

Wilmington University
Student Handbook

2026-2027



WILMINGTON

UNIVERSITY

STUDENT HANDBOOK 2026-2027

Table of Contents

Mission Statement	5
Letter to Students	6
Important Dates to Remember	7
Terms for New Students.....	7
Frequently Asked Questions (FAQ)	12
Scheduling Your Time.....	16
Making It Work	16
What to Remember.....	17
Beware	19
Learning from the Experience	21
Faculty Course Evaluations	22
Remember	23
Academic Advising – Undergraduate	25
What Can My Academic Advisor Do for Me?	25
Personal Counseling	26
Advisor/Student Responsibilities.....	26
Transfer Credit Process	30
Transfer Credits and Residency Requirement — Undergraduate Students	31
Athletics	32
Academic Probation: Penalties.....	32
Student-Athlete GPA Requirements.....	32
Student-Athletes’ Attendance	33
Substance Abuse	33
Campus Stores	33
Career Services.....	34
Classroom Assignments	35
Application Procedures for Financial Aid.....	38
Food Services	40
Gender-Neutral Restroom Policy.....	40
Housing Referral	41
Insurance	41
Library	41
Office of Student Accessibility	43
Office of Student Concerns	43
Student Code of Conduct	43

STUDENT HANDBOOK 2026-2027

Wilmington University Civility Statement	44
Process for Filing a Concern or Complaint	46
School Closings.....	47
Smoking.....	47
Student Lounges	47
Student Government Association	47
Student Organizations	48
Student Success Center (SSC)	55
Tuition and Fees	55
University Safety	56
Veterans' Affairs	56
How to Apply for Veterans' Educational Benefits.....	57
Attendance/Absences.....	59
Attendance Policy	59
Academic Awards – Graduate	60
Academic Complaint/Appeal of a Final Course Grade/Request for Hearing	62
Student Code of Conduct	66
Academic Integrity	66
Plagiarism Detection Software	67
Grades/Academic Progress.....	76
Graduation.....	81
English and Math Placement Testing	84
Privacy Policy	86
Registration	87
Course Withdrawal.....	87
Dropping/Adding Courses.....	88
Modular Drop/Add and Modular Withdrawal.....	88
Repeating a Course	89
Repeat Courses for Financial Aid.....	89
University-wide Academic Calendar	89
Admissions Policies	91
Transcript Requirements.....	91
Transcript Waiver Requests.....	91
The Use of Artificial Intelligence	96
Generative Artificial Intelligence	96
Resources for Upholding Academic Integrity.....	99

STUDENT HANDBOOK 2026-2027

Detection Software	99
Student Discipline Committee.....	105
Recording of the Hearings.....	105
Appeals.....	107
Due Process	108
Remote Learning and Virtual Meeting Requirements	109
Driving.....	109
Dress for Virtual Meetings or Sessions.....	109
Policy on Non-Registered Individuals in the Classroom.....	111
Policy on Discrimination	111
Policy on Hazing.....	112
Art Show Policy.....	114
Bicycle Policy	114
College of Nursing Health Sciences Background Check and Drug Screen Policy	114
College of Education: Criminal Background Check Required for School Counseling, Practicum, and Student Teaching....	115
Drug and Alcohol Policy	116
Sexual Misconduct, Discrimination, and Harassment Policy.....	117
Minors on Campus Policy.....	118
Allegation of Inappropriate Conduct	120
“Abuse” or “abused child” means that a person:	121
Reporting Requirements.....	122
Consensual Sexual Relationship Policy	123
Guidelines for Alumni/Community	129
Policy on Surveillance Devices on Campus.....	131
Intellectual Property Policy and Students	132
Public Display and Posting Policy.....	132
Smoke-Free Policy	133
Wilmington University Security Plan	133
Appendix A: Constitution of the Wilmington University Student Government Association.....	145
Appendix B: Veteran’s Enrollment Guidelines.....	147
Appendix C: Policy and Procedures for Addressing Sex-Based Harassment.....	147
Appendix D: Wilmington University’s Guide for Pregnant and Parenting Students (Includes Lactation Policy)	176

Mission Statement

Wilmington University is committed to excellence in teaching, relevancy of its programs and offerings, and individual attention to students. As an institution with inclusive admission policies, it offers affordable and accessible higher education to students of varying ages, interests, and aspirations through both face-to-face and various online formats.

The University provides a range of exemplary career-oriented undergraduate and graduate degree programs and certificates, or customized offerings based upon market needs, for a growing and diverse student population. A highly qualified, full-time faculty works closely with part-time faculty drawn from the workplace to ensure that the university's programs prepare students to begin or continue their career, improve their competitiveness in the job market, and engage in lifelong learning.

This handbook is not to be construed as a contract, as creating any enforceable rights for any student or other person or other obligations for the University, or as altering the status of any University employee. Any of the University's policies and procedures may be changed at any time by the University, in its sole and absolute discretion, and without prior notice. The University reserves the right to alter or change any statement contained in this handbook without prior notice.

Letter to Students

Dear Students,

Welcome to Wilmington University. This handbook is designed to guide you as you begin or continue your educational journey with us. Inside, you'll find helpful information on University policies and regulations, academic resources, student services, and opportunities for involvement through clubs and activities.

Care and respect for students have been central to Wilmington University since its founding, and your success remains our greatest measure of effectiveness.

Please note that this handbook is not all-inclusive. Because policies may change throughout the year, we encourage you to consult the online version for the most up-to-date information: <https://www.wilmu.edu/studentaffairs/student-policies-and-regulations.aspx>

If you have questions not addressed here, don't hesitate to reach out to the Office of Student Affairs or speak with any member of our faculty or staff.

Sincerely,

A handwritten signature in black ink, reading "Tina Barksdale". The signature is written in a cursive, flowing style.

Dr. Tina M. Barksdale
Senior Vice President and Chief Student Affairs Officer

Important Dates to Remember

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

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

- Registration dates
- Beginning of term
- Deadline to deadline to drop/add/withdraw from classes (and refund policy)
wilmu.edu/registrar/changeschedule.aspx
- Holidays, spring break, winter break (no classes meet/University closed)
- Deadline for removing incomplete grades
- End of the term
- Deadline for petitioning for degree (applying for graduation)
wilmu.edu/graduation/procedure.aspx

Terms for New Students

Academic Dean — Each Academic Dean is responsible for the academic programs (both undergraduate and graduate) within his/her college. The Colleges at Wilmington University include Business, Education & Liberal Arts, Health Professions & Natural Sciences, Social and Behavioral Sciences, and Technology.

Adjunct faculty — are scholarly practitioners who are often employed in the field in which they teach. They do not have offices on campus. All adjunct faculty are expected to provide contact information for students on their course syllabus.

Block classes — Meet either the first seven weeks of the semester or the last seven weeks of the semester. Block classes meet once a week for five hours.

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

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

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

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

Dean of Students — The Dean of Students implements and enforces student policies while working closely with other student services and academic areas. The Dean of Students meets with students who have exhibited poor conduct and resolves problems accordingly.

Degree Works — is an electronic listing of undergraduate and graduate degree requirements accessible through myWilmU. It provides a listing of all the courses required in any given degree program, showing transfer credits, completed courses, graduation requirements and remaining courses.

Distance Learning (DIS) refers to online courses where all learning activities are conducted using the internet. There will be no on-location meetings with the instructor or other students enrolled in the course.

Drop/Add — is a period in which a student may withdraw from a course and be refunded the cost of the course or register for another course. Students should make themselves aware of these dates for each new semester and each course format. Drop/Add can be completed at the Registrar's Office, through myWilmU, fax, mail, or any site office.

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

Education Plan — is a flexible, personalized course sequencing template created with a student's academic advisor or Program Chair. Each Educational Plan includes applicable transfer courses and lists remaining courses in a suggested sequence based on program prerequisites. These plans will be created based on part-time or full-time enrollment and may be adjusted as needed.

Faculty Advisor — is a representative of an academic college who serves to advise students on issues specific to his/her major. A faculty advisor may also oversee a club or organization of the University.

Full-time/Part-time — status is determined by the number of courses attempted during an academic semester. Twelve or more credits within a semester is full-time for an undergraduate student. Nine or more credits within a semester is full-time status for a graduate student.

GPA — refers to Grade Point Average. It is a calculation based on the number of credits a student attempts to complete and a numeric value awarded for each grade. GPAs are used to determine academic standing and eligibility for academic, athletic, and financial aid opportunities.

Graduate work — refers to either master's- or doctoral-level studies.

Hybrid courses (HYB) are a combination of in-class teaching and online learning. This creates an active independent learning environment and reduces classroom time for working students.

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

Modular classes — at Delaware sites meet over the course of two weekends in one month. For example: October Modular class might meet Oct. 13-15 and 27-29, from 5:30 p.m. to 9:30 p.m. on the Fridays and 9 a.m. to 5 p.m. on the Saturdays and Sundays. New Jersey modular classes meet on three consecutive two-day weekends, Friday evenings and Saturdays from 9 a.m. to 5p.m. Students must check online for exact dates and times.

myWilmU — is Wilmington University's online student service portal, through which students may:

- make payments
- register for courses
- send and receive emails
- view course grades, My Degree Program, semester schedules and transcript

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

Prerequisite — is coursework or academic status that must be fulfilled in preparation for higher-level work/internship/alternative coursework. Prerequisites must be completed prior to beginning the higher-level course requiring the prerequisite.

Prior Learning Assessment (PLA) The University allows students to obtain academic credit for learning that has taken place outside the traditional classroom setting. To earn PLA credit, students must prepare a portfolio which will be reviewed by a qualified faculty member. See the University Catalog for a more detailed explanation.

Program Chair — oversees a specific degree program by regularly reviewing the course requirements for the degree, as well as the course content. The Chair teaches courses within the degree program and hires instructors. The Chair provides regular office hours, which allows time to meet with students. A Program Chair may also serve as a Faculty Advisor.

Reading Week — is the week between Block I and Block II. Often classes do not meet during Reading Week. However, it may be used by instructors to make up missed classes.

Semester classes — meet for fourteen weeks. They meet once each week for 2½ hours.

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

Syllabus — is an outline or overview of a specific course, as well as various University protocols. A syllabus will provide the instructor's name and contact information. It may also assign coursework for the first and subsequent classes; therefore, students should review it prior to the first class.

Transfer Credit Evaluation — is an evaluation done on all incoming transfer students who are transferring credits from other institutions.

Undergraduate work — refers to either an associate degree (2-year degree) or a bachelor's degree (4-year degree). Undergraduate Academic Advisors are a valuable resource for students and provide help with course scheduling and selection, degree selection, academic questions, and concerns.

Withdrawal — Students may withdraw from a course without academic penalty prior to the course withdrawal deadline stated in the printed Student Guide and on the website. Course withdrawals may be completed online through myWilmU. Withdrawing from a course does not release a student from financial responsibility or obligation for the course. Students may conclude payment arrangements at the time of withdrawal or continue to be billed under the existing payment plan agreement. A grade of "W" is recorded on the student's record for official withdrawals, this grade has no impact on GPA. Failure to withdraw before the withdrawal deadline results in a grade of "FA." An FA will have a negative impact on GPA.

In certain circumstances, students may have grounds to appeal for a withdrawal after the established deadline. Students who fall under this category and have documented circumstances that warrant further consideration must go through an appeals process. A committee will review the requests on a bi-monthly basis; the decision of this committee is final.

The reasons for the appeal review are as follows:

- Serious illness (physical or psychological) or injury to the student that precludes the student from completing the term
- Death of a member of the student's immediate family that prevents the student from completing the term
- Serious illness or injury to a member of the student's immediate family that requires the student to be the primary caregiver to the family member and prevents the student from completing the term
- Military orders that require reporting between the withdrawal deadline and the end of the term and prevent the student from completing the term
- Employment situation that precludes a student from attending class (e.g., schedule change)
- To submit an appeal, the student must submit a typed letter explaining the circumstances of the reason for the appeal, and documentation from a medical professional (or copy of military orders) that support the request.

- Submission of documentation is not a guarantee of a specific outcome. Requests will only be considered if the withdrawal request is for all courses in a term. Please submit documentation to registrar@wilmu.edu.

Frequently Asked Questions (FAQ)

Where can I pick up a course syllabus?

Syllabi are located on Canvas course sites. Canvas is a password-protected web environment. Syllabi are generally available two weeks before the course begins.

How do I know which classes to take?

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

Am I required to take any placement exams?

English and math skills assessments are required for undergraduate students. Testing must be completed prior to registering for the English and math courses required for your degree program. SAT scores or transferable credits in English and/or math may exempt students from taking the placement test(s). Visit wilmu.edu/placement/index.aspx for more details.

Where do I get my Student ID/Library card?

ID cards are issued through University Safety on the first floor of the Doberstein Admissions Center (DAC) on the New Castle campus and through the site offices at the other locations. Your ID card is also your library card. Your ID card will also be required when using the College of Business and Technology Open Lab (Peoples Library Room 030).

Can I keep my cell phone on during class?

No. The use of cellular telephones and other similar electronic devices is prohibited in the classroom, public library spaces, and labs.

Where are my classes held?

Students are advised to check their schedule in myWilmU. Room assignments are also available online at wilmu.edu/registrar/courseoffering.

Will my parents get my grades?

Many parents may be surprised to learn that they may not have the same access to information about their child that they had in high school. Federal legislation has mandated policies and procedures that colleges must follow. The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, was designed “to assure parents of students, and students themselves if they are over the age of eighteen or attending an institution of post-secondary education, access to their educational records and to protect such individuals’ rights to privacy by limiting the transferability (and disclosure) of their records without their consent.”

What is a typical course load?

You may register for one to six undergraduate courses, or one to four graduate courses, per semester without special approval. To be considered a full-time undergraduate student you must be enrolled in at least 12 credit hours per semester. To be considered a full-time graduate student you must be enrolled in at least nine credit hours per semester. This is important if you need to be full-time for financial aid qualifications.

What does credit hour mean?

Each credit hour is a unit of measurement in college. Each course is assigned a particular number of credit hours, depending on the number of times the class meets and the number of clock hours it meets during the semester or block. Three is the most common number of credits for a semester course at Wilmington University.

Three credit hours is awarded for 40 hours of structured learning activities with a normal expectation of at least two hours of outside study for each hour of structured learning.

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

What is a transcript?

A transcript is the official record of your academic history at an institution. An official transcript will have a raised seal.

Do I need a parking permit to park my car at Wilmington University?

No. Parking is free, and you do not have to register your car with Wilmington University.

How do I notify the University if I change my address?

Students are responsible for filing any change of address or phone number and can do so through the Registrar, or through myWilmU.

How do I notify the University if I change my legal name?

Students who have had their names changed legally by the appropriate government entities shall inform Wilmington University of the change by submitting the new name to the Office of the Registrar using the [Student Data Change Form](#). Official documentation showing the name was changed legally is required.

Acceptable documentation includes:

- Court order
- Driver's license
- Passport
- Social Security Card or Tax Identification Number Card

TIPS FOR STUDENT SUCCESS

Scheduling Your Time

You can begin by setting up an honest schedule of your time. Do it on paper. Write it carefully and put it where you can see it, referring to it daily.

Dealing With Your Days

First, review time requirements that must be allocated to daily concrete activities:

- Class
- Work
- Personal well-being tasks
- Other obligations

Once you have written these, you can survey your week and determine where you can block out your study time. As an example, a student carrying 12 credits should study about 24 hours a week outside of class to maintain reasonably good grades. Most people putting in a 40-hour work week do so without working after 5 p.m. or on Saturdays or Sundays and still have time for outside interests and a social life. You should be able to budget your week so that you are able to handle an outside job and do things you like, plus invest the necessary amount of time into your education.

Making It Work

Stick to it! You may find it increasingly difficult for 10 to 12 days to stay with the plan you've mapped out for yourself. Sheer will power is the tool you'll have to rely on, but the hard work and discipline will pay off, both in your college life now and personal life later.

The harder it seems, the more determined you need to be to adhere to the rigid schedule to make it work. When you feel it's impossible to follow your schedule, make yourself do it anyway. That's the "top of the hump," and once you have reached it, everything gets smoother because your habits have begun to establish themselves.

