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**A. ACADEMIC CALENDAR 2018-2019**

FALL 2018

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|  |                            |
|--|----------------------------|
| Move-in Days for New Students                                  | Saturday, August 25        |
| Move-in Days for Returning Students                            | Sunday, August 26          |
| Orientation  | Monday, August 27          |
| Immunization Records Due for Full-time Degree Program Students | Monday, August 27          |
| <b>FIRST DAY OF CLASSES (MONDAY SCHEDULE)</b>                  | <b>TUESDAY, AUGUST 28</b>  |
| Labor Day Holiday- College Closed                              | Monday, September 3        |
| Last Day to Add Classes  | Tuesday, September 11      |
| <b>LAST DAY TO WITHDRAW FROM CLASSES</b>                       | <b>TUESDAY, NOVEMBER 6</b> |
| Registration for Spring 2018 Classes                           | Tu/Th, November 8 & 13     |
| Thanksgiving Holiday Break- NO DEGREE CLASSES                  | Weds-Fri, November 21-23   |
| <b>LAST DAY OF CLASSES FOR DEGREE PROGRAM</b>                  | <b>FRIDAY, DECEMBER 14</b> |
| Fall Grades Distributed  | Thursday, December 20      |

SPRING 2019

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|   |                          |
|---|--------------------------|
| Move-in Day for New and Returning Students  | Sunday, January 6        |
| Martin Luther King Day – College Closed   | Monday, January 21       |
| <b>FIRST DAY OF CLASSES</b>   | <b>MONDAY, JANUARY 7</b> |
| Fall 2018 Incompletes Work Due  | Tuesday, January 11      |
| Last Day to Add Classes   | Tuesday, January 22      |
| Spring Break - NO DEGREE CLASSES  | Sat-Sun, March 9-17      |
| <b>LAST DAY TO WITHDRAW FROM CLASSES</b>  | <b>MONDAY, MARCH 25</b>  |
| <b>LAST DAY OF CLASSES FOR DEGREE PROGRAM</b>   | <b>TUESDAY, APRIL 30</b> |
| First Year Portfolio Review/2 <sup>nd</sup> Year Accuplacer Testing NO CLASSES IN SESSION | <b>TUESDAY, April 3</b>  |
| Commencement  | TBD                      |

## **B. ABOUT THE DELAWARE COLLEGE OF ART AND DESIGN**

### **B.1. 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 dedicated 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.

### **B.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](http://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](http://www.nasad.arts-accredit.org). DCAD has the legal authority to award degrees from the Delaware State Board of Education.

### **B.3. Programs**

The Delaware College of Art and Design offers the Associate of Fine Arts degree in five majors: Animation, Fine Arts, Graphic Design, Illustration, and Photography. The Associate of Fine Arts of Degree 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. The studio curriculum allows students to develop basic skills, concepts, and values in their respective areas of study. The Liberal Arts curriculum instructs students in oral and written communication; quantitative, visual, and information literacy; critical thinking, technology, and global citizenship.

Completion of requirements of the AFA degree is normally accomplished through two years of full-time study. The curriculum for the majors of Animation and Fine Arts consists of 66 credits, composed of 42 studio art credits and 24 liberal arts credits. The Graphic Design and Illustration majors consists of a total of 72 credits, composed of 48 studio art credits and 24 liberal arts credits. The Interior Design major consists of a total of 68 credits, composed of 44 studio art credits and 24 liberal arts credits. The Photography major consists of a total of 63 credits, composed of 39 studio art credits and 24 liberal arts credits. All programs require a core group of foundation and liberal arts courses during the first year. Starting with the second year, students take a mixture of courses specific to their electives as well as liberal arts courses.

#### B.4. Continuing Education

DCAD delivers challenging and inspiring courses, the convenience of a downtown Wilmington location, the flexibility of an evening or weekend schedule and personalized, small classes conducted by an engaging and supportive faculty of working artists and design professionals – all focused on your success.

In addition to the AFA Degree Program, DCAD's Office of Community Programs offers structured Certificate of Completion Programs which provide students with the opportunity to accelerate their careers through focused, compact courses that develop the creative and technical skills needed to excel in the areas of Interior Design, Photography, Web Design, Graphic Design and a Combined Certificate in Web & Graphic Design. Please contact the Director of Community Programs to find out more about the many opportunities to enhance your career, artistic abilities and lifestyle through Continuing Education at DCAD.

### C. ADMINISTRATION

#### C.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.

#### C.2. Dean

The dean oversees all elements of educational programs in support of the College's mission as well as providing oversight of the assessment of student learning outcomes. The dean is the Chief Academic Officer, supervising and enforcing academic standards, and monitoring student progress to maintain a high level of student success.

#### C.3. Office of Admissions

The Office of Admissions is responsible for effectively recruiting, reviewing, and admitting students to the College's Associate of Fine Arts Degree Program. This includes general interaction with the public, direct involvement with applicants, and establishing positive relationships with high schools and prospective students.

#### C.4. Office of Financial Aid

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

#### C.5. Office of Student Services

The Office 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.

#### C.6. Registrar's Office

The registrar maintains all academic records, administers an efficient registration system, issues necessary enrollment reports, and establishes procedures appropriate to these duties. The registrar provides support to the academic dean by coordinating the compilation, analysis and reporting of institutional data including semester grades and transcripts.

#### C.7. Office of Community Programs

The Office of Community Programs is dedicated to creating programs that enhance arts education and access, serving as a catalyst for the revitalization of downtown Wilmington, as well as, providing employment opportunities for professional artists and designers in the DCAD community for corporate settings and community-based organizations. We do this through a range of exceptional programs, including summer programming for children, youth and adults, diverse postsecondary course offerings, and robust internship opportunities.

