

DCAD

DELAWARE COLLEGE OF ART AND DESIGN

STUDENT 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—attempts 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 or 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 or 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. GETTING STARTED AT DCAD

M.1. AREA COORDINATORS

The Area Coordinators work closely with the President and 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.

Studio Area Coordinators are the primary academic advisors for all students in their area. They are familiar with the degree requirements and academic needs of the students in their area; keep track of their progress, encourage and direct them towards fulfillment of requirements for graduation; and recommend appropriate courses to be taken each semester. Area Coordinators participate in registration and counseling of their area students.

The current studio Area Coordinators are:

- Animation–Pahl Hluchan, Room 317
- Graphic Design–John Breakey, Room 407
- Fine Arts–James Lipovac, Room 509
- Illustration–Alexi Natchev, Room 511
- Interior Design–Ian Tornay, Room 407
- Photography–Ron Brignac, Room B13

M.2. REGISTRAR’S OFFICE

The registrar’s office is located in Room 104. The registrar can assist on matters concerning student status, drop/add procedures, transcript requests, and other registration information. This office conducts degree progress audits. Changes of address and telephone number should be reported to the Registrar immediately.

M.3. ADVISEMENT

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. If further assistance is needed, contact the Registrar or the Dean. Students are ultimately responsible for ensuring that their registration adheres to the rules of the college.

M.4. TRANSFER CREDIT EVALUATION

Transfer credit evaluations, for courses taken prior to matriculation, are completed by the Admissions Office and approved by the Director/Dean. Students may petition to change these evaluations only during their first two semesters of enrollment at DCAD. Students should contact their Area Coordinator for assistance in petitioning for re-evaluation. No more than nine (9) credits may be taken outside DCAD for transfer credit after matriculation, unless authorized by the student's Area Coordinator and the Registrar.

M.5. REGISTRATION

Students register for the next semester approximately four weeks before the end of the current semester. Students should refer to the current Academic Calendar for information on registration dates. All outstanding bills and financial aid obligations must be cleared prior to receiving a schedule. Late registration may result in being closed out of particular classes.

M.6. REGISTRATION ADJUSTMENTS

Final registration takes place during the days immediately preceding the beginning of the semester. All students must make their tuition payment in accordance with their chosen payment schedule before receiving a course schedule. In no case will a student be allowed to attend classes unless payment arrangements have been approved by the Bursar.

M.7. ADD / DROP / WITHDRAWAL

An "Add/Drop Form" is required for any schedule changes. Add/Drop forms are available from the Registrar's Office. These forms must be fully completed and signed as indicated and returned to the Registrar's Office. Check the academic calendar (available online at www.dcad.edu) for Add/Drop and Withdrawal deadline dates. Students wishing to drop a class after the Add/Drop deadline must follow the same procedure and, if approved, a grade of "W" for "Withdrawal" will be issued. Students may later

retake a class from which they have withdrawn. Withdrawn classes appear on grade reports and transcripts, though do not count against the student's GPA.

Verbal requests for schedule changes are not acceptable as official actions.

M.8. WITHDRAWAL FROM THE COLLEGE

Students who withdraw from the degree program, or who transfer to other schools, must do the following:

Meet with the Director of Financial Aid if the student has received financial aid to complete the exit interview form and settle financial matters.

Meet with the Bursar to settle financial matters.

Meet with the Director of Student Services if the student is living in Housing.

All of these requirements must be met before withdrawal is considered official. Students who stop attending classes and who have not officially withdrawn will receive a grade of "F" in all classes. Contact the Registrar to fill out a withdrawal form.

Please refer to the "Tuition and Fees" section of this handbook for the schedule of refunds.

M.9. ADMINISTRATIVE WITHDRAWAL

The Delaware College of Art and Design has the authority to require the withdrawal of any student when such action is deemed necessary and appropriate. Reasons for mandatory withdrawal include, but are not limited to, financial, medical, and psychological reasons as well as violations of the Code of Student Conduct. Also, if the college can reasonably assume a student is no longer in attendance, an administrative withdrawal may be attached to the student's record.

Administrative withdrawal is implemented at the discretion of the Dean, with the recommendation of appropriate faculty members, medical and/or mental health professionals. Students who are administratively withdrawn are ineligible to attend classes, receive financial aid, reside in DCAD apartments, or avail themselves of DCAD programs and services.

M.10. TRANSCRIPTS AND RECORDS

The Delaware College of Art and Design complies with the Family Educational Rights and Privacy Act of 1974 as amended. A copy of this federal regulation is available in the Registrar's Office.

Transcripts will be released only at the written request of the student for a fee of \$5.00 per copy. (There is no charge for transcripts sent to Pratt or the

Corcoran) “Transcript Request” forms are available in the Registrar’s Office. Transcripts and grade reports cannot be released until all outstanding bills have been satisfied and all equipment and library materials belonging to the College is returned. This includes overdue payments of Perkins Loans and Stafford Loans. If loans are in default, full payment of tuition will be required.

M.II. 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.