You can't simply talk yourself into a habit, and you probably can't form one just by saying you will. You develop a habit by doing the same thing, in the same way, over and over.

Habits are powerful. You'll find before long that feelings of comfort and achievement replace the uncomfortable feeling you had from having to force yourself in the beginning. Success will be yours because you were willing to make the necessary sacrifices to "make it" in college.

If your first schedule doesn't work out for you, change it to suit your situation — but stick to it rigidly after you find you've discovered a good one.

What to Remember

Some important ideas for managing your study periods are:

- Study every day at the same time.
- Don't study one subject too long at a time. If the subject needs more than one hour daily, break up the study-time slots with other activities.
- Study a subject as soon as you can after a course lecture on it. (You forget 80-90% of what you hear within 24 hours unless you reinforce it by studying.)
- If some courses require less study time than others, then schedule half- hour — or even shorter — blocks for them; but study every subject daily. A shorter time each day is more effective than a longer period every other day.

How to Study

Reading Your Text

A textbook "tells" you nothing. You must ask it questions in your mind as you read. Get questions from your instructor, from the end of a chapter, or by changing the headings from statements to questions (i.e., "Causes of the Civil War" to "What causes led to the Civil War?").

The author most likely worked from an outline when the book was written. It is your job to distinguish the original main points. The system is: Whole— Part—Whole:

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

Finding the Main Points

Briefly outline the reading assignment on paper in your own words. Underline the most important elements. If there's a summary, read it first, then keep the point that it emphasizes in mind as you read the assignment. Notice the paragraph headings. In fact, scan the chapter and read the paragraph headings before you read the text. Check new vocabulary. Learn to use the words.

Taking Notes

Lecture notes can be effective study aids. To take notes well, you must be able to select the main points being made and express them in your own words or, at least, condense the lecturer's words to ensure a short, clear understanding of what's being said.

Review your notes often. Just before class is a good time because it helps connect the lecture you've heard with what you are about to hear. Look at your notes frequently enough to let you see how each lecture relates to the lectures before it and to the larger course units.

Organize

Take notes in an organized way to make their meaning clear.

- Usually, the conventional outline method works best.
- Put a definite headline over a group of notes.
- Read or listen until you understand before you put anything down.
- Write complete statements, not topics.
- Don't try to take down everything.
- Choose thought units by noting paragraph heads or the speaker's statements of subjects and subtopics, introductory remarks, and summary statements.
- Observe a speaker's changes in voice and gestures.
- Remember that most lecturers outline their material in their opening remarks.
- Show relationships of statements to each other when arranging your notes.
- If you miss a point, don't stop to find out what it was. Check it out later

STUDENT HANDBOOK 2026-2027

- Take notes in permanent form the first time so you don't need to copy them over.
- Listen carefully.

Beware

You can speed up and simplify your notetaking by staying aware of several “easy-to-fall-into” traps.

- Don't try to write every word a speaker says.
- Leave out unimportant details, examples, and statistics (unless the lecturer repeats them specifically for your accuracy).
- Re-word your notes neatly before the facts get “cold.”
- Don't use abbreviations that you'll forget later.
- Cross out mistakes and underline vital points as you go. Don't erase.
- Don't take too many notes. Select, evaluate, and summarize on the spot. Outline in terms of your understanding and needs.

Taking a Test

Essay

When your test is in essay form, read all the questions quickly, then answer the one with the highest point value first. Next, do the question about which you know the most. Work from an outline for all questions. Look for key words: “list,” “discuss,” “fact and opinion,” “compare and contrast,” and “describe.”

Objective

Look for specific determinants in objective test questions. “Always,” “never,” and “all” are usually false. “Usually” and “sometimes” are typically true.

Multiple Choice

For multiple choice questions, there are generally four possible answers listed. Work from negative to positive; that is, rule out the least likely possible answers first and focus on the ones that might be true. Narrow your decision to one correct answer. Read the

statement given plus one answer at a time, covering all positive choices. This helps eliminate confusion and errors.

Matching

When the test involves matching items, decide whether extras are given. Ask yourself whether any answers can be used more than once.

Terms You'll See

- **Compare:** Usually stated as “compare with,” this implies that you should emphasize similarities, although you can mention differences. Examine qualities or characteristics to discover resemblances.
- **Contrast:** Asks you to stress dissimilarities between associated things, qualities, events, or problems.
- **Criticize:** Requests your judgment on the correctness or merit of the factors under consideration. You are expected to give the results of your personal analysis and to discuss the limitations and strengths of the work in question.
- **Define:** Calls for concise, authoritative meanings. You need not give details but should cite briefly the boundaries or restrictions of the definition. Keep in mind what differentiates the defined term from all others in its class.
- **Describe:** Wants you to recount, characterize, sketch, or relate in narrative form.
- **Discuss:** Directs you to examine, analyze, and state the pros and cons of specific problems or items. You will find this term appears frequently in essay questions. It calls for a complete, detailed answer.
- **Evaluate:** Asks you to appraise a problem carefully, stressing advantages and drawbacks. The term implies expert and—to a lesser degree— personal assessment of positive and negative aspects.
- **Explain:** Requires that you clarify and interpret what you present. It is best to state the “how” and “why,” reconcile any difference of opinion or experimental results, and give causes where possible. Your aim is to make plain the conditions that lead to what you’re examining.
- **Outline:** Wants you to formulate an organized description, giving main points and essential supplementary ones, omitting minor details. You should set up the information systematically.

- **Relate:** Asks you to describe relationships in your answer, emphasizing connections and associations.
- **Review:** Specifies critical examination. You should analyze and comment briefly in planned order on the major aspects of the problem.
- **Summarize:** Requests that you state main points or facts in condensed form, leaving out all details, illustrations, and elaboration.
- **Trace:** Asks that you describe historical sequence, progress, or development from points of origin and may call for probing or for deduction.

Learning from the Experience

An examination teaches you while you're preparing for it, completing it, and after it is over. When your test is returned, carefully look at it to see whether there are points you need to relearn.

What You Missed

Find out what you missed. Check each test item for which you received part or no credit and figure out why you didn't get it right. Here's a checklist to help.

- Misread the question.
- Tried to avoid the question by writing around it.
- Were careless in computation.
- Organized the answer poorly.
- Choose a poor selection of points for the answer.
- Wrote too much.
- Wrote too little.
- Reasoned poorly.
- Distributed time improperly, leading to incomplete answers.

How to Avoid Repeats

Decide how you can avoid making the same mistakes during your next examination. Note your errors and review them before you take another test. If the exam papers aren't returned, ask permission to see yours.

Ask the Instructor

If you don't understand the way a question has been marked, then ask your instructor about it. Make sure your attitude shows you want to improve—not just get a few more points.

When talking about a test paper, forget the grade you received. The instructor has tried to grade honestly and fairly, and emphasis on your grade may inadvertently be construed by your instructor as an attack on his or her fairness.

Check Correct Answers

Look at your correct answers, too. This stresses them in your mind and helps reinforce any that may have been a “good guess” on your part. You might not be as lucky another time!

Swim, Don't Sink

Once you've established your life on a schedule that you can handle and you've formed the study habits you need, you will find yourself in control of your future in a way you may have thought was impossible.

By developing the right tools for approaching your educational requirements, not only can you get through your time at Wilmington University, but you may find yourself doing it with honors. At the least, you will have a sense of well-being that comes from knowing what to do, when to do it, and how. You can do better than just survive—you can succeed!

Faculty Course Evaluations

Students are requested to complete a course/faculty evaluation at the conclusion of each course. Generally, this is referred to as the CATS Survey.

This tool is a combination of predetermined questions which the student completes by filling in bubbles. In addition, it also allows the student to provide an opportunity for written input. The Faculty Senate has worked to make this a useful tool that helps to refine all courses and assists in faculty development.

STUDENT HANDBOOK 2026-2027

Student input is essential in the process; therefore, students are asked to evaluate each course openly, fairly, and completely.

Remember

There are experienced and understanding people in staff, faculty, and administrative positions throughout Wilmington University. If you need or desire to talk with any of them, make arrangements to do so. If the University can assist you with any of the specific steps discussed in this section, please don't hesitate to ask.

STUDENT SERVICES

Academic Advising – Undergraduate

Academic Advising services are an essential element of the Wilmington University student support system. The advising staff emphasizes a holistic approach by encouraging students to meet their educational goals while becoming lifelong learners and contributing members of society.

Academic advisors help students plan their academic careers. Advisors provide a clear explanation of course requirements for a chosen degree program and assist students in making informed decisions on course scheduling and registration. They assist students in monitoring their progress toward graduation requirements to ensure that students are successful in reaching their educational goals. Advisors may also refer students to other campus resources and services for additional assistance.

Contact Academic Advising

Undergraduate students may schedule an appointment with an Academic Advisor at their preferred University location using one of the methods listed on this webpage: wilmu.edu/advising/contact-advising.aspx

If you are a Graduate student, your advisor is your Program Chair. Undergraduate students can call **(877) 967-5464** for advising assistance or to schedule an appointment with an academic advisor.

What Can My Academic Advisor Do for Me?

Your Wilmington University Academic Advisor can provide the answers to most of the questions you will have during your college career. They may also refer you to various offices or services to make sure you get the help you need.

Commonly Asked Questions Include:

1. Is this major right for me?
2. What courses should I take?
3. What is the difference between dropping and withdrawing from a course?
4. What is a minor, and is it right for me?
5. Should I consider adding a certificate?
6. How do I change my major?

7. What are Honors, and how do I qualify?
8. What course alternatives exist for students with years of professional training and work experience?
9. Am I eligible for Dual-Credit Advantage opportunities?

When Should I Meet with My Advisor?

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

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

Personal Counseling

Wilmington University recognizes the value and need for personal counseling among some of its students.

No problem is viewed as insignificant or unimportant. The University is prepared to refer students to other specialized services and agencies within various communities when such help is deemed necessary and appropriate. For support, students can contact the Office of Student Concerns at studentconcerns@wilmu.edu.

Advisor/Student Responsibilities

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

Advisor Responsibilities

- Help students understand how to read their Degree Works.
- Work with students to create and adjust their educational plan.
- Work with individual students to develop long-term academic plans and set short-term goals to achieve those plans.

- Provide a clear explanation of course requirements for a student's chosen program. This should include the general studies core, degree core, elective options, and internship opportunities, among others.
- Discuss areas of personal concern, such as balancing academics with work and social obligations.
- Discuss academic progress with students.
- Explain school policy and procedures.
- Refer students to University resources for help with their unique needs.

Student Responsibilities

- Meet with an advisor for the degree program you have selected.
- Use the information and guidance provided by an Academic Advisor to select courses based on individual needs and personal schedule.
- Review your Degree Works to confirm that all current and required documentation and transcripts have been submitted and apply to your degree program.
- Familiarize yourself with Degree Works and degree requirements (i.e., minimum grade requirements, prerequisite course work, GPA requirements)
- Schedule periodic meetings with your Academic Advisor, especially in times of academic difficulty. Adjust educational plan as needed.
- Track academic progress through Degree Works found in myWilmU. Follow Education Plan attached to Degree Works for recommended course sequencing as set by degree requirements.
- Students who are at any time confused about academic requirements or progress towards a degree are encouraged and expected to meet with an advisor.
- Once a student is on their way to completing courses specific to a major, he/she should ask themselves two important questions to make sure it is the right major for them:
 - Do I find the content of the core courses interesting?

- Do my courses cause me to look forward to future coursework in this major?
- Students should maintain accurate and current contact information in myWilmU (i.e., name, phone, personal email, and home address).
- Acquire and read the Wilmington University Student Handbook.
- Be familiar with and abide by school policies defined in the University's catalog and the Student Handbook.

Change of Academic Program

Undergraduate Change of Majors

In myWilmU, students can view their Degree Works audit, which lists how Wilmington University coursework and transfer credits are applied to their current degree program. Students can view how their completed coursework and transfer credits apply to other degree programs by using the “What If” tool in Degree Works. This preliminary report is subject to change when an official course evaluation is completed. Enrolled undergraduate students desiring to change (add or remove) their intended major, minor or certificate should contact an Academic Advisor. Newly admitted students who have not registered for courses contact Enrollment Services to make changes. Students will be sent a link to initiate the change of program. The completed Change of Academic Program form initiates an official course evaluation into the new intended program(s). Once completed, students can view their new audit in DegreeWorks. Students who have not attended for 3 semesters will first need to reapply with Admissions. Certificates and minors must be listed on the student account before the Office of the Registrar awards a completed certificate. Students do not need to apply for a completed certificate as the Office of the Registrar automatically awards completed certificates at the conclusion of every block. . Please note that the link cannot be used to change academic level (undergraduate to graduate level or vice versa.) Students who apply for a second program or change academic level must reapply with the Office of Admissions.

Graduate Change of Majors

Graduate students desiring to change their intended program or major should contact their graduate Program Chair.

Credits and Transfer Policies

Definition of Credit Hour

Each course offered for University credit is assigned a specific credit hour value. A

credit is a unit of measure that represents scheduled instruction, which can be applied to the total number of hours required to complete a degree. At Wilmington University, three credit hours will be awarded for 40 hours of structured learning activities, with a normal expectation of at least two hours of outside study for each hour of structured learning. Wilmington University recognizes that learning can take place in environments outside the traditional classroom. To recognize this learning and to equate it with traditional classroom learning, guidelines have been developed for awarding such credit and are outlined below.

Transfer Credits

Transfer credits can only be accepted from schools that are officially accredited by an agency approved by the U.S. Department of Education.

If you are enrolled in a College of Education program that leads to Delaware teacher licensure, your transfer credits must come from a regionally accredited college or university. Credits from nationally accredited schools or alternative credit providers generally cannot be applied to licensure-track education programs.

The six regional accrediting agencies are:

- Middle States Commission on Higher Education (MSCHE)
- Higher Learning Commission (HLC)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools (SACS)
- Western Association of Schools and Colleges (WASC)

You must have earned a grade of “C” or better in a course for it to be considered for transfer.

Credits earned through CLEP, DSST (DANTES), or Advanced Placement (AP) exams may be reviewed for transfer. However, these credits may not apply to some education courses due to Delaware licensure rules.

Alternative Credits (Sophia Learning, Saylor University, Straighterline)

Alternative credits (including Sophia Learning, Saylor University, Straighterline, and Prior Learning Assessment/PLA) may be reviewed for some degree programs but cannot be applied to programs leading to teacher licensure. If approved, a maximum of 45 alternative credits (15 courses) can be accepted into Wilmington University.

Transfer credits are reviewed on a course-by-course basis. Whether a course applies to your specific degree depends on your program and licensure requirements.

Transfer Credit Process

Undergraduate Traditional Degree Program

Traditional Degree Program Undergraduate transfer students who have not earned an associate degree will be evaluated on a course-by-course basis into the traditional degree program for which they applied. If a student has earned an associate or bachelor's degree from an accredited institution they will be evaluated into the completion degree program.

All transcripts from schools attended will be audited to determine where transferable courses apply. Once the Office of Admissions has received official, sealed transcripts, or an official electronic transcript from an approved institution such as Parchment, from all colleges and /or community colleges that the transfer student has attended, an official transfer credit evaluation is initiated. The transfer credits are then directly posted to the student's Wilmington University transcript. Transfer credits are not reviewed and posted until all official transcripts are received. Finally, after the transfer credits are posted, students can view their DegreeWorks in myWilmU to see how the transfer credits apply to their degree. Please note that non-degree and undeclared applicants will not have a transfer credit evaluation.

Undergraduate Completion Degree Program

Undergraduate transfer students who have earned an associate or bachelor's degree are eligible for a unique transfer option called a completion degree if they apply for a program in which a completion degree exists. Applicants are evaluated for the corresponding completion degree program for which they applied. For more information on completion degrees, please contact an academic advisor at your nearest site.

Once the Office of Admissions has received all official, sealed transcripts (with conferral dates) from the colleges that the transfer student has attended, an official transfer credit evaluation is initiated. Prerequisite courses will be identified as satisfied in the earned degree or it will be determined that they still need to be taken at Wilmington University. Transfer credits are not posted until all official transcripts are received.

