

DCAD

DELAWARE COLLEGE OF ART AND DESIGN

FACULTY HANDBOOK

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A. ABOUT THE DELAWARE COLLEGE OF ART AND DESIGN

A.1. BACKGROUND

In response to a request from Wilmington 2000 and encouraged by the interest expressed by Wilmington's corporate community and civic leadership, the Corcoran College of Art and Design and Pratt Institute proposed the establishment of a two-year professional college of art and design in downtown Wilmington. The Delaware College of Art and Design, a Creative Partnership of Pratt Institute and the Corcoran College of Art and Design, began full-time operation in September 1997.

The Delaware College of Art and Design draws the majority of its students from the state of Delaware and the adjoining areas of Pennsylvania, Maryland and New Jersey.

A.2. ACCREDITATION

The Delaware College of Art and Design is accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, 215-662-5606, www.msche.org, and the National Association of Schools of Art and Design (NASAD), 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190, 703.437.0700, www.nasad.arts-accredit.org. DCAD has the legal authority to award degrees from the Delaware State Board of Education.

A.3. DCAD'S MISSION

Delaware College of Art and Design (DCAD), founded through a creative partnership between Pratt Institute and the Corcoran College of Art and Design, joins these distinguished institutions in charting the future of art and design. DCAD's mission is to educate talented and committed students to become art makers, idea generators, problem solvers, and visual communicators who can redefine the way we perceive and experience the world around us. It also serves as a visible stakeholder, cultural anchor, and catalyst for the revitalization of downtown Wilmington.

To accomplish this mission, DCAD:

- Offers comprehensive and demanding associate of fine arts degree programs that emphasize structured, visually-based, hands on studio experiences and a rigorous academic curriculum, enabling students to continue their

- undergraduate education through transfer to four-year professional colleges of art and design while providing a basic foundation for successful and satisfying careers;

- Engages a faculty of accomplished professionals who are committed to serve as teachers, role models and mentors, as well as a qualified staff who understand, appreciate, and respond to the active and creative culture of DCAD;

- Nurtures a vibrant, student-centered, college community, served by state-of-the-art learning, working, and living environments that inspire personal expression and effective collaboration;

- Participates in Wilmington's educational and cultural life through a variety of community-based programs and activities; and,

- Manages its human, financial, and physical resources effectively and efficiently to advance DCAD's programs and services.

A.4. DCAD'S VISION FOR THE FUTURE

Distinguished by an exemplary living/learning community that fosters visual creativity, DCAD will be well-positioned for further growth, development and leadership in educating artists and designers.

DCAD will be a first choice for students in the Mid-Atlantic region beginning their art and design education, with articulated baccalaureate options available for transfer. The quality of its programs will also attract students from the rest of the nation and abroad.

Affirming that a strong cultural presence can be a powerful force for change, DCAD's downtown urban campus will be an area of vibrant activity at all times and increase the appeal of city life for students, faculty, staff and visitors.

A.5. PROGRAMS

The Delaware College of Art and Design offers the Associate of Fine Arts degree in six areas of concentration: Animation, Fine Arts, Graphic Design, Illustration, Interior Design and Photography. The program serves highly motivated students who are pursuing careers in art and design. As well as the traditional disciplines of the fine artist, these include diverse design opportunities in both electronic and traditional publishing, marketing, computer graphics, advertising, packaging, display design and photography.

The Associate of Fine Arts degree program emphasizes studio education in art and design combined with an academic studies program as

mandated by the relevant accrediting agencies, and the requirements of our partner institutions, Pratt Institute and the Corcoran College of Art and Design. The studio curriculum allows students to develop basic skills, concepts and values in their respective areas of study. The academic studies curriculum instructs students in written and verbal expression, critical thinking, the history and theories of art and design, and the humanities.

Completion of requirements of the associate degree may be accomplished through two years of full-time study. The curriculum for the majors of Animation, Fine Arts, Graphic Design, Illustration, and Photography consists of 68 credits, composed of 44 studio art credits and 24 academic credits. The Interior Design major consists of a total of 70 credits, composed of 46 studio art credits and 24 academic credits. All areas of concentration require a core group of foundation and academic courses during the first year. Starting with their second year, students take a mixture of courses specific to their area of concentration as well as academic courses.

Qualified applicants may begin the degree program in the spring semester, followed by an intensive summer program.

A.5.a. Articulation with Pratt and Corcoran BFA programs

Those students who expressly elect to transfer into the appropriate baccalaureate programs at either Pratt or the Corcoran will also be subject to portfolio reviews prior to transferring. Students who successfully complete the DCAD curriculum and portfolio review can transfer directly from DCAD into the third-year curriculum at either Pratt or the Corcoran. It should be noted that such third-year transfers are possible for both schools in all major areas except Illustration and Animation which are currently available for transfer to Pratt only.

A.5.b. Continuing Education

In addition to its degree programs, DCAD offers an extensive schedule of Continuing Education (CE) courses. Open to the general public, the CE program offers courses, workshops and special events in both the applied and fine arts, including certificate programs in Art and Design, Graphic Design, Interior Design, Photography and Web Design. Courses are primarily scheduled in the evening and on weekends, and are designed to meet the vocational and avocational goals of the greater Wilmington community.

B. COLLEGE GOVERNANCE

B.1. BOARD OF DIRECTORS

The Board of Directors is the legal governing body of the Delaware College of Art and Design, and holds ultimate authority as well as fiduciary responsibility for the college. It is the final institutional authority that grants degrees upon recommendation of the college.

The Board of Directors consists of four members from the Board of Trustees of Pratt Institute, four members from the Board of Trustees of the Corcoran Gallery of Art and four members from the Board of Overseers of the Delaware College of Art and Design.

B.2. BOARD OF OVERSEERS

The Board of Overseers of the Delaware College of Art and Design is an advisory, adjunct body to the Board of Directors, who assigns its responsibilities at its discretion. The Board of Overseers is a critical component in the governance structure of the Delaware College of Art and Design; it extends DCAD's connections and support into a broader segment of the community, while representing and interpreting the views of the community within the structure of DCAD.

The Board of Overseers is comprised of nine *ex-officio* members and approximately 23 lay members chosen to be broadly representative of the best and most enlightened educational, artistic and business leadership the Wilmington community has to offer.

C. POLICY CHANGES

The Delaware College of Art and Design reserves the right to alter policies and practices pertaining to courses, fees, credit structures, and other notices in this publication deemed necessary for the proper functioning of the college.

D. ADMINISTRATION

D.1. PRESIDENT

The President is the chief executive officer and chief academic officer of the Delaware College of Art and Design and is the sole person responsible directly to the Board of Directors for implementation of the policies and directions of the boards and their committees. All officers, faculty, staff, and students of the college are ultimately responsible to the President, and he or she is their official means of communication with the boards. It is the President's

ultimate responsibility to direct the total program, including that of business management, of the college. He or she is responsible for employing all members of the faculty and staff.

D.2. DIRECTOR OF ADMISSIONS

The Director of Admissions is responsible for effectively recruiting, reviewing, and admitting students to the college's associate degree programs. This includes general interaction with the public, direct involvement with applicants, and establishing positive relationships with area high schools and prospective students.

D.3. DIRECTOR OF FINANCIAL AID

The Director of Financial Aid assists students with the federal student aid application process, administers the institutional financial aid program and directs students to external resources and oversees institutional compliance in accordance with Title IV requirements.

D.4. DIRECTOR OF STUDENT SERVICES

The Director of Student Services handles various aspects of student life including housing, campus activities and programming, preliminary personal and career counseling, career services and problem intervention, as well as policy enforcement and disciplinary issues.

D.5. REGISTRAR

The Registrar maintains all academic records, administers an efficient registration system, issues necessary enrollment reports, and establishes procedures appropriate to these duties.

D.6. DIRECTOR OF FINANCE & OPERATIONS

The Director of Finance and Operations oversees the college's operations/ facilities management and security system, manages all financial operations of the college, including Student Accounts, oversees all human resource functions and supervises student employees.

**D.7. DIRECTOR OF CONTINUING
EDUCATION**

The Director of Continuing Education is responsible for planning, directing and evaluating all non-degree programs, as well as developing opportunities for new course offerings. The Director of Continuing Education also works with the Dean and the degree

faculty in developing and implementing part-time degree programs.

D.8. LIBRARY DIRECTOR

The Librarian/Library Director is responsible for all policies and operations relating to the Edgar A. Thronson Library. This includes assisting students with research, answering reference questions, supervising library assistants and teaching research-related sessions on the use of art library and internet resources.

D.9. DIRECTOR OF COMMUNICATIONS

The Director of Communications is responsible for the development of DCAD's institutional image, developing communication strategies implemented through public relations, media relations, advertising, publications, promotional materials, exhibitions, community outreach, grant writing and institutional advancement.

D.10. DIRECTOR OF DEVELOPMENT

The Director of Development is responsible for management, in cooperation with the President and the Development Committee of the Board of Overseers, of a comprehensive, integrated, fund-raising program, with emphasis on major gifts and capital fundraising.

D.11. BURSAR

The Bursar provides the Director of Financial Aid and the Director of Finance and Operations with accounting and administrative support.

**D.12. INFORMATION TECHNOLOGY
COORDINATOR**

The Information Technology Coordinator works closely with the Director of Finance and Operations and other College staff to manage and maintain institutional technology.

D.13. DEPUTY TO THE PRESIDENT

The Deputy to the President provides clerical, office and phone support to the President.

D.14. ASSISTANT ADMISSIONS DIRECTOR

The Assistant Admissions Director provides the Director of Admissions with support for prospect and applicant processing, and serves the college in its entirety as the primary receptionist.

D.15. ASSISTANT DIRECTOR OF STUDENT SERVICES

The Assistant Director of Student Services works with the Director of Student Services to organize and direct resident hall operations and to provide support in the area of student affairs.

D.16. ADMISSIONS COUNSELOR

The Admissions Counselors assist the Director of Admissions in recruiting, reviewing, and admitting students to the college's associate degree programs. This includes general interaction with the public, direct involvement with applicants, and establishing positive relationships with area high schools and prospective students.

D.17. FINANCIAL AID COUNSELOR

The Financial Aid Counselor provides the Director of Financial Aid assistance in all financial aid activities, helps to expedite the processing of information and communicates with students and their families.

E. FACULTY

E.1. DEAN

The Dean is a full-time faculty member who works with the President in administering the academic operations of the college, while fostering faculty creativity, scholarship and performance.

E.2. AREA COORDINATORS

A faculty member is appointed by the Dean to serve as coordinator for each area of concentration, namely Animation, Fine Arts, Foundations, Graphic Design, Illustration, Interior Design and Photography. In some cases where areas have fewer students enrolled, one faculty member may serve as coordinator for more than one area. An Area Coordinator is also appointed for Academic Studies.

The Area Coordinators work closely with the President and the Dean to establish faculty, curriculum and educational services for the area, which reflects the educational policy of the school as a whole and fulfills the needs and interests of the student body. As representatives of their areas, and as leaders within the college community, the Area Coordinators fulfill an important role as decision-makers, consensus-builders, and communicators.

E.3. ACADEMIC REVIEW COMMITTEE

The Area Coordinators and Dean form the Academic

Review Committee; the President is an *ex-officio* member of the Academic Review Committee.

The Dean serves as Chair of the Academic Review Committee.

The Academic Review Committee is responsible for reviewing, coordinating and recommending curricular changes.

The Academic Review Committee also reviews extension of academic probation, academic dismissal, readmission, and final grade appeal.

The Academic Review Committee meets on a monthly basis. The group may meet more or less frequently if needed.

It is the responsibility of the Area Coordinators to communicate appropriate matters covered in the meeting to other members of his or her area, and to bring ideas, suggestions, questions or concerns from the members of his or her area to the meeting. Since communication cannot take place effectively if all or part of the meeting is missed, all Area Coordinators are expected to attend all meetings, arrive on time and be prepared to stay for the duration of the meeting.

E.4. AREA COMMITTEES

Area committees, consisting of all faculty within each area, are established for each of the areas of concentration, for academic studies and for the foundation curriculum. Area committees are chaired by the Area Coordinators. Each faculty member is a member of one area committee and is responsible for assisting the committee chair in attaining the following goals:

To prepare students for rewarding careers in their selected majors and otherwise to fulfill the mission statement of the college;

To assist the admissions team in recruiting satisfactory students for enrollment in the area;

To devise strategies and make recommendations to retain satisfactory students for enrollment in the area;

To plan and execute co-curricular activities related to the area such as special events, other educational activities, and social activities; and,

To make recommendations to the Faculty Council regarding curriculum, facilities, or any other matter affecting the area.

The Area Coordinator is responsible for submitting a semi-annual report to the Dean on progress made toward achieving the goals listed above, which is submitted to the President for inclusion in his or her report to the Board of Directors.

E.5. FACULTY COUNCIL

All faculty members, full-time and part-time, belong to the Faculty Council, which deals with a broad range of issues and areas of the college including, but not limited to, the curriculum, the library, professional development, the exhibition program and the lecture series. The college uses the Faculty Council to solicit input on decisions, to facilitate communication college-wide, and to engage in self-study and assessment.

Faculty Council meetings are held at the beginning and end of each semester. Special meetings of the faculty may be called whenever, in the opinion of the Dean, there is necessary business to be transacted.

All full-time faculty are required to attend all faculty meetings unless excused by the Dean; part-time faculty are expected to attend at least one meeting per semester. The Dean serves as Chair of the Faculty Council and presides at meetings. A staff member acts as secretary at Faculty Council meetings and takes minutes. The minutes are distributed to all faculty members within one week of the meeting. The presence at any meeting of one more than half the number of full-time members of the faculty constitutes a quorum for the transaction of business at that meeting. All members of the faculty are eligible to vote in faculty meetings. Questions before the faculty may be decided by acclamation, by consensus or by show of hands. Decisions of the Faculty Council will be submitted to the President for his or her review.

All discussions at faculty meetings are confidential and may not be reported or conveyed in any fashion to students or to other individuals who are not members of the faculty. Only the Dean or the official college spokesperson should make public announcement of decisions made or business discussed at faculty meetings.