#### C.8. Library Director

The 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 information literacy sessions.

#### C.9. Bursar

The Bursar provides the Office of Financial Aid and the chief administrative officer with accounting and administrative support in all respects of student billing.

### **D. FACULTY**

#### D.1. 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, and Photography. An area coordinator is also appointed for Liberal Arts.

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.

## D.2. 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, which is responsible for reviewing, coordinating and recommending curricular changes. The Academic Review Committee also considers extension of academic probation, academic dismissal, and final grade appeal. The Academic Review Committee meets on a monthly basis. The group may meet more or less frequently, as needed.

## E. COLLEGE RESOURCES

### E.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 well-equipped educational facility. Technologically-current computer imaging and graphics labs, a darkroom and photo studio reflect the latest developments in these fields, while painting, drawing, and design studios, bathed in natural light, merge modern with traditional approaches.

### E.2. Housing

The Delaware College of Art and Design offers student accommodations at the Saville (located at the corner of Sixth and King Streets) and at 707 N. King Street. Students desiring housing can utilize these units. 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 \$200 deposit is required to request a housing assignment. This deposit becomes the security deposit. Rates for the 2018-2019 academic year are \$4,090.00 per semester.

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 unit and an inspection has been completed that identifies any damages or special cleaning arrangements. For more information regarding student housing, please refer to the *Student Housing Handbook*.

### E.3. Dining

The Delaware College of Art and Design offers an on-campus dining hall, located in our 707 King Street dormitory. The dining hall, operated by CulinArt, Inc., offers a large selection of meal and snack options for breakfast, lunch and dinner during the week and brunch and dinner on the weekends. Everything is made from fresh, local ingredients and satisfies any and all tastes and preferences, including vegetarians. Vegan and other special diets are included with healthy options. If a special diet is required, a student should notify Student Services prior to August orientation.

Meal plans are mandatory for all residential students and the rate for the 2017-2018 academic year is \$2,135.00 per semester. Commuter students have the option of purchasing a meal plan.

### E.4. Tatiana Copeland Student Center

The first floor of the Saville features the Tatiana Copeland Student Center, a gathering spot offering game tables, study nooks, wireless Internet, snack machines, and a general "hangout" for students to



build and foster study groups and lifelong friendships. Students can find a wide-range of activities in the Student Center from music performances to poetry readings to exhibitions of their work.

#### E.5. Edgar A. Thronson Library

The Edgar A. Thronson Library is a specialized art and design library supporting the research needs of DCAD's students and faculty. The library houses a collection of more than 14,000 books, videos, sound files, digital images, electronic resources, as well as subscriptions to art and design periodicals. The collection of art and design resources supports and supplements DCAD's intellectual and artistic goals; with particularly strong collections in animation, art history, fine arts, graphic design, illustration, interior design, and photography. Search the library's collection by accessing the online catalog at [WWW.DCAD.EDU/LIBRARY](http://WWW.DCAD.EDU/LIBRARY) or by visiting the library in person. In addition to both the library's physical holding and electronic resources the library participates in an interlibrary loan network, which allows patrons to borrow materials from libraries across the U.S. In addition, DCAD students can visit nearby library collections at the Wilmington Public Library, Delaware Art Museum and the University of Delaware.

#### E.6. 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 & Stuart B. Young Gallery. The 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 exhibition spaces include the Denise and Richard Easton Sculpture Space, a student-run exhibition space, and in the hallways. As Wilmington's only professional art school, many other exhibition opportunities are made available to DCAD students, on and off the DCAD campus.

#### E.7. Copy Machines

Card-operated copy machines are available for student use in the Rowland Student Lounge and in the Thronson Library. If any copier requires technical assistance, please contact the Business Office.

#### E.8. Mailboxes

Each student in the AFA 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.

#### E.9. Email

All DCAD students are issued a College email address: [jdoe@dcad.edu](mailto:jdoe@dcad.edu) and an account. Students are required to monitor messages that are generated by faculty, the registrar and other DCAD offices.

#### E.10. Postings

In order to facilitate the responsible distribution of information, and to minimize visual clutter in the 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.

Posting areas for students' notices includes the Rowland Student Lounge on the fourth floor and the first-floor kiosk. Prior approval is necessary for posting in these areas. No notices, flyers or posters may be taped or pinned to walls anywhere else in the building, including the stairwells. 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.

## **F. TUITION AND FEES**

### **F.1. Tuition and Fees 2018-2019**

For the 2018-2019 academic year, tuition for students carrying between 12 and 18 credits each semester is \$12,025.00 per semester (\$24,050 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 \$1,040 per credit hour. There is also an academic technology fee of \$435.00 for full-time students (\$305.00 for part-time students), and a student activities fee of \$395 for full-time students (\$262 for part-time students).

### **F.2. Other Fees:**

|                                  |      |
|----------------------------------|------|
| Late Payment Fee: August 1       | \$25 |
| Late Payment Fee: semester start | \$50 |
| Returned Check Penalty           | \$25 |
| Transcript Fee (per copy)        | \$5  |
| ID Replacement Fee               | \$50 |

### **F.3. Forms of Payment**

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

### **F.4. Tuition Payment Plan**

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

### **F.5. 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 \$3,200 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. Studio faculty will distribute required material lists at the beginning of each semester.

### **F.6. 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. Refund Policy applies to tuition, fees and housing.

| <u>Time of Withdrawal</u> | <u>% 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%                 |

*\*Regardless of whether a student withdraws, any and all unpaid balances due remain in effect.*

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

#### F.7. Refund of Credit Balances

A refundable credit balance on a student's account may result due to: financial aid payments, loan disbursements or account adjustments. DCAD students awarded financial aid will have their aid applied directly to their tuition bill. In cases where this results in a credit balance, the student/parent will be issued a check for the amount of the credit balance.