Due to the variable nature of earned credits needed for an associate degree, students may need to take additional elective courses so that they meet the minimum 40 course (120 credits) graduation requirement.

After official transfer credits are posted, students can view their Degree Works in myWilmU to see how the transfer credits apply to their degree. Please note that pending degree conferrals can delay the posting of transfer credits and the loading of DegreeWorks for the completion degree.

Transfer Credits and Residency Requirement — Undergraduate Students

Number of Credits

The maximum credits allowed for transfer, either from other colleges or through alternative learning situations, are 90 credit hours for the bachelor's degree and 30 hours for the associate degree. The University has a residency requirement of 30 credits for the bachelor's degree and 30 credits for the associate degree.

“Challenge-by-Exam” and/or “Prior Learning Assessment” (PLA) can be applied toward the 30-credit hour residency requirement for the bachelor's degree. PLA credit cannot be applied for consideration of honors. The Division of Online and Experiential Learning assists students in determining applicable credit for prior learning. Note that students must still complete 45 credits at Wilmington University to be eligible for academic honors.

Upper-Level Requirement

The University requires 30 credit hours of upper-level coursework taken at Wilmington University for a bachelor's degree.

A waiver of the 30-credit hour, upper-level requirement may be authorized by the appropriate Academic Dean. Waivers may be granted when a student is working toward a specific career goal (e.g., certification, licensure, dual major or minor) and, in so doing, is required to take lower-level courses. Waivers may also be granted for other reasons specific to the various academic divisions.

Such waivers should not exceed 6 credit hours, depending on the major.

Military Science Credits from the University of Delaware

Wilmington University has a cross-enrollment agreement with the Department of Military Science at the University of Delaware where Wilmington University students may take 16 to 23 credit hours in Military Science at the University, which are applied to a minor in Military Studies (Air Force Minor - 16 credit hours; Army Minor - 23 credit hours).

Transfer Credits and Residency Requirement—Graduate Students

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

Transferred coursework must be relevant to the major area of study. Course grades below a “B” will not be considered. Transfer students need to have all transcripts from

other accredited institutions in the possession of the Office of Admissions prior to registration. Failure to attend this can result in the need to retake courses previously completed at those institutions. Credit will not be granted for course duplication.

Transfer Credit Process—Graduate Students

- Upon receipt of an official transcript, the Program Chair reviews the transcript.
- Once a recommendation has been made regarding transfer,
- a Graduate Transfer Credit Form is completed. A copy of the course description is attached, along with the official transcript.
- All of the above is sent to the Academic Dean for approval and signature and forwarded to the Registrar's Office.

Athletics

Wilmington University is a member of the National Collegiate Athletic Association (NCAA) Division II and the Central Atlantic Collegiate Conference (CACC). The CACC is comprised of 12 colleges and universities throughout Delaware, Pennsylvania, New Jersey, New York, and Connecticut. The Wildcats compete in sixteen major sports: baseball, basketball, lacrosse, soccer, cross country, track & field and golf for men and basketball, soccer, cross country, track & field, softball, volleyball, tennis, bowling and lacrosse for women. Wilmington University also has two teams that compete on the club level: cheerleading and e-sports. The cheer team performs at basketball games, competes in local and national competitions, and can be seen at many other campus and community events. The e-sports team is a member of the ECAC, and they compete in Hearthstone, League of Legends, Overwatch, Rocket League, and Valorant.

Academic Probation: Penalties

Student-athletes who are on probation at the end of the fall or spring semester may not be eligible for participation until they are off probation and meet the required NCAA progress towards degree standards. Please see the Wilmington University Student-Athlete Handbook for more information.

Student-Athlete GPA Requirements

All student-athletes must maintain a cumulative GPA of 2.0 to be certified for intercollegiate athletic competition. Student-athletes will be certified to compete at the beginning of the academic year and re-certified mid-year by the Associate Athletic Director for Compliance.

Student-Athletes' Attendance

- Student-athletes may be permitted to miss class to participate in regular season athletic competitions, provided the student-athlete has given the instructor a copy of his or her team schedule and team travel schedule at the beginning of the semester/block. The student athlete is also required to communicate any absences prior to departure.
- All student-athletes are required to provide each of their instructors with a copy of their game and team travel schedules. If these are not provided to the instructor, the instructor may elect to not excuse the athlete for the game.
- Playoffs are typically not on the schedule, as they are not scheduled in advance, nor are seeding/dates/times known until the selection announcement is made. If a team makes the playoffs, student-athletes must notify their instructors.
- Student-athletes may need to be excused from class early for team travel. The time of departure will be indicated on the team travel schedule and communicated prior by the student-athlete.
- Student-athletes are responsible for making up any missed work and/or assignments.
- Student-athletes may not miss class for the following reasons: practice, out-of-season games or team meetings.

Substance Abuse

Wilmington University prohibits the use of any illegal substances. A Substance Abuse Awareness Program is available for all students. Likewise, underage and/or excessive alcohol consumption is illegal and a violation of the Wilmington University Student Code of Conduct.

Campus Stores

There is more to the Campus Stores than just course materials. Our stores offer a wide variety of Wilmington University signature items, such as clothing, giftware, and school supplies, in addition to course materials. For updated information on store hours, online ordering, and sales please visit our website at wilmu.edu/bookstore or join our texting program by texting "JOIN CAMPUSSTORE" to 30890. For course material questions please email us at bookstoreorders@wilmu.edu or call (302) 356-6769.

A valid Wilmington University ID card is required to enter the Campus Store located on the New Castle Campus. Guests must stop by the Public Safety area at the DAC to

secure a visitor's badge.

Career Services

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

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

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

Cellular Telephones, Pagers, and Other Communication Devices

The use of cellular telephones, pagers/beepers and other electronic devices is prohibited in the classroom, public library spaces, and labs. This includes emailing, texting, tweeting and phone calls, both incoming and outgoing. While it is preferred practice that these devices be turned off prior to entering the listed areas, Wilmington University recognizes that there can be instances where a student may need to be contacted. In those situations, you are required to have your device on vibrate. It is also preferred that you advise your instructor in advance in the event it becomes necessary to leave the classroom.

It is the policy of Wilmington University that anyone driving in a capacity representing the University is required to follow the motor vehicle laws of their states. Emphasis is placed on not emailing, texting, and tweeting while driving. These activities, as well as not using a hands-free device while driving and using cellular phones are prohibited.

Classroom Assignments

Room assignments pertaining to scheduled courses and/or special events will be posted on bulletin boards and/or TVs around campus. You can also find your course room assignments by logging into [myWilmU](#).

Computer Use Policy

Overview

In support of the University's mission, Wilmington University provides several computing, networking and information resources to the campus community of students, faculty and staff. We ask those who make use of these resources abide by the following policies. Students found to be in violation of these policies will be subject to the full range of disciplinary sanctions, up to and including expulsion.

Rights and Responsibilities

Computers and networks can provide access to resources both on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations and contractual obligations. All existing laws (federal and state) and University regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct. Misuse of computing, networking or information resources may result in the restriction of computing privileges. Additionally, misuse may be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable university policies or procedures.

Examples of Misuse

Examples of misuse include, but are not limited to, the activities in the following list:

- Obtaining a password for a computer account without the consent of the account owner.
- Using a computer account that you are not authorized to use.
- Using the University's network to gain unauthorized access to any computer system.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or networks.

STUDENT HANDBOOK 2026-2027

- Knowingly running or installing on any University computer system or network, or giving to another user, a program intended to damage or place excessive
- load on the University's computer systems or network. This includes, but is not limited to, programs known as computer viruses, Trojan horses and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Violating the terms of applicable software license agreements or copyright laws.
- Deliberately wasting computing resources.
- Using electronic mail to harass others.
- Masking the identity of an account or machine.
- Posting materials on electronic bulletin boards that violate existing laws or the University's codes of conduct.
- Attempting to monitor or tamper with another user's electronic
- communications, or reading, copying, changing, or deleting another user's files or software without the explicit consent of the owner.

Reporting Misuse

Report misuse of campus technology to helpdesk@wilmu.edu.

Student Log In

Students are required to use their myWilmU username and password to log on to University-owned systems. By doing so, students agree to both the Computer Use Policy delineated above and to the Student Code of Conduct. They also acknowledge that the system they are working on may be monitored remotely by IT.

Open Lab — Peoples Room 030, New Castle

The College of Business and Technology hosts Peoples Room 030 (located on the New Castle campus) as the Open Lab available to Wilmington University students as a resource for course-related projects. **Current student identification is required to use the lab.**

Students must use their username and password to log on to the systems. By doing so, students agree to the Computer Use Policy and, more generally, to the Student Code of

STUDENT HANDBOOK 2026-2027

Conduct. They also acknowledge that the system they are working on may be monitored remotely by IT. Access to the systems in this lab is subject to availability. Lab hours are posted and are subject to change. There is NO ACCESS to the lab at other than scheduled times.

Open Area Systems

Wilmington University offers several open area systems, in various buildings and across various campuses, for students to use. Students must use their username and password to log on to these systems. By doing so, students agree to the Computer Use Policy and, more generally, to the Student Code of Conduct. They also acknowledge that the system they are working on may be monitored remotely by IT. Access to these systems is subject to both availability and campus hours.

Copy Machines

Copy machines for student use are available in the library during regular library hours and the Alumni Center during the University's regular hours of operation at the New Castle Campus. Students at Dover (302) 734-2594, Dover AFB (302) 674-8726, and Georgetown (302) 258-0290, should contact their site office regarding use of computer labs and copy machines.

Engagement Center

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

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

Contact Info:

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

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

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

STUDENT HANDBOOK 2026-2027

College of Nursing and Health Sciences: healthandsci@wilmu.edu and (302) 327-4764

College of Sciences and Engineering: sciencesandeng@wilmu.edu and (302) 327-4764

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

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

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

Financial Aid

Federal financial aid provides assistance with paying for tuition and fees, books and supplies, transportation costs, modest living expenses and dependent expenses.

This assistance is not meant to cover all living expenses. Rather, the funds are available to assist students to attend college. Detailed information on these programs and the financial aid application process is available to all students on the Wilmington University website.

To be eligible for federal grants and loans, state grants and scholarships, students must submit the Free Application for Federal Student Aid (FAFSA).

Financial aid applicants must be fully accepted into a degree program, as no funds can be awarded until the applicant has been officially admitted to the University.

Application Procedures for Financial Aid

- Financial aid applicants must complete the FAFSA at studentaid.gov. If they haven't already, students, and parents of dependent students must request an FSA ID as the first step in completing the FAFSA online. When accessing the FAFSA website, students who do not have an FSA ID are directed to apply for one. The FSA ID allows students and their contributors to electronically sign the FAFSA, which significantly reduces federal processing time. The data required on the FAFSA is based on the previous year's tax information (i.e. 2023 for the 2025-2026 FAFSA).
- Upon receipt of students' FAFSA data, Wilmington University will send an email to students indicating what additional documents are needed to complete their application for aid. Students should check outstanding requirements through the myWilmU Portal and their student email account regularly and submit/complete requirements in a timely manner via mail, fax, email or in person.

If the student submits the FAFSA and has not received confirmation from the University within seven business days, they should check their FAFSA online and

STUDENT HANDBOOK 2026-2027

make sure they have included Wilmington University's school code (007948) on the FAFSA before contacting the University's Student Engagement Center.

The U.S. Department of Education made the FAFSA application on December 1, 2024, for the 2025-2026 aid year. FAFSA applications are available until June 30 of the year FOLLOWING that aid year (covering a total of 19 months), so there are usually two FAFSA applications available at the same time.

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

- Students seeking student loans for the first time at Wilmington University must complete a Master Promissory Note (MPN) and an Entrance Counseling session, which can be completed at <https://studentaid.gov/>.
- Upon receipt and completion of all requirements, Wilmington University will determine the applicant's eligibility. An Aid Offer email will be sent to the students, indicating that their offer information is available to view and accept via the portal. Students will also be directed to read and accept the terms and conditions of the aid offer, declaring that they will use their federal funds towards their educational expenses at Wilmington University.
- Undergraduate students who submit a FAFSA, but who are not yet fully admitted into the university may receive an ESTIMATED Aid Offer which will include the amount of Stafford Loans and Pell grants they may receive upon completing their admissions and financial aid applications. The estimated offer amounts are based on the information the students submitted on their FAFSA and may later change if they are selected for verification and corrections to their FAFSA are required by the Financial Aid Office. Students with potential eligibility issues on their FAFSA (e.g., defaulted loans, unconfirmed citizenship status, or Social Security name conflicts) as indicated by a comment code or "c-flag" on their FAFSA will not receive an Estimated Aid Offer until the c-flag is resolved.
- To be eligible for aid, applicants must be fully admitted. To receive aid, students must enroll in a minimum of six (6) credit hours per semester within their degree program for undergraduates, and five (5) credits per semester within their degree program for graduate students.
- Courses must be scribed to your DegreeWorks degree audit as required for your degree or eligible certificate program in order for them to be financial aid eligible. Courses that are "not applicable to current program" will not be counted towards the required minimum credits for financial aid enrollment. To maintain financial

STUDENT HANDBOOK 2026-2027

aid eligibility, students must attend courses and remain enrolled throughout the semester and continue to meet federal Satisfactory Academic Progress standards at the end of each term enrolled.

Food Services

Each of our campuses has a vending service available for snacks and beverages. At times, food trucks are scheduled to be available at the New Castle campus.

Students are also welcome to use food apps while on campus. Designated parking spots for delivery vehicles are in convenient locations at each of our campuses.

Additionally, the University has its own food pantry, The Den, which provides food for students in need or those experiencing food insecurities. WilmU also offers nutrition resources to students who study online or who cannot visit campus. Interested students can email studentresources@wilmu.edu or call (302) 356- 6937. Students may also visit wilmu.edu/studentaffairs/ for more assistance in obtaining food.

Gender-Neutral Restroom Policy

Students and employees have access to and may use the restroom most closely corresponding to their gender identity. Gender identity is generally defined as gender-related identity, appearance, expression, or behavior of a person, regardless of the person's assigned sex at birth, which is demonstrated by a consistent assertion of the gender identity by the person. The purpose of our policy is to provide all students and employees with a safe and appropriate restroom facility, including the use of a restroom that corresponds to the student or employee's gender identity, regardless of their sex assigned at birth. For example, transgender women are permitted to use the women's restroom, and transgender men are permitted to use the men's restroom.

Regardless of gender identity, any student or employee may desire additional privacy. Therefore, where possible, the University will make available a gender- neutral single-stall restroom that can be used by anyone who has a need or desire for increased privacy, regardless of the underlying reason. However, no student or employee shall be required to use a gender-neutral restroom.

If any student or employee has a question regarding this policy, they should discuss it with Student Affairs or Human Resources. Behavior or action against another student or employee inconsistent with this policy will not be tolerated and should be reported to Student Affairs or Human Resources. There shall be no retaliation against reporting parties for good faith reports.

Housing Referral

Students applying to Wilmington University and requesting information about housing near the New Castle site are referred to the Office of Student Life.

For the students' convenience, the Office of Student Life has partnered with places4students.com, a company that specializes in providing off-campus housing solutions.

Insurance

Each student is responsible for his/her own personal health insurance coverage.

Library

The Library supports the mission of Wilmington University through its collections, services, facilities, and programming. The central collection for the University is located on the first floor of the Robert C. and Dorothy M. Peoples Library Building. Through a combination of innovative technology, services and resources, the Library provides access to thousands of subscribed and open access journals, books, dissertations, and newspapers in both print and digital formats, as well as AV materials and streaming videos. Information about the Library, including services, policies, locations and hours can be found on the [Wilmington University Library homepage](#). The Library homepage serves as a gateway to local, national and global information resources.

Facilities

The main campus Library in New Castle holds the primary collection and is the hub for service to all sites. Comfortable accommodations for personal and group study, as well as computers for research, are available to all students. A private study room equipped with a computer and webcam is also available for student use. A social area near the main entrance provides a relaxing meeting space for students to charge devices, watch television and decompress with activities including crafts and puzzles.

