

# STUDENT ACADEMIC INFORMATION AND POLICIES

The Office of Academic & Student Affairs is responsible for the academic and student life of the college, focusing on students, faculty, curricula, and learning support and delivery systems.

To learn more, visit the Office for Academic and Student Affairs (<https://www.dccc.edu/about-dccc/office-of-academic-student-affairs/>) on the DCCC website.

## Advising and Registration

### Academic Advising

Marple - 610-359-5324  
Academic Building, Room 1325

**Available at All Locations**  
Hours vary

Visit the Academic Advising (<https://www.dccc.edu/student-services/support-services/career-counseling-center/academic-advising>) web page for a full list of locations with hours of operation, a list of advisor and student responsibilities, an academic checklist, and to schedule an advising appointment (<https://www.dccc.edu/dropin>).

#### What is Academic Advising?

"Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary." (Winston et al., 1982 . *Developmental Academic Advising.*)

### Academic Programs and Disciplines

The College's five Academic Divisions offer a variety of Programs and Courses. Each Division is headed by an Academic Dean.

#### Divisions

- Allied Health and Nursing (<https://www.dccc.edu/academics/academic-divisions/allied-health-nursing/>)
- Business, Computing and Social Science (<https://www.dccc.edu/academics/academic-divisions/business-computing-social-science/>)
- Communication, Arts and Humanities (<https://www.dccc.edu/academics/academic-divisions/communication-arts-humanities/>)
- Science, Technology, Engineering and Mathematics (<https://www.dccc.edu/academics/academic-divisions/stem/>)
- Workforce and Economic Development (<https://www.dccc.edu/academics/academic-divisions/workforce-economic-development/>)

#### Programs

- A-Z Search in Catalog (<https://catalog.dccc.edu/academic-programs/programs-study/>)

- Browse Programs on the Website (<https://www.dccc.edu/academics/program-search/>)

#### Courses

- A-Z Search in Catalog (<https://catalog.dccc.edu/courses/course-descriptions/>)
- Course Search (<https://catalog.dccc.edu/course-search/>)
- Class Search (<https://prod-xe-web-a.dccc.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search>) - Offerings for Current Term(s)

### Academic Standing - Probation and Satisfactory Progress

**1. Academic Probation:** Students must maintain a minimum grade point average of 2.0 (C). A student whose cumulative grade point average is less than 2.0 (C) and who has 6 or more credit hours attempted will be on Academic Probation status.

**2. Satisfactory Progress:** Students must complete a reasonable portion of the courses in which they enroll and maintain progress toward their academic goals. A student who fails to complete a reasonable portion of courses attempted as shown below will be placed on Lack of Progress status.

Students Registered For	-	Must Have Completed
• 19 Credits	-	6 Credits
• 32 Credits	-	12 Credits
• 48 Credits	-	20 Credits
• 60 Credits	-	40 Credits

Students enrolled in basic and developmental coursework who do not pass a basic or developmental course after the second attempt will be placed on *Lack of Progress* status.

#### 3. Procedure for Notifying Students of their Academic Status:

- Students are notified of their academic status and its potential consequences via mailed letter and DCCC email. Students are required to meet with an academic advisor to discuss reasons for their past performance as well as create a plan for success.
- A registration hold is placed on the student's account prohibiting them from registering for future courses without the assistance of an academic advisor.

Students who ignore this status, fail to meet with an academic advisor, and are unsuccessful in their coursework will be academically suspended from the college at the end of the Spring semester for the following Fall semester.

### Academic Suspension

Students on academic probation will be subject to academic suspension from the college at the end of the Spring semester for the following Fall semester if their grade point average meets one of the following criteria:

Total Credits (Attempted or Accepted)	-	GPA is Below
• 16-31 Credits	-	1.50
• 32-47 Credits	-	1.75
• 48 or more	-	1.90

Students on *Lack of Progress* status will be subject to academic suspension from the college at the end of the Spring semester for the following Fall semester if they have not made the satisfactory amount of progress completing the required credits as indicated above.