### G. 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. 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.

#### G.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 race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, physical disability, marital status, veteran 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 Delaware College of Art and Design.

#### G.2. Student Conduct Handbook

The Delaware College of Art and Design has a Student Conduct Handbook outlining all of the college's policies for student behavior. Please refer to this handbook for a detailed description of all college policies, possible outcomes and sanctions for policy violations, procedures and timelines for student conduct cases, as well as other student conduct related information.

### G.3. Sexual Misconduct, Assault and Harassment

DCAD has a zero tolerance policy for any act of sexual misconduct. Sexual misconduct can include any form of an actual or attempted sexual offense perpetrated upon a person without that person's consent including, but not limited to sexual assault, sexual harassment, dating violence, stalking, voyeurism, intimidation and retaliation; or any other unwelcome physical contact (e.g., fondling, touching, pinching, patting, grabbing, rubbing, or inappropriately brushing up against someone's body). Photographs, video, or other visual or auditory records of sexual activity made without explicit consent constitutes sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings without explicit consent is a form of sexual misconduct. All alleged acts of sexual misconduct will be investigated and expeditiously adjudicated.

Victims and witnesses always have the right to and are encouraged to share information with local law enforcement. The College will provide support services throughout this process for both witnesses and victims. Students seeking support or who wish to discuss the incident confidentially may contact a Title IX Coordinator. Students also have the right decline to notify local authorities.

More information is available in the Student Conduct Handbook under general conduct violations and in Appendix A. In addition, the Delaware College of Art and Design publishes an annual, comprehensive report detailing the policies and procedures pertaining to sexual misconduct, and campus safety and security. Copies are located in the Library, on the website, and are available by request in the Student Services office.

### G.4. Student Grievances

Delaware College of Art and Design is committed to providing a diverse and welcoming environment which celebrates student rights and culture, and promote integrity among all members.

Informal resolutions of complaints are encouraged when appropriate. In circumstances where the alleged infraction is not possible to solve through informal resolution, students have the right to file a formal written complaint/grievance.

A complaint/grievance is defined as a response to an alleged action made by a college employee or college student that a student believes to be unfair or inconsistent with college policy or procedure and cannot be resolved informally.

Informal resolutions are defined as an attempt to resolve conflicts prior to submitting a written complaint/grievance. Informal resolutions include private meetings during office hours, mediated meetings that include a neutral party, and other processes that create constructive, transparent, and equitable communication. If students are unable to resolve the complaint through informal meeting processes, then a student may file a written complaint/grievance.

Students should not be deterred from bringing forth complaints because of an individual's position or relationship to students.

A student may report a complaint/grievance to any College employee. At that time the student will be given detailed resources and instructions regarding the Student Complaint/Grievance Policy and Procedure. Students may also locate this information on line on the Current Students page of the website.

Any complaint/grievance that constitutes a Student Conduct policy violation should be immediately reported by submitting an online incident report found on the DCAD webpage.

#### **Student Grievance Procedure:**

DCAD encourages all students to first attempt an informal resolution if appropriate.

If a complaint/grievance is not resolved through informal resolution, complete the Complaint/Grievance form.

Submit the Complaint/Grievance form and any supporting documentation to the Director of Student Services or the Registrar & Assistant Dean.

Complaints must be submitted within 7 days of the incident. Adjudications will be concluded within 7 days thereafter. The resolution will be sent to your DCAD email account.

Once you have reviewed the resolution of your complaint/grievance, if you do not believe you were provided with a fair resolution, you may submit an appeal.

Appeals must be made in writing within two business days of receiving the complaint/grievance resolution. The appeal should include a completed copy of the Student Complaint/Grievance Appeal Statement form and copies of the complaint/grievance resolution(s).

The appeal will be adjudicated within seven business days by the Student Conduct Committee Appeal Officer(s). The appeal will then be closed and filed as "appeal resolved." All resolutions made by the Appeal Officer(s) are final. Resolutions will be sent via your DCAD issued email account and will contain a copy of the Appeal Statement form.

#### G.5. 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. Students with appropriately documented disabilities who have made specific accommodation requests to which they deem to have received an insufficient response can appeal through the Student Grievance Process as outlined in the Student Handbook.

It is strongly recommended that students request accommodations prior to matriculation but at least within the first two weeks of class, as per syllabi. 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.

#### G.6. Harm to Self or Others

The Student Conduct Handbook outlines policies regarding bullying, disruptive behavior, and harmful behavior. Causing harm or threatening harm to one's self or others is strictly prohibited. In the event that a student harms or threatens to harm themselves or others, the college will take immediate actions to protect students. In cases of self-harm, the student will not be permitted to resume classes or reside on campus until they provide proof that they have received medical assistance.

The Delaware College of Art and Design will mandate any student who has voiced plans to hurt themselves or has attempted to hurt themselves to seek immediate help. In such circumstances, the college will seek immediate medical assistance for the student, contact the student's parent, and/or contact the Wilmington Police Department. Students are always encouraged to reach out for help and support when they are in trouble. A student's mental health has a significant impact on all aspects of their college experience. If a student is in immediate need of assistance, they have the option to be transported to the hospital or return home to seek medical attention. To preserve the wellbeing of the student, acts of self-harm will result in a loss of privileges for the student to attend classes or live on campus until they have received treatment.

Refer to the Student Conduct Handbook for information on interim sanctions and the outcome of acts of violence.

#### G.7. Disciplinary Action

Violations of the Delaware College of Art and Design 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. See the Student Conduct Handbook for more details.