Similar to the Library at New Castle, the Learning Commons at the Dover site offers study and social spaces creating a warm and welcoming environment. The Commons has a computer lab, two study rooms, and a small print collection. The Library staff at Dover assist students with general inquiries, Library services, and placement testing.

Hours for each location vary and change during interim, summer and holiday periods. Please check [current hours on the Library home page](#).

Borrowing Library Materials

Currently enrolled students may borrow library materials by using a University ID card, which contains the student ID number imprinted as a barcode. The ID number begins with “W00” and finishes with a unique number. The student ID number may also be found in your personal profile in MyWilmU. To locate print materials owned by the Wilmington University Library, access the [Delaware Library Catalog](#) through the

Wilmington University Library homepage. The catalog is searchable by author, title, subject and keyword. Through the Library’s participation in the Delaware Library Catalog, searches may be expanded to include the holdings of all participating libraries throughout the state of Delaware. To request an item (or “place hold”), use your student ID number and the default password of “changeme”. You will be notified via email when the requested item has arrived. Items not available for circulation include textbooks and reference books. All students may request materials be sent to their home by mail at no charge.

Most print materials circulate for three weeks. Reserve, AV materials and juvenile literature circulate for shorter periods. Most items are eligible for automatic renewal and will be auto-renewed prior to the due date. If you don’t want them to be renewed, simply bring them back to the library. Materials can also be renewed online through the Delaware Library Catalog, in person, or by telephone, if there are no holds on the item by other requestors. Fines for overdue materials are 10 cents per day per item: one dollar per day per item for reserve, AV and juvenile literature materials. Lost or missing materials are billed on a replacement-cost basis. Library financial obligations must be cleared before class registration.

Laptop Lending

At designated times, currently enrolled students may submit a request to borrow a laptop through the Library. Due to limited availability, not every request can be fulfilled. When an announcement is made about laptop availability, students can complete the [online request form](#) on the Library homepage. If available, the laptop will be mailed to your home at no cost or can be picked up at the Library.

Library Databases

No matter your major, the Library offers online databases in support of your research topic. Licensing agreements for over 100 databases with more than 500,000 full-text journals and 300,000 eBooks enable you to search for relevant digital library resources from the convenience of your home or office. Use the “Discover” search engine on the Library homepage or simply click on the [Find Articles and More link](#) from the Library homepage to begin searching. For help with organizing and formatting citations, the Library also provides access to RefWorks, a citation management system.

Interlibrary Loan

While we aim to be as comprehensive as possible, the Library does not own or offer everything electronically in full text. If your search results include citations that are neither held by the Library nor available electronically, you may request the item

STUDENT HANDBOOK 2026-2027

through ILLiad, the University's interlibrary loan system. This service will locate and deliver materials from other libraries on your behalf. Copies of articles and chapters can be delivered free of charge electronically using your ILLiad account. Print materials requested through ILL will be shipped free to your home address with return postage paid, so be sure to keep your address updated in the ILLiad system.

Security

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

Library Staff

Library staff are available to assist students face to face, online, by phone or email. Call the Library toll-free at (800) 451-5724 or visit the [Library's Online Support page](#) for more information including commonly asked questions about use of electronic resources and databases, requesting postage-paid books-by-mail, ILLiad (interlibrary loan system), and renewing borrowed materials. Individual instruction and research support sessions can be scheduled with a Wilmington University Librarian using the [Meet with a Librarian request form](#).

Office of Student Accessibility

Wilmington University offers a variety of educational support services for students with disabilities (see "Policy on Discrimination" in the "Policies and Regulations" section). If you require special accommodations or have questions regarding services, please contact the Office of Student Accessibility Services at (302) 356-6937 or visit wilmu.edu/accessibility (see Student Accessibility Services Handbook).

Office of Student Concerns

The Office of Student Concerns was established to provide assistance to students who need direction, support, and/or correction in relation to a wide range of issues that may confront them while attending the University. The Office of Student Concerns is a resource for students who are seeking to clarify their understanding of University expectations or better manage interactions with others. The Office of Student Concerns also serves to assist staff and faculty with issues involving student conduct.

Student Code of Conduct

Wilmington University is a community of individuals who come together to learn, work, and grow in character. Students are expected to conduct themselves in a civil, mature, and responsible manner that demonstrates commitment to the ideal of honorable

STUDENT HANDBOOK 2026-2027

behavior for oneself and the community as a whole. Respectful, courteous approaches to communication and interaction are appropriate and in keeping with these expectations.

Student conduct at Wilmington University should reflect favorably on all students and the University. Regulations have been developed to serve as guidelines for conduct within the University community and are designed to enhance the educational objectives of those associated with the University. Since students remain citizens as well as members of the University community, they are obligated to act in agreement with the rights and privileges accorded to students and citizens. Violations of local, state and federal laws will be referred to and handled by the proper authorities.

Wilmington University Civility Statement

Wilmington University is devoted to a culture of learning and respect. The University is committed to providing a safe and supportive learning environment. All students, faculty, and staff deserve to be treated with kindness, dignity, and respect.

Students are expected to conduct themselves in a civil, mature, and responsible manner that demonstrates commitment to the ideal of honorable behavior for oneself and the community as a whole. Incivility in any form is unacceptable behavior and is not tolerated.

Some examples of incivility include, but are not limited to:

- Disrespectful, discourteous, or inappropriate approaches to communications and interaction;
- Physical or mental abuse, harassment, or threats to another person within the University community or at a University-sponsored event;
- The use of any racial, ethnic or sexual orientation slur on University or University-controlled property or at a University event, whether in person or online, on campus or off campus;
- Any unlawful behavior either on a campus site or other sites where Wilmington University offers classes or sponsors events or at a University-sponsored event. This includes, by way of illustration and not limitation, assault, terroristic threatening or disorderly conduct;
- Drunkenness or any kind of anti-social behavior resulting from drinking or illegal drug use either on University-owned or controlled property or at a University-sponsored event;

STUDENT HANDBOOK 2026-2027

- Interference with the freedom of speech of another at a University- owned or controlled property or University- sponsored activity;
- Inappropriate, loud, or disruptive language or behavior in the classroom, a University-owned or controlled property, or a University- sponsored event;
- Failure to abide by the Rules and Regulations at a site where Wilmington University offers classes or events (e.g., Dover Air Force Base);
- Failure to comply with the University policies or the directives of University officials acting in the performance of their duties;
- Failure to obey a directive by the Administration or Security at a site where Wilmington University offers classes or events (e.g., Del Tech in Georgetown, NJ Partnerships);
- Any unlawful, unethical, immoral, or inappropriate behavior during an internship while representing Wilmington University;
- The sending of any correspondence including email and/or pictures, to any Wilmington University employee, faculty or staff member which is vulgar, threatening, harassing, profane or fails to uphold the standards of civility representative of Wilmington University. Any such cyber- correspondence shall be presumed to have been sent by the owner of the email account. This is a rebuttable presumption, which
- may be overcome by the student showing proof by a preponderance of evidence that another person wrote and sent the transmission. It is not sufficient to allege that others had access to the computer or email account.
- The posting of any pictures or remarks referring to a Wilmington University employee, faculty member, staff member or student which are vulgar, threatening, harassing, profane or failing to uphold the standards
- of civility representative of Wilmington University. Any such posting shall be presumed to be the act of the individual identified as posting the content on the page (e.g., Facebook, or any social media site). This is a rebuttable presumption which may be overcome by the student showing proof by a preponderance of evidence that another person made the posting on a page or blog without the knowledge or permission of the student and immediate steps were taken to remove the offending material prior to it being viewed by others. It is not sufficient to allege that others had access to the computer or the ability to post on a blog or page using the student's account.

Orientation

The University offers a self-paced, online New Student Orientation for all incoming students.

The orientation offers a welcome message from the President, as well as important information regarding Academic Advising, Course Registration, Online Learning, Technology Resources, Student Support, Financial Aid, Billing, and Student Affairs. Students can complete the orientation at: wilmu.edu/onlinenso/index.aspx.

Parking for Handicapped

Spaces are provided in every parking lot for those who have special plates and/ or permits issued by the Division of Motor Vehicles.

Parking Violation

It is illegal to park in fire lanes. It is also illegal to park in spaces reserved for the handicapped without the appropriate permit. Violators are subject to towing.

Process for Filing a Concern or Complaint

A student who seeks an appeal of a problem in a course or with a final grade should follow the process listed under Section III, “Academic Complaint or Appeal of a Final Course Grade”. There are occasions when a student may be confronted with a school-related concern that he or she seems unable to resolve. These kinds of concerns tend to fall under two general areas:

- Academic (a problem in a course, grade appeals and the like)
- Non-academic (a conflict with another person, a financial aid question, etc.)

A student with a concern or complaint that is a non-academic issue should speak with the Office of Student Concerns.

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

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

STUDENT HANDBOOK 2026-2027

A student who seeks to file a non-academic complaint May speak directly with the Office of Student Concerns by calling 302-356-2026 or Email studentconcerns@wilmu.edu or Complete a complaint form going to wilmu.edu/studentconcerns/index.aspx and clicking on “Report a Student Issue.”

School Closings

In the event that severe weather or other emergencies disrupt Wilmington University operations, students, faculty and staff at affected campuses or locations will be notified via phone, email, and text (SMS) message (for those who opt-in via [myWilmU](#)), and an announcement will appear on the University website (wilmu.edu). Students at any campus or location may also call the Wilmington University Emergency Hotline at **(302) 356-6701**.

We encourage our students to use their own discretion in determining safe travel conditions in the absence of official University closings or cancellations as we cannot always accurately assess or predict conditions in all the localities from which our students travel.

Smoking

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

Student Lounges

There are lounge areas in the Pratt Student Center, the Alumni Center, the Peoples Library, and the Audrey K. Doberstein Admissions Center on the New Castle campus, and at each site. The lounges offer sofas, a television, and tables and chairs for doing schoolwork. The Pratt Student Center offers free coffee, tea, and snacks to students as well.

Student Government Association

The Student Government Association (SGA) is the primary governing body of all students enrolled at the University. Through the SGA, students have a voice in collegiate activities. The SGA is responsible for the formation of all student clubs and for representing students on standing committees of the University.

SGA meeting times are published in advance and are open to all students from all sites. For any specific information, contact the SGA Advisor at the New Castle campus or the Wilmington University offices at the other sites.

SGA Programs

The SGA will announce times and dates of various activities on the Student Life Calendar, the monthly newsletter, and in the SGA Canvas group. All notices and signs must be approved by the Office of Student Life prior to posting.

Student Organizations

All student organizations fall under the Student Government Association (SGA). All new clubs will have a two-step approval process. In order for a group of students to receive preliminary approval to ultimately be recognized as an organization under SGA auspices, the club must do the following:

- A. The first step is to submit an application with the clubs proposed name, its mission, requirements of members, if the organization will be a chapter of a national organization (if so, you must include charter guidelines), the name of the advisor (must be full-time WilmU employee) with their attached agreement, and proposed meeting times to receive preliminary approval from the Director of Student Life.
- B. The second step is to hold an interest meeting, confirming at least five interested students. A log of students who attended the interest meeting along with their contact information then must be submitted to the Director of Student Life.

American Criminal Justice Association — Lambda Alpha Epsilon, Alpha Delta Chi Chapter

The Wilmington University Criminal Justice Association provides out-of- class learning experiences, networking opportunities, social interactions, and a sense of camaraderie among Criminal Justice majors.

The club is dedicated to promoting professional standards and a greater understanding of the professionals and agencies devoted to the Criminal Justice field. Any Wilmington University student may join ACJA-LAE, but to hold office the member must be a Criminal Justice major.

Business Honor Society, Sigma Beta Delta

Sigma Beta Delta is an international honor society for Business, Management, and Administration majors established in 1994 to honor students who have attained superior

academic records in business programs in colleges with regional accreditation. This organization exists to encourage and recognize scholarship and accomplishment among business and management students and to promote aspirations toward personal and professional achievement.

A member since 2005, the Wilmington University chapter holds induction ceremonies twice a year to formally recognize the academic achievement of the top 20% of that year's business graduates. Inductees are presented with a certificate and official Sigma Beta Delta regalia acknowledging their achievement which is to be worn with their graduation attire at Commencement.

Behavioral Science International Honor Society

Sigma Beta Delta, the international society for business, management, and administration, was established in 1994 to honor students who have attained superior academic records in business programs in colleges with regional accreditation. This organization exists to encourage and recognize scholarship and accomplishment among business and management students and to promote aspirations toward personal and professional achievement.

The Wilmington University Chapter of Sigma Beta Delta was formed in 1995. An induction ceremony is held twice a year, usually on the Fridays before the January and May graduations. This ceremony recognizes the academic achievement of the top 20% of that year's business graduates. The inductees are presented with a certificate acknowledging their achievement, a Sigma Beta Delta lapel pin, and a green and gold honors cord which is to be worn with the academic attire at graduation.

Communication Honor Society, National Honor Society Lambda Pi Eta, Alpha Chi Sigma Chapter

Lambda Pi Eta was founded by the students of the Department of Communication at the University of Arkansas in 1985 and became the national honor society for outstanding students in communication in 1994. Today, more than 450 chapters can be found nationwide. Students in their junior or senior year are considered for this society based on high academic success and achievement in their studies for a bachelor's degree in communication. Membership is by invitation only, with induction in November of each academic year. New members are presented with a certificate, a Lambda Pi Eta lapel pin, and a red and white honor cord to be worn with academic attire at their commencement ceremony.

Computer Science Club (CSC)

The Computer Science Club (CSC) at WilmU connects students in Computer Science,

IT, IS, and related fields while supporting a growing program. Through hackathons, networking events, and an ACM chapter, CSC fosters innovation, collaboration, and professional development. Members gain access to industry conferences, the ACM Digital Library, and exclusive scholarships to enhance their academic and career success.

Criminal Justice National Honor Society, Alpha Phi Sigma Eta Beta Chapter

The purpose of this organization will be to promote excellence within the Criminal Justice major. The goal is to prepare students to become scholarly practitioners in their chosen profession. Membership is limited to those students who are criminal justice majors. Undergraduate students must have obtained junior status, have a 3.4 cumulative GPA, with a 3.4 GPA in all Criminal Justice courses. Undergraduate students must have also completed 15 Criminal Justice credits at Wilmington University. Graduate students must have completed 27 credits toward their degree with a 3.75 GPA.

Cyber Wildcats

The Cyber Wildcats at Wilmington University is an organization for students passionate about cybersecurity and technology. The Cyber Wildcats provide opportunities to interact and network with fellow students and professionals, engage in hands-on activities and discussions about current issues in cybersecurity, and develop skills essential for success in the ever-evolving field of information security. Whether you're looking to learn more about ethical hacking, risk management, or the latest cybersecurity trends, the Cyber Wildcats offer experiences that will help you grow as a future cybersecurity expert and prepare you for real-world challenges. To view more details or to sign up, visit the Cyber Wildcats website.

Delta Alpha Pi International Honors Society, Gamma Alpha Chapter

Delta Alpha Pi is an international honor society that was established to distinguish students who have attained superior academic records while managing personal setbacks. The mission of Delta Alpha Pi is to recognize strength, achievement and pride in these students. DAPi also sponsors activities and service projects throughout the academic year.

Education Club

This club is a community for future educators who are ready to grow beyond the classroom. We bring aspiring teachers together to build connections, strengthen professional skills, and step into leadership roles with confidence.

Through workshops, guest speakers, mentorship opportunities, service initiatives, and collaborative events, members gain real-world insight into the field of education while building a supportive network of peers and professionals. Our goal is not only to prepare members for certification, but to equip them to lead with purpose, integrity, and impact in their future schools and communities.

Education International Honor Society, Kappa Delta Pi

The Wilmington University Chi Phi Chapter of Kappa Delta Pi is an International Honor Society in Education. Society elects those students to membership who exhibit high ideals in scholarship, high personal standards, and promise in teaching.

Epsilon Pi Tau Honor Society, Delta Lambda Chapter

Epsilon Pi Tau is an international honor society that encourages academic excellence of students in fields devoted to the general study of technology and the preparation of practitioners for the technology professions. It recognizes and provides services to students in degree and certificate programs in accredited higher education institutions offering associate through doctoral degree programs. It provides recognition of individuals for achievement and leadership and is a medium for professional development.

