....	69
Probation, Suspension and Academic Standing .....	71
Student Code of Conduct.....	73

# STUDENT HANDBOOK 2024-2025

Academic Integrity.....	74
Additional Methods for Earning Course Credit.....	75
Additional Methods of Earning Credit at Wilmington University.....	78
Full-Time Status .....	83
Grading System.....	84
Graduation .....	86
Graduate Educational Values.....	88
English and Math Placement Testing.....	92
Privacy Policy .....	94
Registration .....	96
Readmission .....	99
Re-Entry .....	100
Admissions Policies .....	100
Transcript Requirements.....	101
Transcript .....	102
Tuition and Fees.....	103
<b>POLICIES AND REGULATIONS .....</b>	<b>104</b>
Student Code of Conduct.....	105
Academic Conduct Violations.....	105
The Use of Artificial Intelligence .....	106
Violation of the Academic Integrity Policy .....	109
Violations Review.....	112
Appeals .....	115
Due Process.....	116
Remote Learning and Virtual Meeting Requirements .....	117
Reporting Positive for Infectious Diseases and Viruses .....	119

# STUDENT HANDBOOK 2024-2025

Policy on Non-Registered Individuals in the Classroom.....	120
Policy on Discrimination.....	120
Policy on Hazing.....	121
Art Show Policy.....	121
Bicycle Policy.....	121
College of Health Professions Background Check and Drug Screen Policy.....	122
College of Education: Criminal Background Check Required for School Counseling, Practicum, and Student Teaching.....	122
Drug and Alcohol Policy.....	124
Sexual Misconduct, Discrimination, and Harassment Policy.....	125
Minors on Campus Policy.....	126
Identification Card Policy.....	132
Policy on Surveillance Devices on Campus.....	142
Intellectual Property Policy and Students.....	142
Public Display and Posting Policy.....	142
Smoke-Free Policy.....	143
Wilmington University Security Plan.....	144
DIRECTORY.....	151
COUNSELING SERVICES.....	154
Appendix A.....	158
Appendix B.....	160
Appendix C.....	161

# STUDENT HANDBOOK 2024-2025

## 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.

# STUDENT HANDBOOK 2024-2025

## Letter to Students

Dear Students,

Hopefully, this handbook will serve as a guide as you begin or 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,



Dr. Tina M. Barksdale

Vice President of Student Affairs & Alumni Relations

# STUDENT HANDBOOK 2024-2025

## Important Dates to Remember

It is important for you to familiarize yourself with the dates in the official University calendar. The calendar is located on the University's website at [wilmu.edu/registrar/calendar.aspx](http://wilmu.edu/registrar/calendar.aspx).

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

- Registration dates
- Beginning of term
- Deadline to 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
- Deadline for petitioning for degree (applying for graduation)  
[wilmu.edu/graduation/procedure.aspx](http://wilmu.edu/graduation/procedure.aspx)

## Terms for New Students

**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.



## STUDENT HANDBOOK 2024-2025

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

**Certificate** — is a stand-alone specialized concentration consisting of college-level courses offered at the undergraduate and graduate level.

**Concentration** — is a structured plan of study within a major.

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

**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 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.

**Dual-Credit ADVANTAGE™** — programs are academic pathways that allow students to apply Dual-Credits to more than one degree or certificate program.

**Education Plan** — is a flexible, personalized course sequencing template created with a student's academic advisor or Program Chair. Each Educational Plan includes applicable transfer courses and lists remaining courses in a suggested sequence based

## STUDENT HANDBOOK 2024-2025

on program prerequisites. These plans will be created based on part-time or full-time enrollment and may be adjusted as needed.

**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 full-time for an undergraduate student. Nine or more credits within a semester is 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.

**Minor** — is a secondary academic discipline applied to an undergraduate degree program.

**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

## STUDENT HANDBOOK 2024-2025

- send and receive emails
- view course grades, My Degree Program, semester schedules and transcript

**Online Live courses** — provide students with weekly interactive synchronous class sessions. Sessions have a pre-determined date and time. The balance of learning activities utilizes the online learning platform. Online Live courses may be offered as either semester or block classes

**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. The Chair teaches courses within the degree program and hires instructors. The Chair 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 Engagement Center** — provides students with a centralized, coordinated approach to seeking assistance within the University by surrounding them with a team of student service experts. Student Service Associates are front- life staff that guide students when calling the University. Engagement Counselors can provide students with Financial Aid, Billing, Registrar, International Admissions, Academic Advising and Admissions support.

## STUDENT HANDBOOK 2024-2025

**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. 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

## STUDENT HANDBOOK 2024-2025

- 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 typed letter explaining the circumstances of the reason for the appeal, and documentation from a medical professional (or copy of military orders) that support the request.
- Submission of documentation is not a guarantee of a specific outcome. Requests will only be considered if the withdrawal request is for all courses in a term.

### Frequently Asked Questions (FAQ)

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

Syllabi are located on 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?**

Before registering for courses, please review your degree program requirements in Degree Works to ensure you are taking courses required for your academic program. Taking courses outside your program study may affect your federal financial aid award.

#### **Am I required to take any placement exams?**

English and math skills assessments are required for undergraduate students. 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). Visit [wilmu.edu/placement/index.aspx](http://wilmu.edu/placement/index.aspx) for more details.

#### **Where do I get my Student ID/Library card?**

ID cards are issued through University Safety on the first floor of the Doberstein Admissions Center (DAC) on the New Castle campus and through the site offices at the

## STUDENT HANDBOOK 2024-2025

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, public library spaces, and labs.

### **Where are my classes held?**

Students are advised to check their schedule in myWilmU. Room assignments are also available online at [wilmu.edu/registrar/course\\_offering](http://wilmu.edu/registrar/course_offering).

### **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. Three credit hours is 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.

## STUDENT HANDBOOK 2024-2025

The above definition of the credit hour applies to all courses at all levels that award academic credit (i.e. any course that appears on an official transcript issued by the University) regardless of mode of delivery.

### **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.

### **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 the Registrar, or through myWilmU.



# **TIPS FOR STUDENT SUCCESS**



# STUDENT HANDBOOK 2024-2025

## 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.

## 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.

# STUDENT HANDBOOK 2024-2025

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.

## 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.

## 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:

- Begin with the assigned chapter.
- Break the chapter down to the original outline.
- Tie the main points together.

### Finding the Main Points

# STUDENT HANDBOOK 2024-2025

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 ensure 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.

# STUDENT HANDBOOK 2024-2025

- Listen carefully.

## Beware

You can speed up and simplify your notetaking 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 the results of your personal analysis and to discuss the 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.

## STUDENT HANDBOOK 2024-2025

- **Relate:** Asks you to describe relationships in your answer, emphasizing connections and associations.
- **Review:** Specifies critical examination. You should analyze and comment briefly in 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.
- Choose a poor selection of points for the answer.
- Wrote too much.
- Wrote too little.
- Reasoned poorly.
- Distributed time improperly, leading to incomplete answers.

# STUDENT HANDBOOK 2024-2025

## 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 CATS Survey.

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

## STUDENT HANDBOOK 2024-2025

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.



# **STUDENT SERVICES**



# STUDENT HANDBOOK 2024-2025

## 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. Undergraduate students can call **(877) 967-5464** for advising assistance or to schedule an appointment with an academic advisor.

## 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:

1. Is this major right for me?
2. What courses should I take?
3. What is the difference between dropping and withdrawing from a course?
4. What is a minor and is it right for me?

# STUDENT HANDBOOK 2024-2025

5. Should I consider adding a certificate?
6. How do I change my major?
7. What is Honors and how do I qualify?
8. Why do I need to take courses that do not seem related to my major?
9. What course alternatives exist for students with years of professional training and work experience?
10. Am I eligible for Dual-Credit Advantage opportunities?

## When Should I Meet with My Advisor?

Schedule an appointment with an academic advisor in the first semester to create an educational plan and explore Dual-Credit Advantage opportunities. Students should plan to meet with their Academic Advisors to discuss concerns about academic progress, develop academic goals, and adjust their educational plan.

Students on academic probation are required to meet with an academic advisor prior to registering for courses.

## 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. For support, students can contact the Office of Student Concerns at [studentconcerns@wilmu.edu](mailto:studentconcerns@wilmu.edu).

## Advisor/Student Responsibilities

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

## Advisor Responsibilities

- Help students understand how to read their Degree Works.

## STUDENT HANDBOOK 2024-2025

- Work with students to create and adjust their educational plan.
- Work with individual students to develop long-term academic plans and set short-term goals to achieve those plans.
- 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.
- Discuss areas of personal concern such as balancing academics with work and social obligations.
- Discuss academic progress with students.
- Explain school policy and procedures.
- Refer students to University resources for help with their unique needs.

### Student Responsibilities

- Meet with an advisor for the degree program you have selected.
- Use the information and guidance provided by an Academic Advisor to select courses based on individual needs and personal schedule.
- Review your Degree Works to confirm that all current and required documentation and transcripts have been submitted and apply to your degree program.
- Familiarize yourself with Degree Works and degree requirements (i.e. minimum grade requirements, prerequisite course work, GPA requirements)
- Schedule periodic meetings with your Academic Advisor, especially in times of academic difficulty. Adjust educational plan as needed.
- Track academic progress through Degree Works found in myWilmU. Follow Education Plan attached to Degree Works for recommended course sequencing as set by degree Program Chair. requirements.

# STUDENT HANDBOOK 2024-2025

- Students who are at any time confused about academic requirements or progress towards a degree are encouraged and expected to meet with an advisor.
- 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?
- Students should maintain accurate and current contact information in myWilmU (i.e. name, phone, personal email and home address).
- Acquire and read the Wilmington University Student Handbook.
- Be familiar with and abide by school policies defined in the University's catalog and the Student Handbook.

## Change of Academic Program

### 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.

Current undergraduate students desiring to change (add or remove) 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 who have not attended in 3 semesters will first need to re-apply with Admissions.

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.

## STUDENT HANDBOOK 2024-2025

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



## STUDENT HANDBOOK 2024-2025

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 12 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.

# STUDENT HANDBOOK 2024-2025

## Academic Probation: Penalties

Student-athletes who are on probation at the end of the fall or spring semester may not be eligible for participation until they are off probation and meet the required NCAA progress towards degree standards. 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 and re-certified mid-year by the Associate Athletic Director for Compliance.

## Student-Athletes' Attendance

- 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. The student-athlete is also required to communicate any absences prior to departure.
- All student-athletes are required to provide each of their instructors with 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.
- Playoffs are typically not on the schedule, as they are not scheduled in advance, nor are seeding/dates/times known until the selection announcement is made. If a team makes the playoffs, student-athletes must notify their instructors.
- 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 and communicated prior by the student-athlete.
- Student-athletes are responsible for making up any missed work and/or assignments.
- Student-athletes may not miss class for the following reasons: practice, out-of-season games or team meetings.

# STUDENT HANDBOOK 2024-2025

## Substance Abuse

Wilmington University prohibits the use of any illegal substance. A Substance Abuse Awareness Program is available for all 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 <http://www.wilmu.edu/bookstore> or join our texting program by texting “JOIN CAMPUSSTORE” to 30890.

A valid Wilmington University ID card is required to enter the Campus Store located in the New Castle Campus. Guests must stop by the Public Safety area at the DAC to secure a visitor’s badge.

## Career Services

The Office of Career Services offers free resources to learn more about chosen career fields, engage in exploration, develop resumes and career plans, network with professionals, gain experiential learning, and receive valuable job search strategies. Handshake provides free access to view job opportunities, attend virtual events, engage with employers, schedule appointments and apply for openings with approved resume.

- Handshake
- Resume Reviews
- Career Counseling
- Mock Interviews
- Virtual Career Events
- FOCUS Assessment
- Career Exploration

# STUDENT HANDBOOK 2024-2025

- Career Info Sheets

Please contact [careerservices@wilmu.edu](mailto:careerservices@wilmu.edu) or (302) 356-6792 for career-related assistance.

## Cellular Telephones, Pagers, and Other Communication Devices

The use of cellular telephones, pagers/beepers and other electronic devices is prohibited in the classroom, public library spaces, 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 bulletin boards and/or TVs 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.

# STUDENT HANDBOOK 2024-2025

- 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](mailto:helpdesk@wilmu.edu).

## Student Log In

Students are required to use their myWilmU username 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 username 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 are 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 username 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.

# STUDENT HANDBOOK 2024-2025

## 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, and Georgetown (302) 258-0290, should contact their site office regarding use of computer labs and copy machines.

## Engagement Center

The Engagement Center provides students with a centralized, coordinated approach to seeking assistance within the University by surrounding them with a team of student service experts. In accordance with our mission, these experts provide students with the attention required to meet individual needs.

Student Service Associates are front-line staff who guide students when calling the University and College Engagement Counselors can provide students with Financial Aid, Billing, Registrar, International Admissions, Advising, and Admissions support.

## Contact Info:

Student Engagement Center: (302) 356-4636 or 1(877) 967-5464 (Monday – Friday: 8:30 a.m. – 6:00 p.m.)

College of Business: [collbusiness@wilmu.edu](mailto:collbusiness@wilmu.edu) and (302) 327-4763

College of Education & Liberal Arts: [educandlib@wilmu.edu](mailto:educandlib@wilmu.edu) and (302) 327-4763

College of Health Professions & Natural Sciences: [healthandsci@wilmu.edu](mailto:healthandsci@wilmu.edu) and (302) 327-4764

College of Social & Behavioral Sciences: [socandbehav@wilmu.edu](mailto:socandbehav@wilmu.edu) and (302) 327-4765

College of Technology: [technology@wilmu.edu](mailto:technology@wilmu.edu) and (302) 327-4766

General Student Support: [ssupport@wilmu.edu](mailto:ssupport@wilmu.edu) and (302) 327-4767

# STUDENT HANDBOOK 2024-2025

## 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 cover 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

- Financial aid applicants must complete the FAFSA at [studentaid.gov](http://studentaid.gov). If they haven't already, students, and parents of dependent students must request an FSA ID as the first step in completing the FAFSA online. When accessing the FAFSA website, students who do not have an FSA ID are directed to apply for one. The FSA ID allows students and their contributors 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 (i.e. 2022 for the 2024-2025 FAFSA).
- Upon receipt of students' FAFSA data, Wilmington University will send an email 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 Student Engagement Center. The U.S. Department of Education will make the FAFSA application on October 1, 2024, for the 2025-2026 aid year. FAFSA applications are available until June 30 of the year FOLLOWING that aid year (covering a total of 19 months), so there are usually two FAFSA applications available at the same time.



## STUDENT HANDBOOK 2024-2025

Wilmington University's aid year starts with fall of the current calendar year and ends with summer of the following calendar year (i.e. Fall 2025 – Summer 2026), so be sure to verify that you are completing the correct year FAFSA for when you plan to attend.

- 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 <https://studentaid.gov/>.
- Upon receipt and completion of all requirements, Wilmington University will determine the applicant's eligibility. An Aid Offer email will be sent to the student, indicating that their offer 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 aid offer, declaring that they will use their federal funds towards their educational expenses at Wilmington University.
- Undergraduate students who submit a FAFSA but who are not yet fully admitted into the university may receive an ESTIMATED Aid 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 offer 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 Aid Offer until the c-flag is resolved.
- In order to be eligible for aid, applicants must be fully admitted. In order to actually receive aid, students must enroll in 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. To maintain financial aid eligibility, students must attend courses and remain enrolled throughout the semester and continue to meet federal Satisfactory Academic Progress standards at the end of each term enrolled.

# STUDENT HANDBOOK 2024-2025

## Food Services

Each of our campuses has a 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.

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 [wilmu.edu/studentaffairs/](http://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.

# STUDENT HANDBOOK 2024-2025

## 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](https://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](https://wilmu.edu/library). This homepage serves as a gateway to local, national and global information resources.

## Facilities

Library services are available to students at all Wilmington University sites, as well as those enrolled in online programs. 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.

## STUDENT HANDBOOK 2024-2025

Augmenting the library at New Castle are the Learning Commons at 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.libcal.com/appointments/OnlineResearchConsultation](http://wilmu.libcal.com/appointments/OnlineResearchConsultation) 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 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 print 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**.