#### G.8. Weapons

Weapons are not permitted on any college owned property. This includes any dangerous instruments, explosives, fireworks, chemical devices, paintball guns, airsoft and projectile guns, nunchucks, decorative and non-decorative swords and knives, and any item used as a weapon. Additionally, the college enforces a ban on 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 or those approved by the College President and CFO). 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 and repellent sprays used for personal protection and self-defense purposes are allowed, but must be used properly in an emergency or time of threat. Discharge of such sprays, whether by accident or for the purpose of inflicting harm in any form, will be adjudicated as a violation of the weapons policy.

#### G.9. 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 at the College entrance. Visitors may not enter studios unaccompanied while classes are in session and without the permission of the instructor. Children of students are not permitted in the studios while classes are in session.

#### G.10. Retention of Student Work

The Delaware College of Art and Design reserves the right to photograph, use for assessment, 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.

#### G.11. 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. Museum admission and certain limited travel costs for field trips may be the responsibility of the student. 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.

#### G.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
- Martin Luther King, Jr. Day
- Spring Break (students only)
- Memorial Day
- Independence Day

The Academic Calendar with holiday dates is published once a year.

#### G.13. Weather Policy

The cancellation of classes due to weather is determined by the administration. Official announcements of school closings will be posted on the DCAD website and updated on the main DCAD Office message at (302) 622-8000. Should you not hear otherwise, the College is open and classes will be held as scheduled. In the event of a weather emergency, students, faculty and staff will be notified via the College's Emergency Notification Systems.

#### G.14. Food and Drink

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

#### G.15. 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

#### G.16. Maintenance Issues

Students should report maintenance issues except those pertaining to student housing to Security, the dean, or the chief administrative officer.

#### G.17. 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, and are subject to change, 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.

#### G.18. 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.

### H. 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 required to adhere to these guidelines.

The Delaware College of Art and Design facilities are not open public buildings. 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 (\$50). Broken cards must also be replaced at the student's expense (\$8). Replacement ID's can be obtained through the Office of Student Services, Room 121. Stolen ID cards should be immediately reported to the Security Desk 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.

#### H.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 and escorted by their host to a desired location at 600 N. Market St. Housing policies regarding guests are found in the *Student Conduct Handbook*.



## H.2. Hours of Operation

During Fall and Spring semesters, the main building is generally open Monday through Friday from 7:30 a.m. to 11 p.m., Saturday from 8:30 a.m. to 4:30 p.m., and Sunday from 10:30 a.m. to 9 p.m. Summer hours may vary and will be posted prior to the start of the semester. Specific building hours are published each semester. The Administrative Offices are open Monday through Friday 8:30 a.m. to 4:30 p.m. The building hours may be adjusted from time to time to meet the needs of the College Community

## H.3. 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.

Students are not permitted in the building during closed hours.

## H.4. First Aid Facilities

Basic first-aid for minor injuries is available in the following campus locations: Student Services Office and all studio classrooms. 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 Security Desk and to the director of student services.

## H.5. Fire Safety

Fire exits are clearly 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 does 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 only for that purpose. Doors should not be propped 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.

## H.6. 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 give necessary information and are posted near their area of use.

Any hazardous condition must be reported to the security guard, student services, or the dean immediately in order to maintain a safe and healthy environment.

#### H.7. Other Safety Issues

During hours of darkness, students are encouraged to go to their vehicles or between buildings in pairs or groups. Escort service is available through Downtown Visions, the management company for the downtown business district, until 11 p.m. Downtown Visions can be reached at 302-425-4200.

#### H.8. 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 also 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.

### I. **TECHNOLOGY POLICY**

A computer network establishes a community. In any community, especially one as tightly linked through 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 or misused. 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 to the chief administrative officer.

#### I.1. Technology 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 proper use guidelines and restrictions from as 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.

## I.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 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.

## I.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, CD-ROM or external hard drives.

## I.4. Computer Network Use

Use of the network is public but password protected; 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 College equipment.

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 chief administrative officer. 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 chief administrative officer.

### 1.5. 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.

### 1.6. Internet and Email Policy

Access to the Internet and email 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 email 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 email wastes precious space on our servers and can foster the spread of viruses. Please refrain from using attachments to your email except for vital college business. It is strictly forbidden to open any executable files (.exe) that are attached to an email message. These files should be deleted immediately, as they may contain viruses. Mass emailing to all college network users is prohibited without permission from the chief administrative officer.

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. Email 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 email and other system use to protect the integrity of the system and the safety of its users. Employees must exercise care that no personal email 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.

### 1.7. Peer to Peer File Sharing Policy

It is a violation of the Peer to peer File Sharing Policy to use the College Network or any Information Technology Resource of the College to distribute, download, upload, stream, scan, store or share any material including software, data, document, sound, music, video, picture, design, graphic, game, or any other electronic file when:

- the file is copyrighted but distribution to the user has not been authorized by the copyright owner;
- the intended use under the relevant circumstances is specified as illegal by any federal or state law, statute, regulation, proclamation, order, or decree;
- when the material is considered by the College to be protected information under the College's Privacy Policy and the user is not authorized to access that information or to access that information for the purpose intended; or
- when the user's intent is deployment or introduction of any virus or mal ware on any information technology resource.

**Circumvention Prohibited.** Users of the College's Information Technology resources shall not attempt to circumvent, bypass, defeat, or disrupt any device, method, or technology implemented by the College for the purpose of implementing this Policy.

### 1.8. General Guidelines for Computer Use

The use of college computers and/or accounts 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 suffered 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.

## **J. 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 College 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 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 credit for the course in question.