### Procedure for Notifying Students of Academic Suspension

- Students are notified via mailed letter and DCCC email at the end of the Spring semester that they are academically suspended from the college for the following Fall semester (please note Summer classes are still permitted and to be chosen under the guidance of an academic advisor).
- Upon return, students must formally request to be reinstated (via electronic form included in letter) and will be placed on academic probation status with required support and interventions to assist them in a successful semester. To encourage their return, communication will be sent to every student during their suspension semester explaining the process for reinstatement.

### Appealing Academic Suspension

Students have the right to appeal their academic suspension. Guidelines for appealing are outlined in the mailed letter and email. The student must submit the Appeal Request Form (electronic form included in letter) in the time frame indicated.

- If the appeal request is approved, there is a 1-2 course limit for those students for the entire Fall semester.
- Appeals will be granted where extenuating circumstances exist such as medical reasons, a life-changing event, or because of a call to active military duty as well as other special circumstances considered worthy of an appeal to the Dean of Counseling or VPAA.
- When documentation can be provided for the above reasons, students are encouraged to apply for a withdraw for that previous semester to request any grades of F or D to be changed to a W. Students are to follow the college's existing policy for withdraws based on medical reasons, military service, or life-changing events and attach all required documentation to Student Records supporting their circumstance no later than 30 days after the previous semester ends. See [delagate.dccc.edu/students/registration-payment/withdrawal-refund-info](http://delagate.dccc.edu/students/registration-payment/withdrawal-refund-info) for more information.
- Students will be notified via email that their request for appeal has been approved or denied with recommended next steps.
- If the appeal is approved, the student will be limited to 1-2 courses for the Fall semester to be chosen under the guidance of an academic advisor.
- If the appeal is denied, the student may appeal in writing to the Dean of Counseling within 10 days of receiving the letter. The student must inform the Dean that they are appealing and the Dean or their designee will inform the student of the decision within 10 working days.

### Academic Dismissal

Students who are not successful (Cs or better and Ps) in their first semester back after academic suspension will be academically dismissed for one full calendar year. Upon return, they are required to reinstate formally in writing and will be placed on academic probation status with required interventions. The same appeal process as above will apply but these requests are less likely to be approved.

## Attendance

Students are expected to attend all class sessions for courses in which they are enrolled. The student is responsible for withdrawing by the announced date.

## Career and Counseling Center

**Marple** - 610-359-5324  
Academic Building, Room 1325

**Downingtown** - 484-237-6210  
**Pennocks Bridge** - 610-869-5100  
**Upper Darby** - 610-723-1250

### How We Can Serve You?

Faculty and staff in Career & Counseling Services are eager to help you succeed in college and in life. We offer services to assist you at any point in your academic journey and tailor our approach to meet your individual needs.

Our comprehensive career and counseling services include:

- Academic Advising (<https://www.dccc.edu/student-services/support-services/career-counseling-center/academic-advising>)
- Career Counseling (<https://www.dccc.edu/student-support-services/counseling-services/career-counseling/>)
- Safe Space Training (<https://www.dccc.edu/student-support-services/counseling-services/safe-space-training/>)
- Short-Term Personal Counseling (<https://www.dccc.edu/student-support-services/counseling-services/personal-counseling/>)
- Suicide Prevention Committee (<https://www.dccc.edu/student-support-services/counseling-services/suicide-prevention-committee/>)
- Transfer Advising (<https://www.dccc.edu/admissions-financial-aid/transfer/transfer-office>)

If you are a current student and need to speak with an academic advisor or counselor, visit the Career & Counseling Services Appointment Menu (<http://www.dccc.edu/dropin>). Counseling may be available on a walk-in basis; an appointment is not always necessary.

## Change of Schedule (Add/Drop)

The Add/Drop procedure allows students to drop a course, add a course, or change from one course section to another during the first week of class. It is possible to add a course from Monday through Wednesday only during the first week of classes. (Exceptions are made for students whose first official class begins after the official add/drop period.) Since it is often more difficult to add a class than to drop one, it is important to add the new class before dropping the old one. Students should consult an advisor before making schedule changes to be certain of fulfilling degree requirements.