# STUDENT HANDBOOK 2024-2025

## Laptop Lending & Multimedia Equipment

At designated times, currently enrolled students may submit a request to borrow a laptop through the library. Due to limited availability, not every request can be fulfilled. When an announcement is made about laptop availability, students can complete an online request form. If available, the laptop will be mailed to your home at no cost. Students may also access multimedia studios located in 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 username 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 electronically so be sure to provide your email address for electronic delivery. Print materials requested through ILL will be shipped to your home address so be sure to keep your address updated.

## 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.

# STUDENT HANDBOOK 2024-2025

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 all Wilmington University Facilities, including campus libraries. An exterior and interior door access control system serves to protect library users and the University Community. Any destruction of library materials are, and will be treated as serious offenses and could result in prosecution, as well as financial charges for processing and replacement. Neither the library nor the University shall accept responsibility for lost or stolen personal belongings. On-site library classes and group visits must be arranged in advance.

## Library Staff

Library staff are available to assist users by phone, chat support, online consultations, and email. Call the Library toll-free at (800) 451-5724 or visit [wilmu.edu/library/contactlib.aspx](http://wilmu.edu/library/contactlib.aspx) for assistance.

## 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 at (302) 356-6937 or visit [wilmu.edu/accessibility](http://wilmu.edu/accessibility) (see Student Accessibility Services Handbook).

## 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 HANDBOOK 2024-2025

## 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;

## STUDENT HANDBOOK 2024-2025

- 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.



# STUDENT HANDBOOK 2024-2025

- 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: [wilmu.edu/onlinenso/index.aspx](http://wilmu.edu/onlinenso/index.aspx).

## 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". There are occasions when a student may be confronted with a school-related concern that he or she seems unable to resolve.

# STUDENT HANDBOOK 2024-2025

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.

The Office of Student Concerns provides assistance to students who need direction, support, or correction in relation to a wide range of issues that may confront them while attending Wilmington University.

It is a resource for students who are seeking to clarify their understanding of University expectations or better manage interactions with others. In addition, we assist University staff and faculty with issues involving student conduct.

A student who seeks to file a non-academic complaint may speak directly with the Office of Student Concerns by calling **302-356-6925** or Email [studentconcerns@wilmu.edu](mailto:studentconcerns@wilmu.edu) or Complete a complaint form going to [wilmu.edu/studentconcerns/index.aspx](http://wilmu.edu/studentconcerns/index.aspx) and clicking on “Report a Student Issue.”

## 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.

# STUDENT HANDBOOK 2024-2025

## Smoking

Smoking is prohibited inside all buildings, facilities, indoor and outdoor spaces (see “Smoke-Free Policy” in Section IV).

## 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. The Pratt Student Center offers free coffee, tea, and snacks to students as well.

## 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:

1. The proposed name of the student organization
2. Its purpose and mission of the organization

## STUDENT HANDBOOK 2024-2025

3. Its requirements for membership. If the organization will be a chapter of a national organization, you must include charter guidelines as well
4. Details of the interest meeting, including a sign-in sheet with at least five student signatures
5. Meeting times
6. 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**

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.

# STUDENT HANDBOOK 2024-2025

## **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.

# STUDENT HANDBOOK 2024-2025

## Education International Honor Society, Kappa Delta Pi

The Wilmington University Chi Phi Chapter of Kappa Delta Pi is an International Honor Society in Education. 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 Overwatch, Valorant, 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.

# STUDENT HANDBOOK 2024-2025

## **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.

## **Legal Studies Honor Society, Lambda Epsilon Chi**

Lambda Epsilon Chi (LEX) was established in 1994 to recognize those individuals who have demonstrated superior academic performance in an established program of paralegal/legal studies. In order to apply for induction into Lambda Epsilon Chi prospective students must: Complete two-thirds of their LES core courses (33 credits for bachelor; 18 credits for certificate); Achieve an overall GPA of 3.5 or higher in their LES courses; Submit an application and write an essay(s) on an assigned topic and formal recommendation from the Legal Studies Advisory Board.

## **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.

## STUDENT HANDBOOK 2024-2025

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 in online activities. Members will have a chance to network with students, faculty, and staff in a relaxed atmosphere.



# STUDENT HANDBOOK 2024-2025

## 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.

## Pre-Professional Health Club

The purpose of this club is to create an environment to support and guide future healthcare professionals and leaders sharing a common goal. The Pre-Professional Health Club guides students in their future educational pursuits, strengthens student applications through increased opportunities, and promotes healthcare professionals serving our local communities.

## 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.”

## Science Honor Society, Sigma Zeta

Sigma Zeta was founded at Shurtleff College in Alton, Illinois, in 1925 by three members of the science staff. These three men, who may be justly regarded as the founders of the society, are Elmer E. List, professor of biology and geology; J. Ellis Powell, mathematics; and Ralph K. Carleton, chemistry. Sigma Zeta's membership includes individuals from all science and mathematics disciplines. The organization provides an excellent avenue for students and faculty to grow as scientists through cross-disciplinary discourse. Membership is by invitation only, with induction in November of each academic year.

# STUDENT HANDBOOK 2024-2025

New members will receive a certificate of membership, membership pin (Blue and Gold Tie Tack), and a graduation medallion to be worn with academic attire at their commencement ceremony.

## **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.

## **Pride Club**

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

## **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.

# STUDENT HANDBOOK 2024-2025

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.

## Leading

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 Online Book Club

The WilmU Online 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.

# STUDENT HANDBOOK 2024-2025

## 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 with 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 students free of charge through Tutor.com. This can be accessed 24/7 through your Canvas course by clicking "Tutoring" on the main menu to connect with a live tutor for 24/7 on-demand support, schedule an upcoming session, or upload an essay for review. 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, and writing labs located at the New Castle Campus (DAC 219). Please refer to the online schedule for other campuses [at wilmu.edu/ssc/tutoring.aspx](http://wilmu.edu/ssc/tutoring.aspx).

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).

## Tuition and Fees

Tuition and fees are accessed at registration. Wilmington University accepts Visa, MasterCard, American Express and Discover credit cards. All students have the option

# STUDENT HANDBOOK 2024-2025

of enrolling in a payment plan each term. There is no fee for the payment plan; however, accounts are subject to late fees at the final billing date for the term. Payments can be made online 24/7 via [myWilmU](#). You can check your student account balance and make payments online 24/7 using [myWilmU](#).

1. Log in to [myWilmU](#).
2. Click the My Payments Card 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.

## University Safety

The Wilmington University Department of Safety and Campus Security Offices for the New Castle Campus, 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)  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>Wilson Graduate Center</b>	47 Reads Way, New Castle Delaware 19702 (Main Door, 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

# STUDENT HANDBOOK 2024-2025

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.

## 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:

1. Has filed an official University application.
2. Has declared the intent to pursue a specific program.
3. Has been fully accepted by the University.
4. 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](https://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); Submit Certificate of Eligibility to [vastudents@wilmu.edu](mailto:vastudents@wilmu.edu).
5. Notify Wilmington University any time you register or change your registration at [vastudents@wilmu.edu](mailto: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.



# **ACADEMIC INFORMATION**



# STUDENT HANDBOOK 2024-2025

## 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.

Please note that some academic colleges have additional attendance requirements beyond those specified in this section. In accordance with financial aid regulations, attendance must be recorded in the system before federal aid funds may be disbursed or (released) onto the student's billing account.

### 1. 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.

### 2. Attendance/Online Learning Courses

Attendance for an online learning course is defined as "logging onto the course" and participating in course assignments and discussions as directed by the instructor. Failure to do so may be considered an unexcused absence without prior approval by the course instructor.

### 3. 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.

## Academic Awards—Undergraduate

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

# STUDENT HANDBOOK 2024-2025

## 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.

# STUDENT HANDBOOK 2024-2025

## **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.

## **Doctor of Social Science – Prevention Science**

This award is given to a graduating student in the Doctor of Social Science, Prevention Science 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.S.S. 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.

# STUDENT HANDBOOK 2024-2025

## **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:

1. An error was made in grade computation
2. 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:

1. A statement addressing how the appeal meets one or both of the two criteria necessary for a formal appeal.
2. A description of the outcome of the informal discussion process between the student and instructor.
3. Any relevant documents the student would like to be reviewed as part of the appeal process.
4. Any additional materials as requested by the program chair or designee.

## STUDENT HANDBOOK 2024-2025

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.

# STUDENT HANDBOOK 2024-2025

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

1. Two complete semesters have passed
2. A written appeal is submitted to the Academic Review Committee Chairperson
3. 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.)

## Academic Review Committee

The Academic Review Committee meets after each term to review cases involving graduate and undergraduate students. Meetings are scheduled as soon as conveniently possible after the close of each academic period.

The Committee reviews the transcripts of students on academic probation and suspension. Based on upon those reviews, the Committee makes decisions on probation and suspension.

Academic Deans send out certified letters to all students who are suspended or placed on probation. Wilmington University maintains copies of all letters sent to students who are placed on suspension or probation. Letters to students who are suspended also inform students that they have been dropped from any classes in which they are currently enrolled.



## STUDENT HANDBOOK 2024-2025

Students who are suspended but who are registered for a course(s) in the current semester or block are dropped from any and all courses in which they are enrolled. Tuition is refunded to the student. Students placed on probation may be required to drop specific courses. If so, their tuition is refunded.

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.

# STUDENT HANDBOOK 2024-2025

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.

The complete Academic Integrity Policy can be found in Section IV and online at [wilmu.edu/studentaffairs/academic-integrity.aspx](http://wilmu.edu/studentaffairs/academic-integrity.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 and Awards

### Dean's List

An undergraduate student who completes nine (9) credits or more during a semester and earns a GPA of 3.5 or higher is eligible to receive Dean's List recognition.

# STUDENT HANDBOOK 2024-2025

## 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 is 3.5 or higher. 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 awarded by the GPA distribution as follows:

Summa Cum Laude	3.85 – 4.0
<b>Magna Cum Laude</b>	3.7 – 3.84
Cum Laude	3.5 – 3.69

## Additional Methods for Earning Course Credit

### Undergraduate Programs

#### Experiential Learning at Wilmington University

The University strongly encourages students to gain practical, real-world experience by participating in Practicum, Internship, and Cooperative Education opportunities. 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.

#### Guided Practicum

Students who have completed little or no course work can explore areas of interest and potential career opportunities in a field with a Guided Practicum. Guided practicum experiences focus on skills-building, becoming familiar with occupations in a field and learning what is involved in a major. Each Guided Practicum is a one credit, 30 hour experience and is generally unpaid. Students may complete multiple credits and are expected to do so at different sites to maximize this introductory field placement. Students should contact their program chair additional information. Students interested in a more focused, in-depth experience should consider an internship or our Cooperative Education Program.

# STUDENT HANDBOOK 2024-2025

## Practicum

Certain programs have required practical courses and seminars. Additional information is provided in the Academic program section of the catalog.

## Internship

Internship is designed to immerse students in a real-world work environment. Students will have the opportunity to work on meaningful projects, engage in problem solving activities, and be exposed to new trends and the latest technologies as well as network with professionals in the field. Internship experiences provide first-hand opportunities upon which future career choices can be based as students gain a better understanding of the relationship between theoretical concepts and their practical application.

Students are reminded that coordinating the requirements for an internship requires prior planning. The typical internship student is a junior or senior with some course work completed in their major and seeks an in-depth, practical experience in their field of study. Students may also explore an internship unrelated to their major as an elective course. Internship is a three credit, 90-to-100-hour experience and is generally unpaid. Most students will participate in one internship. (Students interested in an expanded, multi-semester work experience should consider our Cooperative Education Program.)

Students must receive written permission from the Internship Coordinator or Program Chair at least 60 days prior to their expected internship start date.

Upon receiving written approval, a student should complete the official registration procedure with the Office of the Registrar. Tuition and fees are the same as standard course tuition. Internships/field placements are graded on a satisfactory or unsatisfactory basis. A minimum 2.5 cumulative grade point average is required to be eligible for internships/field placements. A maximum of 15 credits may be earned through internship/field placements and may be used towards residency credits.

## Service Learning

Service Learning is a form of experiential education in which students engage in an organized service activity that meets identified community needs. Students who participate in service learning contribute to the public good of local, national, and/or international communities while they enrich their academic knowledge with real-world applications and develop leadership and citizenship skills. This growing area of higher education encourages community-based scholarship across the curricula of WU in order to enhance student learning, develop student civic engagement, and foster ongoing collaboration with local and global communities.

## STUDENT HANDBOOK 2024-2025

Students earn 3 credits in one semester for a total of 90-120 work hours. These opportunities are available in select undergraduate programs for Junior or Senior level students who have completed at least 60 credits and have a minimum GPA of 2.5. Service Learning experiences are graded as Satisfactory or Unsatisfactory.

### Cooperative Education

Wilmington University's Community and Academic Partnerships (CAP) and Cooperative Education (Co-op) program is an academic experience that allows students to connect academic knowledge with the business and professional world. The CAP/Co-op program expands learning experiences through relevant employment in a supervised, educational work setting related to the student's major field of study or career focus.

A CAP/Co-op program experience is a multi-semester program (2 minimum, with a maximum of 4, ideally consecutive) with in state and out-of-state opportunities. Co-op experiences are individually designed and are typically at least two semesters with the same employer to maximize the opportunity for advanced application of the knowledge and skills learned in the classroom.

Co-op experiences are available in a part-time or full-time capacity. Students have the opportunity to complete 10-15 hours of work experience per week resulting in approximately 400-600 total hours and may include additional faculty assigned work. Students are also able to obtain full-time Co-op positions, providing the opportunity to complete 35-40 hours of work experience per week.

Co-op experiences are cultivated by both the Wilmington University Office of Cooperative Education and students. Opportunities developed by students need approval from the Office of Cooperative Education before credit can be awarded. An approved Co-op experience may substitute for a required internship in a student's major.

To be eligible for the CAP/Co-op program students must have the following: a declared major and be working toward a degree, completed a minimum of 60 credits applicable to their degree program, and have a minimum 2.5 cumulative grade point average. In addition, students must inform the Office of Cooperative Education and their Program Chair one semester before they would like to begin a co-op assignment. CAP/Co-op course enrollment is required for credit to be awarded for the experience. Tuition and fees are the same as standard course tuition.

# STUDENT HANDBOOK 2024-2025

Students who are interested in gaining real world experience by participating in a Co-op should contact the Office of Cooperative Education.

## Additional Methods of Earning Credit at Wilmington University

Directed and Independent Study Courses

### Directed Undergraduate & Graduate Study Courses

Directed studies are available only under extenuating circumstances for students. Undergraduate students will need approval from their Program chair or Academic Advisor. Graduate students will need approval from their Academic Dean or Program Chair. All approvals will need to be one month prior to the semester registration period in which the directed study is to be conducted. A maximum of six (6) credits may be earned through the directed study format and may be used toward residency credits.

### Undergraduate Independent Study

Students desiring to study areas of knowledge outside of disciplines available through regular course work must secure written permission from an Academic Advisor or Site Director one month (minimum) prior to the semester registration period in which the independent study is to be conducted. Upon final approval by the Academic Dean or Program Chair, a student may register for an independent study by following the official registration procedure. Tuition and fees for independent study are the same as those for standard courses. Independent study is graded on a satisfactory/unsatisfactory basis. A minimum 2.5 cumulative GPA is required to be eligible for independent study. Students needing additional information about independent study should contact an Academic Advisor or Site Director. A maximum of six (6) credits may be earned through the independent study format and may be used towards residency credits.

### Graduate Independent Study

Directed study is available only under extenuating circumstances for students who are approved by their Academic Dean or Program Chair one month prior to the semester registration period in which the directed study is to be conducted. A maximum of 6 credits may be earned through the directed study format and may be used towards residency credits.

# STUDENT HANDBOOK 2024-2025

Note: All courses at Wilmington University, including courses that meet regularly on-campus, are web-enhanced, using a learning management system called Canvas. This requires having convenience and regular access to a computer and the internet. A limited number of computers are available at university locations. Should this be a particular challenge, please see an Academic Advisor.