### **J.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.

### **J.2. Scheduling and Credits**

The degree program's fall and spring semesters are 15 weeks. The summer session is 14 weeks. Generally, a three-credit studio class meets for four and a half hours per week, and students should expect to do a minimum additional four and a half hours of work outside of the scheduled meeting time. A three-credit liberal arts 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.

### J.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 warning. If, during the following semester, minimum standards (SAP) are not attained, dismissal and cancellation of financial aid may result.

### J.4. Attendance

Students are expected to attend all of their classes regularly and 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.

### J.5. Grading

At the conclusion of each semester, the faculty submit grades to the registrar for processing, after which grade reports are posted within the DCAD Student Portal at <https://studentportal.dcad.edu>. 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 director of student services. Grades of C- or lower will not transfer to four-year colleges. Grades are made available on the DCAD Student Portal once the student has been cleared financially.

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                |
| AW        | Administrative withdrawal |

### J.6. Grade Appeal

Students who receive a grade that they feel does not reflect their performance may petition for an academic grade review by the following procedure:

1. Talk with the instructor. Whenever possible, conflicts over grades should be resolved between the instructor and the student.
2. If not satisfied, the student must write a letter or email outlining reasons for a grade

change to the instructor, along with a copy to the area coordinator, as soon as possible and no later than the end of the first week of the following semester.

3. If the conflict is still not resolved to the student's satisfaction, the student must 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.

#### J.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 in the semester they are enrolled in the course. 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.

Students must complete the work in the shortest time frame as determined by the instructor. However, the college requires all incomplete work to be completed no more than one month after the semester ends. 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.

#### J.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" indicates the student has failed to make 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.

#### J.9. Grade Forgiveness

DCAD's Grade Forgiveness Policy allows a student who has encountered difficulty to improve his or her grade point average by retaking up to twelve credits over four semesters. Under this policy, effective Fall 2008, a matriculated student may retake a DCAD class for Grade Forgiveness by declaring that intention in writing at registration. The retaken class will appear twice on the student's transcript and though both grades will remain on the transcript, only the second grade will be calculated in the student's G.P.A.

The following stipulations apply:

- Grade Forgiveness is not retroactive and may not be applied to alter any previous academic action or record.

- Courses taken for Grade Forgiveness are not eligible for incompletes.
- If a student withdraws from a course taken for Grade Forgiveness, the attempt will count for the appropriate number of credits of the twelve allotted and that course may not be taken for Grade Forgiveness again.
- After a student retakes a course for Grade Forgiveness he/she cannot retake that course an additional time for Grade Forgiveness without permission from the dean.
- Only with prior approval from the dean may one course be substituted for another for Grade Forgiveness and only if the substitution reflects a change in the prefix, number, hours or title, but not substance of the course, or if the original course is no longer offered by DCAD.

#### J.10. 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 | C  | 2.0 |
| A- | 3.7 | C- | 1.7 |
| B+ | 3.3 | D+ | 1.3 |
| B  | 3.0 | D  | 1.0 |
| B- | 2.7 | D- | 0.7 |
| C+ | 2.3 | 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.

#### J.11. Dean’s List

A Dean’s List and Dean’s List with Distinction\* recognizes academic achievement in a specific semester. This is the criteria:

- A term GPA of 3.7 to 3.89 to be named to the Dean’s List\*
- A term GPA of 3.9 or higher to be named to the Dean’s List with Distinction\*
- Earning 12 credits or more in the academic term
- No final grade lower than a B in the academic term

*\*This recognition is noted on the student’s official transcript.*

#### J.12. Student Leave of Absence Policy

If a student anticipates a prolonged absence from the College, he or she may benefit from a leave of absence (LOA). A leave of absence is granted by submitting a signed DCAD Leave of Absence Request Form and all pertinent documentation (doctor’s note, military orders, etc.) to the Registrar. The LOA may be approved for a maximum of two semesters but may not exceed 180 days in any 12-month period. During this time the student is not considered withdrawn from DCAD.



The student must first meet with his or her advisor (Area Coordinator) and the Dean to discuss the need and feasibility for the Leave of Absence. There must be a reasonable expectation that the student will return to DCAD; if the student does not resume attendance at the school on or before the end of a Leave of Absence, the school treats the student as a withdrawal. When the student is ready to return to the College, the student must contact the Registrar's office.

Under Federal Title IV, Section 668, relating to federal financial aid, students who have a legitimate reason for an extended leave of absence may request a leave of absence (temporary interruption in a student's program of study). The Leave of Absence procedures freeze potential attendance issues and financial aid payback provisions for the duration of the leave. Some examples of legitimate reasons for which DCAD grants leave of absence are as follows:

- Inability to be in attendance during any initial drop/add period of a semester
- Pregnancy with childbirth imminent
- Doctor-documented illness or health restrictions for a period of time
- Documented family emergency
- Other documented emergencies or extraneous circumstances that may interfere with attendance

The student will not be required to pay additional charges during a Leave of Absence. Upon return to DCAD, the Federal Student Aid previously awarded to the student will resume.

In cases of emergency, all of the above policies will apply. The student or appropriate family member must notify the College with pertinent documentation within 21 days of last date of attendance. If the College is not notified of the student absence and/or inadequate documentation is provided, the student will be considered withdrawn.