Esports Club

Wilmington University's Esports Club currently competes in Overwatch, Valorant, League of Legends, Hearthstone, and Rocket League. All students are invited to join and can participate in a variety of roles outside of playing, including streaming and marketing.

Game Club

The purpose of the Game Club is to provide a place for Wilmington University students to try out a variety of old and new types of gaming entertainment.

Green Team

The Green Team is a volunteer group of students, staff, and faculty striving to raise awareness on campus, at home, and in the community. The group is working to establish sustainability programs that improve environmental quality, decrease waste, and conserve natural resources and energy. Higher education institutions bear a profound responsibility to increase awareness, knowledge, skills, and values needed to create a just and sustainable future.

Human Services Honor Society — Tau Upsilon Alpha National Organization, Nu Chapter

Tau Upsilon Alpha (TUA) National Human Services Honor Society, Nu Chapter, is open to graduate students in the Administration of Human Services program. Students who have completed at least 21 credits, have a 3.5 GPA or higher, and are in the top 35% of their class are invited for membership. The purpose of TUA is to honor academic excellence; to foster lifelong learning, leadership, and development; and to promote excellence in service to humanity. TUA also sponsors a Service Society, which is open to any student who is interested in engaging in community service projects.

Lambda Epsilon Chi, Legal Studies Honor Society

Lambda Epsilon Chi (LEX) is a national honor society for legal studies students and one of the highest scholastic honors that can be achieved in the Wilmington University College of Social and Behavioral Sciences. Invitation to membership in Lambda Epsilon Chi is based on application, grade point average (GPA), and formal recommendation of the Legal Studies Advisory Board. It is our way of recognizing the outstanding scholastic achievements of students completing the Bachelor of Science in Legal Studies or the Post-Bachelor's Certificate in Legal Studies.

Liberal Studies National Honor Society, Alpha Sigma Lambda, Delta Chi Omega Chapter

Alpha Sigma Lambda is the largest adult nontraditional student honorary society in the United States, serving the adult student population for more than 60 years following its founding at Northwestern University in Chicago. This society recognizes the special achievement of select Liberal Studies bachelor's degree students in their junior or senior year who accomplish high academic excellence while maintaining commitments to family and career. Chapters can be found in both private and public colleges and universities across the country. Membership is by invitation only, with induction in November of each academic year.

New members receive a certificate, an Alpha Sigma Lambda lapel pin, and a burgundy and gold honor cord to be worn with academic attire at their commencement ceremony.

Multicultural Student Association

The mission of the Multicultural Student Association is to foster and enrich Wilmington University Students' awareness of diverse cultures. We will offer support and guidance to our members as well as actively participate in functions on and off campus.

Nursing, International Honor Society, Omicron Gamma Chapter of Sigma Theta Tau

Sigma Theta Tau International (STTI) is a non-profit organization which recognizes superior achievement in nursing. In addition, STTI fosters high professional standards and the development of leadership qualities, encourages creative work, and strengthens commitment to the ideals and purposes of the profession. Omicron Gamma is the Wilmington University chapter of STTI. Membership is by invitation only. Induction occurs in the spring of each year.

Phi Theta Kappa Alumni Association

The Phi Theta Kappa Alumni Association is open to all transfer students who were inducted into the Phi Theta Kappa Honor Society at their respective two- year institution. The mission of the PTK Alumni Association is to continue the Phi Theta Kappa experience at Wilmington University through networking, professional development, and community service.

Pre-Professional Health Club

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

Psychology International Honor Society, Psi Chi International Honor Society in Psychology

A charter at Yale University established Psi Chi, the International Honor Society in Psychology, in 1929. The honor society now has over 700,000 members and is the largest student psychological association in the world. The mission of Psi Chi is to “encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields, particularly in psychology, and to advance the science of psychology.”

Science Honor Society, Sigma Zeta

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

of each academic year.

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

Society for Human Resource Management

The Wilmington University Student Chapter of the Society for Human Resource Management (SHRM) is responsible for providing students with an overview and opportunities in the field of human resource management. Membership in the chapter gives the student access to a wealth of knowledge and professional membership in the Delaware SHRM chapter. Benefits available through the Chapter are networking, professional development, leadership development, and career opportunities.

Pride Club

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

Student Athlete Advisory Committee (SAAC)

The functions of the SAAC organization are to emphasize academic opportunities and responsibilities of student-athletes in their college experience; encourage student-athletes to apply what is learned in athletics to their course of study and ultimately, to their career development; assist in the implementation of orientation programs for student-athletes; promote positive relationships between student-athletes and the staff and faculty of the University and the residents of the community; assist in the implementation of programs that will promote a positive image of intercollegiate athletics and the student-athlete.

Student Government Association (SGA)

The Student Government Association (SGA) is the primary governing body of all students enrolled at the University. Through SGA, students have a voice in collegiate activities. The SGA is responsible for the formation of all student clubs and for representing students on standing committees of the University.

SGA meeting times are published in advance and are open to all students from all student sites. For specific information, contact the SGA Advisor at the Wilmington University main office or at other sites.

Toastmasters — New Castle

Toastmasters is a nonprofit educational organization that operates clubs worldwide for helping members improve their communication, public speaking, and leadership skills.

This club is open to all students and staff at Wilmington University.

Toastmasters — Dover

Toastmasters at Dover welcomes students and community members in the area to practice public speaking skills during monthly or bi-weekly meetings and by regularly giving speeches and gaining feedback in a supportive atmosphere.

Wildcat Cheerleaders

The Wilmington University Wildcat Cheerleaders perform at basketball games, compete in local/national competitions and can be seen at many other campus and community events.

Student Success Center (SSC)

The Student Success Center is your place to go for all your tutoring and academic support needs. Online tutoring is available to all Wilmington University students free of charge through Tutor.com. This can be accessed 24/7 through your Canvas course by clicking “Tutoring” on the main menu to connect with a live tutor for 24/7 on-demand support, schedule an upcoming session, or upload an essay for review. For more information go to wilmu.edu/ssc/online-tutoring.aspx.

Face-to-face tutoring is available to all students free of charge. The SSC has drop-in math, statistics, and writing labs located at New Castle Campus (DAC 219). Please refer to the online schedule for other campuses [at wilmu.edu/ssc/tutoring.aspx](https://wilmu.edu/ssc/tutoring.aspx).

For more specific information, please visit our website at wilmu.edu/ssc or call us at (302) 356-6995. Students can also email the SSC at ssc@wilmu.edu.

Tuition and Fees

Tuition and fees are assessed at registration. Wilmington University accepts Visa, MasterCard, American Express and Discover credit cards. Beginning with the Fall 2026 term, Wilmington University will charge a 3% fee for all credit card transactions. To avoid this fee, please pay by online check or ACH. All students have the option of enrolling in a payment plan each term. There is no fee for the payment plan; however, accounts are subject to late fees at the final billing date for the term. Payments can be made online

STUDENT HANDBOOK 2026-2027

24/7 via [myWilmU](#). You can check your student account balance and make payments online 24/7 using [myWilmU](#).

1. Log in to [myWilmU](#).
2. Click the My Payments Card from the menu to view your account balance and make payments.

The University reserves the right to withhold a diploma from any student who has outstanding financial obligations. Specific questions concerning payment procedures not answered in the catalog should be referred to the Student Financial Services offices, located in the DAC Building.

University Safety

The Wilmington University Department of Safety and Campus Security Offices for the New Castle Campus, Dover, Athletic Complex and Brandywine are located at:

New Castle Campus	320 N Dupont Hwy., New Castle, Delaware, 19720: Doberstein Admissions (Main Entrance) Alumni Building (Room 103) (Main Safety Department Office)
Dover Campus	3282 North DuPont Hwy., Dover, Delaware 19901 (Building “A” front door — Safety Desk)
Athletic Complex	1365 Pulaski Hwy., Newark, Delaware 19720 (Main Entrance — Safety Desk)
Wilson Graduate Center	47 Reads Way, New Castle Delaware 19702 (Main Entrance, Safety Desk)
Brandywine Campus	10 Beaver Valley Rd, Wilmington, DE 19803 (Main Entrance – Varsalona Building)

WilmU’s locations at Burlington, Camden, Cumberland, Dover Air Force Base, Gloucester, Joint Base McGuire-Dix-Lakehurst are staffed by separate security personnel and/or local law enforcement.

Veterans’ Affairs

Guidelines for Certification of Veterans’ Educational Benefits

STUDENT HANDBOOK 2026-2027

Wilmington University programs have been approved for the awarding of benefits to eligible veterans.

The Military Affairs Office has been established by the University to coordinate veterans' programs and services. The office provides assistance in applying for educational benefits.

A veteran must be matriculated at Wilmington University prior to certification for educational benefits. A matriculated student is one who:

1. Has filed an official University application.
2. Has declared the intent to pursue a specific program.
3. Has been fully accepted by the University.
4. Is registered for a specific course/courses.

Upon verification of a veteran student's enrollment and his/her satisfactory progress, (prescribed by University guidelines), a Certification of Enrollment will be forwarded to the U.S. Department of Veterans Affairs.

How to Apply for Veterans' Educational Benefits

1. Access the GI Bill website at va.gov/education/how-to-apply
2. Complete the online application by clicking on the VONAPP link;
3. Print Signature Page after completing online application;
4. Send completed Signature Page to Buffalo Region VA Office (address found on website); Submit Certificate of Eligibility to vastudents@wilmu.edu.
5. Notify Wilmington University any time you register or change your registration at vastudents@wilmu.edu. It is the responsibility of the veteran to notify the Veterans' Affairs Coordinator of his/her enrollment status each semester to include any change in that status (Drop, Withdrawal, and Change in Credit Hours). Pre-registration through an Advisor or the Registrar does not automatically register a veteran for benefits.

ADADEMIC INFORMATION

Attendance/Absences

Attendance Policy

Regular and prompt class attendance is an essential part of the educational experience. Wilmington University expects students to exercise good judgment regarding attendance and absences. Students accept full responsibility for ensuring that work does not suffer from absences. All students are expected to attend every scheduled meeting of each class on time. Exceptions may be made for Wilmington University-sponsored or work-related activities, illness, or valid emergencies.

Please note that some academic colleges have additional attendance requirements beyond those specified in this section. In accordance with veteran's and financial aid regulations, attendance must be taken for all veterans in each class learning session.

Attendance/Hybrid Courses

Wilmington University stresses that regular and prompt class attendance is an essential part of the educational experience. A hybrid course meets for in-class and online learning sessions. Students are expected to attend all in-class sessions and to participate in all online sessions as required by the instructor. Failure to do so may be considered an unexcused absence without prior approval by the course instructor.

Attendance/Online Learning Courses

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

Academic Awards – Undergraduate

Academic awards are selected by the Dean of each College.

College of Business and Technology

This award is given to a bachelor's degree recipient from the College of Business and Technology. The student must have a distinguished academic record, which demonstrates excellence in fulfilling the goals of his/her program of study.

College of Education and Liberal Arts

This award is given to a bachelor's degree recipient in the College of Education and Liberal Arts. The recipient must have achieved distinguished academic standing, which demonstrates a strong commitment to the education profession.

College of Nursing and Health Sciences

This award is given to a bachelor's degree recipient in the College of Nursing and Health Sciences who has a distinguished academic record and exemplifies the spirit of the health care professions.

College of Social and Behavioral Sciences

This award is given to a bachelor's degree recipient who has a distinguished academic record, has displayed high standards of scholarship, and has demonstrated excellence in his/her field of study.

Academic Awards – Graduate

Academic awards are selected by the Dean of each College.

Doctor of Business Administration

This award is given to a graduating student in the Doctor of Business Administration (DBA) degree program who has a distinguished academic record, has consistently demonstrated the highest standards of professional scholarship, has made a significant contribution to a professional field, and has demonstrated excellence in fulfilling the ideals of the DBA program.

Doctor of Education

This award is given to a graduating student in the Doctor of Education (Ed.D.) degree program who has a distinguished academic record, has consistently demonstrated the highest standards of professional scholarship, has made a significant contribution to a professional field, and has demonstrated excellence in fulfilling the ideals of the Ed.D. program.

Doctor of Nursing Practice

This award is given to a graduating student in the Doctor of Nursing Practice (DNP) degree program who has a distinguished academic record, consistently demonstrated the highest standards of professional scholarship, made a significant contribution to a professional field, and demonstrated excellence in fulfilling the ideals of the DNP program.

Doctor of Social Science – Prevention Science

This award is given to a graduating student in the Doctor of Social Science, Prevention Science (DSocSci) degree program who has a distinguished academic record, consistently demonstrated the highest standards of professional scholarship, made a significant contribution to a professional field, and demonstrated excellence in fulfilling the ideals of the DSocSci program.

Graduate Behavioral Science

This award is given to a graduating student in the College of Social and Behavioral Sciences who has a distinguished academic record, has exemplified the highest standards of graduate-level scholarship, and has demonstrated excellence in fulfilling the purpose and meeting the goals of the program.

Master of Arts

This award is given to a graduating student in the Master of Arts in Teaching (MAT) degree program. The student must have a distinguished academic record, as evidenced by cumulative grade point average (GPA), and significant contributions to his/her field of expertise, academically or in the workplace

Master of Business Administration

This award is given to a graduating student in the Master of Business Administration (MBA) degree program. The student must have a distinguished academic record, as evidenced by cumulative grade point average (GPA), and significant contributions to his/her field of expertise, academically or professionally.

Master of Education

This award is given to a graduating student in a Master of Education (M.Ed.) degree program who has achieved the highest academic standing, has consistently exemplified the highest standards of graduate-level scholarship, and has made significant contributions in his/her respective fields.

Master of Science in Accounting

This award is given to a graduating Master of Science (MSA.) in Accounting student who has demonstrated sustained academic excellence, documented by cumulative grade point average (GPA). In addition to academic excellence, the student should have demonstrated significant contributions to the accounting profession through professional organizations or in professional practice.

Master of Science in Information Systems Technologies

This award is given to a graduating student in the College of Technology who has a distinguished academic record, has exemplified the highest standards of graduate-level scholarship, and has demonstrated excellence in fulfilling the purpose and meeting the goals of the program.

Master of Science in Management

This award is given to a graduating Master of Science in Management (MSM) student who has demonstrated sustained academic excellence, documented by cumulative grade point average (GPA). The student must also provide evidence of superior graduate-level scholarship, as well as demonstrate excellence in fulfilling the purpose and meeting the goals of the program.

Master of Science in Nursing

This award is given to a graduating Master of Science in Nursing (MSN) student who has a distinguished academic record and who exemplifies the spirit of professional nursing.

Academic Complaint/Appeal of a Final Course Grade/Request for Hearing

Subpoena

Occasionally the university receives a subpoena for a student's records in connection with collateral litigation. Wilmington University follows [Family Educational Rights and Privacy Act \(FERPA\)](#) procedures in determining whether such a subpoena is valid. The student will be notified, unless the subpoena meets a statutory exception, as to whether the university considers the subpoena to be valid and requires disclosure of all or parts of the student's file.

Any student whose records and/or files are subject to a valid subpoena may oppose the subpoena by filing a Motion to Quash in the relevant court and is required to serve university counsel with a copy of that motion.

Wilmington University is not responsible for any attorney fees or costs incurred in filing such a motion. Nor is its counsel or staff permitted to assist in the preparation of such a motion. Should no motion be timely filed the university will comply with the subpoena and copy the student in its response.

Academic Complaint

A student with a specific complaint about a course should, where appropriate, speak directly with the faculty member concerned. If such a conversation were inappropriate

under the circumstances, the student should formally communicate in writing with the Program Chair in whose program the course resides. The communication must occur within 60 days from the time the grade is posted in the [Registrar's Office](#).

If the matter is not resolved with the Program Chair, the student should submit a letter to the appropriate academic dean. This letter should include the specific reason(s) for setting aside the decision of the Program Chair.