## **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 different sources:

1. American Council on Education (ACE) Armed Services - Credit may be granted for military experience evaluated by ACE and is transcribed onto a Joint Services Transcript (JST) for the Army, Navy, Marine Corps, Coast Guard, Department of Defense, and the Community College of the Air Force.
2. American Council on Education (ACE) Workforce Training – Credit may be granted for completion of workforce training evaluated by the American Council on Education (ACE) and by the National College Credit Recommendation Services (NCCRS). ACE and NCCRS evaluate many
3. formal courses, training programs, examinations, licenses, certifications, and other programs offered by various organizations, including business, unions, government, and military.
4. National College Credit Recommendation Service (NCCRS)
5. Defense Activity for Non-Traditional Education Support (DANTES)
6. Excelsior College Examinations (ECE; formerly ACT PEP: Regents)
7. College Level Examination Program (CLEP)
8. Advanced Placement (AP) Exam: Credit awarded with score of 3 or higher

# STUDENT HANDBOOK 2024-2025

9. DSST Exams
10. Credit by Examination
11. Credit by Industry Recognized Assessment (IRA)
12. Extra-Institutional Course Assessment (ECA)
13. 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](https://wilmu.edu/coel/credit-for-pl.aspx) or by contacting your Academic Advisor.

## Transfer Credits

For transfer student admission requirements and procedures, please visit **Transfer Student Admission: <https://www.wilmu.edu/transfer/>**. Also, if you would like to see which course credits can be transferred, you can use our Credit Transfer Tool <https://www.wilmu.edu/transfer/collegetransfer.aspx>.

## 1. Undergraduate Transfer Credit Policy and Residency Requirements

Wilmington University accepts for transfer a maximum of 90 credit hours towards a bachelor's degree and 30 credit hours towards an associate's degree.



## STUDENT HANDBOOK 2024-2025

Some of the transfer credits may not apply towards a specific degree. Transferability of this learning content and/or credit may be assessed for equivalency to required course competency. At least 30 credits of the 120-credit program of study must be upper level (300-400 level) at Wilmington University.

Transfer credits accepted from colleges and universities must be from an accredited institution that is recognized by the Council for Higher Education Accreditation (CHEA) recommended credits or training. Credits evaluated on a course-to-course basis require a grade of "C" or better to qualify for transfer. Credits transferred as a result of any valid institutional agreement will be controlled by the conditions of the agreement.

A transfer student with a cumulative GPA of less than 2.0 will be interviewed by an academic representative to determine the appropriate course schedule. Specific transfer credit policies may apply to particular programs within each college. All transfer credits that are being applied to any College of Education and Liberal Arts 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: MSHCE; NCACS HLS; NEASC; NWCCU; SACS; WASC. Wilmington University limits academic residency to no more than twenty-five percent of the degree requirements for all degrees for active-duty service members.

Academic residency can be completed at any time while active-duty service members are enrolled. Reservists and National Guardsmen on active duty are covered in the same semester.

Graduate Transfer Credit Policy up to six credit hours of graduate study from a fully accredited institutions must submit an official transcript sent directly from the institution to Wilmington University and a catalog course description from that institution. Transferred course work must need to have all transcripts from other accredited institutions in the possession of the Admissions Office or home site office at least two months prior to registration. Failure to attend to this can result in duplication of courses previously completed at those institutions. Credit will not be granted for course duplication.

# STUDENT HANDBOOK 2024-2025

## 2. Residency Requirement

Students must complete at least 30 credit hours in residence for a bachelor's degree or associate's degree. All course formats (online, hybrid, and face-to-face), as well as challenge by exam, directed studies, and internships/co-op, may be applied to the residency requirement.

## 3. Upper Level Requirement

At least 30 credits of the 120-credit program of study must be upper level (300-400 level) course work completed at Wilmington University. Wilmington University limits academic residency to no more than twenty-five percent of the degree requirements for all degrees for active-duty service members.

Academic residency can be completed at any time while active-duty service members are enrolled. Reservists and National Guardsmen on active duty are covered in the same manner.

## 4. Graduate Transfer Credit Policy

Up to 12 credit hours of graduate study from a regionally accredited graduate school may be accepted. Students seeking credit for course work completed at other accredited institutions must submit an official transcript sent directly from the institution to Wilmington University and a catalog course description from that institution.

Transferred course work must be relevant to the major area of study.

Course grades below a "B" will not be considered. Transfer students need to have all transcripts from other accredited institutions in the possession of the Graduate Admissions Office prior to registration.

Failure to attend to this can result in duplication of courses previously completed at those institutions. Credit will not be granted for course duplication. Exceptions may be made with the approval of the Program Chair and the Academic Dean.

## 5. College of Education and Liberal Arts Transfer Credit Policy

The College of Education and Liberal Arts welcomes transfer students and believes that appropriate credit for prior academic study can play an important role in the achievement of student's degree completion. The University can accept course transfer credits from AP, CLEP, IB or regionally accredited institutions.

# STUDENT HANDBOOK 2024-2025

However, credits earned through an ACE/NCCRS Alternative Credit Provider, such as Sophia, cannot be accepted as transfer credits to replace any College of Education and Liberal Arts course or elective or to apply toward any College of Education and Liberal Arts degree or certificate program. Contact your Program Chair for additional information.

## 6. Alternative Credit Providers

A maximum of 45 credits can be accepted in transfer from Alternative Credit Providers. The course equivalency list and the 45-credit limit will be used when advising students about this option.

## Full-Time Status

### Course Load

#### Undergraduate Full-Time Course Load

Twelve credit hours per semester constitute a full-time undergraduate course load. A course load in excess of 18 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 18 credits per semester may appeal in writing to the Office of Academic Affairs.

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

#### Graduate Full-Time Course Load

Nine (9) credit hours per semester constitutes a full-time graduate course load. A course load in excess of fourteen (14) credit hours per semester requires the approval of the Academic Dean or Program Chair.

# STUDENT HANDBOOK 2024-2025

All Master of Science in Nursing (M.S.N.) students, Doctor of Education (Ed.D.), Doctor of Business Administration (D.B.A.), Doctor of Nursing Practice (D.N.P.) and Doctor of Social Science (D.S.S.) students, 18 credit hours over a one-year period constitute full-time status. A course load in excess of fourteen (14) credit hours per semester requires the approval of the Academic Dean or Program Chair. Doctoral Candidates who are within the dissertation stage of their degree program may have a full course load, an excess of fourteen (14) credit hours, per semester with the approval of their College Academic Dean or Program Chair.

Students who are denied approval to take a course load in excess of fourteen (14) credits per semester may appeal in writing to the Office of Academic Affairs.

## 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 (Ed.D., D.B.A., D.N.P., or PSC courses)

# STUDENT HANDBOOK 2024-2025

## Grading System

Wilmington University utilizes a plus/minus grading system in assessing student achievement. Table 1 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.

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

All grade changes made after one year require the signature of the appropriate Academic Dean and the AVP or VP of Academic Affairs.

# STUDENT HANDBOOK 2024-2025

## 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

### Graduation Policy & Procedures

All students completing their degree requirements must complete these procedures, regardless of whether they plan to participate in a graduation ceremony (commencement). For additional information concerning Graduation Policy & Procedures, please visit the Wilmington University website at [wilmu.edu/graduation/procedure.aspx](http://wilmu.edu/graduation/procedure.aspx).

## 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:

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

# STUDENT HANDBOOK 2024-2025

## Graduation Competencies

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

### Oral Communication

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

### Written Communication

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

### Disciplined Inquiry

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

### Information Literacy

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

### Ethics

- H. Demonstrate knowledge and application of prescribed ethical codes and behaviors related to the student's academic discipline

# STUDENT HANDBOOK 2024-2025

## Additional Program Competencies

1. 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 combined with practical applications.

## Educational Values

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



# STUDENT HANDBOOK 2024-2025

## Undergraduate Grading System

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

# STUDENT HANDBOOK 2024-2025

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

## Graduate Grading System

Grade	Numerical Equivalent	Quality Points
Excellent. The student has demonstrated a quality of work and accomplishment far beyond the normal requirements and shows originality of thought and mastery of material.		
A	95-100	4.00
A-	92-94	3.67
B+	89-91	3.67
Good. The student's achievement exceeds satisfactory accomplishment, showing a clearer indication of initiative, comprehension of material, and the ability to work with concepts.		
B	86-88	3.00
B-	83-85	2.67
C+	80-82	2.33
Lowest Passing Grade. The student's accomplishment, while passing in some programs, is deficient. Minimum requirements have been met without distinction.		
C	77-89	2.00
C-	74-76	1.67
Failure.		
F	Less than 74	0.00
Failure Due to Absence. Student did not complete a sufficient amount of work to earn a passing grade.		
FA		0.00
Grade	Numerical Equivalent	Quality Points
Satisfactory. The student has met the expected standards of scholarship. This grade signifies acceptable performance of the course objectives.		
S		0.00

# STUDENT HANDBOOK 2024-2025

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

## 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).

1. The results of the placement assessments will allow the University to place the student in the appropriate level Math or English course.
2. These assessments must be completed prior to registering for a Math or English course.
3. Specific cut scores for both assessments have been established.
4. Students will receive the placement results immediately following the testing.
5. 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), or ENG 095 (English Review).
6. Retakes of placement assessments are not permitted.

### **Math 110 (Math Essentials)**

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

# STUDENT HANDBOOK 2024-2025

## **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:

1. Information designated as “directory information”
2. Disclosure to school officials with legitimate educational interests
3. Disclosure to an alleged victim of a crime of violence
4. Disclosure to officials of another institution where student seeks to enroll
5. Request from U.S. Comptroller General, Attorney General or Secretary of Education,  
or state and local education officials
6. Disclosure in connection with financial aid for which student has applied
7. Disclosure to accrediting agencies
8. Disclosure to parents of dependent students
9. To comply with judicial order or subpoena (a reasonable attempt to notify must be made. Subject to the requirements and restrictions of FERPA.)

10. Disclosure in connection with a health or safety emergency

## **Right to file a complaint:**

Students have a right to file a complaint concerning the 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, [wilmu.edu](http://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. 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



## STUDENT HANDBOOK 2024-2025

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:

1. Serious illness (physical or psychological) or injury to the student that precludes the student from completing the term
2. Death of a member of the student’s immediate family that prevents the student from completing the term
3. 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
4. Military orders that require reporting between the withdrawal deadline and the end of the term and prevent the student from completing the term.
5. Employment situation that precludes a student from attending class (e.g. schedule change)
6. To submit an appeal, the student must submit a typed letter explaining the circumstances of the reason for the 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.

# STUDENT HANDBOOK 2024-2025

## 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.

## Undergraduate Information

Once a course is passed successfully with a grade of D or better, federal aid will cover only one additional retake of the course. However, students who fail or withdraw from a course may continue to receive aid for the same course as long as they are otherwise eligible for aid. For example, if a student receives a “D” in English 101, retakes the course and receives an “F”, they are no longer eligible to receive federal aid for a retake of that particular course.

## Graduate Information

Once a course is passed successfully with a grade of C- or better, federal aid will cover only one additional retake of the course. However, students who fail or withdraw from a course may continue to receive aid for the same course as long as they are otherwise eligible for aid. For example, if a student receives a “C” in MBA 6000, retakes the course and receives an “F”, they are no longer eligible to receive federal aid for a retake of that particular course.

## University-wide Academic Calendar

A University-wide academic calendar is developed by the Registrar with input from Academic Deans and the Office of Academic Affairs and is approved by the University Administration. This calendar includes the following dates:

# STUDENT HANDBOOK 2024-2025

- A. Registration periods, drop/add and withdraw deadlines
- B. Instructional periods: Semester, blocks, modular, reading weeks
- C. Regular meetings such as Faculty Senate, University-Wide meetings, Academic Review Committee, etc.
- D. Holidays and other dates when the University is closed
- E. Dates when course grades are due from Faculty
- F. The calendars are available by May 1<sup>st</sup>.
- G. 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 course schedule (add or cancel classes) 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.

# STUDENT HANDBOOK 2024-2025

## **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.

# STUDENT HANDBOOK 2024-2025

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://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.

### Transcript Waiver Requests

Wilmington University adheres to policies regarding applicants who wish to waive transcripts from previously attended institutions. High school transcripts will not be waived for applicants who transfer less than 15 post-secondary credits. Applicants must submit their request electronically in the admissions portal. The form must be completed and include: the name of the institution, dates of attendance, and the reason for the request.

A waiver may be considered for one or more of the scenarios listed below:

- The institution was not accredited at the time of the student's attendance
- The institution is no longer in existence and transcripts are unable to be retrieved
- The student withdrew from courses prior to completing one term, as defined by that institution
- The student completed courses as part of a study abroad or exchange program initiated by a US institution
- Requests are reviewed and investigated by the Director of Admissions and can take up to one month to complete

# STUDENT HANDBOOK 2024-2025

## 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.

## STUDENT HANDBOOK 2024-2025

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.

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

Credits earned at Wilmington University cannot be applied to satisfy the high school transcript submission policy and related high school transcript waiver policy. Students must submit all required transcripts before financial aid will be awarded.

Undergraduate applicants must be graduates of an accredited high school or have successfully completed a General Education Development (GED) program.

### 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 each term. 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 My Payments Card to view your account balance, view statements, 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.



# **POLICIES AND REGULATIONS**



# STUDENT HANDBOOK 2024-2025

## 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.

## Academic Conduct Violations

### 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.

## The Use of Artificial Intelligence

### Generative Artificial Intelligence

Generative Artificial Intelligence (GAI) is a type of machine learning that creates new content, original content (such as imagery, audio, text) based on existing informational data. The use (AI) for academic work and research has legitimate purposes and can be leveraged as a learning and research tool. Unethical use of GAI, however, reflects on the student, the degree and the university. This includes the misuse of GAI and AI-related tools to generate academic work and/or complete assignments submitted as original work without authorization. Durable skills such as critical thinking, analysis and communication applied in the workplace are crucial for employer and student success. Ethical use of GAI in the classroom and in the workplace can contribute to student learning and enable an effective and economic use of resources by employees. Unethical use of GAI will undermine the foundation of durable skills. Unethical behavior cannot only undermine an individual's integrity, it may also put the employer and employee at risk for copyright, patent, and other fraudulent implications. Student success requires the legitimate and ethical use of technology as we move rapidly into a future that will require even more adaptation to technological changes.

Although GAI continues to evolve rapidly, the importance of academic integrity principles remains. What also remains is the University's commitment to supporting students with relevant career-orientated curriculum that considers impact on industry. In light of this, students are urged to review all course policies and expectations provided in the course syllabus and Learning Management System (LMS) site. Academic Colleges and Departments will provide specific policies and expectations and faculty should provide clear communication of these expectations including situations of when GAI is prohibited or permitted. Students should consult faculty for specific clarifications prior to the work being submitted.

Finally, as with all aspects of academic integrity, if the words, content, and ideas were not created by the individual creating the work, a proper quotation or citation of the source should be present.

## Types of Violations

### 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)
- Unethical submission of work from crowd sharing platforms or sites involving the sharing of previous academic work and materials

Students are urged to consult with individual faculty members, department heads, or recognized handbooks in their discipline ([wilmu.edu/ssc/writing.aspx](http://wilmu.edu/ssc/writing.aspx)) if they are in doubt as to whether their work may contain plagiarized material. This should be done before the work is submitted.

### 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

## STUDENT HANDBOOK 2024-2025

- Listing hours worked or activities performed during a clinical or service-learning experience that did not occur
- The misuse of GAI to generate a partial or an entire work product/assignment submitted as original work without authorization

### **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
- Misuse of GAI or AI-related tools to generate academic work and/or complete assignments

### **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.

## Violation of the Academic Integrity Policy

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.

### First Violation

1. The faculty member shall confer with the student regarding the violation of the Academic Integrity Policy.
2. In consultation with the specific Program Chair of the college in which the course is offered, the faculty member is to select one or more of the following sanctions:
3. Require that the student repeat any work affected by the violation of the Academic Integrity Policy
4. Assign the student a lower grade for the assignment (this is not necessarily a grade of zero)
5. After a sanction is selected, the Program Chair will inform the Dean of the College in which the course is offered 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.
6. 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.

## **Second Violation**

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

## **Review of Academic Conduct Violations; second and subsequent allegation**

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 in Part IV Policy and Procedures, subsection III, “also”.

## **Resources for Upholding Academic Integrity**

### **Detection Software**

Plagiarism and Generative Artificial Intelligence (GAI) 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 students to have an opportunity to assess their efforts prior to submitting an assignment. Faculty may also use the University’s plagiarism and GAI detection software as a tool to affirm the originality of assignments.