E.6. ADVISORY COMMITTEES

Advisory Committees composed of faculty members, administrative staff members, and students may be appointed by the President to deal with various facets of college life. Current Advisory Committees are the Information Resource Center Advisory Committee, the Part-Time Degree Program Committee and the Technology Committee. Other committees may be appointed as the need arises.

Each committee is chaired by an appropriate staff member who is responsible for scheduling meetings and submitting minutes of each meeting to the

President who oversees all college committees. Minutes should be submitted within one week of the meeting date.

Meeting dates and times should be put on the master calendar maintained by the Registrar by the first week of each semester. Each committee is empowered to make recommendations to the President in its area of responsibility. Faculty members are expected to regularly attend the advisory committee meetings to which they are assigned and do their fair share of committee work to accomplish its goals.

F. COLLEGE RESOURCES

F.1. 600 NORTH MARKET STREET

The Delaware College of Art and Design, or DCAD, is located at 600 North Market Street in the center of downtown Wilmington. Its historic art deco building has been newly renovated and transformed into a state-of-the-art educational facility. Technologically current computer imaging and graphics labs, darkrooms and photo studios reflect the latest developments in these fields, while painting, drawing and design studios, bathed in natural light, merge the modern with the traditional.

F.2. HOUSING

The Delaware College of Art and Design offers apartment-style accommodations at the Saville, located at the corner of Sixth and King Streets. In the event that the Saville apartments are at full capacity, DCAD may place students in additional units near the college to meet its housing needs. Students desiring housing can utilize these apartments or can live in other apartments in the vicinity. While there is no college policy stipulating mandatory housing, it is felt that students benefit from closer proximity and better access to college resources.

Housing is assigned on a first-come, first-serve basis. A \$350 deposit is required to request a housing assignment. This deposit becomes the security deposit. Rates for the 2008-2009 academic year are between \$2400 and \$3380 per semester depending on the unit.

Housing fees are paid in two installments and will appear on the student's tuition statement. Deposits will be refunded after a student moves out of the apartments, and an inspection is completed, identifying any damages or special cleaning arrangements. Monthly payments or any other

payment plans are not acceptable. For more information regarding student housing, please refer to the *Student Housing Handbook*.

F.3. EDGAR A. THRONSON LIBRARY

The Edgar A. Thronson Library is a state of the art library consisting of over 10,000 books, periodicals, VHS tapes, DVD's, sound files, digital images and electronic resources, including research based databases and internet access stations. The collection focuses primarily on animation, art history, fine arts, graphic design, illustration, interior design, photography, and other areas supported by the curriculum. The library has an online catalog which can be accessed via the Internet at www.dcad.edu/library.

The Library Director is available during business hours and provides reference assistance, in-class instruction and works with students individually to assist them in researching topics for coursework. The library participates in a national inter-library loans network which allows patrons to borrow materials from other libraries in the U.S. In addition, DCAD students have access to nearby collections at the Wilmington Public Library, Delaware Technical and Community College, Delaware Art Museum and the University of Delaware.

Students must be registered for the current semester in order to check out library material. They are permitted to borrow up to six circulating items at a time. Periodicals and reference material do not circulate. The circulation period is 14 days and items can be renewed up to one time. Items should be returned in the library book drop box located in the library or in the book drop box located on the first floor of the building. Students receive a grace period of two days for overdue items and are fined \$.30 a day thereafter. Students with outstanding fines and overdue material at the end of each semester will receive a hold on their account until their account is resolved.

The fine for a lost library item is the cost of replacement plus a \$10.00 processing fee. A patron may not replace an item with a copy he/she has purchased. If a patron believes he/she has returned a library item but the library has no record that the item was returned, the patron should speak directly to the Library Director. The library staff will initiate a search for the item. If the item is not found in the library, the patron is then responsible for replacing the item.

Instructors are permitted to set aside material for

reserve. Reserve items can be used by students but the materials must stay in the library. Current library hours can be checked via the library website and outside the library doors.

F.4. EXHIBITION SPACES

The Delaware College of Art and Design maintains supervised exhibition spaces for displaying the work of students, faculty, and alumni of the College including the first floor Toni and Stuart B. Young Gallery, The Young Gallery is open to the public and provides an important showcase for student and faculty work, as well as visiting exhibitions. The gallery participates in the downtown Art Loop that attracts visitors and residents alike to explore the cultural resources of the city.

Other exhibitions spaces include the Denise and Richard Easton Sculpture Space, a student-run exhibition space and the homasote panels in the hallways. As Wilmington's only professional art school, many other exhibition opportunities are made available to DCAD students.

F.5. WALTER AND BEVERLEY K. ROWLAND STUDENT LOUNGE

Vending machines are located in the Rowland Student Lounge on the fourth floor. The vending machine contractor refills machines weekly. If the machine malfunctions, please contact the Bursar.

F.6. COPY MACHINES

Card-operated copy machines are available for student use in the Rowland Student Lounge and in the Thronson Library. If any copier is not working, please contact the Bursar.

F.7. MAILBOXES

Each student in the degree program is assigned a mailbox. Student mailboxes are located on the fourth floor in the Rowland Student Lounge. It is the students' responsibility to check their mailbox on a regular basis for important notices and information regarding school policies, meetings and activities.

F.8. LOCKERS

One locker is provided free of charge to each full-time student. Students are responsible for providing their own combination lock to secure their lockers.

F.9. POSTINGS

In order to facilitate the responsible distribution of

information, and to minimize visual clutter in our building, the following posting policy has been implemented: notices, flyers or posters may only be placed in designated posting areas or mailboxes with the prior permission of the Director of Student Services. This does not apply to mailbox distribution of administrative memos or notices, or curricular-related material from faculty.

A posting area for students' notices has been provided in the Rowland Student Lounge on the fourth floor. Prior approval is necessary for posting in this area. The administration reserves the right to remove material that is illegal, inappropriate or otherwise offensive to the community sensibility. This board will be cleared at the end of each semester.

The homasote panels in the basement, fourth and fifth floor hallways are for displaying student work only, under supervision of the faculty. The homasote panels in the classrooms are for classroom use only, and the posting of curricular material by faculty. No notices, flyers or posters may be taped or pinned to walls anywhere else in the building, including the stairwells.

G. TUITION AND FEES

For the 2008-09 academic year, tuition for students carrying between 12 and 18 credits each semester is \$8,150 per semester (\$16,300 per school year). Students carrying more than 18 or fewer than 12 credits (in both cases, under special circumstances and with the permission of the Dean of DCAD) are charged at the per-credit rate of \$680 per semester. There is also a registration fee of \$30 per semester, an academic facilities fee of \$250 for full-time students (\$165 for part-time students), and a student activities fee of \$250 for full-time students (\$165 for part-time students) per semester.

G.1. FORMS OF PAYMENT

Payments may be made in the form of personal check, credit card, cashier's check, money order, or cash.

G.2. TUITION PAYMENT PLAN

DCAD offers a monthly payment plan. Payments begin August 1 for the academic year and are subject to a \$25 fee per semester. Students interested in the payment plan should call the Bursar's Office for more information.

G.3. OTHER FEES:

Late Payment Fee
after deadline, prior to start of semester \$50

after start of semester \$100
Returned Check Penalty \$25
Transcript Fee (per copy) \$5
ID Replacement Fee \$5

G.4. BOOKS AND ART SUPPLIES

Students should expect to purchase all of the supplies needed for class work. This expense, while highly variable depending on personal circumstance, is estimated to be \$1,800 per year per student. It is mandatory that students purchase certain supply kits. Information and pricing for supply kits may vary from semester to semester. Faculty will distribute required material lists at the beginning of each semester.

G.5. REFUND POLICY

Withdrawal from a class must be made in writing on the official "Add/Drop Form" available in the Registrar's Office. Verbal notification is not sufficient. In case of withdrawal from school, refunds are calculated on the basis of the date the completed form is received in the Registrar's Office. Tuition and fees are not transferable to another year, nor will tuition be reduced because of absence from class for any reason.

<u>Time of Withdrawal</u>	<u>% Tuition Refunded</u>
Prior to start of classes	100%
Change during first week	85%
Change during second week	70%
Change during third week	50%
Change after third week	0%

Students living in DCAD arranged housing would receive a refund of housing costs paid for the next semester based on the following schedule:

<u>Time of Withdrawal</u>	<u>% Housing Costs Refunded</u>
> one month prior to first day of classes	100%
< one month prior to first day of classes	50%
After first day of classes	0%

Students receiving financial aid should contact the Financial Aid Office at the time of withdrawal, since awarded aid will be cancelled and refunds may be required. Refunds are for tuition only. Deposits are not refunded.

H. GENERAL POLICIES

The Delaware College of Art and Design is dedicated to providing an academic environment that is racially

and culturally diverse. Intellectual, artistic and professional growth is enhanced in an atmosphere that supports and encourages mutual respect for individual differences.

H.1. DISCRIMINATION

The Delaware College of Art and Design is committed to a policy of equal opportunity for all educational activities, admissions, scholarship and loan programs, and employment. Discrimination on the basis of color, national origin, religion, sex, sexual orientation, age, physical disability, marital status or other protected status is prohibited at the Delaware College of Art and Design. Acts of discrimination that limit or deny access to the educational process and that create a hostile environment are not consistent with the philosophy or mission of the Delaware College of Art and Design.

H.2. SEXUAL HARASSMENT

Sexual harassment is not simply inappropriate behavior—it is against the law. It is a form of discrimination and is specifically addressed in Title VII of the 1964 Civil Rights Act and in Title IX of the Education Amendments of 1972. Harassment is defined as “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.”

Sexual harassment can occur in situations where one person has power over another or can provide benefits or negative consequences to another, but it can also occur between equals. Fundamentally, it is inappropriate for anyone in an educational or professional situation to behave in any way that causes embarrassment, intimidation, hostility or psychological discomfort. Suspected incidents of sexual harassment should be immediately reported to the Director of Student Services or the Director of Finance and Operations.

While extremely sensitive to the issue of sexual harassment, the Delaware College of Art and Design has limited jurisdiction to act on these matters unless the individual involved is willing to report such incidents to the proper authorities. The DCAD administration will facilitate this process in whatever way possible. Information of this nature will be kept in the strictest of confidence.

H.3. SEXUAL ASSAULT

Incidents of rape and sexual assault can occur both on and off campus. If you are the victim of a rape or attempted rape, you should follow this procedure:

Call your local police at 911.

Call the Rape Crisis Center at 761-9100 for 24-hour intervention and support.

Go to the nearest hospital. Do not shower or change clothes before going.

Feel free to seek the support of the DCAD administration and Office of Student Services. Confidentiality will be insured.

H.4. STUDENTS WITH SPECIAL NEEDS

The Americans with Disabilities Act, Section 504 mandates that “no otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance.”

The Delaware College of Art and Design adheres to this law and, whenever possible and appropriate, will make reasonable physical or instructional accommodations for students with documented disabilities.

To qualify for any accommodation, the student must provide the college with written documentation from a qualified medical professional, within the last three years, clearly stating the diagnosis and recommendations for accommodation. If a student requires a physical adaptation of learning facilities, documentation from a qualified physician is required. If a student requires instructional accommodation, documentation and educational testing results from a qualified psychologist are required. High School Individual Education Plans (IEPs) do not qualify as documentation, but may be sent to the college to supplement a formal psychological evaluation.

It is the responsibility of the student to request the accommodations and properly complete all associated paperwork. Once the proper documentation has been received, the Director of Student Services coordinates a meeting between the student and the instructor of the course for which the accommodations are requested. The instructor determines with the student what accommodations can be reasonably provided. Accommodations are provided on a per course basis and must be requested every semester.

It is strongly recommended that students request accommodations as early in the semester as possible. Accommodations cannot be provided before the proper documentation has been received nor can accommodations be applied retroactively to courses, exams, or assignments that have occurred in the past.

H.5. ALCOHOL AND ILLEGAL DRUG POLICY

The Delaware College of Art and Design policy regarding alcoholic beverages and illegal drugs has been established for the well being of faculty, students, and staff. It is intended to promote and maintain a safe environment that is conducive to learning and to protect individuals and the institution from liability. DCAD has designated all of its classrooms, studios and student housing as alcohol free.

DCAD does not condone the violation of Delaware and federal laws pertaining to the use of alcohol and illegal drugs. All students, faculty and administrative staff are expected to be familiar with and abide by these laws and regulations. Violations of the alcohol and/or illegal drug policy will be cause for suspension or dismissal from the College. In addition, violators are subject to criminal charges and prosecution for violation of Delaware laws and ordinances. The College reserves the right to require participation in an alcohol or illegal drug counseling program for any student whose substance abuse problem affects his or her education or that of other students. In the event that the student is classified as dependent by the IRS, Delaware College of Art and Design also reserves the right to contact a parent in the event of alcohol and drug violations.

The staff and faculty of the Delaware College of Art and Design are concerned about the abuse of alcohol. Alcohol is a depressant that, even in small doses, slows brain activity, reduces inhibitions and impairs judgment. Higher doses can cause alcohol poisoning, coma or death. In the State of Delaware, you can be convicted of driving while intoxicated if you are found to have a blood/alcohol level of 0.08% or higher. Please think carefully about the use of alcohol and make your own educated decisions.

Delaware Law Regarding Alcoholic Beverages (as defined by Delaware Code, Title 4, Sect. 904):

No person who is under 21 years of age shall drink or possess any alcoholic beverage in the State of Delaware.

A person who misrepresents his or her age in order to obtain alcohol is subject to fine or imprisonment.

Hard liquor may not be sold or delivered to anyone under the age of 21.

Alcoholic beverages may not be sold or delivered to any person who is intoxicated or who appears to be intoxicated.

No person under the age of 21 may serve as a bartender. A bartender is defined as a person who

mixes, fixes, makes or concocts any alcoholic beverage for consumption.

Consumption of alcoholic beverages is prohibited in any street, alley, park, or parking lot, or in any vehicle in those areas. Violators may be fined.

H.6. DISCIPLINARY ACTION

Violations of the Delaware College of Art and Design Illegal Drug and/or Alcohol Policy or the Code of Student Conduct will result in appropriate disciplinary action, depending upon the nature of the offense. Disciplinary action may result in suspension or dismissal from DCAD.