#### **Leave of Absence Application Policies and Procedures**

1. Student meets with his or her advisor (Area Coordinator) and the Dean to discuss need and feasibility for LOA.
2. Student completes and signs DCAD Leave of Absence Request Form (found outside Registrar's office).
3. The LOA Request form must be signed and approved by the Dean, the Director of Financial Aid, and the Registrar.
4. Student submits LOA Request form to Registrar.
5. Student must return all library books and/or pay any library fines prior to the approved LOA.
6. If student is a Title IV loan recipient (e.g., Federal Stafford Loan), the school must provide student with an explanation of the effects that the student's failure to return from a LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.
7. If the school grants an LOA that does not meet the conditions to be approved for Title IV purposes (e.g., for academic reasons) the school considers this a withdrawal for Title IV purposes.
8. For Title IV purposes, a student who is granted a LOA remains in in-school status; however, if the student fails to return, the school must report to the loan holder the student's change in enrollment status as of the withdrawal date. For Title IV purposes, if the student does not return to DCAD at the expiration of an approved LOA (or if a student takes an unapproved LOA), the student's withdrawal date is the date the student began the LOA

### J.13. Tuition Appeal Policy

Tuition appeals are for students who are requesting a refund or balance waiver of their tuition charges due to extenuating circumstances preventing attendance in some or all classes during a given term. The tuition appeal process may be used by students who have withdrawn, or wish to withdraw, from one or more classes, after refund deadlines, when they feel that mitigating circumstances justify an exception to the college's tuition and fees refund policy.

The Tuition Appeals Committee will consider requests for reimbursement of tuition charges associated with drops and withdrawals, after the third week of classes, from any of all courses that resulted from situations that were beyond a student's control and prevented them from adhering to the tuition refund deadlines. Please note that all appeals must include verifiable documentation of the circumstances and dates of occurrences such as:

- Student illness during the semester
- Illness of immediate family member during the semester (parent, child, spouse, sibling, or grandparent)
- Death of immediate family member during the semester (parent, child, spouse, sibling, or grandparent)
- Military deployment
- Change in employment beyond the student's control
- Other: provide a detailed explanation of the situation and include all relevant documentation

In all cases, the situation must have interrupted your ability to:

- Adhere to the standard withdraw procedures
- Attend class(es) for a substantial length of time
- Complete the semester

Examples of reasons ***not*** accepted are:

- Appealing for non-refundable registration fees
- Voluntary employment change
- Class assignment not met
- Disciplinary action
- Unaware of drop schedule
- Deciding that school/work/life responsibilities are too overwhelming
- Insufficient financial aid and/or financial hardship
- Arrest, with or without incarceration
- Non attendance
- Didn't like the course and/or the instructor for which they were registered
- Incorrect course advising recommendations provided by "other" college
- Determining that the courses you took do not meet the student's academic and/or personal goals
- Instructor says they will "take care of it." Students are responsible for changes to his/her schedule

*\*Please note: If a student's circumstance is due to an issue with the instructor, curriculum, or class instruction methods, should be directed to the instructor of the course, the Area Coordinator, or the Academic Dean over their circumstance before attempting the process as these types of issues are not considered as an extenuating circumstance.*

Student must be aware that if a Tuition Appeal is submitted and they are a Financial Aid recipient, their Financial Aid may be impacted and they may potentially owe DCAD money. The student needs to meet with the Bursar and Financial Aid to discuss the ramifications of withdrawing from class(es) prior to starting the Extenuating Circumstance Tuition Appeal.

All Tuition Appeal Forms must be submitted with a typed student explanation of the extenuating circumstances for the term in question and be accompanied by copies of verifiable documentation showing you inability to attend. Appeals that do not give an explanation of your inability to attend the term in question will be denied. Appeals written "on behalf of" the student will not be accepted.

#### J.14. 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.

#### J.15. 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. All students who earn an "F" and/or have a semester grade point below 2.0 will be placed on academic review and formally notified by the Dean and Registrar.

#### J.16. Mid-Semester Progress & Evaluation

The Mid-Semester Progress and Evaluation are early intervention indicators for student success. DCAD uses two mid-semester early intervention strategies, i.e., Mid-Semester Progress and Mid-Semester Evaluation. Course faculty meet with each student to discuss his or her academic progress in that course. Mid-Semester Warning forms are used to document when a student is at risk of receiving an unsuccessful grade and what strategy/plan will be used to improve. Mid-Semester Progress is an opportunity for faculty to highlight the student's strengths in addition to, if needed, strategies for improvement.

Mid-Semester Evaluation is an advising opportunity for the AC Coordinator, the student's advisor, to review each student's progress at the midpoint of the semester. Each AC, at a mid-semester opportune time, meets with each of their advisees to discuss the student's academic progress. Using information gleaned from previous advisory meetings, discussions with the dean and/or director of student services, and the data from previous Progress Reports and the Mid-Semester Progress report, the AC provides active intervention strategies and may recommend additional academic resources. As an advisor, the AC can also provide career guidance in meeting the student's art and design educational goals, recommend opportunities to engage in the art and design community, and assist the student with course selections.

#### J.17. Early Intervention Report

DCAD is committed to student success and recognizes that students need to be supported academically and socially to succeed and need to engage fully in the institution to thrive. The Early Intervention Report from the registrar and the director of student services looks at persistence data; collectively at an AC meeting, the group develops intervention strategies to help students get back on track. Once the group identifies intervention strategies, the dean submits the report to the president for review.

Timetable: Fall Academic Year (2x) after 1) first Progress Report and 2) Mid-Semester Progress and Mid-Semester Evaluation

Spring Academic Year (3x) after 1) first Progress Report and 2) Mid-Semester Progress and Mid-Semester Evaluation, and 3) the First Year Portfolio in early April

#### J.18. Academic Review

All students who earn an “F” and/or has a semester grade point below 2.0 will be placed on Academic Review and formally notified by the dean and the registrar.