## University Writing Centers and Tutors

The Student Success Center ([wilmu.edu/ssc/index.aspx](http://wilmu.edu/ssc/index.aspx)) is designed to provide students with the support and resources to help them 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 students to achieve academic excellence.

## 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.

## 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:

- For any activity that violates Federal, State, or local laws.
- For any activity that threatens the safety, well-being, or integrity of any other person.
- For any activity that results in unauthorized alteration or disclosure of confidential data.
- For any activity that offends, degrades, debases, or threatens another person.
- For any activity contrary to standards of decency (i.e., hate sites).

## STUDENT HANDBOOK 2024-2025

- For accessing any pornographic or otherwise sexually explicit sites, materials, photos, or emails.
- For any activity that would damage the good name and reputation of Wilmington University. 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.

### 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 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.



# STUDENT HANDBOOK 2024-2025

## 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

### Quorum

- One full-time faculty member
- One Academic Advisor
- President of the Student Government Association or his/her designee
- One Cabinet member

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 the 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.

## Sanctions

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

- A. Disciplinary probation with or without loss of designated privileges for a specified period of time
- B. Restriction of privileges such as removal from elective or appointed office and/or ineligibility in representing the University
- C. 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
- D. 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
- E. Permanent dismissal from the University
- F. 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
- G. A delay as to when a degree is to be conferred upon the student
- H. 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.

# STUDENT HANDBOOK 2024-2025

## 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.
- D. 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.

## STUDENT HANDBOOK 2024-2025

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.

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

## STUDENT HANDBOOK 2024-2025

7. The accused may be accompanied by an advisor of his/her own choosing from among the members of the University community.
8. 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.
9. "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.
10. 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,
11. 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:
  - Specific violation and/or notices of prior misconduct
  - Decisions of the Student Disciplinary Committee or negotiated disciplinary action
  - Sanction
  - Notice of reinstatement, if appropriate

### 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:

# STUDENT HANDBOOK 2024-2025

## 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:

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

## Background Screen Requirements during Zoom or Synchronous Class Sessions

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

## Behavior during Zoom or Synchronous Class Sessions

- E. 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.
- F. Please do not share Zoom links or any other virtual links with anyone unless asked by an instructor to share with fellow students.

# STUDENT HANDBOOK 2024-2025

## 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)

- A. Students must report or disclose positive results or exposure to their instructors.
- B. Instructors will make academic arrangements they deem appropriate and in the best interest of students testing positive.
- C. 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).
- D. 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](mailto: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.

# STUDENT HANDBOOK 2024-2025

## 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.

## 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 Student Accessibility 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 Student Accessibility 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 Office of Student Accessibility



# STUDENT HANDBOOK 2024-2025

Services Handbook on the University's website at [wilmu.edu/accessibility](http://wilmu.edu/accessibility).

## 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

## 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.

## Bicycle Policy

Cyclists must secure bicycles at designated bicycle racks only available throughout campuses. For your safety, please lock bikes properly, wear helmets, and remain

## STUDENT HANDBOOK 2024-2025

vigilant. Wilmington University is not responsible for damages or theft of bicycles on University property.

### **College of Health Professions Background Check and Drug Screen Policy**

All Nursing and Health Sciences students are required to satisfactorily complete a criminal background check and a drug screen to meet the requirements of clinical facilities and contractual agreements and avoid delays in clinical placement. The College of Health Professions and Natural Sciences (COHPNS) utilizes a designated third-party credentialing system to obtain and track background checks and drug screens.

Undergraduate Nursing and Health Sciences students must complete this requirement during the first core course in the curriculum. Graduate and doctoral students must complete this requirement prior to clinical experiences as designated by the course progression outlined in their respective program handbook. Students are responsible for payment of all fees related to the background check and drug screen.

Students will not be permitted to enroll 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 the designated process, having positive findings on the background and/or drug screen that are not resolved following review by the COHPNS program coordinator, medical reviewer, College Dean or designee as a result of the positive findings on the background check or drug screen.

### **College of Education: Criminal Background Check Required for School Counseling, Practicum, and Student Teaching**

Candidates desiring enrollment into School Counseling Internship coursework are required to submit the following clinical clearance items to the Office of Clinical Studies in the College of Education and Liberal Arts: a new Criminal Background Check, a new TB / PPD (Tuberculosis) Test, a new Child Protection Registry Form.

Candidates desiring enrollment into Practicum are required by state law to submit the following clinical clearance items to the Office of Clinical Studies in the College of Education and Liberal Arts: a new Criminal Background Check, a new TB / PPD (Tuberculosis) Test, a new Child Protection Registry Form.

## STUDENT HANDBOOK 2024-2025

Candidates desiring enrollment into Student Teaching are required by state law to submit the following clinical clearance items: a new Criminal Background Check, a new TB / PPD (Tuberculosis) Test, a new Child Protection Registry Form and a Health Authorization form.

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)

School Counseling, Practicum, and 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. Candidates are not permitted to seek or make arrangements for their own placements.

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

For more information on this policy and other details concerning fieldwork go to:

[wilmu.edu/education/clinicalstudies](https://wilmu.edu/education/clinicalstudies)

# STUDENT HANDBOOK 2024-2025

## 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.

## STUDENT HANDBOOK 2024-2025

The University seeks to provide ongoing education for its students through information provided in related courses and resource materials available throughout the University. Additionally, students, faculty, and staff are encouraged to avail themselves of free and confidential counseling/referral services offered through the Office of Student Affairs. The University seeks to implement ongoing educational programs aimed at discouraging substance abuse and encouraging healthy, self-directed, drug-free lifestyles.

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

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

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

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.

## 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 (those under the age of 18) 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:

- A. Minors must be supervised at all times by an Authorized Adult while on campus or participating in a University-sponsored off-campus activity.
- B. 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.
- C. Even when accompanied by an Authorized Adult, pre-high school age Minors not participating in a program on University premises or a University-sponsored

## STUDENT HANDBOOK 2024-2025

off-campus activity are prohibited from areas where significant potential safety hazards and liabilities may exist, and where strict safety precautions are required.

- D. Minors and Authorized Adults not meeting relevant University community conduct standards will be asked to leave the campus.
- E. 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**

- F. 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.
- G. 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.

## STUDENT HANDBOOK 2024-2025

- H. 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:

- I. 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.
- J. Participate in a sleepover under the auspices of the program or activity.
- K. Engage in abusive conduct of any kind toward, or in the presence of, a Minor.
- L. Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any Minor.
- M. 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.
- N. Engage in the use of alcohol or illegal drugs or be under the influence of alcohol or illegal drugs during such programs or activities.
- O. Make pornography in any form available to Minors participating in programs and activities covered by this Policy or assist them in any way



# STUDENT HANDBOOK 2024-2025

## Allegation of Inappropriate Conduct

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

- P. Be familiar with and strictly adhere to Wilmington University's Minors on Campus Policy.
- Q. 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 a case, University Safety and the Human Resources Department will be notified.
- R. 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

- S. 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.
- T. 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.

## Definitions of Abuse and Neglect

The following constitutes child abuse or neglect that must be reported under Delaware law:

### **“Abuse” or “abused child” means that a person:**

1. Causes or inflicts sexual abuse on a child
2. Has care, custody or control of a child, and causes or inflicts

# STUDENT HANDBOOK 2024-2025

3. Physical injury through unjustified force
4. Emotional abuse
5. Torture
6. Exploitation

## **Maltreatment or mistreatment “Neglect” or “neglected child” means that a person:**

- Is responsible for the care, custody, or control of the child; and
- Has the ability and financial means to provide for the care of the child; and
- Fails to provide necessary care with regard to: food, clothing, shelter, education, health, medical or other care necessary for the child's emotional, physical, or mental health, or safety and general well-being; or
- Chronically and severely abuses alcohol or a controlled substance, is not active in treatment for such abuse, and the abuse threatens the child's ability to receive care necessary for that child's safety and general well-being; or
- Fails to provide necessary supervision appropriate for a child when the child is unable to care for that child's own basic needs or safety, after considering such factors as the child's age, mental ability, physical condition, the length of the caretaker's absence, and the context of the child's environment.

## **Reporting Requirements**

### **General**

All members of the University community must act immediately when criminal activity involving a minor is taking place, is alleged, or suspected. For emergency assistance or to report a crime in progress, dial **911** for local police or University Safety **(302) 325-3333**. For a non-emergency situation, notify University Safety at **(302) 325-3333** or Human Resources at **(302) 356-6527** or local police by dialing **911**.

## Reports of Known or Suspected Abuse or Neglect of a Minor

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 or neglect must immediately report the suspected abuse to: University Safety at (302) 325-3333 or Human Resources (302) 356-6527 or local police by dialing 911 AND The Division of Family Services (DFS) by calling 1(800) 292-9582. The phones are answered 24 hours a day, 365 days a year by Division of Family Services' staff.

University faculty, staff, or students who are working with minors in their professional or official capacity and who have questions about this policy or their reporting obligations should contact their supervisor, assistant vice president, vice president or Human Resources.

Failure to report will not be tolerated by the University. Retaliation against someone who in good faith makes a report of a violation of this policy will also not be tolerated by the University. The University will take prompt corrective action, including up to termination of employment.

## 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

# STUDENT HANDBOOK 2024-2025

- 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.

## Identification Card Policy

### Introduction

This policy is applicable to all buildings/sites owned or operated 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

### 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.

# STUDENT HANDBOOK 2024-2025

## 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.

## Authorizations

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

## System Misuse

- 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.

# STUDENT HANDBOOK 2024-2025

- Disciplinary action under the provisions of Wilmington University policy and Student Code of Conduct.
- Prosecution under applicable Federal, State, and Local laws.

## **ID Card — General**

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

- New Castle (University Safety Desk, Audrey Doberstein Building and Pratt Student Center, Safety Office. Monday-Friday (9:00am-9:00pm), Saturday/Sunday (9:00am-4:00pm)
- Dover (University Safety Desk: Main Entrance, Building "A". Monday-Thursday (9:00am-9:00pm), Friday (9:00am-4:00pm) and Saturday (when classes in session)
- Brandywine: (University Safety Desk: Main Entrance) Monday-Friday (9:00am-9:00pm) and Saturday/Sunday (9:00am-4:00PM)

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.

# STUDENT HANDBOOK 2024-2025

## ID Card Type and Purpose

ID Card Type	Color	Description of Purpose
Permanent and part-time staff	Green	ID Card type issued to permanent Wilmington University staff & part-time employees assigned at any University facility .
Permanent/Adjunct Faculty	Green	ID Card type issued to <b>Wilmington University Faculty</b> assigned at any University Facility
Student Athlete	Yellow	ID Card type issued to Wilmington University Faculty assigned at any University Facility (restricted time)
Student	Light Green	ID Card type issued to <b>Wilmington University Students</b> assigned to specific <b>University Facilities (limited access)</b>
University Safety	Black	ID Card type issued to University Safety assigned to any University Facility
Visitor	White	ID Card type issued to <b>Wilmington University visitors (Visitor ID card only)</b>
Contractor	Red	ID Card type issued to Wilmington University Contractors/Vendors (limited access)
Alumni/Community	Green	ID Card type issued to <b>Wilmington University Alumni-Community (limited access)</b>

### 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 is responsible for the management of the ID Card process.
- Students and faculty will be 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—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 an ID card station located at any of the campuses listed under section G.
- 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)
- Contractors /Vendors are required to have a background check completed by all employees. Contractors/Vendors ID cards must be approved by University Safety prior to being issued a valid ID card.

## **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 assigns a significant value to each ID card. 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.
- ID Card—Compliance with Policy



## STUDENT HANDBOOK 2024-2025

- 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.

### **ID Card Replacement**

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

- Individuals are required to contact the Department of University Safety at **(302) 325-3333**.
- 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

## STUDENT HANDBOOK 2024-2025

- Individuals charged for subsequent ID cards are permitted to use their financial aid funds, if necessary. Cash, debit, or credit card payment are acceptable.
- This section applies to all Wilmington University ID Card Holders.

### **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/safety](http://wilmu.edu/safety). Hard-copy applications are available at the security desks located at New Castle, Dover, Wilson Graduate Center, Brandywine, and Georgetown (DTCC),
- 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.

# STUDENT HANDBOOK 2024-2025

## 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
- Persons who may be banned based on valid reasons 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.).

## 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.
- 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.
-

# STUDENT HANDBOOK 2024-2025

- 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.
- 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.
- Prospective students who need to access the buildings during the admissions process will provide 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.
- All visitor ID cards will be stored at each Department of University Safety Desk location.
- All visitors' ID cards will be placed into the DSX Record book located at each workstation.

## Online Students — Identity Verification

For your protection and security, Wilmington University uses various methods to verify that each student who registers for a course is the same one who takes and completes that course and receives academic credit. The process ensures your safety, protects your identity, and keeps Wilmington University in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315, and the requirements of the Middle States Commission on Higher Education (MSCHE).

Note: On-campus students who obtain an ID card do not need to complete this process for online courses. Obtaining an ID card serves as identity verification for on-campus and online.

### To Verify Your Online Identity:

You'll need to complete the identity Verification process, an online meeting that is easy to schedule and should take less than five minutes. You only need to do this once. Schedule your meeting by visiting Project ID. You'll receive online meeting instructions by email after scheduling.

<https://outlook.office365.com/book/ProjectID@wilmu.onmicrosoft.com/>

## STUDENT HANDBOOK 2024-2025

1. At the scheduled time, log on and present the University Safety Officer with a copy on a non-expired government-issued picture ID (Examples include):
  - Driver's license
  - U.S. Passport or passport card
  - U.S. Military card (front /back)
  - Military dependent's card (front/back)
  - Permanent Residence Card
  - Certificate of Citizenship
  - Certificate of Naturalization
  - Employment Authorization Document
  - Foreign Passport
  
2. The officer will compare the information on the picture ID with the person appearing on the screen. If further verification is needed, the officer will ask for address verification, which can be one of the following:
  - Any bill or financial statement showing your name and residence address
  - Utility bill (electricity, gas, garbage, water, sewer)
  - Cable TV or internet bill
  - Telephone bill
  - Bank Statement
  - Property tax bill
  - Mortgage statement
  - Lease or rental agreement showing your name and address and residence address.
  - Registration for a P.O. Box or private mailbox.

# STUDENT HANDBOOK 2024-2025

3. The officer will take your photo and upload it to our secure system. It will appear on your myWilmu student profile, and in the class roster for your instructor's review

If you have any questions about process, please contact the Engagement Center at - **(877) 967-5464**

## Policy on Surveillance Devices on Campus

The University utilizes security camera monitoring system at all campuses.

## 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 or view the policy online at [wilmu.edu/StudentLife](http://wilmu.edu/StudentLife). about process, please contact the Engagement Center at **(877) 967-5464**

## 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 in the Office of Academic Affairs.

## 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.

## STUDENT HANDBOOK 2024-2025

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.

### 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.

## STUDENT HANDBOOK 2024-2025

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.

### 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**.

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 Constable/cadet on duty lift the receiver and stay on the line until the officer answers.



# STUDENT HANDBOOK 2024-2025

- **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 Constable/cadet 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 Constable/cadet on duty to respond.
- **Wilmington University Separate Campuses:** Refer to the separate campuses Annual Security Report (located on the campus website) for locations of emergency phone systems.

## Separate Campus Safety Department Contact Numbers:

Dover Air Force Base	(302) 677-3000
Mt. Laurel (Rowan College at Burlington County)	(856) 291-7401
Cumberland County College	(856) 457-6273
Rowan College of South Jersey	(856) 494-7001
Joint Base McGuire-Dix-Lakehurst	(609) 724-3183
Camden County College	(856) 842-5274

# STUDENT HANDBOOK 2024-2025

## 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:

New Castle Campus Delaware State Police (Troop #2)	911 or (302) 834-2620
Dover Dover City Police Dept.	911 or (302) 736-7111
Brandywine Delaware State Police (Troop #1)	911 or (302) 573-2800
Athletic Complex Delaware State Police (Troop #2)	911 or (302) 834-2620
Rowan College of South Hersey (New Jersey) Gloucester County Sheriff's Dept. is on-site	911 or (856) 256-1212
Rowan College at Burlington County (New Jersey) Burlington Twp. Police Dept.	911 or (609) 386-1000
Cumberland County College (New Jersey) NJ State Police Bridgeton	911 or (856) 451-0101
Joint Base McGuire-Dix-Lakehurst (New Jersey)	911

# STUDENT HANDBOOK 2024-2025

## 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**.

## 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.

# STUDENT HANDBOOK 2024-2025

## 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 Constables/Cadets, 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 of the Wilmington University Student Handbook and the Annual Security Report.