H.7. SMOKING POLICY

In accordance with Delaware law, smoking is not allowed in the college building. Employees and students who wish to smoke may do so any place outside the building except in the front door alcove. Smokers have a special obligation to keep smoking areas litter-free and to responsibly observe break and work rules.

H.8. VISITORS AND CHILDREN

Visitors to the school are limited to those people who are formally accompanied by staff, faculty, or students, and to those who come to see exhibitions. Visitors should obtain a visitor's pass from the security guard prior to meeting with faculty, staff or students. Anyone who expects a visitor should meet them in the school entrance. Visitors may not enter studios unaccompanied while classes are in session. Children of students are not permitted in the studios while classes are in session.

H.9. RETENTION OF STUDENT WORK

The Delaware College of Art and Design reserves the right to photograph, exhibit or publish any student work, and the right to retain any student work for such purposes. DCAD is not responsible for any loss or damage to student work under any circumstances.

H.10. FIELD TRIPS

Participation in field trips is a required part of the curriculum at the Delaware College of Art and Design. Travel arrangements for students are the sole responsibility of the individual student, unless arrangements are made for the entire group by the school. The Delaware College of Art and Design and its agents accept no responsibility or liability for any

injury, damage, loss, accident or any other irregularity occurring during any portion of, or in relation to, a student's participation in field trips. It may be required that students sign a "Liability Waiver Form," provided by the faculty member sponsoring a field trip, prior to departure.

H.11. PETS

Pets are not allowed in the school or housing under any circumstances.

H.12. COLLEGE OBSERVED HOLIDAYS

The Delaware College of Art and Design observes the following holidays:

- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- December 24 through New Year's Day
- Spring Break (students only)
- Memorial Day
- Independence Day

A Holiday Calendar with dates is published once a year. Please see the Director of Finance and Operations for a copy of the current year's calendar.

Ordinarily, holidays that fall on Saturday are observed the preceding Friday; those that fall on Sunday are observed the following Monday. If a College-observed holiday falls within or on an employee's scheduled annual leave, he/she is entitled to an alternative paid day.

H.13. WEATHER POLICY

The cancellation of classes due to weather is determined by the administration. Official announcements of school closings will be broadcast on WILM 1450AM and WJBR 99.5 FM, as early in the morning as possible. In addition, the DCAD Main Office number (302) 622-8867, can be called for updated messages regarding the college's status for the day. Should you not hear otherwise, the college is open and classes will be held as scheduled.

H.14. FOOD AND DRINK

For extensive health reasons, eating and drinking are not allowed in studio classes, photography areas, or computer labs. Check with your faculty for the specific health hazards presented while in class.

H.15. THEFT

The College will exercise reasonable care over personal property but cannot be responsible for loss or damage. Students are expected to protect the

equipment and possessions of the College, its students, staff and faculty. Theft, vandalism, and property damage should be reported to the security desk. This is done by filing an "Incident Report," with the Director of Student Services. Theft, vandalism, and property damage of any kind are grounds for dismissal; damage charges will be assessed.

H.16. SCHOOL EQUIPMENT

Students, faculty and staff are responsible for the condition and safety of the equipment they use. Students will be financially liable for damage to or loss of equipment through negligence or improper usage. Students, faculty and staff will be financially liable also for replacing lost or damaged library materials

H.17. MAINTENANCE REQUESTS

All maintenance requests except those pertaining to student housing should be made to the Director of Finance and Operations.

H.18. PARKING

DCAD parking lot space is limited and is reserved for faculty and administration use only. Under no circumstances are students permitted to park in the lot. Violators are subject to towing and fines. This will be strictly enforced. Students are encouraged to use public transportation whenever possible. Limited metered parking is available in the area around the campus. Arrangements have been made with the City of Wilmington for students to purchase a parking permit, which allows for cars to be parked at metered spaces. Details regarding this are distributed at the beginning of each semester during new student orientation.

H.19. LOST AND FOUND

Articles found in the building should be submitted to the security guard on duty at the security desk near the entrance of the college. Articles may be discarded if not claimed within two months.

I. STUDENT CONDUCT

I.1. CODE OF STUDENT CONDUCT

The Delaware College of Art and Design has established rules and regulations that govern its relationship with enrolled students. These rules and regulations are established to ensure the safety and

well being of all students. They are binding upon enrollment and all students agree to subscribe to them. Administrative withdrawal or dismissal may result from a failure to meet school standards of academic progress, conduct, and/or attendance, or for reasons of mental or physical health or neglect of financial obligations.

I.2. VIOLATIONS OF THE CODE OF STUDENT CONDUCT

Student conduct should be orderly and respectful of the rights, safety and privacy of others. Students are expected to keep the facilities clean, to treat equipment (both the school's and other students') carefully, and to avoid conduct or actions which offend or disturb others. Students are expected to act in a responsible manner that is conducive to the welfare of others. Violations of the Code of Student Conduct include:

Academic Dishonesty—using deception in any way that results in avoidance of academic responsibilities, such as cheating and plagiarism. Cheating—attempting to copy, force or otherwise gain information from another or from a prohibited source, with the intention of circumventing the academic testing process. Plagiarism—the reproduction of another's visual, verbal or written material without proper citation and with the intent to deceive. In the written form this includes, but is not limited to, verbatim copying or substantial paraphrasing, and presenting as your own the work of someone else. Behaviors Disruptive or Harmful to Others, the Public or Oneself—the intimidation or harassment of any member of the DCAD community will not be tolerated. This includes purposeful disruption of a class or school function, creating a public disturbance or inconvenience, fighting, unreasonable noise or tampering with fire alarms or firefighting equipment. In the event that a student is threatening to hurt themselves in any way, The Delaware College of Art and Design reserves the right to seek immediate medical assistance for the student and contact the student's parent or other emergency contact as previously designated by the student. Theft, Willful Damage of Property and Unauthorized Entry—any abuse or misuse of College property or equipment, including theft, defacing, damage or destruction of another's property. Gaining access to any school facility through the unauthorized use of keys.

Weapons, Dangerous Instruments, Explosives, Chemical Devices- the possession on school property of any firearm, weapon, instrument, or device that can be discharged, shot or used to cause harm (other than by law enforcement personnel). Possession includes carrying, transporting, having custody of, storing or displaying a weapon. Also not permitted are explosive chemicals or substances brought into College facilities with the intent of producing visible or audible combustion, explosion, or fire, including fireworks. Possession or a license to possess any of the above listed items does not constitute defense of a violation of this policy. Weapons found may be confiscated and individuals may be subject to criminal prosecution. Legal propellant sprays used for personal protection and self-defense purposes are allowed, but must be used properly. Drugs—purchase, sale, possession, or use of an illegal substance or drug. Alcohol Abuse—any behavior, which involves the abuse of alcohol, and/or inappropriate or destructive behavior brought on by alcohol abuses. Violation of local and state laws in effect. Gambling—illegal gambling on College property or at any official function sponsored by the College, student groups or school affiliated organizations. Providing False Information or Failure to Provide Information Requested—providing false information with the intent to defraud or deceive. Failure to identify yourself to school officials, including security guards, when requested to do so. Misuse of Official Documents—includes forgery, alteration, misappropriation, or misuse of academic or non-academic records or identification cards. In the case of academic records, such as grade reports or transcripts, disciplinary action is within the jurisdiction of the Director of Student Services and the Dean.

The Delaware College of Art and Design reserves the right to dismiss any student from classes and/or student housing whose conduct is detrimental to the College. In the event that the student is classified as dependent by the IRS, Delaware College of Art and Design also reserves the right to contact a parent or guardian in the event of violations of the Code of Student Conduct. Disciplinary action for such violations falls within the jurisdiction of a Student Conduct Committee chaired by the Director of

Student Services. Appeals to the decisions of the Student Conduct Committee should be addressed to the President.

J. SECURITY AND SAFETY

All security and safety rules and regulations have been established to provide a safe environment for students, faculty and staff. Students are requested to adhere to these guidelines.

The Delaware College of Art and Design is not an open public building. Public access is limited to the Young Gallery during normal hours of operation while access to the rest of the facility is limited only to authorized individuals. Access rules are necessary for the safety and protection of individuals, as well as the protection of works of art.

Students are required to display their ID card upon entry to any DCAD facility and should have their ID with them at all times when in a College facility. The security staff, DCAD staff and faculty reserve the right to request to see a student's ID card. A student who needs access and does not have his or her ID card will be required to sign in at the security desk. Continued failure to display an ID card may result in disciplinary action.

Lost cards must be replaced at the student's expense (\$5). Replacement ID's can be obtained through the Office of Student Services, Room 121. Stolen ID cards should be immediately reported to the Security Department and will be replaced free of charge only with proof that a report has been made to either the local police or to security staff.

J.1. VISITORS AND GUESTS

The security guard (ext. 101) must be informed of any visitors that are expected. The guard must be told in advance where to send the visitor when he/she arrives. All visitors will be required to sign in at the security desk.

If the guard has not been informed of a visitor, he/she will make every effort to find the host contact by phone. The visitor must remain at the security desk until the contact is reached.

J.2. HOURS OF OPERATION

When classes are in session, the building is open Monday through Friday from 7:30 am to 11:00 pm, and Saturday and Sunday from 8:30 am to 11:00 pm. Specific building hours are published each semester. The Administrative Offices are open Monday through Friday 9:00 am to 5:00 pm.

J.3. KEYS AND ACCESS TO THE BUILDING

There is an institutional commitment to faculty and staff to have convenient access, when needed, to all work areas with as little restriction as possible, while at the same time maintaining key security, institutional security and preventing unauthorized access to rooms within the building.

Keys will be issued to an individual and are nontransferable. They are only issued upon authorization of the Director of Finance and Operations and must be signed for by the recipient. When the period of authorization is over or the individual is no longer a faculty member of the college, the keys are to be returned to the Director of Finance and Operations.

All employees who have been issued keys are responsible for those keys and must report any stolen or missing keys immediately to the Director of Finance and Operations.

If an employee will be entering the building during closed hours, he/she should notify the security monitoring company.

J.4. STUDIO ACCESS

Access to the studios is limited to students who are currently enrolled in a studio class that requires the use of the classroom in question. Students may not use a studio or classroom that is occupied by a class in session. Photography, printmaking and the three-dimensional labs are available only during posted hours when monitors are on duty.

J.5. FIRST AID FACILITIES

Basic first-aid for minor injuries is available in the following campus location: Student Services Office, Photography Lab, Room 411 (Printmaking), and Room 502 (3-D Studio). In the event of serious injury, medical care should be sought either by calling the Emergency Ambulance Squad (911) or going directly to the nearest hospital emergency room (Wilmington Hospital). School related accidents resulting in physical injury should be immediately reported to the Director of Student Services.

J.6. FIRE SAFETY

Fire exits are marked and should be noted in case of an emergency requiring evacuation. Students are encouraged to become familiar with the facilities as soon as possible. It is imperative that exhibits, performance pieces, or any other material that hinders egress not block these emergency fire exits or

blocks exit signs. Evacuation routes are posted near the door to each room in case a student or visitor is not familiar with the layout of the building.

Emergency fire exit doors are meant for just that purpose. Doors should not be blocked open for air circulation or used otherwise. Emergency fire exits are alarmed with either local sounding devices or connected to a central alarm station.

Fire drills will be conducted periodically throughout the year. Students are expected to follow all directions and vacate when directed to do so. Drills will be both announced and unannounced. Fire extinguishers have been placed throughout the facilities. Extinguishers are to be used only for extinguishing fires. Students should become familiar with the location and use of the extinguishers. Instructions are located on the extinguisher container. Students should report the misuse of any extinguisher, or a missing extinguisher, to the security desk.

J.7. OCCUPATIONAL SAFETY AND HEALTH

Employees and students will be using a variety of materials in their work. They are encouraged to become familiar with the properties of these materials, the health and safety hazards of their use and any safety precautions that will ensure safe use.

Employees and students are encouraged to use all recommended personal safety devices when working with hazardous materials. Chemical manufacturers provide Material Safety Data Sheets (MSDS), which provide necessary information.

Any hazardous condition must be reported to the Director of Finance and Operations immediately in order to maintain a safe and healthy environment.

J.8. OTHER SAFETY ISSUES

During hours of darkness, students are encouraged to go to their vehicles in pairs or groups. Escort service is available through Downtown Visions, the management company for the downtown business district, until 11:00 p.m. Downtown Visions can be reached at 425-4200.

J.9. PERSONAL AND SCHOOL PROPERTY

Members of the school community will make every effort to protect and safeguard the property of students attending the Delaware College of Art and Design. However, DCAD cannot be responsible for loss of or damage to personal property. It is expected that students will make every effort to protect and safeguard the property of the College. Student

lockers must be emptied by the Monday following the end of the semester. After that date, all personal property will be removed from the lockers and discarded.

K. TECHNOLOGY POLICY

Developments in information technology in recent years have led to fundamental changes in the ways that people communicate, learn and share information. The Delaware College of Art and Design is committed to using these innovations to provide new educational benefits to its students, faculty, and staff and to introduce them to this expanding global community.

The installation of a campus network that links individual computers to each other, to a central file server and to the Internet will create a special opportunity to speed the flow of information among individuals on this campus and the outside world.

A computer network establishes a community. In any community, especially one as tightly linked as an electronic network, individual decisions can have a powerful and immediate impact on a large number of people. Accordingly, it is important that a community develop rules and protocols to ensure that the rights and privileges of each member of the community are protected and that the college's significant investment in the technology is not wasted. For this reason, the college has developed a set of rules and protocols to ensure that our electronic interactions are as orderly and mutually respectful as the rest of our communal lives. This set of guidelines is called the Technology Policy. Like other policies, the Technology Policy is based upon the importance of respect and consideration for the rights of others.

The Delaware College of Art and Design stresses respect for all campus technology and consideration upon those who use the system. Use of the college technology is a privilege rather than a right. The college reserves the right to alter this policy as the situation dictates. Questions regarding this policy should be directed to the Information Technology Coordinator or the Director of Finance and Operations.