Students can drop a class and receive a "W" until approximately the tenth week of classes. Students are advised to talk to the instructor before dropping a class. It is important to note that withdrawing from a course can negatively affect financial aid eligibility, and students should check to see what the possible ramifications might be before making a decision.

Students must withdraw officially on the Web, at Enrollment Central at the Marple Campus or at the off-campus office.

Students who do not officially withdraw could receive a grade of "F"

## College Academic Learning Goals

The College is dedicated to a comprehensive effort that encourages the attitude of inquiry, the skill of problem solving, and concern for the values of a democratic society in each student. This philosophy of general education seeks to give each student the knowledge, skills, and values needed for lifetime learning and for becoming a self-fulfilled individual.

Delaware County Community College has instituted nine College Academic Learning Goals (CALG) as the core of our general education program. Since the focus is on skills, knowledge and abilities rather than courses, there is no mandatory set of courses that every graduate will take to complete the general education portion of a degree program. Each degree, career, and transfer program has been designed by the College's faculty to meet these goals. The goals are met either by general education courses or by required program courses that have been designed to meet one or more of the learning goals. Each degree program guides its graduates to achieve the College Academic Learning Goals in the way that is most reasonable and helpful to students in that field of study. Some certificates also include CALG-designated courses. The courses that meet the College Academic Learning Goals are part of, not in addition to, the program.

To learn more, refer to the College Academic Learning Goals (<https://catalog.dccc.edu/academic-programs/college-academic-learning-goals/>) page.

## Course Substitution

Students who would like to substitute another course for a course required in their program must consult an advisor or counselor. Course substitutions must be approved by the appropriate dean.

## Credit for Prior Learning

### Assessment Services

Marple - 610-359-5322

Academic Building, 4260

[www.dccc.edu/credit-prior-learning](http://www.dccc.edu/credit-prior-learning) (<https://www.dccc.edu/student-support-services/new-students/credit-for-prior-learning/>)

Prior learning can be evaluated for College credit through the use of standardized tests or the submission of a portfolio containing certificates, transcripts and other information that documents college-level learning earned outside a formal classroom. Examples of other learning opportunities include apprenticeships, military service, and non-credit seminars. Obtaining credit for prior learning may accelerate degree completion. Prior Learning Assessment advisors guide students in the identification and documentation of their learning as it relates to college courses and curricula in accordance with College policy.

Students interested in pursuing credit for prior learning options can get more information in the Catalog (<https://catalog.dccc.edu/student-services/options-earning-college-credit/#creditforpriorlearningtext>), DCCC.edu (<https://dcccuaat.dccc.edu/student-services/new-students/credit-prior-learning>), or by contacting Assessment Services at 610-359-5322.

## Credit Hours and Course Load

Each course is assigned a number of credit hours according to the total amount of time that the class meets in one semester and the type of class. Associate degree programs require a total of at least 60 credit hours. A certificate of proficiency is awarded for 30 credits of

an approved career program; a certificate of competency is earned for approved programs of less than 30 credits.

The normal course load for a full-time student is from 12 to 18 credit hours. Special permission must be obtained from an advisor, with approval from the associate dean for student success, to register for more than 18 credit hours during any semester. Students may register for no more than seven credit hours during each summer session.

Employed students should adjust course loads according to the number of hours worked. It is recommended that students consult with a counselor or academic advisor about work schedules and course loads.

For further information, refer to Policy 2.14 Credit Hour ([https://catalog.dccc.edu/policies-procedures/academic-affairs/2\\_14/](https://catalog.dccc.edu/policies-procedures/academic-affairs/2_14/)).

## Developmental Coursework

New students who have not successfully completed college-level math and English at another college or university must take a test in English Composition, Reading and Mathematics to determine appropriate course placement. The tests take approximately two hours and should be scheduled early in the enrollment process. If the test scores indicate the need for remediation in any of the three areas, then the student must successfully complete Basic and/or Developmental Courses before taking college-level English, Reading, Mathematics and most other courses. Remediation is required before the completion of 12 college credits. No credit towards a degree results from basic and developmental courses.