Appeal of a Final Course Grade

The goal of the grade appeal policy is to establish a clear, fair process by which students can appeal a final course grade that they believe has been awarded in a manner inconsistent with University policies or has resulted from calculation errors on the part of the instructor. Appeals are to be based upon one or both of the following factors:

- An error was made in the grade computation.
- The instructor departed substantially, in determining the grade, from his or her previously articulated written standards (i.e., course syllabus, rubrics, etc.), without notifying students.

Only the final course grade may be appealed. The grade assigned by the instructor is assumed to be correct and the student appealing the grade is to justify the need for change of the grade assigned.

It is incumbent upon a student to initiate the process within 60 days from the time the final grade is posted in the [myWilmU](#) Portal.

Appeals Procedure

A student with a specific complaint about a course should, when appropriate, have a discussion with the faculty member concerned. If such a conversation would be inappropriate under the circumstances, or the instructor and student cannot resolve the appeal, the student should formally communicate in writing with the Program Chair who oversees the course.

This communication is to include:

- A statement addressing how the appeal meets one or both of the two criteria necessary for a formal appeal.
- A description of the outcome of the informal discussion process between the student and instructor.
- Any relevant documents the student would like to be reviewed as part of the appeal

process.

- The Program Chair or designee may request additional materials from the student.

The Program Chair or designee is to discuss this matter with the faculty member and student and will provide the student with written notification of the outcome of this step. If there is no mutually agreed upon resolution between the student and the Program Chair, and the student wishes to pursue the matter further, he or she is to submit a written appeal to the Academic Dean or designee. This letter should include the students' specific reason(s) for setting aside the decision of the Program Chair. The Academic Dean will respond to the student in writing regarding the results of this appeal.

Request for a Hearing — Final Course Grade or Academic Complaint

If there is a question about the decision of the Academic Dean regarding the appeal of a final course grade or an academic complaint, a student can register a grievance in writing to the Office of Academic Affairs to determine if the matter warrants a hearing before the Academic Review Committee. This letter is to include the specific reason(s) for taking the student's grievance beyond the Academic Dean. The Assistant Vice President (AVP) or Senior Vice President (SVP) of Academic Affairs will decide whether a hearing is appropriate. If appropriate, the Academic Review Committee will be convened, and a copy of the student's letter will be forwarded to the Committee.

Should the Assistant Vice President (AVP) or Senior Vice President (SVP) determine that a hearing is not warranted, the student will be so informed within ten (10) business days. The decision of the Academic Review Committee, the Assistant Vice President (AVP), or the Senior Vice President (SVP) will be final and written communication of the committee's decision will be sent to the student.

Probation, Suspension and Academic Standing

A student is expected to make satisfactory progress toward a degree. The university has structured this policy to provide numerous opportunities for student intervention and success. All students are strongly encouraged to utilize the numerous academic support services provided by the University. However, failure to achieve satisfactory academic progress may result in academic probation or suspension, to be determined by the Academic Review Committee.

Academic Probation and Suspension

A student will be considered to have unsatisfactory academic standing if the cumulative grade point average (GPA) falls below the following minimum requirements:

Credit Hours Earned	Cumulative GPA
1-30	1.6
31-60	1.8
61-120	2.0

Note: Student athletes must check with the athletic director or academic advisor for specific GPA restrictions.

Academic Review Committee

The Academic Review Committee will meet each semester to review academic records. The committee may take the following actions for students who have an unsatisfactory cumulative GPA.

- First occurrence: Academic probation.
- Second occurrence: Continued academic probation.
- Third and subsequent occurrences: Continued academic probation or suspension.

A student on academic probation is limited to a maximum load of 12 credit hours per semester (less, recommended by the Academic Review Committee). Students placed on continued probation are required to consult with and seek approval from an Academic Advisor prior to enrolling in any courses. Academic suspension begins the next academic block.

A suspended student will be reinstated on a probationary status after sitting out one academic semester.

Any student who receives an institutional scholarship or tuition assistance from Wilmington University is required to maintain a 2.0 grade point average (GPA) each semester. Failure to do so will result in the withdrawal of the institutional award from the student's account for the following semester.

Table 2. Class Standing According to Credits Earned	
Credits Earned	Class Standing
0 – 30	Freshman
31 - 60	Sophomore
61 – 90	Junior
91 – 120	Senior

Student Code of Conduct

Wilmington University is a community of individuals who come together to learn, work, and grow in character. Students are expected to conduct themselves in a civil, mature, and responsible manner that demonstrates commitment to the ideal of honorable behavior for oneself and the community as a whole. Respectful, courteous approaches to communication and interaction are appropriate and in keeping with these expectations. Student conduct at Wilmington University should reflect favorably on all students and the University.

Regulations have been developed to serve as guidelines within the University community and are designed to enhance the educational objectives of those associated with the University.

Since students remain citizens as well as members of the University community, they are obligated to act in agreement with the rights and privileges accorded to students and citizens. Violations of local, state, and federal laws will be referred to and handled by the proper authorities.

Academic Integrity

Students at Wilmington University are expected to be honest and forthright in their academic pursuits. It is inappropriate conduct to falsify the results of research; use the words, phrases, or ideas of another without proper citation; cheat or attempt to cheat on an assignment or examination; or to aid, assist, or allow another to commit an act of academic dishonesty. Acts of academic dishonesty are serious offenses. When a student places his or her name on submitted work, the student certifies the originality of all work not otherwise identified by appropriate acknowledgment. The complete [Academic Integrity Policy](#) can be found online.

Plagiarism Detection Software

Plagiarism detection software is offered through the Learning Management System (LMS) and is designed to aid in educating students about academic integrity, plagiarism, and the proper citation of any borrowed content.

Plagiarism detection software is a proactive tool for students and faculty to use together to review student work and to allow students to have an opportunity to assess their efforts prior to submitting an assignment. Faculty may also use the university's plagiarism detection software as a tool to affirm the originality of assignments.

Academic Honors and Awards

Dean's List

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

Graduation with Honors

Graduation honors are awarded to students in bachelor's degree programs whose cumulative GPA at the time of graduation meets the following criteria. The associated honor is included:

Specific honors are awarded by the GPA distribution as follows:

Summa Cum Laude 3.85-4.0

Magnum Cum Laude 3.7-3.84

Cum Laude 3.5-3.69

In addition, students must complete a minimum of 45 Wilmington University residency credits in order to be considered for honors. A maximum of 15 credit hours of challenge by exam and/or prior learning assessment credit can be applied toward the residency requirement.

Additional Methods for Earning Course Credit

Undergraduate Programs

Experiential Learning at Wilmington University

The University strongly encourages students to gain practical, real-world experience by participating in practicum, internship, and cooperative education opportunities.

STUDENT HANDBOOK 2026-2027

Students will apply the knowledge and skills learned in the classroom and gain valuable work experience while earning academic credit. Students should contact their academic college for more information about internships and specific program requirements.

Guided Practicum

Students who have completed little or no course work can explore areas of interest and potential career opportunities in a field with a guided practicum. Guided practicum experiences focus on skills-building, becoming familiar with occupations in a field and learning what is involved in a major. Each guided practicum is a one credit, 30-hour experience and is generally unpaid. Students may complete multiple credits and are expected to do so at different sites to maximize this introductory field placement.

Students should contact their Program Chair for additional information. Students interested in a more focused, in-depth experience should consider an internship or our Cooperative Education Program.

Practicum

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

Internship

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

Students are reminded that coordinating the requirements for an internship requires prior planning. The typical internship student is a junior or senior with some course work completed in their major and seeks in-depth, practical experience in their field of study. Students may also explore an internship unrelated to their major as an elective course. Internship is a three credit, 90-to-100-hour experience and is generally unpaid. Most students will participate in one internship. (Students interested in an expanded, multi-semester work experience should consider our [Cooperative Education Program](#)) Students must receive written permission from the internship coordinator or program chair at least 60 days prior to their expected internship start date.

Upon receiving written approval, a student should complete the official registration procedure with the [Office of the Registrar](#). Tuition and fees are the same as standard

STUDENT HANDBOOK 2026-2027

course tuition. Internships/field placements are graded on a satisfactory or unsatisfactory basis. A minimum 2.5 cumulative GPA is required to be eligible for internships/field placements. A maximum of 15 credits may be earned through internship/field placements and may be used towards residency credits.

Service Learning

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

Students earn 3 credits in one semester for a total of 90 - 120 work hours. These opportunities are available in select undergraduate programs for junior or senior level students who have completed at least 60 credits and have a minimum GPA of 2.5.

Service-Learning experiences are graded as satisfactory or unsatisfactory

Cooperative Education

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

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

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

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

To be eligible for the CAP/Co-op program students must have the following: a declared

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

Students who are interested in gaining real world experience by participating in a Co-op should contact the [Office of Cooperative Education](#)

Additional Methods of Earning Credit at Wilmington University

Directed and Independent Study Courses

Directed Undergraduate & Graduate Study Courses

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

Independent Study

Undergraduate

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

Independent Study Graduate

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

Note: All courses at Wilmington University, including courses that meet regularly on campus, are web enhanced, using a Learning Management System (LMS). This requires having convenience and regular access to a computer and the internet. A limited number of computers are available at [University locations](#). Should this be a particular challenge, please see an [Academic Advisor](#).

Prior Learning Assessment (PLA)

Prior learning, sometimes called “experiential learning” is knowledge obtained outside the typical University setting. The Council for Adult and Experiential Learning (CAEL) defines prior learning as the assessment and award of credit for learning and knowledge students acquire while living their lives: working, participating in employer training programs, serving in the military, studying independently, volunteering or doing community service, and studying open-source courseware. Credit may be granted for verifiable learning gained through experience, but not for the experience itself.

Undergraduate

Wilmington University allows, through any combination of [Prior Learning Assessment \(PLA\)](#), including credits from alternative providers, a maximum of 75 undergraduate semester credit hours to apply toward a bachelor’s degree. Students must meet program, upper level, and residency requirements for PLA credit to apply. Associate degree programs allow a maximum of 24 undergraduate semester credit hours through any combination of PLA. Students pursuing an associate degree must meet program and residency requirements for PLA credit to apply.

PLA credit may have implications on student [financial aid](#) as such students are encouraged to coordinate with their student financial aid advisor to avoid any impacts on financial awards or eligibility.

Students who are granted PLA credit are not guaranteed that their credit will transfer to another higher education institution. Students are encouraged to check the policies at the intended transfer institution prior to the completion of PLA.

NOTE: Unless otherwise indicated, PLA credit is recognized as residency credits.

Graduate

A maximum of six (6) credits may be earned through the [Prior Learning Assessment \(PLA\)](#) format and may be used towards residency credits. PLA credits may have implications on student [financial aid](#), as such students are encouraged to coordinate with their student financial aid advisor to avoid any impacts on financial awards or eligibility.

NOTE: Unless otherwise indicated, PLA credit is applied to student transcripts as transfer credit.

Enrollment as an Auditor

Students who wish to audit a specific course for no credit may do so by seeking permission from an [Academic Advisor](#) or Site Director. Students may then follow established registration procedures, clearly stating at the time of registration which course they wish to audit. Course auditors pay the same tuition as non-auditors and may participate fully in classroom activities. They are not required to take examinations or complete class assignments. Course auditors receive a grade of "AU" (audit) that does not affect grade point average (GPA).

Transfer Credits

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

1. Undergraduate Transfer Credit Policy and Residency Requirements

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

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

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

A transfer student with a cumulative GPA of less than 2.0 will be interviewed by an academic representative to determine the appropriate course schedule. Specific

transfer credit policies may apply to particular programs within each college. All transfer credits that are being applied to any College of Education and Liberal Arts degree program that contributes to eligibility for licensure as a Delaware educator must be from a regionally accredited institution.

The six regional accrediting agencies are: MSHCE; NCACS HLS; NEASC; NWCCU; SACS; WASC. Wilmington University limits academic residency to no more than twenty-five percent of the degree requirements for all degrees for active-duty service members.

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

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

2. Residency Requirement

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

3. Upper-Level Requirement

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

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

4. Graduate Transfer Credit Policy

STUDENT HANDBOOK 2026-2027

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

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

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

5. College of Education and Liberal Arts Transfer Credit Policy

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

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

6. Alternative Credit Providers

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

Full-Time Status: Course Load

Undergraduate Full-Time Course Load

Twelve credit hours per semester constitute a full-time undergraduate course load. A course load in excess of 19 credit hours per semester requires written approval from the academic dean or program chair. Students wishing to carry excess course loads, as defined above, must also have a cumulative grade point average of 3.0 or higher. Students who are denied approval to take a course load in excess of 19 credits per semester may appeal in writing to the Office of Academic Affairs.

STUDENT HANDBOOK 2026-2027

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

Graduate Full-Time Course Load

Nine (9) credit hours per semester constitutes a full-time graduate course load. For international graduate students, Master of Science in Nursing (MSN) students, Doctor of Education (Ed.D.), Doctor of Business Administration (DBA), and Doctor of Nursing Practice (DNP) students, 18 credit hours over a one-year period constitute full-time status. A course load more than 14 credit hours per semester requires the approval of the academic dean or program chair. Students who are denied approval to take a course load in excess of 14 credits per semester may appeal in writing to the Office of Academic Affairs.

Course Numbering System

Courses at Wilmington University are identified and numbered to reflect the level of academic expectation for a particular course. They include:

Undergraduate Courses

000-099	Non-credit courses
100-199	Lower division courses
200-299	Lower division courses
300-399	Upper division courses
400-499	Upper division courses

Graduate Courses

5100-5600	Non-credit prerequisite courses
6100-8999	Master's level courses
7100-9100	Doctoral level courses

Grades/Academic Progress

Full-time Status Undergraduate Students

Twelve credit hours per semester constitute a full-time undergraduate course load. A course load of more than 19 credit hours per semester requires a written approval of the Academic Dean or Program Chair. Such written requests must be submitted in sufficient time to allow for adequate time to review prior to the beginning of classes.

Students wishing to carry excess course loads, as defined above, must also have a cumulative GPA of 3.0 or higher.

Students who are denied approval to take a course load more than 19 credits per semester may appeal in writing to the Office of Academic Affairs.

Students who fail to follow these procedures may be required to drop classes they are attending.

Undergraduate Grading System

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

Table 1 provides the minimum requirements of all undergraduate courses. Selected programs require a minimum grade for passing.

Table 1 – Undergraduate Grading System			
Grade	Numerical Equivalent	Quality Points	Explanation
A	95-100	4.00	Excellent. This student has demonstrated a quality of work and accomplishment far beyond the normal requirements and shows originality of thought and mastery of material.
A-	92-94	3.67	
B+	89-91	3.33	
B	86-88	3.00	Good. The student's achievement exceeds satisfactory accomplishment, showing a clearer indication of initiative, comprehension of material, and the ability to work with concepts.
B–	83-85	2.67	

STUDENT HANDBOOK 2026-2027

C+	80-82	2.33	
C	77-79	2.00	Satisfactory. The student has met the formal requirements and has demonstrated comprehension of the material and the ability to work with concepts.
C-	74-76	1.67	
D+	71-73	1.33	
D	68-70	1.00	
D-	65-67	0.67	Lowest Passing Grade. The student's accomplishment, while passing in some programs, is deficient. Minimum requirements have been met without distinction.
F	Below 65	0.00	Failure.
FA		0.00	Failure due to Absence. Student did not complete a sufficient amount of work to earn a passing grade.
S		0.00	Satisfactory. The student has met expected standards of scholarship. This grade signifies acceptable performance of the course objectives.
U		0.00	Unsatisfactory. The student has not met the minimum course requirements.
I		0.00	Incomplete. May be granted with approval from instructor. If granted, student must complete course work within time determined (maximum 60 days following end of course). Failure to complete work in determined time will result in a final grade of "F", unless an additional

STUDENT HANDBOOK 2026-2027

			extension is granted.
IP		0.00	Course in Progress. This grade is specific to Practicums, Internships, and Senior Seminars.
AU		0.00	Audit. Does not yield credit.
W		0.00	Withdraw. No academic penalty.
NG		0.00	No Grade. The instructor did not record a grade.