K.I. HARDWARE

Items of Delaware College of Art and Design hardware (CPU, monitor, keyboard, mouse, printer, scanner and other peripherals) represent a large investment of college funds and provide the student body, faculty and staff with an extensive array of tools

for computer work. An equipment malfunction is costly to repair and makes the item unavailable to other users. Users should treat all equipment with respect, mindful that the user is part of the larger community.

Respecting the physical integrity of the hardware means that no one shall tamper with, use improperly, treat roughly or remove any piece or part of hardware or its cabling from its proper location. All users must comply with use guidelines and restrictions from time to time posted or distributed by the system administrator.

Malfunctions or suspected malfunctions should be reported to the Information Technology Coordinator for immediate attention. No one should attempt to repair or modify any equipment without the direct supervision of the Information Technology Coordinator.

K.2. SYSTEMS AND APPLICATIONS

All installation of software is the responsibility of the Information Technology Coordinator. No one may install executable programs (.exe) or applications without authorization from the Information Technology Coordinator. No one may introduce both malicious and otherwise system corrupting software, such as viruses, into any computer system or otherwise intentionally interfere with the operation of any system. No one may copy, transfer or remove any licensed software, including programs, applications, databases or fonts that are installed on any computer hard drives; doing so violates both the Technology Policy and Federal law. All users of college computers are expected to observe the terms of software license agreements and federal and state laws pertaining to software copyrights.

K.3. DISKS, FILES AND DOCUMENTS

The work of individuals stored on flash drives, optical media or saved in files on hard drives is considered to be private. Just as it is inappropriate to obtain, read, alter or copy work done by another on paper, it is inappropriate to access, read, alter, or copy work stored electronically without permission of the owner. The college will consider unauthorized electronic copying or electronic theft to be against college policy.

Faculty and staff documents may be saved to designated drives on the college servers. Students may not save files to the college servers, but should save all work on flash drives or CD-ROM.

K.4. COMPUTER NETWORK USE

Use of the network is public; therefore, the user is responsible for all activities generated by his or her account at all times. Use of the network outside the scope of college-related activities including commercial accounts is prohibited. The network is designed to monitor activity of all users. All users must abide by guidelines and restrictions.

Network users will be assigned a user name. Each user will be responsible for the confidentiality of his or her password and account. It is considered a college policy violation to attempt any system security bypass involving equipment from the college.

Users may not download, upload or copy any material protected by copyright law without written authorization from the author. This includes any written documents or visual images found on the Internet, as well as software located on the college system.

Security on any computer system is a high priority, especially when the system involves many users. It is imperative that passwords be kept confidential, and it is recommended that passwords be changed on a periodic basis.

As computer users in the DCAD community, it is the responsibility of all to guard against abuses that disrupt or threaten the viability of the college systems. If you feel you can identify a security problem, you must notify the Information Technology Coordinator immediately. Do not demonstrate the problem to other users. Do not use another's individual account without written permission from the Information Technology Coordinator or Director of Finance and Operations. The college, in its discretion, may deny any staff, faculty of student access to its system.

If a user is in doubt about whether a specific use of the network is authorized, he or she should consult with the Information Technology Coordinator or the Director of Finance and Operations.

K.5. PRINTING

Printers are a costly resource. Use should be limited whenever possible. Only documents related to a class or DCAD use should be printed. Only college approved paper or transparencies may be used in the printers. Use of printers for personal or commercial reasons is not permitted.

K.6. INTERNET AND EMAIL POLICY

Access to the Internet and e-mail are services

provided to the faculty, staff and students of the college. These services are to be used primarily for college purposes, personal use should be kept to a minimum, not to interfere with DCAD operations. All DCAD e-mail is the property of the college. Any violation of this policy may be grounds for disciplinary action including removal of access privileges.

In addition, the use of attachments to e-mail wastes precious space on our servers and can foster the spread of viruses. Please refrain from using attachments to your e-mail except for vital college business. It is strictly forbidden to open any executable files (.exe) that are attached to an e-mail message. These files should be deleted immediately, as they may contain viruses. Mass e-mailing to all college network users is prohibited without permission from the Director of Finance and Operations.

Staff, faculty and students should apply the same guidelines to electronic mail as they do in any correspondence that may be visible to the public. E-mail is difficult to delete, and what is written can become a permanent record, open to scrutiny of third parties. Note that electronic mail is not guaranteed to be private. The college reserves the right to monitor and review all e-mail and other system use to protect the integrity of the system and the safety of its users. Employees must exercise care that no personal e-mail correspondence or messages and comments posted to newsgroups and list-serves appear to be an official communication of the Delaware College of Art and Design or disclose the college's proprietary information.

K.7. GENERAL GUIDELINES FOR COMPUTER USE

The use of your computer and/or account must be in support of education and research and consistent with the educational objectives of the Delaware College of Art and Design. Use of another organization's network must comply with the rules appropriate for that network. Transmission of any material in violation of any local, state or federal regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, chain letters and pyramid scheme messages and material protected by trade secret. Use for commercial activities is prohibited, as well as use of product endorsement, political lobbying, and illegal activities.

The Delaware College of Art and Design makes

no warranties of any kind, whether expressed or implied, for the service it is providing. The college is not responsible for any monetary or emotional damage you suffer as a result of system failure. This includes loss of data, system delays, non- or mis-deliveries, or service interruptions caused by the college, errors or omissions, or others not affiliated with the college. Use of any information obtained via the system or the Internet is at the user's own risk.

The college reserves the right to all material produced during an employee's or student's affiliation with the college, or other materials produced using technologies supplied by the college. Release of copyright may be obtained through written contractual agreement signed by a designated college authority.

Violations of this policy may result in the loss of user privilege and/or disciplinary action.

L. ACADEMIC POLICIES

Continued registration at the Delaware College of Art and Design is contingent upon regular attendance, quality of work and proper conduct. Students are responsible for the satisfactory completion of all course work as required by the school to fulfill graduation requirements. They are expected to attend class regularly, complete all assignments and participate in the activities considered necessary by the faculty. Students must be present for all regularly scheduled examinations and submit completed assignments when they are due unless excused in advance. Failure to take examinations or submit work on time without prior notification may result in reduced grades or loss of partial or total credit for the course in question.

L.1. GRADUATION REQUIREMENTS

In order to receive the Associate of Fine Arts Degree (AFA), students must have completed all departmental course requirements, been enrolled for a minimum of 30 credits in residence at DCAD, satisfied all outstanding bills, charges and accounts, and have a minimum cumulative Grade Point Average (GPA) of 2.0. Candidates for the Associate of Fine Arts degree must complete the requirements within eight years of entering the program. Credits taken after this eight-year period cannot be applied to the original degree program.

L.2. SCHEDULING AND CREDITS

The degree program's fall and spring semesters are 15

weeks long. The summer session is 12 weeks long. Generally, a two-credit studio class meets for three hours per week, and students should expect to do a minimum additional three hours of work outside of the scheduled meeting time. A three-credit academic class normally meets for three hours per week and students should expect to do a minimum of an additional six hours of work outside of class.

L.3. COURSE LOAD

Full-time students are expected to carry a minimum course load of 12 credits and enroll in the correct number of studio and academic courses each semester, as outlined by each department and in the college catalog. Failure to maintain satisfactory academic progress will result in academic probation. If, during the following semester, minimum standards are not attained, dismissal and cancellation of financial aid may result.

L.4. ATTENDANCE

Students are expected to attend all of their classes regularly for the full duration of the class period. Faculty must inform students concerning attendance requirements at the beginning of each semester. It is the students' responsibility to inform instructors when they expect to miss a class. Students anticipating an extended absence should notify instructors as well as their Area Coordinator.

Because class content and teaching methods are different, the number of allowable absences varies from class to class. Absences, as well as tardiness, early departures and inappropriate classroom behavior will be considered by faculty members when determining the final grade. Excessive absences may result in a failing grade and may affect financial aid eligibility and student loan repayment obligations. Students absent from classes are still responsible for the prompt completion of all class assignments.

L.5. GRADING

At the conclusion of each semester, the faculty submit grades to the Registrar for processing, after which grade reports are forwarded to all students enrolled for credit. Faculty are responsible for establishing the grading policy in their own classes and for announcing this policy to all students in the course. Grades will not be released to students who have financial holds on their records due to fees owed the college, including library fees or overdue books, or to students who have incomplete health or immunization information on file with the Registrar.

Grades are mailed to the permanent address supplied by the student during registration unless a written request for grades to be mailed elsewhere is submitted no later than one week prior to the close of the semester to the Registrar.

General grade descriptions are as follows:

A	outstanding achievement
A-	very high quality work
B+, B, B-	above average achievement
C+, C	average achievement
C-, D+, D	below average
F	failure, no credit
I	incomplete
W	withdrawal

L.6. GRADE APPEAL

Students who receive a grade that they feel is inappropriate may petition for an academic grade review by the following procedure:

1. Talk with the instructor. Whenever possible, conflicts over grades should be resolved informally between the instructor and the student.
2. If not satisfied, the student should write a letter outlining objections to the instructor, along with a copy to the Area Coordinator, no later than the end of the first week of the following semester.
3. If the problem is still not resolved to the student's satisfaction, the student should meet with the Area Coordinator of the department under which the class is taught.
4. A final appeal may be made in writing to a panel composed of the Area Coordinators and the Dean, which will make a final decision.

Grade changes will not be considered official until the instructor submits written changes to the Registrar.

L.7. INCOMPLETE

A grade of "I" (Incomplete) is a temporary deferral of a final grade pending the make-up of a small amount of course work. An Incomplete may be requested only under extraordinary circumstances beyond the student's control when course work is unavoidably and justifiably delayed. The student must complete a "Request for Incomplete" form (available in the Registrar's office), which requires the signature of the instructor and the Area Coordinator. Faculty have the right to refuse a student's request for an incomplete if they judge the grounds insufficient. Such extensions must be noted on the "Request for

Incomplete” form before it is given to the Registrar. The signed form must be submitted to the Registrar by the date that final grades are due. A grade of “I” is not calculated into a student’s GPA until it is replaced by a letter grade.

Unless otherwise noted by the instructor, students have one month after the semester’s end to complete missing work. At the end of the make-up period, the instructor will submit a grade to the Registrar based on the work submitted. If the student fails to submit work, a grade of “F” will be issued for the course.

L.8. FAILING GRADES

Failing grades are assigned when a student has not fulfilled the requirements for a course (e.g. missing work, excessive absences, missed exams) and has neglected to withdraw from the course or request an Incomplete. Since the instructor determines grading policies, students should make sure they understand the requirements for each of their classes. A grade of “F” in a core studio, regardless of GPA, indicates that the student has failed to make satisfactory academic progress. Generally, the student cannot advance to the next level of course work until he or she has successfully completed the course. Due to the cycle of core classes taught in the different areas, it is possible that a student may have to wait a semester before the necessary class is offered again.

L.9. GRADE POINT AVERAGE

The semester grade point average is computed at the close of each term by multiplying the number of credits for each course taken by the numerical values associated with those grades. This value is referred to as “quality points.” The sum of the semester’s quality points is divided by the total number of credits attempted in that semester to arrive at the semester grade point average.

The numerical values of the letter grades are:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

The cumulative grade point average is computed by applying this formula to all course work for which the student has enrolled for credit since the student’s first term at DCAD. Credits transferred from another college are not included in the cumulative grade point average.

L.10. GRADUATING WITH HONORS

Students earning a cumulative grade point average of 3.50 or better at the completion of their AFA program are eligible to graduate with Honors. This is noted on the transcript and becomes part of the permanent academic record.

L.11. ACADEMIC PROGRESS

Academic progress is the standard by which progress toward a degree is measured. It is determined on the basis of Grade Point Average (GPA). In order to make satisfactory academic progress, students must maintain a minimum semester and cumulative GPA of 2.0. Furthermore, a grade of “C” or better is required in core studio classes.

L.12. MID-SEMESTER WARNINGS

Each student’s progress is reviewed at the mid-point of the semester. Warnings are issued to those students who are not satisfactorily fulfilling the course requirements and are in danger of not making satisfactory academic progress. It is the student’s responsibility to meet with the faculty member issuing the warning in order to determine what is required to improve performance in the class. Any student receiving two or more mid-semester warnings is required to meet with their Area Coordinator to formulate a plan to for improving the student’s performance. The mid-semester warning is intended to make the student aware of unsatisfactory progress; it is not considered punitive and does not become part of the permanent record.

L.13. ACADEMIC PROBATION

A student who fails to make satisfactory academic progress (i.e., a minimum semester and cumulative GPA of 2.0, and/or a grade of “C” or better in core classes) will be placed on academic probation for the following semester. Students will be notified in a letter from the Registrar of their probationary status. To remove themselves from academic probation, students must carry a minimum of 12 credits, pass all core classes with “C” or better and achieve a minimum 2.0 semester GPA during the semester of probation.

Failure to remove oneself from probation within one semester can result in academic dismissal. A panel composed of the Area Coordinators, the Financial Aid Director and the Dean will decide whether the student will be dismissed or, under special circumstances, allowed to continue at DCAD for one more semester of probation. In those cases where students are granted a second semester of probation, financial aid may be cancelled.

L.14. ACADEMIC DISMISSAL

Students who fail to remove themselves from probation at the end of a probationary semester will be subject to academic dismissal. In special cases, a student may be dismissed after only one semester of work. This will be done when the student earns an "F" in a core class, or has a semester GPA of 1.0 or below. If, in the opinion of a panel composed of the Area Coordinators, the Financial Aid Director and the Dean, the level of work is so inferior it is unlikely that the student will make satisfactory academic progress by the end of the following semester, the student will be dismissed.

Students who are academically dismissed may apply for readmission after a mandatory absence of two semesters. They must demonstrate that academic difficulties have been overcome by earning a "C" or better in a minimum of 12 credits at an accredited college or university. Modifications of these policies will be considered only in cases of extreme extenuating circumstances. Requests for such exceptions must be received in writing with a supporting letter from the Area Coordinator and will be taken under advisement by the Dean.

L.15. AUDIT/NON-CREDIT COURSES

Full-time students who wish to audit a course may do so as long as their workload, including the credit hours the audit course normally carries, does not exceed 18 credit hours. Students may audit only one course per semester and may not repeat this course for credit at a later date. Auditing is contingent upon availability of space in the course and the instructor's permission.