## Developmental CourseWORK

ENG 050 Developmental English

ENG 099 ALP English

MAT 025 Arithmetic Review

MAT 050 Mathematics Review

REA 030 Reading I

REA 050 Reading II

REA 075 Introduction to Reading and Writing

REA 100 Critical Reading

## Exam Policies

### Early Exams

Students who go on active duty with the armed forces or merchant marines or who, as transfer students, must matriculate at another institution during the last two weeks of regular class may petition the College to take early final examinations in all courses for which they are registered and thereby complete academic requirements to receive final grades. The student should make this request to the professor and provide a copy of his/her active duty orders. The division dean approves all early exam requests in consultation with the professor involved. If the student is unable to finish the semester, he/she should provide a copy of their active duty orders to the Registrar's Office to receive a letter of credit from the College.

### Challenge Examination

Registered students who believe they have mastered the course content prior to the tenth week of the semester may apply to the instructor for a "Challenge Examination." The appropriate form, available from the deans' offices, must be completed. If the instructor approves the application, the student will take an exam equivalent to a final exam. A pass/fail system is used with a notation on the transcript that indicates the credit was awarded by examination (CR). Failing grades are not recorded. The student will continue to attend classes (also laboratory and clinical

experiences) until the results of the exam are known. Failure on the exam means that the student must continue taking the course.

A Challenge Examination attempt will be permitted only once per course. The student may make application for the Challenge Examination no earlier than the end of the third week of the semester and no later than the end of the tenth week. The appropriate dean will inform the student when the exam will be given.

### Final Examinations

To complete courses and receive passing grades, all students must take the final examination as stated in the instructor's syllabus. Students failing to appear for final examinations may be given a grade of "F" for the examination unless there is prior approval or immediate notification of an emergency situation.

A student who will be absent from a final examination must obtain the instructor's prior approval in order to take a make-up examination. If prior approval is not possible, the student must:

1. Contact the instructor as soon as an emergency situation is present.
2. If the instructor is not available, contact the instructor's dean. The dean will contact the instructor for a decision on make-up exams and/or an incomplete grade. The dean shall recommend a grade of incomplete only when an instructor cannot be reached and verification of an emergency is present — e.g., a physician's note.
3. Students may appeal the decision of the instructor or the dean in writing according to the Grade Appeals policy.

### Prerequisites

Many courses have prerequisites, which indicate that a certain level of accomplishment is necessary before enrollment. For example, to enroll in Organic Chemistry I, a student must have successfully completed General Chemistry I and General Chemistry II. All prerequisites are listed in the College catalog. Students should consult course prerequisites before registering for classes.

### Registration

Continuing students can register early for courses they plan to take the next semester. Early registration occurs in October/November (for spring semester) and March/April (for summer and fall semesters) and can help students obtain seats in courses scheduled at times convenient for them. Not all courses are offered every semester. Students are encouraged to contact their academic advisor for an appointment during early registration periods.

### Repeating a Course

Students may repeat a course to earn a higher grade. After two course attempts, including all withdrawals, additional requests must be approved by an appropriate Dean or the Director of Advising, Transfer and Articulations. Repeating a course in a Special Admissions Program requires the approval of the appropriate Program Director or the program's Dean. The highest grade earned in the course will be calculated in the student's grade point average (GPA). It is important to note that all attempted and graded courses will remain on the student's transcript. Students are encouraged to discuss the additional course attempt with the offices of Financial Aid and Student Accounts to determine the financial implications. Credit for a course is given only once, unless designated as a course that can be repeated for additional credit in the College catalog.