## Compliance with Direction of University Safety Officials

If a student is given directions 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.

# STUDENT HANDBOOK 2024-2025

## 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**.



# **UNIVERSITY PERSONNEL DIRECTORY**

# STUDENT HANDBOOK 2024-2025

## WilmU Campuses & Locations

New Castle	(877) 967-5464
Brandywine	(302) 478-2491
Dover	(302) 734-2594
Dover Air Force Base	(302) 674-8726
Georgetown	(302) 258-0290
New Jersey (all locations)	(856) 494-7400

## Student Services

Admissions	(877) 967-5464
Advising	(877) 967-5464
Athletics	(302) 356-2023
Campus Store	(302) 356-6769
Career Services	(302) 356-6792
International Student Services	(302) 356-6741
Library	(800) 451-5724
Military Affairs	(302) 342-8669
Registrar	(302) 356-6930
Student Accessibility Services	(302) 356-6937
Student Affairs	(302) 356-6939
Student Concerns	(302) 356-2026
Student Life	(302) 356-6937
Student Success Center	(302) 356-6995
Student Support	(302) 327-4767
Student Resources	(302) 356-6800
Technology Help Desk	(877) 708-2905
University Safety	(302) 325-3333

## Engagement Counselors

College of Business	(302) 327-4762
College of Educational and Liberal Arts	(302) 327-4763
College of Health Professions & Natural Sciences	(302) 327-4764
College of Social & Behavioral Sciences	(302) 327-4765
College of Technology	(302) 327-4766



# STUDENT HANDBOOK 2024-2025

## Academic Deans

College of Business	(302) 356-2481
College of Education & Liberal Arts	(302) 295-1139
College of Health Professions & Natural Sciences	(302) 295-1145
College of Social & Behavioral Sciences	(302) 356-6870
College of Technology	(302) 356-2475

## University Safety

New Castle	(302) 325-3333
Athletics Complex	(302) 325-3333
Brandywine	(302) 325-3333
Dover	(302) 325-3333
Dover Air Force Base	(302) 677-6666
Georgetown	(302) 259-6241
Rowan College at Burlington County (Mt. Laurel)	(856) 222-9311 x2100
Rowan College at Burlington County (Pemberton)	(609) 894-9311 x1100
Cumberland County College	(856) 200-4706
Rowan College at Gloucester County	(856) 464-5207 x4444
Joint Base McGuire-Dix-Lakehurst	(609) 758-2522



# **COUNSELING SERVICES**

# STUDENT HANDBOOK 2024-2025

## General Human Services

### Delaware Helpline 211

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

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

## Local Counseling Services

### Allied Behavioral Health

AlliedBehavioralHealthDE.com  
or call (302) 832-1282

### Catholic Charities

Wilmington

(302) 655-9624

Dover

(302) 674-1600

Georgetown

(302) 856-9578

### Delaware Health & Human Services

24-hour assistance (302) 577-2484 or  
1 (800) 652-2929

### D. Children & Families First

cffde.org

Resource Helpline

1 (800) 220-3092

Wilmington

(302) 658-5177

Dover

(302) 674-8384

Georgetown

(302) 856-2388

### Delaware Psychological Services

DelawarePsychologicalServices.com

Resource Helpline

(302) 703-6332

### Mental Health Association of DE

mhainde.org or

Resource Helpline

1 (800) 287-6423

Wilmington

(302) 654-6833

# STUDENT HANDBOOK 2024-2025

## **National Counseling Services**

### **National Association of Mental Illness**

Resource Helpline

Wilmington

### **National Counseling Services**

Resource Helpline

NAMIdelaware.org

1 (888) 427-2643

(302) 427-0787

mentalhealthamerica.net

(800) 969-6642

## **Crisis Telephone Counseling**

### **Text Line**

Text NAMI to 741741

## **Delaware Health & Social Services Criss Intervention Services**

New Castle County

1 (800) 652-2929

Kent and Sussex Counties

1 (800) 345-6785

Contact Lifeline

24-Hour Helpline

1 (800) 262-9800

Substance Abuse Hotline

Delaware

1 (800) 405-8409

### **Suicide Prevention**

24-Hour Helpline

988lifeline.org

988

### **National Suicide Prevention Lifeline**

Provides free and confidential emotional support to people in suicidal crisis or emotional distress 1.800.273.8255

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

New Castle County

Christiana Counseling & Psychiatric Assoc.

(302) 995-1680 x239

Kent and Sussex Counties

F.H. Everett & Associates

(302) 674-2380

Office of Student Concerns

**Dan Burke**

(302) 356-2026

# 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.

# STUDENT HANDBOOK 2024-2025

## 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 doctor's certification to verify an illness
- A statement from an employer to confirm a required change in work schedule
- 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](mailto: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

### Equal Opportunity and Non-Discrimination Policy and Procedures

#### Introduction

Wilmington University (“the University” or “the institution”) prohibits harassment and discrimination on the basis of race, color, religion, national origin, ethnicity, disability, veteran status, genetic information, age, or any other characteristic protected by law (together, “Protected Class Harassment or Discrimination.”) The University also prohibits harassment or discrimination on the basis of basis of sex, including biological sex, sex characteristics, gender, gender identity or expression, sexual orientation, pregnancy or related conditions, parenting or family responsibility status, and veteran or marital status, (together, “prohibited conduct”). This prohibition on discrimination extends to the University’s employment practices, including recruitment, advertising, job application procedures, hiring, firing, layoffs, training, promotion, transfer, compensation, job assignments, benefits, and/or other terms, conditions, or privileges of employment. This prohibition also extends to the entire student experience at Wilmington University, including all University activities associated with student recruitment, admissions, financial aid, athletics, the administration of discipline, in the classroom, and all other parts of the University’s education program and associated activities. The University’s good faith efforts and this policy are designed to maintain this commitment.

This policy prohibits protected class harassment and discrimination, which falls under the jurisdiction of Title VII of the Civil Rights Act of 1964 (“Title VII”), Title VI of the Civil Rights Act of 1964 (“Title VI”), and Title IX of the Education Amendments of 1972 (“Title IX”). This policy and applicable procedures also contain certain rights, options, and procedures required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) and applicable state law.

Definitions of what constitutes Protected Class Harassment or Discrimination and Prohibited Conduct are defined in this policy and will be responded to and resolved promptly through the included resolution procedures. Additionally, the University prohibits retaliation against any individual(s) who, in good faith (holding a genuine belief in the truth of one’s allegations), complain of discrimination or harassment prohibited by this policy or who participates in any form of resolution into such reports (“Prohibited Retaliatory Conduct”).

Nothing in this policy shall affect the right of an individual to file a complaint with external law enforcement agencies, if applicable. A complaint may be filed concurrently with external law enforcement agencies and the institution without jeopardizing an individual’s rights to an administrative investigation or other process.

# STUDENT HANDBOOK 2024-2025

## Policy Administrators

The Title IX Coordinator is responsible for preventing sex discrimination and is the official that the University has charged with responding to complaints of Prohibited Conduct (sex discrimination) made under this policy. As defined in this policy, “sex discrimination” means harassment or discrimination on the basis of sex.

The Human Resources Department (“HR”) is responsible for enforcing and responding to employee as the respondent complaints of Protected Class Harassment or Discrimination, which is all other complaints of protected class harassment and discrimination made under this policy on behalf of the University. Student Conduct is responsible for enforcing and responding to student as the respondent complaints of Protected Class Harassment or Discrimination, which is all other complaints of protected class harassment and discrimination made under this policy on behalf of the University. “All other complaints” means all protected classes other than sex.

## Confidentiality Versus Privacy

The University has no confidential employees. All employees are private but not confidential.

Privacy and confidentiality issues are essential 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 the University will exercise in the course of any investigation or disciplinary processes under this policy.

Requests for confidentiality or 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 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.

## STUDENT HANDBOOK 2024-2025

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 concerning privacy and confidentiality. Therefore, all individuals are encouraged to familiarize themselves with their options and responsibilities and use confidential resources, if applicable, to determine 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 consider the Parties' privacy to the extent possible.

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

### Scope

This policy governs the conduct of University students, faculty, staff, and third parties (e.g., non-members of the University community, such as applicants, volunteers, vendors, alumni/ae, trustees, visitors, or residents). Third parties may be protected by and subject to this policy depending on their relationship with the University. A third party may make a report or complaint of an alleged violation of this policy by a member of the University community. A third party may also be permanently banned from the University or subject to other restrictions for failing to comply with this policy.

This policy applies to conduct that occurs within the University's premises, including land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the University, either solely or in conjunction with another entity. This includes the University's computing and networking resources, whether accessed on the University's physical property or remotely.

# STUDENT HANDBOOK 2024-2025

Online and social media conduct may violate this policy if it meets the definition of Prohibited Conduct and may also violate other University policies, including the University Computer Use Policy<sup>1</sup>. This policy applies to conduct not on the University's premises associated with a University-sponsored program or activity, such as travel, athletic games, or internship programs. For purposes of responding to allegations of sex discrimination, the University may apply this policy to any off-campus conduct that contributes to a hostile environment on campus or within the educational setting. The Human Resources Department and/or Title IX Coordinator or their designees will reasonably determine when an alleged off-campus incident falls within the jurisdiction of this policy. All aspects of this policy will be carried out in a fair and impartial manner and without conflict of interest or bias.

## Protected Class Harassment or Discrimination<sup>2</sup>

“Protected Class Harassment or Discrimination” is unfair treatment or harassment that occurs because of your race, color, religion, national origin, ethnicity, disability, age (age 40 or older), veteran status, genetic information, or other protected class, other than sex, as identified in this policy. While sex is a protected class, Prohibited Conduct “on the basis of sex” constitutes “sex discrimination,” which is specifically defined below. Track One is the grievance procedure to resolve complaints of protected class harassment or discrimination.

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<sup>1</sup> The Computer Use Policy is linked in this document, however, may also be accessed by visiting <https://www.wilmu.edu/studentaffairs/computer-use-policy.aspx>.

<sup>2</sup> Complaints of sex discrimination will be resolved using Track Two or Track Three grievance procedures depending on the type of complaints and the status of the parties as employees or students of the University.

## University Response to Complaints of Protected Class Harassment or Discrimination

### Track One Grievance Procedures

Employees: An employee who believes they have been subjected to, or witnessed, harassment or discriminated on the basis of a protected class (except sex<sup>3</sup>) covered under this policy should immediately report the incident to their manager or supervisor or to the manager or supervisor of the employee who engaged in the inappropriate conduct.

Employees should report harassment as soon as it happens and are encouraged to do so promptly. If the employee believes their manager or supervisor is the source of the harassment or is reluctant to speak with their manager, they should promptly report the conduct to Human Resources.

Human Resources will respond to the report in a manner consistent with applicable law. Violations will be addressed under the University's progressive discipline policy outlined in the Employee Handbook.

Employees may also file external complaints with the following:

Equal Employment Opportunity Commission  
**1-800-669-4000 / [info@eeoc.gov](mailto:info@eeoc.gov) / <http://eeoc.gov/>**

#### **New Castle County:**

Delaware Department of Labor  
Office of Anti-Discrimination  
4425 N. Market Street, 3rd Fl.  
Wilmington, DE 19802  
(302) 761-8200

#### **Kent/Sussex Counties:**

Delaware Department of Labor  
Office of Anti-Discrimination  
Blue Hen Corporate Center 655 S. Bay Road, Suite 2H, Dover, DE 19901

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<sup>3</sup> Response to complaints of harassment or discrimination on the basis of sex will be resolved using Track Two or Three depending on the type of behavior and the status of the people involved (employees versus students.)

# STUDENT HANDBOOK 2024-2025

**Students:** A student who believes they have been subjected to, or witnessed, harassment or discrimination based on the basis of a protected class (except sex<sup>4</sup>) covered under this policy should immediately report the incident to the Title IX Coordinator. Students should report harassment as soon as it happens and are encouraged to do so promptly.

Upon reporting, the Title IX Coordinator will determine the appropriate office to refer the report to depending on what was reported, who was involved in the incident, and when and where the incident was reported to have occurred.

## Policy Definitions-Sex Discrimination

### Admission

Admission means selection for part-time, full-time, transfer, exchange, or any other enrollment, membership, or matriculation in or at an education program or activity operated by Wilmington University.

### Advisor of Choice

For resolutions of a) sex-based harassment complaints involving students or b) employee reports involving dating violence, domestic violence, sexual assault, or stalking, the parties may be accompanied to any meeting or proceeding by an advisor of their choice. An advisor of choice is any individual who provides the complainant or respondent support, guidance, or advice and is not also a witness in the case. The advisor may not participate in the meetings or speak on behalf of the party except as outlined in this policy. Wilmington University will not limit the choice of advisor but may remove an advisor that violates the University's established rules of decorum. An advisor should be chosen whose schedule allows attendance at the scheduled dates and times because delays typically will not be permitted due to the scheduling conflicts of an advisor. An employee may serve as an advisor but is not required to do so, even if requested.

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<sup>4</sup> Response to complaints of harassment or discrimination on the basis of sex will be resolved using Track Two or Three depending on the type of behavior and the status of the people involved (employees versus students.)

# STUDENT HANDBOOK 2024-2025

## **Appeal Officer**

“Appeal officer” means the person or persons that will make the determination on any appeal submitted under this policy, including appeals of dismissals and determinations of responsibility. The appeal officer may be an employee or a contracted service provider.

## **Complaint**

A “complaint” is a verbal or written request for the University to initiate grievance procedures.

## **Complainant**

“Complainant” means (1) A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination as defined by this policy or (2) A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under this policy and who was participating or attempting to participate in the institution’s education program or activity at the time of the alleged sex discrimination.

## **Decision-maker**

“Decision-maker” is the person or persons that will determine responsibility at the conclusion of a formal resolution process under this policy. The decision-maker may be an employee or a contracted service provider.

## **Employee**

An “employee” includes people who work full-time, part-time, seasonally or temporarily, or a college work-study; Individuals assigned to the University or individuals assigned to other sites who provide a service (for example, an intern in an on-campus department; and volunteers, in some cases, like a volunteer coach). When someone is both a student and an employee, the institution will evaluate whether or not the alleged incident occurred in the context of their employment or could have reasonably been perceived to have occurred in the context of their employment. If it did not, the student employee will be treated as a “student” for purposes of this policy.

Employees must participate as a witness in or otherwise assist with an investigation, proceeding, or hearing under this policy. Nothing in this policy should be construed to compel an employee complainant or respondent to participate.

# STUDENT HANDBOOK 2024-2025

## **Formal Resolution**

“Formal Resolution” means using the applicable formal resolution procedure to resolve a complaint of Prohibited Conduct as defined by this policy.

## **Informal Resolution**

“Informal Resolution” means that the institution and the parties have decided to resolve one or more allegations of Prohibited Conduct as defined in this policy in lieu of the applicable formal resolution procedure. Informal Resolution may be offered by the Title IX Coordinator upon receiving a report or at any point after receiving a complaint. The institution may decline to offer informal resolution for some or all of the allegations in a particular complaint. The parties must agree to engage in informal resolution, or the complaint(s) will proceed under the formal resolution process. Informal Resolution may be terminated by the institution or either/both parties at any point prior to the signing of the Informal Resolution Agreement. Once the Informal Resolution Agreement is signed by the institution and both parties, the matter is considered concluded and may not be referred to the formal resolution process. There is no right to appeal. Sanctions and remedies are permitted to be included in informal resolution agreements.

## **Informal Resolution Facilitator**

“Informal Resolution Facilitator” is an individual designated by the institution to resolve complaints in lieu of using the formal resolution procedure. The facilitator for the informal resolution process is not the same person as the investigator or the decision-maker.

## **Institution**

“Institution,” as used in this policy, means Wilmington University.

## **Investigator**

The “investigator” is the person or persons assigned to investigate a complaint. The investigator may be an employee or a contracted service provider.