L.16. PLACEMENT TESTING

The college requires all incoming students to complete placement testing prior to their first semester. Placement testing typically includes a nationally-normed reading comprehension, grammar and syntax test and a writing sample. The results are evaluated by college faculty and administrators that

are qualified to determine the successful placement of a student in academic courses.

Based on the evaluation of the results, a student may be required to enroll in a three credit developmental course, Introduction to Academic Studies, as a prerequisite to Art History I and Writing and Literature I. Credits earned in Introduction to Academic Studies are not applied toward the AFA degree.

M. COLLEGE COMMUNICATIONS

DCAD has provided computer and communications systems to support the conduct of the college's business activities. These systems include telephones, voice mail, personal computers and all associated software in faculty offices, centralized computer equipment, and local and wide-area networks. Eating or drinking is prohibited around computer equipment in faculty offices.

Although limited personal use of the college's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary business purpose for which they have been provided, with DCAD's ethical responsibilities, or with applicable laws and regulations. See the college's Technology Policy for details governing use of electronic communications

M.1. INTERNET ACCESS

The college also provides Internet access through computers in faculty offices and computer labs. This service is intended to provide communication with students, other faculty and administrative staff and access to information for educational purposes.

M.2. ELECTRONIC MAIL

Employees are assigned e-mail accounts at the start of each semester, and are expected to check their e-mail on a regular basis; full-time employees are expected to check their e-mail daily, and regular part-time and adjunct faculty should check their e-mail at least two times a week.

M.3. TELEPHONES

M.3.a. Voice Mail

Each employee is assigned a voice mailbox. If an employee does not have a specific telephone extension, the Director of Finance and Operations will assign a separate voice mailbox number.

Instructions for voice mail and the telephone will be provided to each employee. Please contact the

Director of Finance and Operations if further assistance is required. Because this telephone equipment is so costly, care should be taken when eating or drinking around the equipment.

In order to eliminate unnecessary calls to the main number, please give out the automated number 302.622.8867 and include your extension.

M.3.b. Long Distance Calls

All employees are supplied with a business long-distance calling code. Personal calls, especially long distance calls, should be kept to a minimum.

M.3.c. Fax Machines

A fax machine is located in the administration area. The fax number is 302.622.8870. If the fax machine is not working, please contact the Administrative Assistant.

Because of confidentiality employees should use discretion when sorting other employees' mail and faxes. The fax machine is not intended for use by students.

M.3.d. Copy Machines

There are several copy machines in the college. The primary copier in the mail room is for staff and faculty use only. Copiers have been provided for students in the Rowland Student Lounge and the Thronson Library. The copiers are intended for business use only; any personal copies should be kept to a minimum.

All faculty members are responsible for taking care of the copiers, refilling paper, removing jammed paper and keeping the machine clean. If any copier is not working, please contact the Administrative Assistant.

M.3.e. Memos

The President must approve any college policy memos that are directed to the staff, faculty or students.

Mass distributions to students, by other than administrative staff, must be approved by the Director of Student Services.

Also, a copy of any memo that is distributed to the entire DCAD community or a large part, such as all faculty or staff, should be given to the Administrative Assistant to be filed in the chronological file.

M.3.f. Tools, Supplies, Equipment

College tools are to be used on college projects only. Please obtain permission from a department before borrowing tools, and make sure to return them to the

department immediately after use. It is not appropriate to enter a department area and borrow tools while no one is present. The college's tools, supplies, or equipment are not for personal use and are not to be removed from the premises.

M.3.g. Vending Machines

Vending machines are located in the student lounge on the fourth floor. The vending machine contractor refills machines weekly. If the machine malfunctions, please contact the Administrative Assistant.

M.3.h. Mail

The mailroom is located on the first floor through the admissions area. Mailboxes are assigned to faculty and staff, and are clearly labeled for easy distribution of mailings. U.S. Mail is delivered once a day and distributed to DCAD mailboxes by the Administrative Assistant. The college's postage meter is located in the mailroom.

The postage meter is intended for business use only. Postage meter supplies are located next to the machine. Please check the date and postage amount before running mail through. Any mistakes should be placed in the Director of Finance and Operation's mailbox for a refund from the post office. If the postage meter is not working, please contact the Administrative Assistant.

A postage meter and scale are available for college-related mailings up to five lbs. in weight. The security officer picks up outgoing mail from the Mail Room at 4:30pm daily and takes it to the mailbox on the corner of Sixth and Market for postal service pickup at 5:00 pm.

For mailings over five lbs., or special deliveries, please use either the U.S. Post Office at 500 Delaware Ave.

FedEx will pick up outgoing deliveries from the college upon request. All FedEx packaging materials and directions for use are located in the mailroom. Forward all FedEx mailing receipts to the Director of Finance and Operations.

All shipments are delivered to the mailroom. Every effort is made to deliver oversized shipments and boxes to the appropriate area. It is the responsibility of the individual staff member to arrange for the receipt and pick-up of all material shipped to him/her. All such material should bear the name of the individual. Every effort will be made to notify faculty members when such material is delivered; deliveries with no individual name will be stored in the mailroom.

Students may leave mail for faculty and staff that

comfortably fits in the mailboxes. Under no circumstance should large objects be left in the mailroom for faculty or staff.

M.3.i. Postings

In order to facilitate the responsible distribution of information, and to minimize visual clutter in our building, the following posting policy has been implemented: notices, flyers or posters may only be placed in posting areas (designated homasote panels on the first floor, bulletin boards) or mailboxes with the prior permission of the Director of Student Services. This does not apply to mailbox distribution of administrative memos or notices, or curricular-related material from faculty.

The faculty and staff bulletin board is located in the mailroom and is open to all staff and faculty for personal and professional postings. Periodically this board will be cleaned off and outdated information removed.

A public posting area for students' notices has been provided on the first floor kiosk in front of the elevators. No prior approval is necessary for posting in this area. The administration does however reserve the right to remove material that is illegal, inappropriate or otherwise offensive to the community sensibility. This board will be cleared at the end of each semester.

The homasote panels in the basement, third, fourth and fifth floor hallways are for displaying student work only, under supervision of the faculty. The homasote panels in the classrooms are for classroom use only, and the posting of curricular material by faculty. No notices, flyers or posters may be taped or pinned to walls anywhere else in the building, including the stairwells.

Solicitation materials and literature of a personal nature can be left in the mailroom for faculty members to pick-up at will.

M.3.j. Notary Services

For any college-related or personal notary needs, please see the Director of Finance and Operations, who is a Notary Public.

N. COLLEGE OPERATIONS

College operations include general business operations as well as all day-to-day logistical support services for all college departments. Business operations include budget development and implementation, purchasing, receiving and central supply operations. Support services include all

facilities management and maintenance functions, campus safety, special event coordination, parking and transportation services.

N.1. ALLOCATION OF FACILITIES AND PERSONNEL

The Registrar, in consultation with the Dean and the Director of Finance and Operations, assigns building space. Neither faculty members nor Area Coordinators may assign office or instructional space.

Neither faculty members nor Area Coordinators may cancel classes or change meeting times or reassign personnel to different duties. Decisions on these matters come from the Dean, in consultation with the Registrar and the Director of Finance and Operations.

N.2. BUDGET DEVELOPMENT AND IMPLEMENTATION

Departmental budgets are established for each fiscal year of July 1 to June 30. Area coordinators submit budget proposals for both capital expenditures and annual operating expenses in accordance with the scheduled dates issued annually by the Director of Finance and Operations to each department.

Budget requests are compiled and submitted to the Director of Finance and Operations. The college budget is submitted to the Board of Directors for review and approval. Approved budgets are distributed to each Area Coordinator through the Director of Finance and Operations.

The Director of Finance and Operations sends periodic budget reports to each Area Coordinator.

All Area Coordinators receive purchasing and budgeting guidelines at the beginning of each fiscal year.

N.3. PURCHASING OF EQUIPMENT AND SUPPLIES

The general requirements for the purchase of goods and services by any faculty member of the Delaware College of Art and Design include the following:

The purchase must fall into a pre-approved budget category, and the amount of the purchase when combined with other purchases in the same budget category may not exceed the total authorized budgeted amount.

Each purchase will require the approval of the Budget Manager whose budget will be affected. If you are unsure who the Budget Manager is, see the Director of Finance and Operations.

N.3.a. Purchases under \$30

Cash advances and reimbursements are available from the Business Office up to the amount of \$30. A receipt must be presented in both cases. The receipt must be approved (initialed) by the Budget Manager and should include the account to be charged. Purchase orders are not required for purchases under \$30.

N.3.b. Purchases under \$200

Purchases under \$200 must be approved by the Budget Manager in advance of ordering. Forward the approved purchase order to the Director of Finance and Operations.

The order is then placed, or purchase made, by the requesting person. Vendors may or may not require a purchase order for ordering. Please see the Business Office for a list of vendors with DCAD accounts. If DCAD does not have an account with a vendor, and there is a need for one, forward a credit application from the vendor to the Director of Finance and Operations for processing.

The employee may also pay for the purchase with his/her personal funds and apply for a reimbursement by check from DCAD. Check requests should be submitted along with receipts and approved purchase order to the Director of Finance and Operations for reimbursement. A check request form and accompanying receipt be presented, approved (signed) by the Budget Manager, and must include the account to be charged.

N.3.c. Purchases over \$200

For purchases over \$200, a purchase order must be completed and approved by both the Budget Manager and the Director of Finance and Operations. After the Director of Finance and Operations has approved the purchase, a copy of the purchase order is returned to the requester so that he/she can place the order.

N.3.d. Check Requests

If a check is needed in advance of the purchase, a Check Request Form must be completed, approved by the Area Coordinator and submitted to the Director of Finance and Operations at least one week in advance of date needed. If the amount is over \$200, the Director of Finance and Operations must also approve the check request.

N.3.e. Receiving orders

All in-coming shipments will be directed to the mailroom area for pick-up by the person responsible for the order. He/she will be notified if the package is

not picked up within a few days.

After receiving an order, check to see that all items were received as stated on the packing slip. Sign and forward all packing slips to the Administrative Assistant. If there is no packing slip, please advise the Administrative Assistant that the purchase was received.

N.3.f. Invoices

Invoices should be sent to the attention of the Budget Manager that is responsible for approving the payment on the invoice. The Budget Manager should code the invoice to the account it is applied to and immediately return it to the Director of Finance and Operations for processing. If there is a discrepancy in the amount charged, the Budget Manager should contact the vendor to resolve the issue.

N.3.g. Cash Handling

It is critical that all employees who handle cash must be constantly aware of the security of the funds. Any cash received should be taken immediately or on a daily basis to the Bursar and placed in the designated cash drawer. Any cash held at an employee's desk for any reason should be placed in a locked drawer until it can be taken to the Bursar.

N.4. PAY PRACTICES

N.4.a. Payroll Periods

Bimonthly pay periods run from the 1st through the 15th and the 16th through the end of the month. For all full-time and hourly employees, payday is the 15th and the last day of each month, unless this falls on a non-working day; then, payday is the last working day before either the 15th or the last day of the month. Paychecks or direct deposit notices are delivered to the employee's mailbox. Part-time faculty are paid on the 15th of each month. Their compensation is divided equally each month for the semester in which they are working

Hourly employees are paid only for the time sheets that have been submitted to the Director of Finance and Operations. Time sheets for part-time employees must be approved by the supervisor and turned into the Director of Finance and Operations every Friday or at least four working days before a payday. Time sheets are required of all non-exempt employees.

N.5. PAYROLL DEDUCTIONS

The deductions made from an employee's paycheck are those which the employee has authorized (such as

health insurance or TIAA CREF contributions) and those which the College is required to make by law.

N.5.a. Social Security Taxes:

Employee and employer contributions are required by the Social Security Act to provide retirement, disability and survivor benefits for the employee and his/her dependents.

N.5.b. Federal, State and Local Income Taxes:

The College is required by law to withhold from each employee's earnings an amount which represents his/her approximate tax on those earnings and to forward the withholdings to the appropriate Federal, State and Local agencies. Tax withholding is based on the information provided by each employee on the federal Form W-4. Each employee is responsible for the accuracy of that form and for updating the information when necessary. The Director of Finance and Operations will provide W-4 forms for this purpose and answer any employee questions regarding withholding.

N.5.c. Health and Dental Insurance:

The college pays the cost of a full-time employee's basic individual health and dental care coverage. If an employee obtains additional coverage, the additional cost is deducted from the employee's paycheck on a regular basis.

N.5.d. Deduction for Retirement Annuities:

Full-time employees who wish to make regular contributions to a pre-tax retirement annuity (TIAA CREF) may do so by payroll deduction. A salary reduction agreement form must be completed and filed with the Director of Finance and Operations.

N.6. EMPLOYEE BUSINESS EXPENSES

Necessary expenses of traveling on College business are provided and/or reimbursed with prior approval of the employee's supervisor.

N.6.a. Mileage Reimbursement

An employee is reimbursed at the IRS allowance for using his/her automobile on behalf of the College, provided that the employee's supervisor authorized the trip. For mileage reimbursement over \$30, the employee must submit a check request (authorized by his/her supervisor) to the Director of Finance and Operations. Mileage expenses under \$30 may be paid from petty cash, if desired.

N.6.b. Reimbursement of Travel and Business Expenses

An employee may be reimbursed for certain travel

expenses, business entertaining, etc., which have not been addressed above, provided that the employee's supervisor authorizes the expense.

For reimbursement, the employee must submit a check request form (approved by his/her supervisor) to the Director of Finance and Operations, along with a detailed listing of expenses and account numbers to be charged. Receipts must be attached.

N.6.c. Memberships in Trade and Professional Associations

College funding for membership fees or participation in professional associations, is available on a case-by-case basis, according to budgetary planning within the department and/or authorization by the Director of Finance and Operations.

N.7. STAFF MEETINGS

Staff meetings are generally held on the first Tuesdays of each month at 10:30 am. Please check the DCAD Main Calendar for exact times and dates. Other staff meetings are held as needed. The Director's meetings are held weekly on Tuesdays at 10:30am. Each employee has the opportunity to announce information about his/her area. Employees who wish to bring up special topics at the meetings should inform the Director/Dean before the meeting.