### Transfer of Credit

Marple - 610-359-5322

[www.dccc.edu/transfer-college](https://www.dccc.edu/transfer-college) (<https://www.dccc.edu/student-support-services/transfer/>)

A student who transfers to Delaware County Community College from another college or university can request the transfer of credits by sending an official transcript from their previous institution to the Records Office or through an electronic transcript service like Parchment or the National Student Clearinghouse to [records@dccc.edu](mailto:records@dccc.edu). The college cannot accept forwarded emails from a student as official transcripts. Current and former students may transfer a maximum of 36 credits to the College from an accredited institution towards an associate degree and half of the total credits required towards a certificate. Students who have attended a college or university outside of the United States may be able to transfer their credits to Delaware County Community College. To do so, students should have official, English-translated transcripts evaluated course-by-course by any member of NACES (National Association of Credential Evaluation Services) (<https://www.naces.org/members>) and have the evaluation agency send the evaluations directly to the Records Office.

Information presented in online equivalency applications such as [transfercheck](http://transfercheck.com), [patrac.org](http://patrac.org), and [collegetransfer.net](http://collegetransfer.net) are unofficial guides as to how courses may transfer. Other factors considered are the grade received, the year in which the course was taken, and the major pursued after transfer. In all instances, final decisions about acceptance of course credit will be made by Delaware County Community College.

### Academic Records

#### Change of Major

Students who want to change from one program of study to another should meet with their academic advisor or counselor. The advisor can discuss the options available and furnish the necessary petition for change of curriculum. This petition should be signed by the advisor and submitted to the Assessment Services when completed. Students changing their program of study may request that grades of "D," "F," "N" and "WF" earned in the former curriculum be excluded in computing the new grade point average (GPA), if these grades were in courses that are not required in the newly chosen curriculum.

This policy also applies to elective courses in which these grades were earned when a student changes from a college-transfer curriculum to a career program and vice versa. The appropriate dean must approve the exclusion of grades. A student may make this request only once. All courses taken and grades earned remain on the transcript as part of the student's academic history; only the student's GPA is recalculated.

#### Grade Appeals

In the interest of due process, the College provides an appeal process for a student who believes that a recorded final grade does not accurately reflect his/her academic performance in a course. This policy is applicable for both credit and noncredit offerings. Grades can be appealed in instances where a student believes that an inaccurate final grade has been issued such as arbitrary grade issuance, inconsistent grading practice, or mechanical error.

As the initiator of the process, the burden of proof is on the student to demonstrate the grade is inaccurate. It is incumbent upon the student, while attempting to resolve the issue, to strictly adhere to the established appeal procedure.

### Grade Appeals Procedures

A student who is dissatisfied with a grade should first discuss the situation with the course instructor. If the student is not satisfied with the instructor's reason for awarding a certain grade, the student may appeal to that instructor's dean. Grade appeals not resolved with the course instructor must be submitted in writing to the appropriate dean within one year of receiving the grade.

The appropriate dean will examine the facts and make a decision.

Students may appeal the decision of the dean by submitting a written appeal to the Vice President of Academic Affairs. The Vice President of Academic Affairs will study the facts and make a decision, with notification of the decision. The Vice President of Academic Affairs' decision is final.

The following chart summarizes the appeal process:

### Grade Appeals Chain

#### Contact - Form of Appeal - Decision Period

Instructor - Verbal - Immediate

Dean - Written - 10 Days

Vice President of Academic Affairs - Written - 10 Days

### Grading System

Letter grades are available on delaGATE at the end of each semester. Student achievement is measured by the student's grade point average (GPA). The GPA is an indication of the quality of the work a student has done at the College.

Grades will be maintained in perpetuity. Current and former students can request a record of their academic history by ordering an official transcript at [www.dccc.edu/transcripts](http://www.dccc.edu/transcripts) (<https://www.dccc.edu/academics/other-links/transcripts>).

### Letter Grades Applied to GPA

The following letter grades are included in the computation of a student's grade point average (GPA).

Letter Grades	Meaning	Grade Points Per Semester
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0
FA	Failing for lack of attendance	0

### Letter Grades Not Computed in GPA

Letter grades that do not count in computation of a student's GPA:

Letter Grades	Meaning	Description
AU	Audit	The only grade given when a course is audited and carries no credit.
CR	Credit	Credit awarded for passing courses by assessment.
HP	High Pass	The student has completed the course requirements and has demonstrated excellence in meeting the course competencies.