#### J.19. Academic and Financial Aid Warning

A student who is no longer in good academic standing (i.e. who fails to maintain a minimum cumulative grade point average of 2.0), will be placed on academic and financial aid warning for the following semester. Students will be notified of their warning status in a letter from the registrar and in their Financial Aid SAP Report. To remove themselves from academic and financial aid warning, the student must earn a minimum 2.0 cumulative grade point average during the semester of warning status.

#### J.20. Academic and Financial Aid Dismissal

Failure to remove oneself from academic and financial aid warning within one semester is considered unsatisfactory academic progress and results in academic and financial aid dismissal. The registrar will mail students an Academic Dismissal Notice along with academic and financial aid Reinstatement appeal procedures.

#### J.21. Academic and Financial Aid Appeal Procedures

Once dismissed, students may appeal for academic and financial aid reinstatement within five business days from the date posted on the Academic Dismissal Notice. Students seeking academic and financial aid reinstatement should complete a reinstatement form which includes an academic progress success plan and a cumulative GPA calculation worksheet to submit to the academic dean or the Academic Action Committee. The student will find the academic appeal forms and GPA calculator at [www.dcad.edu](http://www.dcad.edu). The student may also submit other documentation such as letters, medical reports as needed to support their appeal for reinstatement.

Within 30 days after receiving the student’s appeal for academic and financial aid reinstatement, the academic dean will convene the Academic Action Committee, Financial Aid and Student Services Directors or their designees to review and render a decision regarding the student’s appeal. The student’s appeal may include a request to meet with the Academic Action Committee to present his or her petition.

The registrar will send the student an academic appeal decision letter within 10 business days following the Academic Action Committee’s appeal decision. Appeal decision options are as follows:

K.18.a. If the student’s appeal for academic and financial aid reinstatement is approved, the student is placed on probation, may enroll and receive federal funds as long as the student is satisfying the requirements of an approved academic progress success plan. The registrar mails the student a reinstatement/probation letter.

The student, Academic Action Committee, and student’s advisor develop the Academic Progress Success Plan that will help the student meet the College’s satisfactory academic progress standards by a specific time. Students may appeal to change their plan by describing in writing

what has happened to make the change necessary and how they will be able to make satisfactory academic progress.

K.18.b. If the appeal for academic and financial aid reinstatement does not include sufficient documentation, the dismissal stands. The student's status becomes dismissal pending additional supportive documentation. The registrar mails the student an Appeal Documentation Needed Letter.

K.18.c. If the student's appeal is denied by the Academic Action Committee, the registrar mails the student an academic and financial aid reinstatement denial letter. The Academic Action Committee's decision is final.

#### J.22. Academic and Financial Aid Probation

K.19.a. If after one semester of probation, the student achieves Satisfactory Academic Progress, the student's academic enrollment and financial aid eligibility continues and the student's probation status is removed.

K.19.b. If after one semester of academic and financial aid probation, the student does not meet Satisfactory Academic Progress standards, but the Academic Action Committee determines that the student does meet all other requirements of their Academic Progress Success Plan, they are considered eligible for enrollment and financial aid for the next semester.

K.19.c. If after one semester of academic and financial aid probation, the student does not meet Satisfactory Academic Progress standards and the requirements of their Academic Progress Success Plan, the student will be dismissed and lose financial aid eligibility. The registrar will mail the student a dismissal after probation letter.

#### J.23. Academic Integrity

The Delaware College of Art and Design (DCAD) requires students to adhere to guidelines for academic integrity. Students must follow federal law regarding copyright and fair use. Students must acknowledge and respect the work of other creators as they develop their own voices, and they must accurately represent their own work.

Academic dishonesty is the use of deception in any way that results in evidence of academic responsibilities; it includes, but is not limited to, violation of copyright, plagiarism, cheating, and misrepresentation.

Explanations and resulting disciplinary action are explained in detail in the *Student Conduct Handbook*.

#### J.24. Audit/Non-Credit Classes

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. Credit is not awarded for audited courses.

Full-time students may also take one Continuing Education course per semester, tuition free, pending availability of space in the course and the instructor's permission. Students must be in good academic

standing and must seek permission from the Academic Dean and their Area Coordinator. Students must pay any associated lab fee.

#### J.25. 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 non-credit development course, Academic Writing Lab, that will be taken concurrently to Reading and Composition.

#### J.26. Academic Forgiveness Policy at DCAD

The Academic Forgiveness Policy provides previously enrolled students with an opportunity to pursue a one-time "fresh start". The policy is limited to students who have been away from the College for at least eight consecutive years and have re-applied to DCAD. Under the forgiveness policy, all courses taken and grades earned prior to re-admission will remain on the students' transcripts but will not be used in computing students' overall grade point averages (GPAs). Courses completed during the initial matriculation cannot be used to fulfill degree or certificate requirements. Applications for academic forgiveness must be submitted to the registrar, who will review and discuss it with students before presenting applications to the academic dean for consideration.

All policies regarding academic probation will be enforced. Past academic standing will not be removed. If students withdrew from the College while on probation, said probations will continue until the students' new grades render probation unwarranted and dispensable, as decided by the Academic Review Committee at the close of the first semester.

### K. GETTING STARTED AT DCAD

#### K.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—Tad Sare, Room 317
- Graphic Design—John Breakey, Room 407
- Fine Arts—Rachel Bomze, Room 510
- Illustration—Katy Ro, Room 419
- Interior Design—Katy Ro, Room 419
- Photography—Ron Brignac, Room B13

## K.2. Registrar's Office

The Registrar's Office is located in Room 122. 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.

## K.3. Advisement

Students meet with their area coordinators at 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 and to the curriculum.