N.8. FACILITY MAINTENANCE

Faculty members should notify their Area Coordinator regarding necessary repair, replacement, construction, moving, etc. of classroom furniture, classroom fixtures, or instructional equipment. The Area Coordinator should submit work orders for all maintenance jobs to the Director of Finance and Operations. The Dean should be notified if appropriate steps are not taken in a timely manner.

O. FACULTY EMPLOYMENT

O.I. KINDS OF EMPLOYMENT

O.I.a. Exempt

Faculty members are professional employees of the Delaware College of Art and Design and as such are exempt from minimum wage and overtime provisions that apply to hourly employees.

O.I.b. Full-Time Faculty

A full-time faculty member is normally responsible for teaching 12 credits of course work per semester, or 24 credits per academic year. Generally, a studio

class meets for one and one half hours per week per course credit; academic studies classes generally meet one hour per week per course credit. Thus, a full time studio faculty member teaches 18 contact hours per week, and a full-time academic studies faculty member teaches 12 contact hours per week.

A full-time faculty member's course load may be reduced in exchange for administrative or other service to the college; such a reduction in course load is determined by the Dean and the service is specified in the faculty member's appointment letter.

Prior to each semester, a full-time faculty member receives his or her teaching assignment for that semester indicating the specific courses and sections he or she will be responsible for teaching. This assignment is considered part of the faculty member's letter of appointment.

A full-time appointment, and its related compensation, however, presupposes a full-time commitment beyond the scheduled class time. This commitment involves planning, preparing and implementing instruction, motivating students, and evaluating learning. In addition to their teaching responsibilities, full-time faculty are expected to advise students, mount student work, serve on committees, attend meetings, and actively participate in the academic life of the college.

O.1.c. Regular Part-Time Faculty

Regular part-time faculty members are appointed for one academic year, during which time they are contracted to teach at least six but no more than 18 credits of course work.

Regular part-time faculty are expected to attend area committee and faculty council meetings and to participate in the academic life of the college as necessary for the effective performance of their teaching responsibilities.

Regular part-time faculty members are compensated by an annual salary consistent with the number of credits they are contracted to teach.

Prior to each semester, a regular part-time faculty member receives his or her teaching assignment for that semester indicating the specific courses and sections he or she will be responsible for teaching. This assignment is considered part of the faculty member's letter of appointment.

O.1.d. Adjunct Faculty

Adjunct faculty members are hired to teach on an as-needed basis, and are employed on a semester basis.

Adjunct faculty members are expected to attend area committee and faculty council meetings and to

participate in the academic life of the college as necessary for the effective performance of their teaching responsibilities.

Adjunct faculty members are compensated on a per credit basis, based on the courses they are contracted to teach.

O.1.e. Faculty Rank

All faculty hold the title of "professor," in order to convey to faculty members and to students that all faculty are equally respected as capable professionals.

O.2. AREA COORDINATORS

The Area Coordinators are appointed for a one-year term from September 1 to August 31, and their appointments may be renewed.

The Area Coordinators are compensated by a stipend and/or release time from their teaching responsibilities.

The Area Coordinators work closely with the President and the Dean to establish faculty, curriculum and educational services for the area, which reflects the educational policy of the school as a whole and fulfills the needs and interests of the student body. As representatives of their areas, and as leaders within the college community, the Area Coordinators fulfill an important role as decision-makers, consensus-builders, and communicators.

O.2.a. Responsibilities

The Area Coordinators' specific responsibilities are:

- To plan and administer the area budget and resources;

- To review, evaluate and develop area curricula in conjunction with corresponding Department Heads or Area Coordinators at Pratt and the Corcoran, and serve as the liaison between DCAD's curricular areas and the corresponding departments at Pratt and the Corcoran;

- To insure appropriate degree of consistency of instruction between different sections of the same course;

- To promote communication between area faculty members;

- To address needs and concerns of the area faculty, and serve as the liaison between area faculty and administration;

- To establish and maintain contacts with professionals in their respective fields for hiring, guest lecturers and promotional resources;

- To assist the Dean in faculty recruitment and selection;

- To establish and maintain communication with

- other curricular areas and their coordinators;
- To promote cooperation and interdisciplinary study among the various departments;
- To assist the Registrar and Dean in scheduling and room assignments;
- To serve on the Academic Review Committee;
- To serve as chair of the Area Committee;
- To communicate the equipment and maintenance needs of his or her department and facilities to the Director of Finance and Operations, and to follow through to see that these needs are expeditiously and thoroughly resolved;
- To be sure that all facilities and equipment are in proper repair and attractive for students, faculty members, and guests;
- To work with the admission staff to attract the best possible incoming students, to work with the Director of Student Services to retain students after they are enrolled, and to place graduates in appropriate and rewarding positions; and,
- To supervise the work and assures the productivity of faculty within the department.

Studio Area Coordinators' responsibilities specific to the majors in their area are:

- To serve as the primary academic advisor for the students within the area;
- To be fully cognizant of the degree requirements and academic needs of the students in his or her area; to keep track of his or her major's' progress, to encourage and directing them toward fulfillment of requirements for graduation; and to recommend appropriate courses to be taken each semester;
- To participate in registration and counseling of area students;
- To monitor student attendance within the area in cooperation with the Registrar and Director of Student Services;
- To meet with students who receive two or more mid-semester warnings and formulates a plan for improving their performance;
- To sign off on requests for a grade of incomplete within the area;
- To administer projects and services for students within the area;
- To participate in portfolio reviews for prospective students and those wishing to transfer into the department; and,
- To assist in scheduling and coordination of exhibitions.

O.2.b. Evaluation

Prior to the end of the spring semester, area faculty are given the opportunity to evaluate the Area Coordinator through the "Area Coordinator Evaluation Form," which is returned to the Dean to use in considering to renew or terminate an Area Coordinator's appointment.

O.2.c. Removal

The Dean can relieve an Area Coordinator of his or her administrative duties at any time during the term of his or her appointment, but only after consultation with the area faculty and after the Area Coordinator has had the opportunity to respond to the reasons for removal.

Removal as Area Coordinator does not necessarily affect the individual's status as a faculty member.

O.3. TERMS OF EMPLOYMENT

O.3.a. Faculty Qualifications

O.3.a.i. Studio Areas

Generally, for teaching in studio areas, the college seeks faculty who are practicing artists or designers as well as successful teachers. They should possess the terminal degree in their field, usually a Master of Fine Arts; in some cases, a record of substantial professional experience and achievement may be considered in lieu of the terminal degree.

O.3.a.ii. Academic Areas

Faculty in the academic areas should have demonstrated effective teaching ability and possess at least one graduate degree in the subject they are assigned to teach; the terminal degree, usually a Doctor of Philosophy, is preferred for full-time faculty.

O.3.b. Faculty Tenure

All faculty members are non-tenured and have no claim on future employment with the college beyond the life of their individual employment agreements. Should the college choose not to offer any employment beyond the term of an existing employment agreement, the college may so choose without any obligation to provide any explanation or review of the college's decision not to offer a new employment agreement. Once the employment agreement has been fulfilled, either party has the unfettered right to decline a further contractual or employment relationship, without prejudice or stigma to either party.

O.3.c. Appointment Process

Faculty appointments are made on the basis of curricular and scheduling needs, class availability, faculty expertise, enrollment management and other general factors by the President, in consultation with the Dean and the Area Coordinators.

The letter of appointment, issued by the President and signed by the faculty member, is a contract between the faculty member and the Delaware College of Art and Design, and is the only method by which faculty may be employed.

As specified in the letter of appointment, the contractual obligation between the faculty member and the Delaware College of Art and Design is effective for a specific period. A faculty appointment carries with it no assurance of future employment beyond the terms of the letter.

The terms and conditions of each appointment to the faculty are confidential.

O.3.d. Initial Full-Time Appointment

Initial full-time faculty appointments are generally made for one year, are probationary and expire at the end of the year. No promise is made or implied for further employment.

O.3.e. Reappointment of Full-Time Faculty

A full-time faculty member who has successfully completed one year's appointment and met the criteria for reappointment described herein may be reappointed for an additional year.

Full-time faculty reappointments are generally made for one year, are probationary and expire at the end of the appointment. No promise is made or implied for further employment.

O.3.f. Long-Term Appointments

A full-time faculty member who has successfully completed three continuous years' appointment and met the criteria for reappointment described herein may, at the sole discretion of the college, be offered reappointment for a period of three years.

A full-time faculty member who has successfully completed a three-year appointment and met the criteria for reappointment described herein may apply for a long-term appointment of five years.

A full-time faculty member who has successfully completed a five-year appointment based on the criteria described herein may apply to have his or her long-term appointment renewed.

The college reserves the right to offer or not offer a long-term employment agreement without redress or explanation, and the faculty member reserves the

right to refuse a long-term employment agreement without redress or explanation.

O.3.g. Issuance of Full-Time Reappointments

Except when extraordinary circumstances are present, the Delaware College of Art and Design will notify all full-time faculty members of the college's intent regarding their employment for the following academic year by February 15 of the current academic year.

Any expression of the college's intention on February 15 to offer a faculty member appointment for the following year is non-binding; it is subject to the faculty member's satisfactory completion of his or her employment obligations for the current academic year and to the college's decision to budget that faculty member's position for the following academic year. The budgeting process for the following academic year will be completed by June 1 of the current academic year and written agreements will be forwarded by June 10 except for positions designated after that time.

O.3.h. Teaching Assignments

Prior to the midpoint of each semester, the Dean, Area Coordinators and administrative staff, prepares a schedule of classes for the following semester, keeping in mind student needs, course of study, sequence of courses and availability of resources.

Based on this schedule, the faculty member is given the opportunity to submit a form indicating the classes he or she wishes to teach in the following semester. Classes are assigned with special attention to the faculty member's area of expertise, demonstrated ability to successfully teach the course, and preference.

Final scheduling of courses depends on enrollment and student need. Whenever possible, every effort is made to limit the number of preparations without compromising the needs of the students. Faculty may be assigned to teach classes in more than one area if qualified.

O.3.i. Appointment Contingency

O.3.i.i. Full-Time Faculty

Teaching assignments in any given semester are contingent upon obtaining minimum class enrollments necessary for the effective operation of the college. Should these minimums not be reached, at the discretion of the Dean classes assigned to adjunct and regular part-time faculty members may be reassigned to full-time faculty in order that they may fulfill the terms of their appointments.

If a full-time faculty member cannot be reassigned to the appropriate classes that semester, the Dean may apply part of that semester's assignment to a future semester, provided that semester falls within the faculty member's term of appointment, or the faculty member may be assigned other duties within the college, provided it is deemed appropriate by the Dean and agreeable to the faculty member.

The full-time faculty member may choose to have his or her salary reduced on a pro-rata basis rather than accept reassignment of teaching time to another semester or other duties within the college.

O.3.i.ii. Adjunct and Regular Part-Time Faculty

If enrollment is insufficient, or a class needs to be reassigned to a full-time faculty member, adjunct and regular part-time faculty members' appointments may be adjusted by the Dean.

O.4. FACULTY EVALUATION

The faculty evaluation process is conceived and conducted as an opportunity for constructive review to assist the faculty in improving its effectiveness, while at the same time providing a mechanism for the accumulation of supportive materials for the purposes of reappointment.

The Area Coordinator is responsible for coordinating the evaluation of his or her area's faculty members' performance. Data collection for faculty evaluation is a continuous process throughout the year.

Appropriate forms and criteria are used to evaluate each faculty member teaching at The Delaware College of Art and Design. Adjunct faculty evaluations take place as needed. Regular part-time and full-time faculty evaluations are generally conducted on an annual basis early in the spring semester.

O.4.a. Components of Faculty Evaluations

Classroom observations are conducted by the Area Coordinators, and/or Dean, and the observer prepares a written assessment of the faculty members' performance based on his or her observations.

Students complete course evaluations, generally within the last two weeks of classes; the course evaluations are circulated and collected by the Registrar's office. Course evaluations are understood to represent only one view of faculty performance and are most meaningful when used in conjunction with other evaluation components. The information

contained in the student evaluations is confidential and available only to the faculty member, the Dean and the President.

Each faculty member completes a self-evaluation form assessing his or her own effectiveness as a teacher, service to the college and professional growth.

The Registrar compiles data for each faculty member on class size, mid-semester warnings, grade distribution and retention.

The above components are evaluated by the Area Coordinator or the Dean, who then meets privately with individual faculty members to review results of the evaluation process, to identify areas of strength and those that need improvement, to develop specific goals to address areas that need improvement and to make a recommendation whether or not the faculty member's appointment should be continued.

The assembled data are presented to the President for his or her review and final decisions.

O.4.b. Criteria for Continuing Appointment

The decision to offer to continue a faculty member's appointment will be made upon the following criteria.

O.4.b.i. Teaching Effectiveness

- Classroom performance as evaluated by the Area Coordinator, Dean, students and self
- Quality of student work (as evidenced by examples mounted in the halls, submitted for student exhibitions and or documentation competitions and honors won by students with the professor's motivation and guidance)
- Regular and frequent maintenance of course work displayed in the halls
- Effective use of time in and out of class, especially during scheduled office hours
- Promptness in performing assigned duties, such as submission of course outlines, rosters, mid-semester warnings and final grades
- Preparation of course outlines that are comprehensive and consistent with the college's guidelines
- Maintenance of college facilities as used by the area
- Availability to students outside of class, especially during office hours
- Successful advisement of students as measured by appropriate and constructive outcomes
- Variety of courses taught

O.4.b.ii. Service to the College

- Constructive participation in Faculty Council,

- area, advisory, faculty search and other committees
- Constructive participation in accreditation and other academic reviews
- Meeting with prospective students, participation in Portfolio Days and portfolio reviews for prospective students
- Participation in co-curricular and extra-curricular activities such as orientation, exhibition openings, and guest lectures
- Contribution to the college of design or text for college publications and exhibits
- Sponsorship of student organizations and clubs
- Presentations to community groups and to high schools

O.4.b.iii. Professional Growth

- Exhibitions, publications or presentations
- Professional honors, grants, fellowships and residencies
- Membership in professional societies

O.5. FACULTY MEMBER COMPENSATION

All faculty and staff of the college are paid on a salary basis, individually agreed upon between the college and faculty member. Such factors as competencies and contributions of the faculty member, as well as normal salaries paid by the college to comparable faculty members, are considered.