IN	Incomplete	This grade is given when extenuating circumstances prevent the student from completing the coursework during the regular session. The incomplete work must be completed before the end of the next College session. Do not re-register for the class. "Incomplete" changes to "F" if not completed by the next semester.
IP	In Progress	Only students enrolled in individualized classes may receive the IP grade. Students receiving this grade have partially met course requirements in a satisfactory manner but must re-register and pay the tuition in order to complete the course. If the student does not register and successfully complete the course in the following semester, excluding summer sessions, the IP grade will change to an NP grade.
NP	No Pass	The student has not completed the course requirements and/or has not demonstrated proficiency in meeting course competencies.
NPA	No Pass	Lack of attendance.
NR	No Record	Grade not reported by instructor.
P	Pass	The student has completed the course requirements and has demonstrated proficiency in meeting the course competencies.
T	Transfer	The grade is given for a course that is transferred into the College.
W	Withdraw	The grade given to a student who is authorized to withdraw from a course during the authorized withdrawal period.

### Grades in Developmental and Transitional Courses

Developmental and transitional courses will be awarded the following grades: HP, P, IP, NP, NPA, W, IN and CR. These grades do not count in the computation of a student's Grade Point Average (GPA).

Instructors of transitional and developmental courses will define in their course syllabi the grading criteria that constitute an HP, P, NP or NPA.

### Policy on Student Confidentiality (FERPA)

As outlined in the Family Educational Rights and Privacy Act (FERPA), a student has the right to have his or her educational records remain confidential. FERPA affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives request for access.

Students must submit to the Student Records Office a written request specifying the record(s) they want to inspect. The Registrar will make arrangements for access and notify the student of the time and place to inspect the record. If the Student Records Office does not maintain the records the student requested, the Registrar will advise the student of the correct official to contact.

2. The right to request the amendment of education records that students believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Students may ask the College to amend a record by writing to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

FERPA was not intended to provide a process to question substantive judgments, which are properly recorded. The rights of challenge do not apply, for example, to an argument that the student deserved a higher grade in a course if the grade recorded is the grade submitted by the faculty member. See the College catalog for policies applying to grade appeals.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Students who wish to appeal the decision should direct their request for an appeal to the Office of the Assistant Vice President of Enrollment Services & Registrar. The College will provide the student with specific information regarding the hearing procedures upon receipt of a request for a hearing.

3. The right to consent to disclosures of personally identifiable information contained in a student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, insurance agent, or official of the National Student Loan Clearing House); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The College may disclose education records without consent in certain other circumstances:

- to comply with a court order or certain types of subpoenas
- to appropriate parties in a health or safety emergency
- to officials of another school, upon written request, in which a student seeks or intends to enroll
- in connection with a student's request for or receipt of financial aid, as necessary, to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid

- to certain officials of the U.S. Department of Education, the Comptroller general, to state and local educational authorities, in connection with certain state or federally supported programs
  - to accrediting organizations to carry out their functions
  - to organizations conducting studies for or on behalf of the College
  - the results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence may be released to the alleged victim of that crime with respect to that crime
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of the College to comply with the requirements of FERPA. Contact the office that administers FERPA at: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

### Notification of Directory Information

1. The College designates the following as public or directory information that may be released without a student's written consent, unless the student specifies to the contrary as described below:
- student name, address, phone number, and email address
  - major field of study and degree sought or completed
  - dates of attendance
  - degrees and awards received
  - expected date of completion of degree requirements and graduation
  - full or part time enrollment status and classification (freshman or sophomore)
  - most recent previous education agency or institution attended
  - participation in officially recognized activities and sports
  - height and weight of athletic team members
  - date of birth

Delaware County Community College will release only the following directory information to telephonic requests: student name, degree sought or completed, expected dates of completion of degree requirements or graduation, and enrollment status.