## **Outcome**

An “Outcome” is the result of the formal resolution process whereby it is determined that a violation of this policy did or did not occur.

## **Party**

“Party” means either the complainant(s) or respondent(s) in an investigation or proceeding relating to a report of alleged Prohibited Conduct. A respondent becomes a “party” to the action upon receipt of notice of the complaint.



## **Pregnancy or Related Conditions**

“Pregnancy or Related Conditions” means the following: (1) Pregnancy, childbirth, termination of pregnancy, or lactation; (2) Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or (3) Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

## **Report**

A “report” is an oral or written disclosure to the Title IX Coordinator of Prohibited Conduct. Any person may report an allegation of Prohibited Conduct defined by this policy. Reports may be made by the person who experienced the behavior or by a third party, including, but not limited to, a friend, family member, attorney, staff member, or professor.

## **Respondent**

“Respondent” means a person alleged to have violated the University’s prohibition on sex discrimination. A respondent is presumed not responsible for alleged conduct until a determination of whether sex discrimination occurred is made at the conclusion of a resolution process outlined in this policy. When a sex discrimination complaint alleges that a University policy or practice discriminates on the basis of sex, the University is not considered a respondent as it relates to the respondent’s rights in this policy.

## **Retaliation**

“Retaliation” means intimidation, threats, coercion, or discrimination against any person by the institution, a student, or an employee or other person authorized by the institution to provide aid, benefit, or service under the institution’s education program or activity for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy, including in an informal resolution process. For complaints of sex discrimination, allegations of retaliation will be resolved using Track Two. All other complaints of protected characteristics retaliation will be resolved using Track One.

## **Relevant**

“Relevant” means related to the allegations of sex discrimination under investigation as part of the grievance procedures associated with this policy. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred. Evidence is relevant when it may assist a decision-maker in determining whether the alleged sex discrimination occurred.

# STUDENT HANDBOOK 2024-2025

## **Remedies**

“Remedies” means measures provided, as appropriate, to a complainant or any other person the institution identifies as having had equal access to the institution’s education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person’s access to the institution’s education program or activity after an institution determines that sex discrimination occurred.

## **Sanctions**

When a complaint of sex discrimination, as defined by this policy, is resolved through formal or informal resolution, the respondent’s letter of determination could include both outcomes and sanctions. The outcome, as defined in this policy, is the determination as to whether or not, using the preponderance of the evidence standard, that this policy was violated. If the policy was found to have been violated, a sanction may be assigned. Sanctions are individually developed based on the circumstances of each individual complaint and, for students, are intended to be educational in nature. Sanctions are determined based on several factors, including the nature of the incident and the respondent’s conduct history. Sanctions are different for employee respondents versus student respondents.

For students, sanctions may include educational courses, counseling, reflection papers, educational projects, or community restitution or service. Egregious or repeated misconduct could result in an elevated administrative sanction such as probation, suspension, and/or expulsion. For employees, violations of this policy could result in a sanction/discipline from a verbal warning up to termination of the respondent employee’s employment.

## **Student**

A “Student” is a person who has gained admission to the institution.

## **Student with a Disability**

A student with a disability means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, 29 U.S.C. 705(9)(B), (20)(B), or a child with a disability as defined in the Individuals with Disabilities Education Act, 20 U.S.C. 1401(3).

# STUDENT HANDBOOK 2024-2025

## **Title IX Coordinator**

The “Title IX Coordinator” is responsible for overseeing the University’s response to reports of sex discrimination and to ensure compliance with Title IX, including oversight of all recordkeeping and training. The Title IX Coordinator is also responsible for coordinating the effective implementation of supportive measures and remedies. The Title IX Coordinator may delegate responsibilities under this policy to a Deputy Title IX Coordinator or other designee, who will be appropriately trained per the requirements of Title IX. For purposes of this policy, any reference to the Title IX Coordinator should be read as the “Title IX Coordinator, Deputy Title IX Coordinator, or other designee.”

## **Title IX Personnel**

“Title IX personnel” means all individuals responsible for responding to reports of sex discrimination, implementing the grievance procedures in this policy, hearing challenges to removals, or having the authority to modify or terminate supportive measures. All Title IX personnel shall receive annual training as required by Title IX, Clery, and applicable state law. Without limitation, persons under this description include Title IX Coordinator(s), investigators, decision-makers, appeal officers, and informal resolution facilitators with any responsibilities outlined herein. Title IX Personnel will not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

## **Witness**

“Witness” means any individual with direct knowledge of an incident or other information relevant to the allegation. Character witnesses are not considered relevant, and expert witnesses are considered only at the investigator's or decision-maker's discretion.

## **Prohibited Conduct-Sex Discrimination**

### **Sex Discrimination**

“Sex Discrimination” means conduct on the basis of sex, which excludes from participation, denies benefits to, or otherwise differently treats persons in a way that limits or denies their ability to participate in the educational program or activity except as permitted by federal or state law.

For purposes of this policy, the following definitions constitute conduct to be “on the basis of sex” which includes conduct on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Attempts to commit any Prohibited Conduct are prohibited and will be considered the same as completed acts.

# STUDENT HANDBOOK 2024-2025

All of the following acts of Prohibited Conduct are acts of sex-based harassment.

## **Hostile Environment Harassment**

“Hostile Environment Harassment” means unwelcome sex-based<sup>5</sup> conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from the education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant’s ability to access the University’s education program or activity
- The type, frequency, and duration of the conduct
- The parties’ ages, roles within the University’s education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct
- The location of the conduct and the context in which the conduct occurred, and
- Other sex-based harassment in the University’s education program or activity

## **Quid Pro Quo Harassment**

“Quid Pro Quo Harassment” means when an employee, agent, or other person authorized by the University to provide an aid, benefit, or service under the University’s education program or activity explicitly or impliedly conditioning the provision of such aid, benefit, or service on a person’s participation in unwelcome sexual conduct.

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<sup>5</sup> “Sex-based” means based on biological sex as well as based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

## **Sexual Assault — Non-Consensual Sexual Penetration**

“Non-consensual sexual penetration” means the 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.

## **Sexual Assault — Non-Consensual Sexual Contact**

“Non-consensual Sexual Contact” means the touching of the breasts, buttocks, or groin of another person for the purpose of sexual gratification without the consent of the victim.

## **Sexual Assault — Incest**

“Incest” is 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 siblings, parents, and children, including stepparents, stepchildren, and adopted persons, as well as aunts/uncles with nieces/nephews and between grandparents and grandchildren.<sup>6</sup>

## **Sexual Assault — Statutory Rape**

“Statutory Rape” is sexual intercourse with a person who is under the statutory age of consent, which in Delaware is 16 years of age.

## **Dating Violence**

“Dating Violence” is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. 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>7</sup>

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<sup>6</sup> See Delaware Code Title 11 and Criminal Procedure § 766.

<sup>7</sup> Delaware has no separate statute for dating violence, but a definition for “teen dating violence: Delaware Criminal 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.

# STUDENT HANDBOOK 2024-2025

## Domestic Violence

“Domestic Violence” means felony or misdemeanor crimes committed by a person who (A) is a current or former spouse or intimate partner of the victim under Delaware or New Jersey laws (depending on where the incident is reported to have occurred) or a person similarly situated to a spouse of the victim; (B) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (C) shares a child in common with the victim or (D) commits acts against a youth or adult victim who is protected from those acts under Delaware or New Jersey family or domestic violence laws (depending on the state in which the act is reported to have occurred).

Domestic violence<sup>8</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 \*\*visit courts.delaware.gov/family/pfa/index.aspx\*\*](https://www.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)

## Stalking

“Stalking” means 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 this definition:

**Course of conduct** means two or more acts, including, but not limited to, acts in 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.

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<sup>8</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(9), 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.

# STUDENT HANDBOOK 2024-2025

**A 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.

## **Retaliation**

“Retaliation” means intimidation, threats, coercion, or discrimination against any person by the University, a student, an employee, or University-authorized person to interfere with any right or privilege under this policy or because the person has reported information made a complaint, testified, assisted, or participated or refused to participate in any manner in an informal resolution process or grievance procedures under this policy. Nothing in this definition precludes the University from requiring an employee or other University-authorized person to participate as a witness in or otherwise assist with an investigation, proceeding, or hearing under this policy. For complaints of sex discrimination, allegations of retaliation will be resolved using Track Two. All other complaints of protected characteristics retaliation will be resolved using Track One.

## **Definition of Consent**

“Consent” is voluntary, informed, un-coerced 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 extortion. 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

## STUDENT HANDBOOK 2024-2025

- 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.



## STUDENT HANDBOOK 2024-2025

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 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 sex-based harassment and is a violation of this Policy.

### **Reporting to The Title IX Coordinator**

Any individual who may have been subjected to Prohibited Conduct as defined in this policy should contact the Title IX Coordinator. Additionally, the Title IX Coordinator will be informed of all reports of potential violations of this policy received by employees who are mandated to report under this policy or by federal or state law.

The Title IX Coordinator may be contacted by telephone, email, or in person using the contact information below:

Linda Van Drie Andrzejewski, Ed. D.  
47 Reads Way, New Castle, DE 19720  
**302-356-6754**  
[linda.m.andrzejewski@wilmu.edu](mailto:linda.m.andrzejewski@wilmu.edu)

### **Reporting to University Safety and/or Local Law Enforcement**

Any student or employee who has experienced domestic violence, dating violence, sexual assault, or stalking may report the incident to University Safety or local law enforcement. Individuals are encouraged to contact University Safety or local 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. Individuals also have the right to decline to notify law enforcement authorities. A report to law enforcement is not a complaint for purposes of Wilmington University's grievance procedures.

At an individual's request, the Title IX Coordinator will assist a person who has been impacted by domestic violence, dating violence, sexual assault, or stalking in contacting University Safety or local law enforcement, including facilitating law enforcement to come to campus to take the report.

# STUDENT HANDBOOK 2024-2025

## Immediate Help

### Call 911

If the incident is not an emergency, please contact the police department's non-emergency number where the incident occurred. If you aren't sure which police department has jurisdiction, contact University Safety for assistance.

## University Safety (Sworn Constables)

University Location	Safety/Security Telephone Number
New Castle Campus Wilson Graduate Center Dover Site Athletics Complex Brandywine Campus	(302) 325-3333
Georgetown	(302) 259-6241
Rowan College at Burlington County-Mount Laurel	(856) 222-9311 ext. 2100
Rowan College at Burlington County-Pemberton	(609) 894-9311 ext. 1100
Cumberland County College	(856) 200-4706
Rowan College at Gloucester County	(856) 464-5207 ext. 4444

The University may issue a directive called a “No Contact Order” that limits contact between the parties within the educational program or activities. A complainant interested in a no-contact order at the University may contact the Title IX Coordinator.

## STUDENT HANDBOOK 2024-2025

An Order of Protection may be sought through the court system, and a campus representative may assist a complainant in obtaining an order upon request. Students and employees with an Order of Protection issued through the courts should provide that to University Safety for enforcement on campus.

Prohibited Conduct under this policy may also constitute state and local law violations. University officials are required to document specific reports for Clery Act reporting purposes. No personally identifiable information (PII) about the complainant exists in publicly available recordkeeping.

### **Responsible Employees**

Every University employee must report conduct that could constitute sex discrimination under this policy and are considered “Responsible Employees.”<sup>9</sup> They must report it to the institution’s Title IX Coordinator promptly.

Additionally, all employees must report to the Title IX Coordinator the name and specific information reported to them by a student who has informed them of their pregnancy. The employee shall notify the pregnant student that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student’s equal access to the University’s education program or activity.

Delaware state law requires Responsible Employees of higher education institutions to additionally aid victims who wish to report incidents of sexual assault perpetrated by or against a student to law enforcement authorities or University Safety officials serving the institution. Responsible Employees are also responsible for informing victims of their rights under the Victims’ Bill of Rights in Chapter 11 and available confidential medical, counseling, and advocacy services. University Safety constables shall make reasonable efforts to ensure a victim’s privacy when contacting them. They must inform the victim of their rights under the Victims’ Bill of Rights and available confidential medical, counseling, and advocacy services. A report to a faculty or staff member of the University does not result in a complaint to initiate 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.

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<sup>9</sup> Delaware H.B. 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.

## STUDENT HANDBOOK 2024-2025

Delaware has both civil and criminal laws to protect children from abuse and neglect. All University employees 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 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 instead 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. DFS provides information to the community on identifying signs of abuse, which may be accessed [here](#).** 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 the [Delaware Division of Family Services Reporter Portal](#).

### **Reporting to a Confidential Employee**

No offices on campus are designated as Confidential. Therefore, an individual who is not prepared to make a report or may be unsure how to label what happened but still seeks information and support is strongly encouraged to contact an off-campus confidential resource. Please see Appendix A for more details.

### **Reporting to the U.S. Department of Education**

All University community members may also contact the Office for Civil Rights (a division of the United States Department of Education) to file a complaint about the University's compliance with this policy and applicable grievance procedures.

# STUDENT HANDBOOK 2024-2025

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

### 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](mailto:OCR@ed.gov) | Web:  
<http://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

## Reporting Anonymously and Online

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.

Title IX Incident Reporting Form

<https://www.wilmu.edu/titleix/filing-of-compliant.aspx>

## University Response to a Report of Sex Discrimination

Upon receiving a report alleging Prohibited Conduct, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, provide a written explanation of rights and options, and explain to the complainant their options, including informal resolution processes and applicable grievance procedures. If the complainant is unknown, the Title IX Coordinator will provide the above-referenced information to the initial reporter.

## Supportive Measures

Upon receipt of a report alleging Prohibited Conduct, the University will provide reasonable and appropriate supportive measures. Supportive measures mean individualized services as appropriate, without fee or charge, which do not unreasonably burden a party and that are not for punitive or disciplinary reasons. Such measures are designed to restore or preserve equal access to the University's educational program or activity, to protect the safety of all parties or the University's academic environment, and to provide support during any grievance procedures or informal resolution process. Supportive measures may be modified or terminated as needed.

Supportive measures may include:

- Counseling
- Extensions of deadlines and other course-related adjustments
- Campus escort services
- Increased security and monitoring of certain areas of the campus
- Restrictions on contact applied to one or more parties
- Leaves of absence
- Changes in class, work, housing, transportation, or extracurricular activity
- Training and education programs related to sex-based harassment
- Any other remedy that can be used to achieve the goals of this policy

The complainant or respondent may request supportive measures from the Title IX Coordinator. A party may also seek a modification or termination of a supportive measure applicable to them if circumstances change materially. Requests to challenge a supportive measure, including a supportive measure that was provided, denied, modified, or terminated, should be sent to the Title IX Coordinator. The Title IX Coordinator will assign a trained employee unaffiliated with the matter who will hear the challenge. The party has five (5) business days from the date the measure was denied, modified, terminated, or provided to lodge their challenge regarding the supportive measure.

## STUDENT HANDBOOK 2024-2025

The institution must make such accommodations or provide such protective measures if they are reasonably available, regardless of whether the complainant chooses to report the crime to law enforcement or file a complaint under this policy. See Appendix A for a full list of resources on and off campus.

### Interim Removal

In connection with this policy, an interim removal may be imposed in circumstances where the Title IX Coordinator or designee has determined that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination exists. An interim removal may be an interim suspension or any necessary restriction before resolving the matter. Before imposing an interim removal, the University will undertake an individualized safety and risk analysis.

In all such cases, the respondent may challenge the decision after the interim removal has been imposed. The respondent will have five (5) business days from the interim removal notification letter to submit a written challenge to the assigned staff member to review the challenge.

The University may place an employee respondent on administrative leave pending the resolution of the complaint.

### Informal Resolution

An informal resolution is a voluntary option for the resolution of reports of sex discrimination. Such resolutions may include a mutual agreement of responsibility and sanctions, mediation, or other conflict resolution methods offered by the University. The Title IX Coordinator will determine, based on the totality of the circumstances, whether an informal resolution process is appropriate given the facts and participants. If appropriate, the Title IX Coordinator may offer an informal resolution as an option to the parties with or without a complaint and at any time before a determination of responsibility. Before proceeding, the Title IX Coordinator will obtain written voluntary consent from the complainant and the respondent.