Full-time Graduate Students

Nine credits hours per semester constitute a full-time graduate course load. For international graduate students, Master of Science in Nursing (MSN) students, Doctor of Education (Ed.D.), Doctor of Business Administration (DBA), and Doctor of Nursing Practice (DNP) students, 18 credit hours over a one-year period constitute full-time status. A course load of more than 14 credit hours per semester requires the approval of the Academic Dean or Program Chair. Students who are denied approval to take a course load more than 14 credit hours per semester may appeal in writing to the Office of Academic Affairs.

Graduate Grading System

Table 1 – Graduate Grading System			
Grade	Numerical Equivalent	Quality Points	Explanation
A	95-100	4.00	Excellent. This student has demonstrated a quality of work and accomplishment far beyond the normal requirements and shows originality of thought and mastery of material.
A-	92-94	3.67	
B+	89-91	3.33	

STUDENT HANDBOOK 2026-2027

B	86-88	3.00	Good. The student's achievement exceeds satisfactory accomplishment, showing a clearer indication of initiative, comprehension of material, and the ability to work with concepts.
B–	83-85	2.67	
C+	80-82	2.33	
C	77-79	2.00	
C-	74-76	1.67	Lowest Passing Grade. The student's accomplishment, while passing in some programs, is deficient. Minimum requirements have been met without distinction.
F	Below 74	0.00	Failure.
FA		0.00	Failure due to Absence. Student did not complete a sufficient amount of work to earn a passing grade.
S		0.00	Satisfactory. The student has met expected standards of scholarship. This grade signifies acceptable performance of the course objectives.
U		0.00	Unsatisfactory. The student has not met the minimum course requirements.
I		0.00	Incomplete. May be granted with

STUDENT HANDBOOK 2026-2027

			approval from instructor. If granted, student must complete course work within time determined (maximum 60 days following end of course). Failure to complete work in determined time will result in a final grade of "F", unless an additional extension is granted.
IP		0.00	Course in Progress. This grade is specific to Practicums, Internships, and Senior Seminars.
AU		0.00	Audit. Does not yield credit.
W		0.00	Withdraw. No academic penalty.

Grade Point Average

A student's GPA is obtained by dividing the total number of quality points earned by the total credit hours attempted, excluding courses in which the grade "S" is recorded. For transfer students, credits earned include transfer credits; however, cumulative GPA is computed only on courses attempted at Wilmington University.

Grades recorded with parentheses indicated prerequisite, post-graduate, and non-credit courses. These credit hours and the corresponding quality points are excluded in the GPA calculation. The grades of "F" and "FA" are used in computing the GPA. Courses with grades of "F" and "FA" are counted in attempted credit hours and receive zero quality points.

"I" Grade for Incomplete Work

An "incomplete" may be granted with prior approval of the course instructor. If granted, the student must complete coursework within the time limit determined by the instructor up to a maximum of 60 days following the end of the course.

After 60 days, incomplete ("I") grades are converted to a grade of "F" unless the student arranges for an additional extension and the instructor notifies the [Office of the Registrar](#) before the initial 60-day period ends.

Pass/Fail Option

Students may gain approval from the Program Chair to enroll in selected courses on a

pass/fail basis, provided the course is not a core requirement.

This option is limited to two courses, excluding internships. Students will then follow established registration procedures, clearly stating at the time of registration which course is selected as the pass/fail option. Coursework is graded “S” (Satisfactory) or “U” (Unsatisfactory).

Graduation

Graduation Policy & Procedures

All students completing their degree requirements must complete the [Graduation Policy & Procedures](#), regardless of whether they plan to participate in a graduation ceremony (commencement).

Undergraduate Educational Values

In keeping with the Wilmington University mission of providing career-oriented programs, our “scholar-practitioner” faculty are actively engaged in promoting the following educational values combined with practical applications:

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

Graduation Competencies

In May 2024, the University approved a new set of Graduation Competencies—these are the skills and knowledge all graduates are expected to demonstrate. Over the next two years, academic programs are updating their learning goals to align with these new expectations.

Current students will continue to follow the existing Graduation Competencies through

the 2025 – 2026 academic year. The new competencies will take effect starting in 2026 – 2027. We will continue to keep students informed as we prepare for this transition to ensure a smooth and supportive experience.

Current Graduation Competencies

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

Oral Communication

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

Written Communication

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

Disciplined Inquiry

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

Information Literacy

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

Ethics

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

Additional Program Competencies

- Additional competencies may be included as per external accreditation requirements.

Newly Adopted Graduation Competencies

Wilmington University helps you stand out in a rapidly changing marketplace. Our students develop the critical and creative thinking skills required to address real world challenges head-on. WilmU students gain the opportunity to collaborate with faculty who are industry experts, preparing graduates to contribute to meaningful innovation and change in their discipline.

Is WilmU right for you?

Our WilmU Promise to Our Students

At Wilmington University, we are committed to empowering our students to thrive academically, personally, and professionally. The faculty have identified core knowledge, skills, and abilities, also known as durable skills, which play a crucial role in your career development and personal growth. As part of this promise, we pledge to support you in achieving the following graduation competencies:

- **Worldview and Ethics:** We will nurture your understanding of diverse perspectives, ethical principles, and global citizenship. You will engage in thoughtful discussions, explore cultural differences, and nurture personal integrity and ethical behavior.
- **Information and Technology:** We recognize the critical role of information literacy and technology skills in today's world. You will gain proficiency in research, data analysis, and digital tools, preparing to navigate an information-rich landscape.
- **Leadership and Personal Growth:** Leadership is not just about titles; it is about influence and impact. Through mentorship, experiential learning, and self-reflection, we will help you cultivate leadership qualities and enhance your personal growth.
- **Make Decisions and Problem Solve:** Life presents complex challenges. Our promise is to equip you with analytical thinking, problem-solving strategies, and adaptability. You will learn to make informed decisions and tackle real-world issues.
- **Use Oral and Written Communication:** Effective communication is a cornerstone of success. Whether it is presenting research findings, collaborating in teams, or crafting persuasive essays, we will hone your communication skills.

Remember, the WilmU Promise extends beyond graduation. It is a commitment to your lifelong learning journey, and we are here to support you every step of the way. Is WilmU right for students? Absolutely. Welcome to a community dedicated to your growth and success!

Graduate Educational Values

In keeping with the Wilmington University mission of providing career- oriented programs, our “scholar-practitioner” faculty are actively engaged in promoting the following educational values combined with practical applications.

STUDENT HANDBOOK 2026-2027

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

Undergraduate Educational Values

In keeping with the Wilmington University Mission of providing career-oriented programs, our “scholar-practitioner” faculty are actively engaged in promoting the following educational values combined with practical applications:

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

English and Math Placement Testing

The English language is the medium of instruction at Wilmington University

English language and mathematics placement assessments are completed through a computer-based system. An assessment is required for any undergraduate student who has not transferred acceptable credits for the following course requirements: [Math](#)

STUDENT HANDBOOK 2026-2027

201 (Mathematics for Teachers I), Math 205 (Introductory Survey of Mathematics), or English 121 (English Composition I) (whichever is/are appropriate for the degree program).

An Evidence-Based Reading and Writing score of 480 or above will exempt a student from the English placement assessment (this is applicable for SAT's taken during the 2016 - 2017 academic year and beyond).

A Math score of 530 or above will exempt a student from the Math placement assessment (this is applicable for SAT's taken during the 2016 - 2017 academic year and beyond).

- The results of the placement assessments will allow the University to place the student in the appropriate level Math or English course.
- These assessments must be completed prior to registering for a Math or English course.
- Specific cut scores for both assessments have been established.
- Students will receive the placement results immediately following the testing.
- If a student successfully places into the first level English and/or Math but still feels the need for review, he or she may elect to enroll in either MAT 095 (Math Review), MAT 110 (Math Essentials), or ENG 095 (English Review).

Math 110 (Math Essentials)

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

Math 201 (Mathematics for Teachers I) and Math 205 (Introductory Survey of Mathematics)

The minimum grade needed to pass MAT 201 (Mathematics for Teachers I) and MAT 205 (Introductory Survey of Mathematics) is a "C".

English 121 (English Composition I) and English 122 (English Composition II)

The minimum grade needed to pass English 121 (English Composition I) and English 122 (English Composition II) is a "C."

FYE 101 (First Year Experience Course)

The FYE 101 (First Year Experience) course introduces first year students to the university and is required for students transferring in 15 or fewer credits. It is designed to provide students with the skills to navigate the many elements of being a college student.

One key element is identifying each student's individual learning style. This knowledge, in addition to a growing understanding of University resources assists students in their individual

academic and career goals.

Privacy Policy

Release of Student Information

In accordance with the [Family Educational Rights and Privacy Act \(FERPA\)](#), students have the following rights:

- **Right to inspect and review student's record**

Students should submit a written request to the [Registrar](#), indicating which records they wish to inspect. The University will make such records available within 45 days of the receipt of the request. Students do not have the right to inspect confidential letters and recommendations if the student has waived the right to inspect.

- **Right to seek amendments to records**

Students should submit a written request to the [Registrar](#), indicating which records they wish to have amended and the reasons. The University will notify the student in writing of the decision regarding amendment of the record.

- **Right to consent to disclosure**

The University may disclose the following directory information unless the student or parent of a dependent student makes a written request to withhold information: name, address, telephone number, University e-mail address, date and place of birth (only for official requests for group lists for legitimate agencies such as the US Air Force), major field of study, dates of attendance, grade level, enrollment status, GPA, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, awards, and most recent educational institution attended. The [written request for nondisclosure](#) should be submitted to the [Office of the Registrar](#).

- **Exceptions to student rights regarding disclosure**

The University is authorized to disclose student information without consent in the following circumstances:

- Information designated as “directory information.”
- Disclosure to school officials with legitimate educational interests.
- Disclosure to an alleged victim of a crime of violence.
- Disclosure to officials of another institution where student seeks to enroll.
- Request from the Comptroller General of US, Secretary, or state/local educational authorities.
- Disclosure in connection with [financial aid](#) for which student has applied.

STUDENT HANDBOOK 2026-2027

- Disclosure to accrediting agencies.
- Disclosure to parents of dependent students.
- To comply with judicial order or subpoena (A reasonable attempt to notify must be made).
- Disclosure in connection with a health or safety emergency.

Right to file a complaint:

Students have a right to file a complaint concerning the alleged failure of Wilmington University to comply with the requirements of the [Family Educational Rights and Privacy Act \(FERPA\)](#).

Complaints should be mailed to:

Family Policy Compliance Office US Department of Education 400 Maryland Avenue, SW | Washington, DC 20202-5920

Annual Notification to Students

Wilmington University is required to notify students annually of their rights regarding privacy. Students are notified of their [Family Educational Rights and Privacy Act \(FERPA\)](#) rights by publication in the University catalog and on the Wilmington University website.

Registration

Students can register for classes during official registration periods as announced by the University in the [Academic Calendar](#). Dates for open registration, late registration, drop/add, and withdrawal are published by the University annually in the student guide. Copies are available at the [Office of the Registrar](#), any site offices, or on our [website](#). Students should become familiar with Academic Calendar dates and deadlines for proper academic planning.

Course Withdrawal

Students may withdraw from a course without academic penalty prior to the course withdrawal deadline stated in the printed Student Guide and on the website. Course withdrawals may be completed online through [myWilmU](#) portal. Withdrawing from a course does not release a student from financial responsibility or obligation for the course. Students may conclude payment arrangements at the time of withdrawal or continue to be billed under the existing payment plan agreement. A grade of "W" is recorded on the student's record for official withdrawals; this grade has no impact on GPA. Failure to withdraw before the withdrawal deadline results in a grade of "FA." An FA will have a negative impact in GPA.

STUDENT HANDBOOK 2026-2027

In certain circumstances, students may have grounds to appeal for a withdrawal after the established deadline. Students who fall under this category and have documented circumstances that warrant further consideration must go through an appeals process. A committee will review the requests on a bi-monthly basis; the decision of this committee is final. The reasons for the appeal review are as follows:

- Serious illness (physical or psychological) or injury to the student that precludes the student from completing the term.
- Death of a member of the student's immediate family that prevents the student from completing the term.
- Serious illness or injury to a member of the student's immediate family that requires the student to be the primary caregiver to the family member and prevents the student from completing the term.
- Military orders that require reporting between the withdrawal deadline and the end of the term and prevent the student from completing the term.
- Employment situation that precludes a student from attending class (e.g. schedule change).
- To submit an appeal, the student must submit a completed official withdrawal form (available on the Wilmington University Office of the Registrar website or at any Wilmington University location), a typed letter explaining the circumstances of the reason for appeal, and documentation from a medical professional (or copy of military orders) that support the request. Submission of documentation is not a guarantee of a specific outcome. Requests will only be considered if the withdrawal request is for all courses in a term.

Dropping/Adding Courses

Course drop/add instructions and dates are listed in the student guide, the academic calendar, and on our website. If a class is dropped during the drop/add period, tuition is refunded; fees are not included. If a class is added after the drop/add period ends, regardless of the reason, the student must pay tuition and all fees at that time. The payment plan cannot be used for courses added after the drop/add period. Students receiving financial aid should consult with the [Student Financial Services Office](#) to determine potential consequences of any change in course credit load.

Modular Drop/Add and Modular Withdrawal

Modular adds must be completed before the first-class meeting. Modular drops must be completed by the Monday following the first-class meeting. Modular withdrawals must be completed by the Friday following the first-class meeting. Failure to withdraw before the withdrawal deadline results in a grade of "FA."

Repeating a Course

Whenever a course is repeated, the new grade is recorded on the transcript. For the purposes of the GPA computation, the highest grade is calculated into the cumulative GPA. A course may be repeated up to three times for a total of four attempts. The University provides numerous resources to support student success. Prior to the third attempt, the Program Chair or designee will contact the student to discuss a plan.

Repeat Courses for Financial Aid

Undergraduate Information

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

Graduate Information

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

University-wide Academic Calendar

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

- Registration periods, drop/add and withdraw deadlines.
- Instructional periods: Semester, blocks, modular, reading weeks.
- Regular meetings such as Faculty Senate, University-Wide meetings, Academic Review Committee, etc.
- Holidays and other dates when the University is closed.
- Dates when course grades are due from Faculty.
- The calendars are available by May 1st.

The academic year is divided into three semesters, six accelerated sessions (blocks), and weekend modules.

Change of Policy

Wilmington University reserves the right to change or adjust its academic policies,

tuition, fees, payment plan procedures, academic calendar, and course schedule (add or cancel classes) at any time.

Readmission

Undergraduate Level

A student who discontinues study in any program for 12 months or more is required to re-apply and pay a new application fee. The student must meet all of the admission, academic policy, and program requirements in effect on the date of readmission. A student who was on probation at the time that he/she discontinued study will be readmitted on probation. A student who discontinued study due to academic suspension will be readmitted only after a successful appeal to the Academic Review Committee. Students will not be able to register until the readmission process is completed.

The Admissions Office will inform students that they must meet the new or revised academic requirements in effect on the date of readmission, and not the requirements of any prior admission.

Graduate Level

Most graduate programs must be completed in five years (seven years for the Ed.D. and DBA programs); other limitations are specified for each program in the current Graduate Catalog. Graduate students are not required to complete another application during this five-year period (seven-year period for Ed.D. and DBA programs) unless it has been a year or more since attending classes.

A student who discontinued study due to suspension may be readmitted only after a successful appeal to the Academic Review Committee. If a graduate student does not complete the degree requirements within the prescribed time frame, the student will be required to seek readmission and will be obliged to comply with current degree requirements.

Re-Entry

Undergraduate Level

A Wilmington University graduate who has returned to take coursework in an undergraduate degree program is classified as a re-entry student.

The student must submit an updated application and application fee which can be completed online on the website.

Graduate Level

STUDENT HANDBOOK 2026-2027

A Wilmington University graduate who has returned to take coursework in a graduate-level degree program is classified as a re-entry student. The student must submit an updated graduate application and application fee which can be completed on the website.

Admissions Policies

Health History/Immunization Records

All Wilmington University students must submit a copy of their immunization records to the Admissions office. It is recommended that these records are on file with the Admissions office prior to the start of your initial term of enrollment at the University.