2. Students may restrict the release of directory information, except to school officials with legitimate educational interest and those listed in #3 above. A student must make the request in writing at the Student Records Office within two weeks of the beginning of the semester. Requests are valid and information is withheld until the student provides the College with written notice that withholding directory information is no longer desired. Students must understand that withholding directory information prevents the College from verifying attendance or graduation to potential employers, publishing the student's name in a graduation program or dean's list, and makes athletes ineligible to participate in any activity requiring publication of a team roster.

For purposes of compliance with FERPA, the College considers all students independent or eligible students.

### Notification of Rights under FERPA

The College notifies students of their rights under FERPA through the Delaware County Community College Catalog, the Delaware County

Community College Student Handbook, and communications to new students from the vice provost for student and instructional support services.

### **Notice of Publication of Campus Crime Statistics and Graduation Rates**

As required by the College and University Security Information Act, security information and campus crime statistics are published every year. They are also available from the Security Office.

In addition, as required by Student Right to Know legislation, graduation and transfer rates are available on the College's website.

### **Student Records Office**

The Student Records Office is responsible for systems involved in the processing and maintenance of the student's academic record – including the issuance of academic transcripts, diplomas, and verification of either enrollment or graduation – to external agencies consistent with currently mandated privacy practices.

The Student Records Office processes applications for graduation, coordinates with the academic divisions to process final grades, change of grades, no show withdrawals, and requests to audit a course. Additionally, the office reports ACT 48 credits for educators and assists students, staff, and faculty with registration matters.

To learn more, visit the College Student Records Office (<https://www.dccc.edu/student-support-services/student-records/>) web page.

### **Transcripts**

Official and unofficial transcripts may be requested through the Request Transcript (<https://delagate.dccc.edu/students/registration-records/request-transcript>) link in the Students Records & Registration drop-down menu on delaGATE (<https://delagate.dccc.edu/>).

To learn more about transcript and diploma requests including pricing, visit the Transcripts and Diplomas (<https://www.dccc.edu/student-support-services/student-records/transcripts-and-diplomas/>) web page.

### **Withdrawal Policies**

Delaware County Community College's mission is to facilitate learning by providing quality educational programs and services that are student-focused, accessible, comprehensive, and flexible to meet the educational needs of the diverse communities it serves. Students pay tuition and fees, and in return receive the professional educational services of the College. It is our expectation that students attend all class sessions and actively participate in online courses in order to receive grades for courses in which they are enrolled. Sometimes this is not possible, and withdrawal from a course is necessary. Normally, withdrawal from a course is the responsibility of the student, but occasionally the College must withdraw the student.

Students are cautioned that withdrawal from a course could change their status as a full-time student and could affect their financial aid status or any outside benefits (i.e., Veteran's, TIAA, etc.); however, students withdrawing themselves from a course has no impact on their GPA. Except in the cases of not attending on campus courses or actively participating in online courses during the first week of classes, students are NOT withdrawn from a class because they stop attending. Instead, these students receive a grade that best indicates their level of achievement of all the competencies of the course. Also, it should be

noted that the privilege of Student Withdrawal (SW) is NOT permitted for students who violate the College's Academic Honesty Policy.

**Final Grades:** If a student's extensive absence from the class results in a failure in the course, the instructor should assign an NPA grade for Basic, Developmental, and Transitional courses and an FA grade for all other college credit courses. Last day of attendance will be required in reporting the FA and NPA grades.

### **Withdrawal Options**

#### **No Show Withdrawal (NS)**

- Initiated by the instructor.
- May be issued for students who did not attend an on campus class during the first week of the Fall and Spring terms or the equivalent for accelerated parts of term.
- May be issued for students who did not actively participate in an online course during the first week of the Fall and Spring terms or the equivalent for accelerated parts of term. (Active participation is defined as completing course-related work [i.e., submitting a class assignment, or participating in online discussion] in the College's learning management system [i.e., Canvas] or related educational software [i.e., MyLabsPlus, Wiley etc.]).
- Reported during the second week of Fall and Spring terms or the equivalent for accelerated parts of term.
- Processed through the Registrar.
- Course not reflected on final transcripts.
- No effect on the student's GPA.
- Students may be reinstated in the course at the discretion of the faculty member.
- Student refunds considered in accordance with the College's Refund Policy