## K.4. Transfer Credit Policy

The Delaware College of Art and Design welcomes applications from qualified students who have begun their undergraduate career at another higher education institution. DCAD offers rolling admissions that allows transfer students to apply for the fall or spring semesters. Under the selective admissions process, transfer applicants are encouraged to submit their application materials as early as possible to ensure space availability. After submitting the Application for Admission and application fee, applicants should send official high school and college transcripts and schedule an appointment for a portfolio review, interview, and campus tour. If an applicant cannot personally present the portfolio for geographic reasons, please refer to the Associate of Fine Arts admissions application requirements for sending images for review. The primary criteria for acceptance are portfolio quality and acceptable official transcripts that indicate G.P.A., course titles, and grades. The portfolio evaluation can supersede courses taken or grades earned.

The required portfolio must contain works from studio courses for which transfer credit is sought and which meet the curricular demands of the DCAD A.F.A. degree. All transfer credits must be grades of "C" or higher awarded from fully accredited institutions to be considered for equivalent course credits at DCAD; credits must have been earned in the last eight years. Transfer credits are considered for course similarity or equivalencies in content and expected learning outcomes. Course syllabi are required for all courses being considered for transfer. While courses at other institutions may have similar titles, acceptance of studio transfer credit relies greatly on the portfolio review. A maximum of 29 credits are accepted for transfer toward the Associates of Fine Arts degree with 39 to 41 credits completed within DCAD's curricula to earn an A.F.A. degree. The dean is ultimately responsible for transfer credit approval. Students may petition the dean to reevaluate credits during their first semester of enrollment at the College.

Transfer credits are noted on official DCAD transcripts and a copy of the transfer credit evaluation is forwarded to the applicant, academic dean, and registrar, and will be placed in the student's file for review by the students' academic advisor during semester registration.

Transfer credits are only accepted for coursework at an accredited institution, not for "life experience".

## K.5. Registration

Students register for the fall and summer semesters in April, and the spring semester in November annually. 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. Courses offered based on enrollment.

#### K.6. Registration Adjustments

Final registration takes place one month prior to 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.

#### K.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](http://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.

#### K.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 registrar to complete the Official Withdrawal form
- 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.

#### K.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 housing, or avail themselves of DCAD programs and services.

#### K.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 to \$8 per copy depending on the delivery method. Transcript requests can be made online at:

[https://www.studentclearinghouse.org/secure\\_area/Transcript/login.asp?FICEcode=04139800](https://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=04139800)

Delivery options include electronic DF, mail, and hold for pick-up at DCAD's campus. Transcripts will not be issued to persons with holds on their records. Holds must be cleared by contacting the Bursar at 302-622-8867 x102.

#### K.11. 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, enrollment status, grade level, 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 a full-time 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.

#### K.12. 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.

#### K.13. 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 1st 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.

#### K.14. 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. "Change of Major Forms" are available from the Registrar's Office.

#### K.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. Faculty members do not have access to the evaluations until after their grades have been turned in therefor students are guaranteed complete anonymity.

#### K.16. Emergency Notification System

Delaware College of Art and Design, like all other academic institutions, is responsible for delivering emergency notifications to all students in an expedited time frame. In order to deliver this information quickly and efficiently, DCAD's Emergency Notification System allows for the timely distribution of emergency information. Students are required to provide the Office of Student Services with telephone contact information for the purposes of this notification system.

#### K.17. Orientation

All new students are required to attend orientation before their first semester. Orientation is held in August in the days immediately preceding the first day of classes. Important information and training is provided during orientation that prepares the student for the successful completion of the academic program.

### **L. 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 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 living in the city.

### L.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.

### L.2. Career Development

Each department offers career assistance through informal referrals and/or formal internships. In addition, job opportunities are posted in the Rowland Student Lounge and routinely communicated via DCAD email. Additional career services and information, as well as, additional internship opportunities are available through the Office of Community Programs.

### L.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.

### L.4. Health insurance

As of the 2017-2018 academic year, Delaware College of Art and Design can no longer offer a student health insurance plan.

Under the federal Patient Protection and Affordability Care Act (PPACA), all citizens must have insurance coverage through a PPACA compliant plan or they will be subject to federal income tax fines when completing their returns. In response, the Federal Government has established health insurance exchanges that allow families and individuals who need health insurance to compare coverage and related costs among a variety of insurance companies.

Students who previously relied upon the student health insurance plan will now need to find coverage from another source. Students should first determine if they are eligible for extended dependent coverage under a parent's health insurance plan. The next step requires the student to access the health insurance exchange for his or her state. Delaware College of Art and Design recommends purchasing health care through the federal health exchange and by visiting [www.healthcare.gov](http://www.healthcare.gov) to create an account and enroll in coverage.

[www.healthcare.gov](http://www.healthcare.gov) has specific information for young adults and college students which can be located by selecting "college student" in the search bar at the top of the webpage or by going directly to <https://www.healthcare.gov/young-adults/college-students/>

Current and future students should begin enrolling in new health care plans 30 days prior to the end of their current policies to prevent a lapse in coverage.

### L.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 health and wellness education, Zumba, dances, open mic nights and poetry slams, and collaborative art events. Students who have suggestions, or who would like to help with planning special programs, should contact the Student Services Office.

#### L.6. Student Activities

Students are encouraged to create their own groups and activities with the approval of the Director of Students Services. 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.

#### L.7. Student Government

Students for Improvement and Programming (SIP) is the representative body of DCAD students, and functions as a liaison between the student body and the administration and provides an important official voice on issues of concern including academic, cultural, and social matters to civic responsibility. SIP also oversees the budgeting process for student groups and assists in planning a wide variety of student activities. SIP representatives serve with the administration, faculty, staff, and alumni on several College committees.

#### L.8. 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 packages received will be distributed to the student by the Students Services Office.