Each faculty member is notified of his or her salary at the time that the employment agreement is issued.

All faculty members are eligible for periodic increases in salary, raises, or bonuses based on performance and measured in terms of teaching effectiveness, service to the college and professional growth. Contribution to the overall productivity and atmosphere of the college and the success of its students, and fostering the mission of the Delaware College of Art and Design, are highly valued. In addition, the college will consider its own financial condition and the ability of the budget to support increases in faculty salaries.

Professional ethics prohibit the discussion of personal, financial or other private matters, except between the employer and the faculty member.

Payment for services is due only upon completion of assigned duties and the college may reduce a faculty member's salary and/or withhold payment in response to a faculty member's failure, for whatever reason, to complete any or all duties assigned in or pursuant to the employment agreement. The faculty member will not be paid during any semester that he

or she does not perform services for the college, except in the case of a sabbatical leave of absence.

O.5.a. Pay Periods

Full-time faculty are paid over a 12-month period in 24 equal installments, on the 15th and last day of each month. The first paycheck for an academic year is issued September 15.

Regular part-time and adjunct faculty are paid in four installments during the fall and spring semester, and three installments during the summer semester, on the 15th of each month.

O.6. NEW FACULTY RECRUITMENT

O.6.a. Full-Time Faculty

Full-time faculty positions or vacancies may be created as a result of several factors including increased student enrollment, new programs, recommendations by accrediting agencies, retirement, resignation or death. The final determination of the necessity for, and authorization of, recruitment of full-time faculty members is made by the President.

When the decision has been made to recruit a full-time faculty member, the procedure is as follows:

The Dean, with assistance from the appropriate Area Coordinators and other faculty members, coordinates the preparation of a job description, including the course or courses to be taught and specific skills or qualifications required by the position if appropriate.

The job description is submitted to the President for final approval before circulation.

Notice of the position is advertised in professional journals and/or through their online job listings, such as the College Art Association, the Chronicle of Higher Education, and/or any other listing service deemed suitable. The notice of the position is also circulated among current regular part-time and adjunct faculty.

A Full-Time Faculty Search Committee of at least five individuals is appointed by the President made up of a the Dean, the Area Coordinator for the area in which the appointment is to be made and selected faculty; the President is an *ex-officio* member of the Faculty Search Committee. The Dean serves as chair of the Faculty Search Committee.

The Full-Time Faculty Search Committee reviews letters of inquiry, resumes, transcripts, and supporting materials and, based on credentials and experience, arrives at a complete list of qualified candidates to submit to the Dean for his or her review

and authorization to proceed with the search.

Upon the approval of the Dean, the Full-Time Faculty Search Committee invites candidates to visit the college for a personal interview and sends a packet of information about the Delaware College of Art and Design to the candidate, including a detailed job description.

The Full-Time Faculty Search Committee conducts an on-site interview with the candidate; the President may participate in such interviews. Interviews may be conducted off-site in exceptional circumstances.

After conducting the interviews and substantiating references, the Full-Time Faculty Search Committee gives the President a final written recommendation with preferences and evaluative annotations for each candidate interviewed.

With due consideration for the preference of the Full-Time Faculty Search Committee, the President shall recommend that a final candidate be appointed, and conduct negotiations on salary and other conditions of employment.

If the President does not agree to the first choice of the Full-Time Faculty Search Committee, a written explanation for his or her choice will be provided to the committee.

If the Full-Time Faculty Search Committee finds, or the President determines, that none of the candidates is suitable for appointment, the President may dissolve and reconstitute the Full-Time Faculty Search Committee which initiates a new search.

O.6.b. Adjunct and Regular Part-Time Faculty

The need for additional adjunct and regular part-time faculty is determined after the schedule for each semester is complete.

The Dean, in consultation with the Area Coordinators, determines there is need for a search for adjunct or regular part-time faculty, and develops a job description for the position, if it does not already exist.

Such a search is generally local, and is conducted by a Part-Time Faculty Search Committee consisting of the Dean, the Area Coordinator for the area in which the appointment is to be made (who serves as chair of the committee), and the President as an *ex-officio* member.

The search consists of placing an ad, reviewing the materials submitted by the candidates and interviewing selected candidates, after which the committee chair presents a recommendation for appointment listing the final candidates in order of

preference to the President.

With due consideration for the preference of the Part-Time Faculty Search Committee, the President may offer appointment to one of the candidates recommended by the committee.

Appointments to the Delaware College of Art and Design faculty are made by the President. The terms and conditions of each appointment to the faculty are confidential.

O.6.c. New Faculty Orientation

After an offer of employment is made and accepted, the Registrar sends the new faculty member information regarding course scheduling, book and supply orders, and other pertinent matters.

The faculty member shall also make an appointment with the Director of Finance and Operations to become informed regarding human resource and payroll matters.

Each new member of the faculty should arrange a conference with the President, the Dean and their Area Coordinator upon arriving at the college. The new faculty member receives the Faculty Handbook, and is be informed of classrooms, office assignment, and other academic matters.

The faculty member should survey the learning environment and make appropriate recommendations about needed adjustments, improvements, or additions of furniture, equipment, learning aids, etc.

The Area Coordinator serves as a mentor and takes special time with new faculty members, guiding them in the preparation of course materials and meeting individually with them to monitor their progress and provide advice and assistance as needed.

O.7. TERMINATION OF EMPLOYMENT

Termination of appointment means the termination of the employment agreement for personal services to the college and does not mean the reassignment from teaching duties to other professional services.

O.7.a. Termination of Appointment Prior to the End of Term

Termination of any faculty member's employment prior to the end of the term of his or her appointment may occur for one or more of the following reasons:

A breach of any term of the faculty member's employment agreement and/or the faculty handbook which is incorporated therein;
Academic cause, which means service falling significantly below the standard that the college may reasonably expect of a person holding a

faculty appointment;
 Failure to uphold the mission, philosophy, principles, or policies of the college;
 Personal conduct in conflict with the purpose of teaching and scholarship;
 Personal conduct detrimental to college morale or operations, including but not limited to inappropriate behavior with students, such as public humiliation, unprofessional remarks or conduct or use of abusive language when communicating with college students, fraternization;
 Any discrimination against faculty, staff, or students based on race, color, national origin, religion, age, gender, sexual orientation, disability, marital or other basis that would be in violation of applicable federal, state or local law;
 Failure to follow administrative directives despite proper notification;
 Misrepresentation of professional credentials, qualifications, accomplishments, exhibitions, awards, published material, or experience;
 Conviction of a felony; and/or,
 Bona fide financial exigency of the college proclaimed by the Board of Directors.

O.7.b. Process for Termination Prior to End of Term

A Faculty Review Committee, consisting of the Academic Review Committee and up to three other members of the academic and/or administrative staff of the college, shall make the initial determination to terminate.

Written notification of the decision to terminate will be delivered to the affected faculty member.

In all cases, the faculty member shall have the right to a hearing for reconsideration by the Faculty Review Committee so long as the faculty member requests a hearing within five days of delivery of written notice of termination.

Upon timely receipt of a written notice of request for hearing and reconsideration, said committee shall convene within a reasonable time, and at that hearing the faculty member shall be given the right to present a defense personally to the committee.

Because this proceeding is an internal and administrative hearing, the faculty member shall not have the right to be represented by counsel and may not insist on the presence of his or her attorney or any other party. All the parties shall hold the fact and content of any such hearing confidential.

Following the hearing, the committee shall notify the faculty member of its decision in writing.

If the committee decides to affirm the termination, the faculty member shall have the right within five days of the date of delivery to appeal the decision to the President of the college.

The President will render a decision based on the record, without conducting a hearing. However, the President may meet with the affected faculty member and members of the Faculty Review Committee if he wishes. He or she will issue a decision whether or not to uphold the decision of the committee within five days of receiving the appeal.

If the President decides not to terminate the faculty member's appointment, a written explanation for his or her decision must be provided to the Faculty Review Committee.

O.8. BENEFITS

O.8.a. Full-Time Faculty

The college maintains a comprehensive benefit package for its full-time faculty members and, like other employers, it reviews, evaluates and modifies such benefits on an ongoing basis. Consequently, all benefits provided and described herein are subject to change at any time.

O.8.a.i. Health and Dental Insurance

The college currently offers health and dental coverage to full-time faculty members. The college pays individual coverage for all full-time faculty members, who may purchase additional coverage at their own expense for family members and/or domestic partners (if permitted by the provider); in the latter case, the full-time faculty member and his/her domestic partner may be required to complete an Affidavit of Domestic Partnership.

Enrollment takes place on the first of the month, on or after date of appointment. Open enrollment and coverage changes take place on October 1 of each year.

When terminating employment, faculty members may consult with the Director of Finance and Operations to determine their eligibility to remain on the plan at their own expense plus an appropriate service charge.

O.8.a.ii. Workers' Compensation

Employee safety is very important to the college, and all full-time faculty members are expected to comply with all safety and health standards whether established by the college, or by federal or state law.

If, however, a full-time faculty member is injured in the course of employment, either on or off college property, he or she is covered by Worker's

Compensation insurance under the college's commercial policy.

It is important that the Director of Finance and Operations be notified within 24 hours of a work-related injury that has occurred to any staff member so that an accident report can document the incident while it is current. Medical bills are processed through this insurance company and not DCAD's full-time faculty member health insurance benefit plan. All full-time faculty members are covered by this benefit.

O.8.a.iii. Long-Term Disability

This policy is offered to all full-time faculty members. It pays a benefit of 60% of monthly earnings after three (3) months of disability. Enrollment takes place on the first of the month, on or after date of hire. There are no conversion privileges on termination (see *Long-Term Leaves of Absence*).

O.8.a.iv. Life Insurance

This term insurance policy is currently offered to all full-time faculty members, and pays as a death benefit equal to the full-time faculty member's annual salary. Enrollment takes place on the first of the month on or after date of hire.

O.8.a.v. Group Retirement Annuity

All full-time faculty members are eligible for this benefit. Enrollment in the college's group retirement annuity, through TIAA-CREF, takes place on the first day of the month following date of hire.

The college contributes 5% of the full-time faculty member's gross earnings on a monthly basis into his or her group retirement annuity. Full-time faculty members may contribute additional funds to this account, and may also use a group supplemental retirement annuity to save additional pre-tax dollars (see below).

This plan is 100% vested one year from the first day of eligibility. Upon termination, the full-time faculty member has the option of leaving the funds with TIAA-CREF until retirement or closing the account and rolling over the proceeds into an IRA or other eligible plan. A lump sum distribution may be taken if the balance of the account is under a specified limit, but will be fully taxed and charged a penalty for early withdrawal (call TIAA-CREF for more details).

It is very important to notify TIAA-CREF or the college of any address changes, since statements will be sent regularly to the full-time faculty member's home.

O.8.a.vi. Group Supplemental Retirement Annuity

This voluntary form of pre-tax retirement savings is available to all full-time faculty members of the college. The amount to be withheld each month is determined by the full-time faculty member by a salary reduction agreement. The amount withheld is not subject to federal or state income tax.

O.8.a.vii. Blood Bank of Delaware

All full-time faculty members are eligible to join a group plan with Blood Bank of Delaware. A full-time faculty member may join at any time individually or as a family. A donation of blood or monetary equivalent is usually required soon after you have joined. The fee to join the plan is paid by the college. Please see the Director of Finance and Operations to obtain more information.

O.8.a.viii. Tuition Benefit

Full-time faculty are entitled to take degree classes for credit, up to six credits in an academic year (September-August), taking no more than four credits in any one semester, so long as classes do not conflict with the faculty member's scheduled teaching hours or job performance.

Full-time staff and faculty are also entitled to take up to two non-credit full semester, or the equivalent, continuing education classes per semester.

Full-time faculty members' immediate family (spouse, partner, child, parent) are entitled to a 25% discount on the cost of tuition for any non-credit class, with a limit of one class per semester. This discount does not apply to fees charged, nor does it apply to courses taken for credit.

O.8.b. Regular Part-Time and Adjunct Benefits

Regular part-time and adjunct faculty members may take up to three credits in an academic year.

Regular part-time and adjunct faculty are entitled to one non-credit full-semester, or the equivalent, continuing education class per semester.

O.9. LONG-TERMS LEAVES

O.9.a. Sabbatical Leave

The Delaware College of Art and Design is committed to insure that, when financially possible, its full-time faculty members have the opportunity to maintain and increase their professional standing, and that a coherent block of time, uninterrupted by teaching demands, will assist them in their professional growth, contributing to their effectiveness as teachers and the reputation of the college.

Requests for sabbatical leave shall be for the

purpose of pursuing creative work, research, or professional advancement. Sabbatical leave shall not be for the purpose of taking remunerative employment of any sort without specific justification of such employment as an education program, and with prior approval of the President.

Full-time faculty members who have been successfully employed at the Delaware College of Art and Design for a continuous period of seven years may request a sabbatical leave, and may reapply after each continuous period of seven years' teaching.

A sabbatical leave may consist of a full academic year's leave at half salary, or a semester's leave at full salary. A faculty member's full-time benefits shall continue during the sabbatical leave. The sabbatical period is calculated within the faculty member's accumulated service.

Following the conclusion of the sabbatical leave, the faculty member must submit a written report to the President and/or a presentation of his or her activities during the leave to the college community.

When a sabbatical leave is granted, the faculty member must return to teach for at least one full academic year at the college. If he or she does not return to fulfill all or part of this year, the faculty member must remunerate the college for the amount of salary paid during the sabbatical leave.

O.9.b. Procedures for Sabbatical Leave

Upon determination that the financial circumstances of the Delaware College of Art and Design permit it, the President may announce one sabbatical leave for the following academic year no later than November 30.

Faculty members who are eligible to apply for sabbatical leave may submit a formal proposal to the President by January 15.