M.I2. STUDENT ACADEMIC RECORDS AFTER GRADUATION

Students are issued a complimentary copy of their official transcript after graduation. Students are strongly urged to review these documents for errors, as changes can be made to the academic record only up to two months after graduation.

M.I3. IMMUNIZATION REQUIREMENTS

State and Federal law require the College to retain certain medical records on each student. This medical information is confidential and remains in the student’s file. Each student must complete the required sections of the Student Immunization Record by the 45th day of the semester or will not be allowed to attend class.

The Delaware State Board of Communicable Disease Regulations (Section 7.194) mandates that all students born after 1956 provide an accurate vaccination history showing immunity to measles, mumps and rubella.

Beginning in 2001, the State of Delaware requires all colleges and universities to provide information to admitted students about Meningococcal Meningitis and notice of the availability and benefits of the vaccination. It is the student’s or in the case of a minor, a parent/guardian’s decision, to be vaccinated. Students must supply the College with either the date of their vaccination or sign a waiver form, indicating that they have decided to not be vaccinated. Students are not permitted to attend class without this information on file.

In addition, the College requires students to provide the date of vaccination, within 10 years, of their most recent Tetanus-Diphtheria vaccination. The student is also required to provide information relating to Tuberculosis if they identify with the categories outline on the Immunization Form.

M.I4. CHANGING MAJORS

Selecting a major is a serious and possibly difficult decision. Students’ goals and interests may change before their studies are completed. When considering a change of major, students should discuss their intentions with their Area Coordinator, the Director of Student Services or the Dean. Consider the options carefully. A change of major will usually require extra time in school since the curriculum at DCAD is very different from department to department. Upon deciding to change major a “Change of Major Form” must be completed and returned to the Registrar.

M.15. CLASS EVALUATIONS

Toward the end of each semester students are asked to complete class evaluation forms. The evaluation process is a method of obtaining constructive feedback from students. It is therefore important that students be honest and thoughtful in their evaluation of course content and teaching methodology. Since faculty members do not have access to the evaluations until after their grades have been turned in, students are guaranteed complete anonymity.

M.16. ORIENTATION

All new students are required to attend orientation before their first semester. Orientation broken into two events, one day in July and a two-day kick-off held immediately preceding the first day of classes. Important information and testing takes place during orientation that prepares the student for the successful completion of the academic program.

N. STUDENT LIFE

Student life at DCAD is closely linked to the life of the Wilmington community. From internship and job opportunities to cultural activities and a sense of history, students at DCAD enjoy the benefits of having a major metropolitan city as their campus. The Student Services Office is available to help students take advantage of the opportunities of their city-campus, and to assist in coping with the challenges of making art while keeping well and surviving in the city.

N.1. COUNSELING

DCAD recognizes the special demands art students endure in the pursuit of their education. While there are no full time counselors on call, the Office of Student Services has developed a referral network of counselors in the Wilmington area who are attuned to the special issues art students feel, such as the pressures of school and daily interpersonal relationships. Students in need of more extensive therapy, including hospitalization or medication, are referred to other appropriate sources. All referrals and consultations are confidential.

N.2. CAREER DEVELOPMENT

Each department offers career assistance through informal referrals and/or formal internships. In addition, jobs opportunities are posted in the Rowland Student Lounge. Additional career services and information are available through Student

Services.

N.3. INTERNATIONAL STUDENT ADVISING

International students can obtain information and advice on immigration policies and issues from the Director of Admissions. Reference books with specific immigration information and frequently required forms are available through the Admission Office

N.4. HEALTH INSURANCE

The Delaware College of Art and Design has authorized an insurance company to underwrite a hard-waiver accident and sickness plan for all full-time students. In the event that a student does not carry their own health insurance or is not covered on their parent's health insurance plan, the student will be required to participate in the school sponsored plan. All students will be automatically billed for the hard-waiver accident and sickness plan, but students with subsequent coverage are able to waive the insurance fee by filling out a waiver form prior to September 15 for those enrolling in the fall and February 15 for those enrolling in the spring.

All full-time international students are required to enroll in the mandatory accident and sickness plan that has been selected by the College. All international students will be billed each semester for six months of coverage.

The Delaware College of Art and Design has instituted a mandatory accident plan. All full-time students will be billed for the mandatory accident plan once per year.

N.5. SPECIAL PROGRAMS

Throughout the school year, the Student Services Office sponsors a variety of special educational and social programs. In the past these have included AIDS education, fund-raising events, theater and performance art events. Students who have suggestions, or who would like to help with planning special programs, should contact the Student Services Office.

N.6. STUDENT ACTIVITIES

Anyone interested in being involved in extracurricular activities should watch for information at the beginning of the semester or contact the Director of Student Services.

N.7. MESSAGES

DCAD's administrative office is not staffed to serve as a message center. Students should direct mail and telephone calls to their local addresses. Only in an emergency will a student be called out of class. Any messages or mail received by the school will be placed in the student mailboxes located in the Rowland Student Lounge on the fourth floor.