#### **Dropped Course (DC)**

- Initiated by the Student
- Through the end of Week 3 for Fall and Spring, through the 20% point in the Accelerated, and Summer I & II, and Winter Terms.
- For any reason.
- Course not reflected on final transcripts.
- No effect on the student's GPA.
- Student refunds considered in accordance with the College's Refund Policy

#### **Student Withdrawal (SW)**

- Initiated by the student.
- From the beginning of Week 4 through Week 10 (through the 60% point for terms less than a full semester).
- For any reason.
- Course is reflected on final transcripts with a W.
- No effect on the student's GPA.
- No refunds will be issued.

#### **Administrative Withdrawal (AW)**

- Initiated in writing by completing an Administrative Withdrawal Request form.
- The request may be submitted anytime during the current academic term and no later than 30 days after the end of the current academic term.

- Appropriate supporting documentation relevant to the request is required with the submission of the Request form.
- The completed Administrative Withdrawal Request form and supporting documentation are submitted to the College's Registrar in Enrollment Services.
- Students are encouraged to meet with the offices of Financial Aid and Student Accounts to determine the financial implications based on their change in enrollment.
- If necessary, any adjustments to the student's account will occur in the semester in which the enrollment change occurred.
- Students may appeal the decision using the Student Complaint process.

### College Intervention Withdrawal (IW)

- Initiated through the Code of Conduct or for not meeting special program policies or regulations.
- The process may be initiated anytime during or after the current term.
- Decision may be appealed via procedures in the Student Code of Conduct or the Grade Appeal Policy for special programs.
- No refund of tuition/fees.
- Course is reflected on final transcripts with a W.
- No effect on the student's GPA.

## Graduation and Academic Honors

### Academic Awards

*Recognizing academic excellence and achievement.*

#### Academic Excellence Award

A \$100 award is given to the graduate with the highest GPA of the academic year. In case of a tie, the recipient is the student who attempted and completed the greatest number of credit hours.

#### Academic Achievement Awards

The faculty present Academic Achievement Awards to students with distinguished accomplishments in specific curricula, areas and disciplines. Criteria for selection include: a GPA of 3.5; no final grade lower than "A" in the curriculum, area or discipline; completion of more than half the credits required for the certificate or degree; and distinguished performance as observed by the faculty.

#### Outstanding Student Achievement Award

Each year, the Outstanding Student Achievement Award recognizes a student's achievements in leadership and service to the College and/or community in addition to his/her academic achievement. The College faculty and staff nominate students for this honor and the Student Affairs Committee chooses the award recipient.

## Graduation

*Recognizing completion of Certificate and Degrees.*

### Graduation Requirements

To graduate from the College a student must:

- Earn at least 60 credits exclusive of transitional and continuing education courses. Of these, at least 24 must be earned at the College. Of the 24 hours of Delaware County Community College credit required for graduation,

at least 15 of these must be in graded courses for the associate degree, and at least six of the 15 semester hours in graded courses for a certificate.

- Have a cumulative GPA of at least 2.0 ("C") or better (transfer credits are not used in the computation of the College GPA.)
- Complete an approved course of study satisfactorily (that is, all required courses and electives)
- Complete an application for graduation at the beginning of the semester in which he/she plans to graduate.
- Pay the graduation fee, which pays for the cap, gown and diploma.

### Graduation Honors

Students who receive a degree or certificate from the College and have earned an overall GPA of 3.0 to 3.49 in courses applicable to the degree will graduate with Honors. Students who achieve an overall GPA of 3.5 or better will graduate with High Honors.

### Term Recognition

*Celebrating student excellence each semester.*

### Dean's List and President's List

Students (both full time and part time) who have completed a minimum of 12 degree credits at the College with a 3.0 or better grade point average for the semester will be included on the Dean's List. Students (both full time and part time) who have completed a minimum of 12 degree credits at the College with a 3.5 or better grade point average for the semester will be included on the President's List.