A Sabbatical Leave Committee consisting of the President and Dean reviews the proposals and evaluates them with regard to the quality of the faculty member's teaching and years of service to the college, his or her potential for professional growth, and the appropriateness of his or her proposal to foster that growth.

The President makes the final decision and announces the sabbatical leave by March 15.

O.9.c. Long-Term Disability Leave

A full-time faculty member who becomes totally disabled as defined below, and who is covered under the college's long-term disability plan, may qualify for benefits. These benefits provide 60% of the employee's monthly earnings, to a maximum benefit

of \$4,000 per month. There is a required ninety (90) day elimination period.

A full-time faculty member is totally disabled under the plan definition when he/she is limited from performing the material and substantial duties of his/her regular occupation due to sickness or injury. Total disability does not mean permanent total disability.

In order to minimize unpaid time and in consideration of the elimination period, a full-time faculty member should file a claim as soon as he or she is disabled. A claim can always be canceled if the disability ceases to exist before the elimination period is satisfied.

During the disability period, health, life and disability insurance benefits for the faculty member who has completed two or more years of full-time service at the Delaware College of Art and Design will be continued by the College for a maximum period of twelve (12) months, provided that the disability is verified by a qualified medical doctor.

When the faculty member is physically able to return to work, he or she will be reinstated to the same position as held prior to the disability. If the position no longer exists, the faculty member will be assigned to a position of like pay and rank. Faculty members returning from a disability leave may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves, their students and/or their fellow employees.

If the faculty member is physically able to return to work, as determined by a qualified medical doctor, but does not return, his or her service will be terminated and recorded as a resignation.

O.9.d. Family and Medical Leave

The college will comply with all applicable requirements of the Family and Medical Leave Act (FMLA) which requires private employers with 50 or more employees to provide eligible employees up to twelve (12) weeks of unpaid, job-protected leave in any twelve (12) month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave. For details on this federally-mandated benefit, see the Director of Finance and Operations.

O.9.e. Jury Duty

A faculty member should notify his/her Area Coordinator as soon as a jury notice (or subpoena to testify as a witness) is received. In some

circumstances, the President may write to the court administrator requesting that the employee be excused. Such a request is not a guarantee that the employee will be excused from jury duty.

P. FACULTY PROCEDURES

P.1. COURSE OUTLINES

Faculty members must distribute a typed course outline to each student enrolled in each course on the first day of class for the semester. The course outline must follow the provided format. Office hours, office location and attendance policies must be clearly noted. Please note that there is no school-wide attendance policy, and it is each faculty member's responsibility to clearly define and communicate his or her policy to the students.

At least five opportunities for evaluating student progress must be offered in each course. A description of all evaluative opportunities should be included on the course outline, and at least two should occur prior to mid-semester. The factoring of each evaluative opportunity in determining the final grade should be clearly indicated. Students should be informed of their performance (i.e., receive a grade) as soon as possible, generally during the next class session or within one week after turning in work or taking a test.

A copy of the course outline must be submitted to the Registrar each semester no later than the end of the first week of classes. The Registrar maintains a file for each course in the curriculum. Faculty are advised to maintain copies of course outlines in their own files.

The right of an instructor to regulate the content and organization of his or her courses will not be abridged by this regulation as long as the necessary material and objectives for the course are covered.

P.2. ATTENDANCE

Students are expected to attend all scheduled classes, additional sessions deemed necessary by the professor, and field trips.

Faculty members should take attendance within the first ten minutes of class.

Each faculty member is responsible for his or her own attendance policy, which should be clearly stated in the course outline and rigorously enforced.

It is strongly suggested that no student be allowed to pass a class in which he or she has missed more than 20% of the class meetings.

P.3. STUDENT WORK LOAD

In academic classes, a faculty member should expect students to invest a minimum of two hours of study time for every one hour of class time. In studio classes, faculty should expect students to invest an amount of time equivalent to the scheduled hours in additional studio work.

P.4. SUPPLIES AND BOOKS

Faculty members must submit a supply list for their classes to the registrar at least four weeks before the start of classes. They are responsible for contacting Wilmington Blueprint or other art supply stores to insure studio supplies that they require are available in sufficient quantity for their classes needs.

First-semester students are required to purchase a freshman supply package that contains most of the supplies they will need for their first-semester studio classes. Faculty teaching those classes should review the contents of the freshman supply package periodically to insure it contains most of the supplies they will require.

Book orders should be placed with the Ninth Street Bookstore at least six weeks before the start of classes. Timely ordering is essential. Many publishers offer complimentary desk copies to faculty members when the text is adopted for course use. Faculty members who need a desk copy should request it directly from the publisher at the time of placing the order.

P.5. ADVISEMENT

Studio Area Coordinators are the principle academic advisors for all students in their area. Students meet with their Area Coordinators at pre-registration to review completed courses, progress in current coursework, and discuss a program of study for the coming semester. The Area Coordinators can identify scheduling problems, ensure proper credit load and help with the selection of electives. The Area Coordinator is the first person a faculty member should contact if he or she has questions about a student's performance.

P.6. CLASS ROSTERS

On the first day of class each semester, faculty members receive temporary rosters in their mailboxes. Faculty members should direct students in class whose name is not on the roster to report immediately to the registrar's office to resolve the discrepancy.

The faculty member must not allow any student not listed on the roster to attend the class without first seeing a copy of the registration form, drop-add form or student's current schedule of classes from the registrar's office. Every effort should be made to ensure that the student is attending the class and section for which he or she is registered. Faculty should contact the registrar's office to determine a student's enrollment status.

Faculty must submit copies of their rosters to the registrar after the third, seventh and the final week of classes.

Faculty members are not authorized to allow students to switch sections. Occasionally, students may arrange to attend another section of the same class if emergency or illness prevents them from attending their regular class. The faculty member must grant permission and the registrar's office must be notified.

P.7. MUSEUM TRIP DAY

The college schedule provides for a day each semester when no other activities are scheduled, and students are expected to participate in a college-sponsored trip to a major museum, usually in New York, NY or Washington, DC.

The museum trip is designed to expose students to practices in the working world and/or to give students an opportunity to examine the work of other artists or designers first-hand in museums, galleries, or other sites. Study trips expand upon knowledge gained in the classroom and demonstrate the relevancy of classroom instruction. Participation in the study trip should be required of all students, should be incorporated into the instructional program of the course, and should be accounted for in the grading process.

Students who are unable to attend a study trip must be given an equivalent assignment for credit.

P.8. GUEST LECTURERS

Each area sponsors at least one lecture per year in that discipline. The Academic Review Committee is responsible for overseeing the selection and scheduling of the lecture series. The guest lecturers should be dynamic presenters and active professionals in their field with a national profile and/or substantial record of professional achievement. Guest lecturers should also be available to meet with students on both a formal and informal manner.

At various times during the year, additional guest

lecturers or workshop leaders may be scheduled on a class or area basis; these are generally organized by an individual faculty member and must be approved by the coordinator of the area in which the activity is to be given.

P.9. MODELS

Faculty members who require figure models for classes should contact the Administrative Assistant in the administration area, with their modeling needs as early as possible in the semester.

At the end of each session, the faculty member must sign the model's time sheet. It is the model's responsibility to submit the time sheet for payment.

P.10. DOCUMENTATION OF STUDENT WORK

Each year, the college documents the work in the student exhibition for institutional needs. Faculty members may request one additional slide for their own use. Faculty may use the college facilities for documenting additional student work at their own expense.

Faculty members teaching academic classes should document two examples of student work per section each semester and place the copies in an academic studies area archive.

P.11. REMOVAL OF WORK

All work must be removed from classrooms and lockers by the last day of the semester. Work left behind by students who have graduated, withdrawn, been dismissed or departed for vacation will be disposed of in the general clean-up following each semester. When necessary, students will be financially responsible for the disposal of such items. DCAD cannot be responsible for work and personal property left in lockers or classrooms during the school year.

P.12. TRANSCRIPTS

The registrar's office maintains the educational records for enrolled and formerly enrolled students. A student wishing to obtain a copy of his or her academic transcript must submit a written request with a \$5 processing fee to the registrar's office. The registrar's office will release a transcript of the student's academic record at the college within 31 days of the receipt of the request and processing fee, provided the student has no outstanding college debts. Please allow ample time for processing when requesting transcripts.

P.13. STUDENT PRIVACY

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. They are:

The right to inspect and review the student's education record within 45 days of the day the Delaware College and Art and Design receives a request for access. Students should submit, to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the registrar does not maintain the records, the registrar shall advise the student of the correct official to whom the request should be addressed. That official will make arrangements for access and notify the student of the time and place where the records may be inspected.

The right to request the amendment of the student's education record that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write to the registrar, clearly identify the part of the record in question, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent of disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in a supervisory, administrative, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the college had contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school

official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college will disclose a student's education records to officials of another school in which a student seeks or intends to enroll without the student's prior consent. The college will also disclose directory information in a student's education record unless it receives written notice from the student that the student does not wish to be included in the disclosure of directory information on or before October 1 of the current academic year. Written notice should be sent to the registrar's office. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended, and photograph.

The right to file a complaint with the U. S. Department of Education concerning alleged failures of the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy and Compliance Office U. S. Department of Education 600 Independence Avenue, S. W. Washington, D.C. 20202-4605.

College officials may not make grades public, share them with other students, post them in any manner or report them to or discuss them with parents. (If a student wishes grades to be sent to his or her parents, the student may request that in writing.) Graded projects should not be left in a public area for students to view or pick up. Similarly, grades should not be visible on artwork on display. Grades should not be discussed with other students or in group critiques. Likewise, student Social Security numbers should not be collected, recorded or utilized by faculty members in posting grades or for any other purpose.

P.14. ACCESS TO RECORDS

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) was enacted to protect the privacy of educational records, to establish the right of students to examine and review their personal educational records, and to establish guidelines for the correction of inaccurate or

misleading statements. The Delaware College of Art and Design considers the following to be public or directory information: student's name, major field of study, dates of attendance and degrees and awards received. For the protection of the student, signed inquiries must be submitted to the Registrar in writing (or by fax) and will be kept in the student's file.

No other information will be released without the written permission of the student, including disclosure of information to parents or family members. Special requests can be made by students to withhold the release of directory information. This can be done by contacting the Registrar's Office in writing at the beginning of each semester. Complaints concerning alleged failures by the institution to comply with the Privacy Act can be filed with the Educational Rights and Privacy Act Office in Washington, D.C.

DCAD also reserves the right to allow any "school official" access to student records at any time provided the function of that "school official" necessitates the handling of the record(s) of the student(s). A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor or collection agent); a person serving on the board of trustees; or a student serving on an official committee, or assisting another school official in performing his tasks.

Q. FACULTY RIGHTS AND RESPONSIBILITIES

Q.1. PROFESSIONAL ETHICS

The Delaware College of Art and Design believes that the "Statement of Professional Ethics," promulgated by the American Association of University Professors and reproduced here, may serve as a guide to the variety of obligations assumed by all members of the academic profession.

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-

discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens

engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

All faculty members should strive to make these recognized standards of the profession an integral part of their personal and professional lives.

Q.1.a. Additional Standards

All faculty members are expected to uphold the mission, integrity and reputation of the college. Faculty members shall not undertake any activity that impacts negatively on the Delaware College of Art and Design. Any concerns or complaints with regard to the college are to be communicated directly to the faculty member's superior or supervisor in accordance with the organizational chart. Any concerns that a faculty member feels have not been duly considered should be brought to the attention of the Dean.

Faculty members should use discretion and exercise good judgment regarding personal business dealings of any kind with college community members. Faculty should avoid personal interactions that could in any way compromise the professional relationship with students or cause some students to feel that another student has a special relationship with the faculty member.

Faculty members should not invite individual students to their homes or studios. Classes or extra help sessions should never be held in the home or studio of a faculty member, or the home or studio of a student. Classroom space or other space on campus is provided for classes, conferences, and extra help sessions.

Consensual relationships between faculty and students or between supervisor and faculty member, while not expressly forbidden, are generally deemed very unwise. The professor-student is one where, by its nature, control and power are solely vested in the professor. A faculty member who engages in an apparently consensual sexual relationship with a student (or supervisor with a faculty member) will not be immune from a charge of sexual harassment or discrimination. Where a faculty member has engaged in a relationship with a student, or a supervisor has engaged in a relationship with a faculty member, a defense based upon consent will not be available.

Q.1.b. Violations of Professional Ethics

Faculty members are expected to act fairly and honestly in all transactions with DCAD and with

others to maintain the high ethical standards of the College. Violations of professional ethics may constitute grounds for dismissal. If a faculty member is unsure whether there may be a violation of professional ethics, he/she should contact the Dean or the Director of Finance and Operations.

Discovery of events of a questionable, fraudulent, or illegal nature, or which appear to be in violation of professional ethics, must be reported promptly to the Dean. If such instances are identified with persons at the highest management levels within the College, the matter should be reported to the President of the Board of Directors of the College.

Q.2. RIGHTS AND PRIVILEGES

Q.2.a. Academic Freedom and Responsibility

Each faculty member has individual freedom of inquiry and expression in teaching, research, and publication. Academic freedom and responsibility are here defined as the liberty and obligation to study, to investigate, and to discuss facts and ideas concerning all branches and fields of learning. No limitations on such freedom are imposed other than those required by generally accepted standards of responsible scholarship and research.

When faculty members speak, write, or act as citizens, they are free from institutional censorship or discipline, and they should undertake to avoid any implication that they are representing all or part of the institution or that they are institutional spokespersons. In order to avoid confusion and possible unintentional duplication or contradiction, public statements about college matters are released only by official college spokespersons.

All faculty are expected to respect the academic freedom of individuals within the college community, and the college community as a whole, and the right of the college to determine overall enrollment, personnel, and content relevant to the educational program, based on the mission and philosophy of the college.

Q.2.b. Academic Freedom and Professional Security

Institutional statement of purpose relevant to academic freedom: The Delaware College of Art and Design is a private, not-for-profit, degree-granting, accredited, co-educational college open to resident and non-resident students. The college's goal is to nurture and cultivate the unique qualities of each student through an effective and engaging curriculum, in an inspiring environment, with the help of involved teachers. The college offers the