## STUDENT HANDBOOK 2024-2025

Before initiation of an informal resolution process, the institution will provide the parties written notice that explains:

- A. The allegations;
- B. The requirements of the informal resolution process;
- C. Before agreeing to a resolution, any party has the right to withdraw from the informal resolution process and initiate or resume applicable grievance procedures
- D. The parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures arising from the same allegations
- E. The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties and
- F. What information will the University maintain and whether and how will the information be disclosed in any applicable grievance procedures if such grievance procedures are initiated or resumed if an informal resolution process is not.

The Title IX Coordinator will assign a person as the informal resolution facilitator who would not be the investigator or decision-maker in the assigned case. Any party may withdraw from the informal resolution process before agreeing to the resolution. The parties may be referred to the applicable grievance procedures in such an instance.

Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact and restrictions on the respondent's participation in one or more programs or activities or attendance at specific events, including restrictions that the institution could have imposed as remedies or disciplinary sanctions had the institution determined after the formal grievance process that sex discrimination occurred.

Once the parties agree to the resolution, the resolution is final, and there is no appeal. The resolution is provided to both parties simultaneously in writing.



## Title IX-Initiated Complaints

The Title IX Coordinator will take appropriate, prompt, and effective steps to ensure that sex discrimination does not continue or recur within the educational setting. This may include utilizing the University's grievance procedures.

Without a complaint or resolution through an informal process, the Title IX Coordinator will determine whether to initiate a complaint. To make this fact-specific determination, the Title IX Coordinator will consider, at a minimum, the following factors:

1. The complainant's request not to proceed with the initiation of a complaint
2. The complainant's reasonable safety concerns regarding the initiation of a complaint
3. The risk that additional acts of sex discrimination would occur if a complaint were not initiated
4. The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence
5. The age and relationship of the parties, including whether the respondent is an employee
6. The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals
7. The availability of evidence to assist a decision-maker in determining whether sex discrimination occurred and
8. Whether the University could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

## STUDENT HANDBOOK 2024-2025

If the Title IX Coordinator determines that a complaint should be initiated against the complainant's wishes, the Title IX Coordinator will inform the complainant before initiating the applicable grievance procedures. The Title IX Coordinator will also appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures. A complainant retains standing as a complainant even in cases where the Title IX Coordinator initiates the complaint.

### **University Response to a Complaint of Sex Discrimination**

All formal grievance procedures involve an investigation followed by a determination of responsibility by a decision-maker. The University utilizes different grievance procedures based on the alleged behaviors and the parties' status to evaluate the allegations and assess the credibility of the parties and witnesses.

A complaint must be initiated to commence a University grievance procedure. Typically, the Title IX Coordinator will determine whether to investigate or dismiss a sex discrimination complaint within five (5) business days of receiving it.

### **Notice of Allegation**

Before the start of the investigation, the Title IX Coordinator will provide notice of the allegation(s) of Prohibited Conduct, including sufficient information known at the time. Sufficient information includes the parties' identities, the conduct alleged to constitute sex discrimination, and the dates and locations of the alleged incident(s). The parties will receive notification of additional allegations or changes to the allegations as appropriate. The notice of allegation will also contain a statement that retaliation is prohibited and that the parties are entitled to an equal opportunity to access the relevant evidence.

For complaints of sex-based harassment involving student complainants or student respondents, the notice of allegation will be in writing. It will also include a presumption of not being responsible and the right to an advisor of their choice. Throughout the grievance procedures, the Title IX Coordinator will provide notice of the date, time, location, participants, and purpose of any meetings or proceedings to a party whose participation is invited or expected.

## Dismissals

If it is determined that the conduct, even if proven, would not constitute sex discrimination as defined in this policy, the complaint may be dismissed or referred to another University department for review. A complaint may also be dismissed if the University cannot identify the respondent after taking reasonable steps to do so or if the respondent is not a student, employee, or otherwise participating in the University's educational programs or activities. A complaint may also be dismissed if a complainant notifies the Title IX Coordinator in writing that the complainant wants to withdraw any or all allegations in a complaint.

The Title IX Coordinator will decide whether to dismiss a complaint based on the stated goals of this policy to address conduct that may constitute sex discrimination. Upon dismissal, the University will promptly notify the complainant of the basis of the dismissal. If the dismissal occurs after the respondent has received notice of the allegations, the University will also inform the respondent of the dismissal. A party may appeal any dismissal using the appeal process outlined in this policy.

When a dismissal is appealed, both parties will receive a reasonable and equal opportunity to make a statement supporting or challenging the outcome. Even if a complaint is dismissed, the Title IX Coordinator may take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur and will continue to offer supportive measures as appropriate.

## Consolidations

The Title IX Coordinator can consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others. If a case involves alleged violations of other University policies, the Title IX Coordinator will determine which grievance procedures to use in consultation with other University administrators.

## Participation

The University expects all employees of the University community to cooperate fully with any resolution processes, except when they are a complainant or respondent. An employee who is also a complainant or respondent may choose whether or not to participate when they are a party to the complaint.

# STUDENT HANDBOOK 2024-2025

It is understood that there may be circumstances in which student parties wish to limit their participation. Students retain this right and will not be subject to adverse University actions, although the University may be obligated to investigate despite a reluctant or non-participatory party. If a party chooses not to participate in an investigation, the University process will continue concerning the alleged complaint. The decision-maker will not draw any adverse inference from a party's silence or stated desire not to participate.

## Amnesty

To encourage reports of sex discrimination prohibited under this policy, the University may offer leniency concerning other violations that may become known due to such reports, depending on the circumstances involved. This includes instances of underage drinking or possession or use of a controlled substance, which is revealed in the course of such a report. The Title IX Coordinator will determine on behalf of the University whether amnesty should apply considering factors such as egregiousness and risk of harm to others. Use of alcohol or drugs, however, is never a defense to violating this policy.

## Time Frames

There may be circumstances that require the extension of timeframes for good cause. The University will notify the parties in writing of any extension of the timeframes and the reason for the extension. The University will not, however, wait for the conclusion of any other internal or external resolution process, including criminal proceedings, to begin its investigation.

## Investigations of Sex Discrimination

### Assignment to an Investigator

The Title IX Coordinator will assign one or more investigators to the case. The Title IX Coordinator may also serve as an investigator.

## Investigation

Wilmington University will provide for adequate, reliable, and impartial investigations of complaints. The burden is on the University to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. During the investigation, the parties will have an equal opportunity to present fact witnesses and other relevant and admissible inculpatory and exculpatory evidence.

For purposes of this policy, “evidence” refers only to relevant evidence that is not otherwise impermissible, including oral and written evidence from fact witnesses. Evidence is relevant when it may aid a decision-maker in determining whether the alleged sex discrimination occurred. The investigator will review all evidence gathered through the investigation and determine what evidence is relevant. The following types of evidence and questions seeking that evidence are impermissible and will not be accessed or considered except by the University to determine whether one of the exceptions listed below applies:

- A. Evidence protected under a privilege recognized by federal or state law or evidence provided to a confidential employee unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality.
- B. A party’s or witness’s records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness unless the institution obtains that party’s or witness’s voluntary, written consent for use in its grievance procedures.
- C. Evidence that relates to the complainant’s sexual interests or prior sexual conduct, unless evidence about the complainant’s prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant’s prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant’s consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

## STUDENT HANDBOOK 2024-2025

Parties should present evidence during the investigation; the investigator will not consider information that is otherwise available but not provided in a timely manner. The University will take reasonable steps to protect the privacy of the parties and witnesses during the investigation; however, the University will not restrict the ability of either party to obtain and present evidence, identify witnesses, consult with support resources, or otherwise prepare for participating in the grievance procedures. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. A respondent is presumed not responsible for alleged sex discrimination until a determination is made at the conclusion of a grievance procedure.

At the conclusion of the investigation, the parties and their advisors, if applicable, will receive equal access to all relevant and permissible evidence and an opportunity to respond to the evidence per the applicable grievance procedures. The parties and advisors are prohibited from unauthorized disclosure of information and evidence obtained solely through the grievance procedures. The investigator will seek to complete the investigation within 45 business days after receipt of the complaint.

### Formal Grievance Procedures

#### **Assignment to a Decision-maker and Grievance Procedure**

The Title IX Coordinator will assign one or more decision-makers to the complaint. The Title IX Coordinator or investigator may serve as a decision-maker when permitted under this policy. A party will be given an opportunity 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. The decision to grant such a request is at the sole discretion of the Title IX Coordinator or assigned staff member.

The University utilizes two grievance procedures described below. The decision-maker is responsible for following the assigned procedures and maintaining an orderly, fair, impartial, and respectful process. All University meetings are closed to the public. The grievance procedure that will be utilized will depend on the nature of the complaint and whether or not the complaint involves students as the complainant or respondent.

# STUDENT HANDBOOK 2024-2025

## Track Two – Grievance Procedures for Sex Discrimination

Track Two is the grievance procedure for resolving complaints of sex discrimination other than sex-based harassment involving student complainants or student respondents. It will also be used to resolve complaints of retaliation.

Following the investigation, the complainant and respondent will be provided with an accurate description of the evidence.

A party may also request access to the evidence, which will be provided equitably to both parties in a manner determined by the Title IX Coordinator. Following the review, the parties will be given an equal opportunity to respond to the evidence or the description of the evidence. The decisionmaker will consider the evidence and any responses when making a determination.

The decision-maker may pose additional questions to the parties or witnesses in writing or individually in person if needed to adequately assess credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. For complaints of sexual assault, dating violence, domestic violence, and stalking, the complainant and respondent both have the right to an advisor of their choice. A party may also request access to the relevant and permissible evidence, which will be provided equitably to both parties as determined by the Title IX Coordinator. Determinations under Track Two may not be appealed.

## Track Three-Grievance Procedures for Sex-Based Harassment Involving a Student Complainant or Respondent

Track Three is the grievance procedure for resolving complaints of sex-based harassment involving a student complainant or a student respondent.

Wilmington University will provide a process that enables the decision-maker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is a) both in dispute and b) relevant to evaluating one or more allegations of sex-based harassment.

Questioning of the parties and witnesses for proposing and asking relevant and not otherwise impermissible questions and follow-up questions must take place consistent with the following provisions before determining whether sex-based harassment occurred. The decision-maker for the complaint will:

- A. Conduct individual meetings with a party or witness

## STUDENT HANDBOOK 2024-2025

- b. Allow each party to propose such questions that the party wants asking of any party or witness and have those questions asked by the decision-maker during one or more individual meetings, including follow-up meetings, with a party or witness
- c. Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.

The complainant and respondent have the right to an advisor of their choice. A party may also request access to the relevant and permissible evidence, which will be provided equitably to both parties as determined by the Title IX Coordinator.

Upon the completion of the investigation, the investigator will accurately summarize the evidence in an investigative report, which will be shared with the parties. The decision-maker will notify the parties in writing of the meeting date, time, and location. Meetings will be held virtually, and the decision-maker will meet with each party and witness separately.

The parties may submit a written response to the investigative report no later than seven (7) business days after receiving the report. The parties may include relevant questions to be asked of the other party or witnesses in their response.

Those questions and any questions requested during the individual meetings are limited to those assessing credibility and relevant questions and follow-up questions that have not previously been asked and answered in the final investigative report. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred. The decision-maker will determine whether the question is relevant and explain any decision to exclude a question as irrelevant. The University will make a recording. All other recordings are prohibited.



## Standard of Evidence

In all grievance procedures, the decision-maker shall use a preponderance of the evidence standard to determine whether the alleged policy violation 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 presented in opposition to it. Given the totality of information, the version of events is more likely than not. The 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

In all Track Two and Track Three grievance procedures, the complainant and respondent will simultaneously receive a written determination of whether Prohibited Conduct occurred. The determination will typically be provided within five (5) business days of the date of the hearing or the last meeting.

The written determination letter will include the following:

- the allegations constituting sexual harassment
- a description of the procedural steps taken during the resolution process
- 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, remedies, and
- options for appeal for Track Three outcomes.

The determination of responsibility becomes final either on notification of the appeal's results or the date on which an appeal would no longer be considered timely. For complaints of sexual assault, dating violence, domestic violence, and stalking, a written determination letter will also be provided whenever a result changes, including when a result becomes final.

## Sanctions and Remedies

Sanctions are consequences imposed on a respondent following a determination that Prohibited Conduct occurred. Sanctions provide educational opportunities and accountability while reducing the likelihood of future Prohibited Conduct. Sanctions may include administrative, academic, and restorative components. However, some conduct is so egregious or damaging to the educational environment that it requires more serious sanctions, including suspension or dismissal.

Remedies are measures provided, as appropriate, to a complainant or any other person identified as having had equal access to the education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the University's education program or activity after a determination that sex discrimination occurred. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. If there is a finding of responsibility for a policy violation, the decision-maker will determine sanctions and remedies.

### Sanctions for students include but are not limited to:

- A. Permanent dismissal from the University. Note: 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.
- B. Dismissal from the University with permission to reapply after a specified period. A precedent for readmission may be established in conjunction with such a dismissal.
- C. Suspension from the University for a specified period. Any suspension may be followed by a probationary period, including restrictions or forfeiture of privileges.
- D. A delay is when a degree is to be conferred upon the student.
- E. A determination that the student is not entitled to have their degree conferred
- F. Disciplinary probation with or without loss of designated privileges for a specified period.

## STUDENT HANDBOOK 2024-2025

- G. Restricted privileges include removal from elective or appointed office and/or ineligibility to represent the University.
- H. Mandatory training.
- I. Letter of warning regarding conduct.
- J. 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
- Mandatory training
- No contact directive
- Mandated attendance in educational program or referral to another provider
- Written or verbal warning
- Suspension
- Demotion
- Dismissal-Separation from employment

### Appeals

Appeals are an option for any dismissal of a complaint or determinations of Track Three complaints of sex-based harassment involving a student complainant or a student respondent. A complainant or respondent may file a written appeal with the Title IX Coordinator. All appeals will be referred to an appeal officer.

The appeal must be on one or more of the following bases:

- A. Procedural irregularity that would change the outcome.

## STUDENT HANDBOOK 2024-2025

- B.* New evidence that would change the outcome and that was not reasonably available when the determination of whether sex-based harassment occurred or dismissal was made.
- C.* The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants, respondents, or the individual complainant or respondent that would change the outcome.

The appeal officer will not have served as an investigator or decision-maker for the same complaint. The deadline for filing a written appeal is three (3) business days from the date of the written determination.

If either party files an appeal, the Title IX Coordinator will notify the other party in writing and allow both parties to submit a written statement. The purpose of an appeal is not to initiate a review of substantive issues. The level of sanction is not grounds for an appeal. Based on the process under appeal and the ground, the appeal officer may decide to uphold the original determination or to return the case for additional proceedings or other action. Both parties will be notified simultaneously in writing of the outcome of the appeal and the rationale for each result.

### Policy Information

#### Recordkeeping and Annual Reports

The University will keep for at least seven years the following:

- A.* For each complaint of sex discrimination, records documenting the informal resolution process or the grievance procedures and the resulting outcome
- B.* All information regarding any action taken, including supportive measures and a rationale for 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
- C.* All materials used to provide training which may be made available upon request for inspection by members of the public.

# STUDENT HANDBOOK 2024-2025

Generally, information from a student's conduct file is not released without the student's written consent. However, certain information may be provided to individuals within or outside the University with a legitimate legal or educational interest in obtaining it. Please refer to the University's privacy policy and 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.

## Disability Accommodations and Interpretive Services

A "student with a disability" means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, 29 U.S.C. 705(9)(B), (20)(B). The University Office of Student Accessibility determines reasonable and appropriate accommodations and auxiliary aides for access and participation in University sponsored classes, services, and programs. Students with a documented disability who desire an accommodation regarding this policy must request an accommodation with the Office of Student Accessibility and inform the Title IX Coordinator that such a request has been made. The Office of Student Accessibility will decide after consultation with the Title IX Coordinator. The appropriate parties will be notified per the Accessibility Office's procedures.

Employees with a disability who desire an accommodation regarding this policy must request an accommodation with Human Resources. Students or employees who require interpretive services should request translation services from the Title IX Coordinator.

### **Students:**

Student Accessibility Services

320 Dupont Hwy.

Pratt Student Center

New Castle, DE 19720

302-356-6937

<https://www.wilmu.edu/accessibility/index.aspx>

# STUDENT HANDBOOK 2024-2025

## **Employees:**

Human Resources  
47 Reads Way  
New Castle, DE 19720  
302-356-6774  
humanresources@wilmu.edu

## **Revision and Interpretation**

The Title IX Coordinator maintains the policy and was most recently approved by the University on August 1, 2024. It covers conduct alleged to have occurred on August 1, 2024, or after. Conduct that reasonably could constitute sex discrimination before this date will be addressed using the policy definitions and grievance procedures at the time of the incident or using this policy if no applicable policy was in place.

The University reserves the right to review and update the policy per changing legal requirements and Wilmington University's specific needs. Any questions regarding the policy interpretations shall be referred to Human Resources or the Title IX Coordinator. The appropriate University administrator's determination is final.

## **Appendix A: On and Off-Campus 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.

# STUDENT HANDBOOK 2024-2025

## On-Campus Resources

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

Counseling *None available on campus	Delaware	Delaware Help Line – Dial 211 - 1 (800) 560-3372 – text 898-211 or <a href="http://www.delaware211.org">www.delaware211.org</a>
Health *None available on campus	Delaware	Delaware Help Line – Dial 211 - 1(800) 560-3372 – text 898-211 or <a href="http://www.delaware211.org">www.delaware211.org</a>
Mental Health *None available on campus	Delaware New Jersey	Delaware Help Line – Dial 211 - 1(800) 560-3372 – text 898-211 or <a href="http://www.delaware211.org">www.delaware211.org</a> New Jersey Help Line – Dial 211 or 1 (877) 652-1148 – text 898-211 or <a href="http://www.nj211.org">www.nj211.org</a>
Victim Advocacy *None available on campus	Delaware New Jersey	Delaware Help Line – Dial 211 - 1 (800) 560-3372 – text 898-211 or <a href="http://www.delaware211.org">www.delaware211.org</a> New Jersey Help Line – Dial 211 or 1 (877) 652-1148 – text 898-211 or <a href="http://www.nj211.org">www.nj211.org</a>
Legal Assistance *None available on campus	Delaware New Jersey	Delaware Help Line – Dial 211 - 1(800) 560-3372 – text 898-211 or <a href="http://www.delaware211.org">www.delaware211.org</a> New Jersey Help Line – Dial 211 or 1 (877) 652-1148 – text 898-211 or <a href="http://www.nj211.org">www.nj211.org</a>
Visa & Immigration Assistance	International Affairs	David Ciamaricone, Director International Affairs (302) 327-4809
Financial Aid	Financial Aid Department	Nicole McDaniel-Smith, Director of Financial Aid (302) 356-6982

# STUDENT HANDBOOK 2024-2025

Title IX Coordinator	Administrative and Legal Affairs	Dr. Linda Van Drie Andrzejewski, Executive Director of Title IX, Clery, and Regulatory Affairs (302) 356-6754 or (302) 983-6866 (cell)
Department of University Safety	University Safety Administrative Office	Tom Logan, University Safety Manager, (302) 356-6704

## Off-Campus 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 can still 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 are also encouraged to preserve evidence by saving text messages, instant messages, social networking pages, and other communications and 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 following pages, please find the contact information for the hospitals closest to each campus and an indication of whether the hospital offers Sexual Assault Nurse Examiner/Forensic Nurse Examiners (SANE/FNE nurse) services. SANE/FNE nurses are trained medical professionals who are sensitive and specialize in the care of crime victims. SANE/FNE nurses can collect forensic evidence from the bodies of



## STUDENT HANDBOOK 2024-2025

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 locating a hospital with a SANE or FNE nurse. 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](http://www.RAINN.org).

State	Hospital	Address	Telephone Number	State
Delaware Victims in DE may apply to the DE Victim's Compensation Assistance Program for financial assistance by calling (302) 255-1770	Christiana Care	4755 Ogletown-Stanton Road, Newark, DE 19718	(302) 733-1000	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	(302) 674-4700	Yes*** Forensic Nurse Examiners are on site. Police involvement not required***

## STUDENT HANDBOOK 2024-2025

	Bayhealth Medical System – Milford Memorial Hospital	100 Wellness Way Milford, Delaware 19963	(302) 422-3311	Yes*** Forensic Nurse Examiners are on site. Police involvement not required*** Please ask to connect to Kent General Hospital.
	Beebe Medical Center	424 Savannah Rd. Lewes, DE 19958	(302) 645-3300	Yes*** Forensic Nurse Examiners are on site. Police involvement not required***
New Jersey	Virtua Memorial Hospital, Mt. Holly	175 Madison Ave., Mt. Holly, NJ 08060	(609) 914-6000	Yes*** Forensic Nurse Examiners are on site. Police involvement not required***
	Virtua Marlton	90 Brick Rd. Marlton, NJ 08053	(856) 355-6000	Yes*** Forensic Nurse Examiners are on site. Police involvement not required***
	Virtua Willingboro	218 A Sunset Rd. Willingboro, NJ	(609) 835-2900	Yes*** Forensic Nurse Examiners are on site. Police involvement not required***

## STUDENT HANDBOOK 2024-2025

	Capital Health at Deborah Heart and Lung Center Emergency Dept., Browns Mills	200 Trenton Rd. Browns Mills, NJ 08015	(609) 735-2950	Yes*** Forensic Nurse Examiners are on site, police involvement not required**
	Jefferson Stratford Hospital	18 E. Laurel Rd. Stratford, NJ 08084	(856) 346-6000	Yes*** Forensic Nurse Examiners are on site. Police
	Virtua Hospital, Voorhees	100 Bowman Drive Voorhees, NJ 08043	(856) 247-3000	Yes** Forensic Nurse Examiners are on site. Police
	Inspira Medical Center, Vineland	1505 W. Sherman Ave. Vineland, NJ 08360	(856) 641-8000	Yes*** Forensic Nurse Examiners are on site, police
	Jefferson Washington Township Hospital	435 Hurffville-Cross Keys Rd. Turnersville, NJ 08012	(856) 582-2500	Yes*** Forensic Nurse Examiners are on site, police

### Additional Off-Campus Resources/Supports

Counseling	Delaware	Delaware Help Line – Dial 211 - 1 (800) 560-3372 – text 898-211 or <a href="http://www.delaware211.org">www.delaware211.org</a>
	New Jersey	New Jersey Help Line – Dial 211 or 1 (877) 652-1148 – text 898-211 or <a href="http://www.nj211.org">www.nj211.org</a>
Health	Delaware	Delaware Help Line – Dial 211 - 1 (800) 560-3372 – text 898-211 or <a href="http://www.delaware211.org">www.delaware211.org</a>
	New Jersey	New Jersey Help Line – Dial 211 or 1 (877) 652-1148 – text 898-211 or <a href="http://www.nj211.org">www.nj211.org</a>

## STUDENT HANDBOOK 2024-2025

Mental Health	Delaware New Jersey	Delaware Help Line – Dial 211 - 1 (800) 560-3372 – text 898-211 or <a href="http://www.delaware211.org">www.delaware211.org</a> New Jersey Help Line – Dial 211 or 1 (877) 652-1148 – text 898-211 or <a href="http://www.nj211.org">www.nj211.org</a>
Victim Advocacy	Delaware New Jersey	Delaware Help Line – Dial 211 - 1(800) 560-3372 – text 898-211 or <a href="http://www.delaware211.org">www.delaware211.org</a> New Jersey Help Line – Dial 211 or 1 (877) 652-1148 – text 898-211 or <a href="http://www.nj211.org">www.nj211.org</a>
Legal Assistance	Delaware New Jersey	Delaware Help Line – Dial 211 - 1(800) 560-3372 – text 898-211 or <a href="http://www.delaware211.org">www.delaware211.org</a> New Jersey Help Line – Dial 211 or 1 (877) 652-1148 – text 898-211 or <a href="http://www.nj211.org">www.nj211.org</a>
Visa & Immigration Assistance	International Affairs	David Ciamaricone, Director International Affairs (302) 327-4809
Financial Aid	Financial Aid Department	Nicole McDaniel-Smith, Director of Financial Aid (302) 356-6982
Title IX Coordinator	Human Resources Department	Dr. Linda Van Drie Andrzejewski, Executive Director Of Title IX, Clery, and Regulatory Affairs (302) 356-6754 or (302) 983-6866 (cell)
Department of University Safety	University Safety Administrative Office	Tom Logan, University Safety Manager (302) 356-6704
Battered Women’s Shelter	Delaware Milford  Georgetown  New Jersey	Turning Point at People’s Place (302) 424-2420 The Safe Program (302) 422-8058 Domestic Advocacy Center (302) 856-5843 People’s Place II (302) 422-8033 Abriendo (for Spanish Speaking Survivors) (302) 745- 9874 Salem County Women’s Services (609) 935-6655 Center for Family Services 1 (877) 922-2377 Real House Inc. (973) 746-8400 Providence House (856) 824-0599

## STUDENT HANDBOOK 2024-2025

Child, Inc. Domestic Violence Crisis Hotline	Delaware	Domestic Violence Crisis Hotline (including emergency shelters) (302) 762-8989
Rape Crisis	Delaware  New Jersey	Dial 211 or 1 (800) 560-3372 or Contact Life Line 1 (800) 262-9800 New Jersey Domestic Violence Hotline 1 (800) 572-7233
Prosecuting Attorney's Office	Delaware  New Jersey	<a href="mailto:Attorney.General@State.DE.US">Attorney.General@State.DE.US</a> (302) 577-8500  <a href="http://www.state.nj.us/lps/">www.state.nj.us/lps/</a> (609) 292-4925
Department of Education Office of Civil Rights	Philadelphia Office	Office of Civil Rights U.S. Department of Education The Wanamaker Building 100 Penn Square East, Suite 515 Philadelphia, PA 19107-3323 (215) 656-8451
Battered Women's Shelter	New Jersey	Salem County Women's Services (856) 935-6655  Center for Family Services 1 (877) 922-2377  Real House Inc. (973) 746-2400  Providence House 856-824-0599
Child, Inc. Domestic Violence Crisis Hotline	Delaware	Domestic Violence Crisis Hotline (including emergency shelters)  (302) 762-6110 – New Castle (302) 678-3886 – Northern Kent (302) 422-8058 – Kent and Sussex
Rape Crisis (Victim Advocacy)	Delaware  New Jersey	Dial 211 or 1 (800) 560-3372 or Contact Life Line (800) 262-9800 New Jersey Domestic Violence Hotline 1 (800) 572-7233

## STUDENT HANDBOOK 2024-2025

<p>Visa/ Immigration Services</p>	<p>Delaware</p>	<p>Catholic Charities, Diocese of Wilmington (302) 655-9624</p> <p>Community Legal Aid (302) 575-0660- Wilmington (302) 674-8500-Dover (302) 856-0038—Georgetown</p> <p>Delaware Alliance for Community Advancement (302) 656-8200</p>
<p>Visa/ Immigration Services</p>	<p>New Jersey</p>	<p>Camden Center for Law and Social Justice (856) 583-2950</p> <p>Casa Esperanza (732) 748-1111</p> <p>Catholic Charities (Camden) (856) 342-4161</p>
<p>Prosecuting Attorney's Office (Legal Assistance)</p>	<p>Delaware</p> <p>New Jersey</p>	<p><a href="http://www.attorneygeneral.delaware.gov/">www.attorneygeneral.delaware.gov/</a> (302) 577-8500</p> <p><a href="http://www.state.nj.us/lps/">www.state.nj.us/lps/</a> (609) 292-4925</p>
<p>Department of Education Office for Civil Rights</p>	<p>Philadelphia Office</p>	<p>Office for Civil Rights U.S. Department of Education The Wanamaker Building 100 Penn Square East, Suite 515 Philadelphia, PA 19107-3323 (215) 656-8451</p>

## Appendix B: Pregnancy Or Related Conditions: Rights and Options

Wilmington University is committed to creating and maintaining a community free from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on a student's current, potential, or past pregnancy or related conditions, is prohibited and illegal. Wilmington University provides this information to ensure the protection and equal treatment of pregnant or students with related conditions. Employees are also protected from pregnancy or related conditions in their employment. Specific protections for employees may be found in the Employee Handbook.

Wilmington University will treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions concerning any medical or hospital benefit, service, plan, or policy the University administers, operates, offers, or participates in concerning students admitted to the University's education program or activity.

The following is a summary of rights and options available to students who are pregnant or who have a condition that has arisen from pregnancy. Complaints regarding discrimination<sup>10</sup> on the basis of pregnancy or related conditions for students and employees will be resolved using Track Two of the grievance procedures contained in the University's Equal Opportunity and Non-Discrimination Policy and Procedures.

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<sup>10</sup> If a pregnant or related conditions student is harassed on the basis of pregnancy, then that complaint will be resolved using Track Three grievance procedures. All employee complaints regardless of harassment or discrimination will be resolved using Track Two of the grievance procedures contained in this policy.

## Self-Identification and Employee Reporting

Students, or a person who has a legal right to act on behalf of the student, may self-identify their pregnancy<sup>11</sup> or pregnancy-related condition to the Title IX Coordinator using the contact information listed in this policy to receive modifications.

Students are strongly encouraged to self-report so that the student and the Title IX Coordinator can work together throughout the student's pregnancy to ensure that reasonable modifications are made and evolved as necessary based on the needs of the student.

All employees must report to the Title IX Coordinator the name and specific information reported to them by a student who has informed them of their pregnancy. The employee shall inform the pregnant student that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the University's education program or activity.

## Reasonable Modifications

Pregnant students have the right to access the educational program and associated activities regardless of their status as pregnant and, as such, will be provided with reasonable modifications if requested. Each reasonable modification must be based on the student's individualized needs. The Title IX Coordinator must consult with the student to determine what modifications are required. A modification that Wilmington University can demonstrate would fundamentally alter the nature of our education program or activity is not a reasonable modification.

The student can accept or decline each reasonable modification the Title IX Coordinator offers. If a student accepts an offered reasonable modification, the Title IX Coordinator will implement it.

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<sup>11</sup> Employees should self-report to HR.



## STUDENT HANDBOOK 2024-2025

Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures.

### **Comparable treatment to other temporary medical conditions**

Wilmington University shall treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions concerning any medical or hospital benefit, service, plan, or policy the University administers, operates, offers, or participates in concerning students admitted to the University's education program or activity.

### **Voluntary access to separate and comparable portion of program or activity**

Wilmington University will allow the student to voluntarily access any separate and comparable portion of the University's education program or activity if such a comparable portion of the program or activity is available.

### **Voluntary leaves of absence**

Wilmington University will allow the student to voluntarily take a leave of absence from the University's education program or activity to cover, at minimum, the period deemed medically necessary by the student's licensed healthcare provider. When the student returns to the University's education program or activity, the student will be reinstated to the academic status and, as practicable, the extracurricular status that the student held when the voluntary leave began.

# STUDENT HANDBOOK 2024-2025

## Certification to participate

The University will not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the University's class, program, or extracurricular activity unless:

- (i) The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- (ii) The University requires such certification of all students participating in the class, program, or extracurricular activity; and
- (iii) The information obtained is not used as a basis for discrimination prohibited by law.

## Lactation space

The University has a lactation space, which is a space other than a bathroom, which is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed. Information regarding the lactation space may be found on the Title IX website. Students may also contact the Title IX Coordinator for more information on lactation.

## Limitation on supporting documentation

Wilmington University will not require supporting documentation unless the documentation is necessary and reasonable for the University to determine the reasonable modifications to make or whether to take additional specific actions. Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action is obvious, such as when a pregnant student needs a larger uniform; when the student has previously provided the University with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a larger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the specific action is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

# STUDENT HANDBOOK 2024-2025

## Prohibition on Retaliation

Faculty, staff, and other Wilmington University employees are prohibited from interfering with a student taking leave, seeking reasonable modifications, or exercising their rights under this Policy. Faculty, staff, and other University employees are prohibited from retaliating against a student for exercising the rights articulated by this Policy, including imposing or threatening to impose adverse educational or other outcomes because a student requests leave or modifications, files a complaint, or otherwise exercise their rights under the Policy.

## Appendix C: Grievance Procedures Visual Aid

### Track One

Harassment or Discrimination based on a protected class, except sex

### Track Two

- 1) Sex Discrimination-employees and students
- 2) Sex-based harassment employee on employee
- 3) Retaliation

### Track Three

Sex-based harassment-student complainant or student respondent