If you are unable to obtain a copy of your immunization records, you may submit a copy of your MMR (Measles, Mumps, Rubella) vaccine. Do you have questions about where to go to get an MMR vaccine? Visit the U.S. Department of Health and Human Services at hhs.gov/immunization/get-vaccinated/where.

Transcript Requirements

Official Transcript Submission Policy

All students are required to submit official transcripts from all previously attended post-secondary institutions within the first two semesters of enrollment at Wilmington University. A high school diploma with a graduation date or GED is required for students transferring fewer than 15 credits from other post-secondary institutions.

Transcript Waiver Requests

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

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

- The institution was not accredited at the time of the student's attendance
- The institution is no longer in existence, and transcripts are unable to be retrieved
- The student withdrew from courses prior to completing one term, as defined by

that institution

- The student completed courses as part of a study abroad or exchange program initiated by a US institution

Refunds

Students will receive 100% of tuition credit only during the official “drop” period. Fees are non-refundable. After the drop deadline, you may withdraw from a course without academic penalty prior to the course withdrawal deadline. Withdrawing from a course does not release a student from financial responsibility or obligation for the course.

Please see wilmu.edu/registrar/changeschedule.aspx for specific drop and withdraw deadlines. You may also visit wilmu.edu/registrar/calendar.aspx to view the full academic calendar.

Transcript

Current students, alumni, and former students may order an official copy of their transcript online anytime.

Official transcripts are now requested and fulfilled via the myWilmU Transcript Center service provided by Parchment, Inc. Transcripts may be requested 24 hours a day, 7 days a week.

Students are encouraged to check their myWilmU portal to ensure that current grades or a degree conferral is reflected on their Academic Transcript before ordering through myWilmU Transcript Center.

Students or Alumni have the following official transcript options:

- Electronic transcripts. Electronic transcripts ordered will be delivered within 24 hours.
- Paper transcripts to be mailed. Mailing a paper transcript may take 5-7 business days for delivery.
- Paper transcripts to be picked up in person at the New Castle campus. Paper transcripts will be ready for pickup at the New Castle campus during the Registrar’s Office business hours. An email will be sent from Parchment once your order has been completed. Please allow 2-4 business days for pickup. When picking up a transcript in person, students must provide a form of photo identification, e.g., Wilmington University ID, driver’s license, passport

or military ID.

Students may also complete a Transcript Request form at the Registrar's Office in New Castle. There are fees associated with every transcript order. Additional fees will be added depending on the delivery method.

A student (unofficial) copy of a transcript may be obtained via the myWilmU portal at no charge as long as there is not a financial hold on the student's account. As per Wilmington University policy, we do not fax or email official or student copies of transcripts.

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

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

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

Tuition and Fees

Tuition and fees are assessed at registration. Wilmington University accepts Visa, MasterCard, American Express, and Discover credit cards. A student payment plan is available to all students each term. Payments can be made online 24/7 via myWilmU. You can check your student account balance and make payments online 24/7 using myWilmU.

- Log in to myWilmU.
- Click the My Payments Card to view your account balance, view statements, and make payments.

The University reserves the right to withhold a diploma from any student who has outstanding financial obligations. Specific questions concerning payment should be referred to the Student Financial Services offices, located in the DAC Building.

POLICIES AND REGULATIONS

Student Code of Conduct

Student conduct at Wilmington University should reflect favorably on all students and the University. Regulations have been developed to serve as guidelines for conduct within the University community and are designed to enhance the educational objectives of those associated with the University.

Since students remain citizens as well as members of the University community, they are obligated to act in agreement with the rights and privileges afforded to students and citizens. Violations of local, state and federal laws will be referred to and handled by the proper authorities.

Wilmington University strives to maintain a community of mutual respect, civility and integrity for all students, staff and faculty regardless of race, color, national origin, age, disability, veteran status, religion, sexual orientation, gender identity or gender expression.

Our community unequivocally condemns and prohibits acts of intolerance, hate, bias, and prejudice, whether threats or acts, online or in person, on campus or off campus. Violations will result in disciplinary action and the University reserves the right to deny admittance to prospective students who engage in such conduct in violation of the [Student Code of Conduct](#).

The Office of Student Concerns was established to provide assistance to students who need direction, support, and/or correction in relation to a wide range of issues that may confront them while attending the University. The Office of Student Concerns is a resource for students who are seeking to clarify their understanding of University expectations or better manage interactions with others. The Office of Student Concerns also serves to assist staff and faculty with issues involving student conduct.

Academic Conduct Violations

Academic Integrity Policy

To ensure the honesty, fairness, and fundamental values of the intellectual environment at Wilmington University, students are expected to pursue learning with integrity, dignity, and responsibility towards others. Students are expected to be attentive to proper methods of documentation and acknowledgement in all academic work. Any situation involving violation of [Academic Integrity Policy](#) demeans the violator, degrades the learning process, deflates the meaning of grades, discredits the accomplishments of the past and present students, and undermines the integrity of the degree and the University. Acts of academic dishonesty are serious offenses and are of major concern to the University.

The Use of Artificial Intelligence

Generative Artificial Intelligence

Generative Artificial Intelligence (GAI) is a type of machine learning that creates new content, original content (such as imagery, audio, text) based on existing informational data. The use of GAI for academic work and research has legitimate purposes and can be leveraged as a learning and research tool. Unethical use of GAI, however, reflects on the student, the degree, and the University. This includes the misuse of GAI and AI-related tools to generate academic work and/or complete assignments submitted as original work without authorization.

Durable skills such as critical thinking, analysis, and communication applied in the workplace are crucial for employer and student success. Ethical use of GAI in the classroom and in the workplace can contribute to student learning and enable an effective and economic use of resources by employees.

Unethical use of GAI will undermine the foundation of durable skills. Unethical behavior cannot only undermine an individual's integrity, it may also put the employer and employee at risk for copyright, patent, and other fraudulent implications. Student success requires the legitimate and ethical use of technology as we move rapidly into a future that will require even more adaptation to technological changes.

Although GAI continues to evolve rapidly, the importance of academic integrity principles remains. What also remains is the University's commitment to supporting students with relevant career-orientated curriculum that considers impact on industry.

In light of this, students are urged to review all course policies and expectations provided in the course syllabus and Learning Management System (LMS) site. Academic colleges and departments will provide specific policies and expectations, and faculty should provide clear communication of these expectations including situations of when GAI is prohibited or permitted. Students should consult faculty for specific clarifications prior to the work being submitted.

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

Types of Violations

Plagiarism

Plagiarism is defined as the submission of information without properly acknowledging the source through complete, accurate, and specific references. Plagiarism applies to the use of published and unpublished sources. Examples of plagiarism include, but are not limited to the following:

- Directly quoting another person's words without the use of quotation marks

and/or acknowledgement of the source.

- Paraphrasing or restating another person's ideas, opinions, or theories without acknowledging the source.
- Using facts, statistics, or other material taken from a source without acknowledgment of the source.
- Submission of the student's own work, which has previously been submitted for other assignments (self-plagiarism).
- Unethical submission of work from crowd sharing platforms or sites involving the sharing of previous academic work and materials.

Students are urged to consult with individual faculty members, department heads, or recognized handbooks in their discipline if they are in doubt as to whether their work may contain plagiarized material. This should be done before the work is submitted.

Fabrication

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. Examples of fabrication include, but are not limited to the following:

- Citing information not taken from the source indicated.
- Inventing data, facts, or sources for an academic assignment.
- Listing sources in a bibliography or reference list that were not used in that assignment/project.
- Listing hours worked or activities performed during a clinical or service-learning experience that did not occur.
- The misuse of GAI to generate a partial or an entire work product/assignment submitted as original work without authorization.

Cheating

Cheating is an act or an attempted act of deception by which the student seeks to misrepresent that he or she has mastered information on an academic exercise. Examples of cheating include, but are not limited to the following:

- Attempting to use unauthorized materials, information, or study aids in an Academic exercise.
- Copying from another person's work or allowing another person to copy your work.
- Collaborating with another person during an examination or graded assignment

without permission by the instructor.

- Utilizing online paper mills and/or study websites for the purpose of buying, selling, or bartering exams and assignments.
- Unauthorized sharing of examination answers with others.
- Falsification of data such as constructing data results if statistics were genuine data.
- Misuse of GAI or AI-related tools to generate academic work and/or complete assignments.

Grade and Test Tampering

Test tampering is obtaining, distributing, or receiving a test or examination without consent of the instructor. It is also a violation of the [Academic Integrity Policy](#) if a student takes a test for another student. Tampering with grades in a grade book or assisting with changing any academic record in the University is prohibited.

Violation of the Academic Integrity Policy

Faculty members are given the freedom to discern which level of academic integrity infraction requires formal intervention. For example, students who exhibit minor levels of plagiarism in freshman courses may benefit more from a personal conference during which a faculty member explains the infraction and offers the student an opportunity to redo part or all of an assignment.

First Violation

- The faculty member shall confer with the student regarding the violation of the [Academic Integrity Policy](#).
- In consultation with the specific Program Chair of the college in which the course is offered, the faculty member selects one or more of the following sanctions:
 - Require that the student repeat any work affected by the violation of the Academic Integrity Policy.
 - Assign the student a lower grade for the assignment (this is not necessarily a grade of zero).
- After a sanction is selected, the Program Chair will inform the Dean of the College in which the course is offered in question resides what action was taken. Objective evidence of the violation must be submitted to the Dean. The Dean shall inform the AVP of Academic Affairs who will notify the student in writing that his or her continued enrollment at Wilmington University is provisional; the AVP of Academic Affairs may require the student to complete the course [ENG 310 \(Research Writing\)](#). The AVP of Student Affairs will receive a copy of the letter.

STUDENT HANDBOOK 2026-2027

- The Dean of the college has the discretion to immediately forward any violations directly to an AVP or the SVP of Academic Affairs to be considered for review by the [Student Discipline Committee](#).

Second Violation

In the event of a second violation related to academic integrity, the AVP for Academic Affairs shall inform the AVP of Student Affairs and Dean of Students and submit materials related to any previous offenses. Depending on the nature of the violation, the AVP of Student Affairs and Dean of Students may temporarily suspend the student from University activities and convene a meeting of the [Student Discipline Committee](#).

Review of Academic Conduct Violations; Second and Subsequent Allegation

Upon receiving notice and documentation of a second or subsequent allegation of academic misconduct, the [Office of Student Concerns](#) will conduct a review and will determine the final disposition of the case in cooperation with the referring academic body.

The Office of Student Concerns will conduct the review process and will notify the student of the review. Students are welcome to attend the review, but their presence is not required.

The decision rendered by the Office of Student Concerns may be appealed following the process outlined in [Student Handbook – Section Policies and Regulations – Subsection - Appeals](#).

Resources for Upholding Academic Integrity

Detection Software

Plagiarism and GAI detection software is offered through the Learning Management System (LMS) and is designed to aid in educating students about academic integrity, plagiarism, and the proper citations of any borrowed content.

Plagiarism detection software is a proactive tool for students and faculty to use together to review student work and to allow students to have an opportunity to assess their efforts prior to submitting an assignment. Faculty may also use the University's plagiarism and GAI detection software as a tool to affirm the originality of assignments.

University Writing Centers and Tutors

The [Student Success Center](#) is designed to provide students with the support and resources to help them achieve their goals. The Student Success Center is committed to all Wilmington University students' academic success by providing personalized

STUDENT HANDBOOK 2026-2027

tutoring, mentoring, writing and learning resources, as well as multiple workshops and seminars. In partnership with other University offices, the Student Success Center offers a broad set of programs and services, empowering students to achieve academic excellence.

Non-Academic Code Violations

1. Intentionally furnishing false information to the University administration, faculty, or staff;ⁱ
- *2. Forgery of documents or financial records;
- *3. Embezzling, misusing or misappropriating University funds including those belonging to a student group or organization;
- *4. Unauthorized reading, duplicating, removing, photographing, forging, counterfeiting, altering, misusing of any document or record maintained by any individual or group of the Wilmington University community;
5. Misuse of materials such as student identification cards, keys, computers, laboratory equipment, athletic equipment, or other materials issued by Wilmington University. This includes accessing other individual email and/or social networking sites. To the extent the conduct references Wilmington University, that may be an aggravating factor when considering sanctions;
- *6. Destruction, damage, misuse, defacing, or littering at any University-owned or controlled building, property, or private property on campus or at a University-sponsored event;
- *7. The unauthorized taking, misappropriation, or possession of any property owned or maintained by Wilmington University or any person on campus or attending a University sponsored event;
- *8. Breaking into or attempting to break into any area of the University;
- *9. Attempting to or entering any unauthorized area of the University. This applies to students on suspension or with restrictions concerning contact with individuals or areas of a campus;
- *10. Verbal and non-verbal harassment, whether in person or online, on campus or off. Verbal harassment includes but is not limited to threats, insults, hateful language and epithets, ridicule and name-calling, mental abuse, or personal attacks. Non-verbal harassment includes but is not limited to physical assault, damage to property, hazing, or practical jokes. Prohibited verbal and non-verbal harassment is often based on a person's appearance, personal characteristics, or group membership, including but not limited to race, color, national origin, age, disability, veteran status, religion, sexual orientation, gender identity or gender expression, and will not be tolerated;
11. Physical assault, attempted physical assault or abuse upon any person
- *12. Any unlawful behavior either on a campus site or other sites where Wilmington University offers classes or sponsors events or at a University-

STUDENT HANDBOOK 2026-2027

- sponsored event. This includes, by way of illustration and not limitation, assault, terroristic threatening or disorderly conduct;
13. Malfeasance or misuse of an elected or appointed office in a student organization which is injurious to the organization, its members, or the welfare of the University;
 - *14. Possession of any deadly weapon, fireworks, explosives, dangerous chemicals, dangerous instruments, or destructive devices on University-owned or controlled property or at a University-sponsored event.
DELAWARE ACTIVE LAW ENFORCEMENT OFFICER EXCEPTION:
Active Delaware law enforcement officers are permitted to carry a firearm while attending class or while participating in or attending University-sponsored events. This exception applies to officers in uniform or wearing plain clothes. Officers wearing plain clothes should as much as possible conceal the weapon, display a badge by the firearm and produce a valid agency identification card upon request. This exception does not extend to law enforcement officers from outside the State of Delaware, persons possessing a valid license to carry a concealed deadly weapon, persons possessing a federal firearms permit, or those employed by a federal law enforcement authority;
 - *15. Illegal and/or unauthorized manufacture, sale, possession, display, or use of alcoholic beverages, narcotics, marijuana, hypnotics, sedatives, tranquilizers, stimulants, hallucinogens, and/or other drugs or chemicals either on University-owned or controlled property or at a University-sponsored event;
 - *16. Drunkenness or any kind of anti-social behavior resulting from drinking or illegal drug use either on University-owned or controlled property or at a University-sponsored event;
 - *17. Gambling either on University-owned or controlled property or at a University-sponsored event;
 18. Any agreement by one or more students either amongst themselves or with others to commit or attempt to commit a violation of University regulations;
 19. Aiding, assisting, or soliciting a person or persons to commit or attempt to commit a violation of University regulations;
 20. Soliciting a person or persons to aid or assist oneself in the commission or attempted commission of an act which would violate University regulations;
 - *21. Interference with the freedom of movement of any person at a University-owned or controlled property or University-sponsored event;
 - *22. Interference with the rights of others to enter, use or leave any University facility, service, or activity;
 - *23. Interference with the freedom of speech of another at a University-owned

STUDENT HANDBOOK 2026-2027

- or controlled property or University-sponsored activity;
24. Inappropriate, loud, or disruptive language or behavior in the classroom, a University-owned or controlled property, or a University-sponsored event;
 25. Failure to abide by the Rules and Regulations at a site where Wilmington University offers classes or events (e.g., Dover Air Force Base);
 26. Failure to comply with the University policies or the directives of University officials acting in the performance of their duties;
 27. Failure to obey a directive by the Administration or Security at a site where Wilmington University offers classes or events (e.g., Delaware Tech in Georgetown);
 - *28. Any unlawful, unethical, immoral, or inappropriate behavior during an internship while representing Wilmington University;
 29. The use of any racial, ethnic or sexual orientation slur, whether in person or online, on campus or off campus;
 30. The sending of any correspondence including email and/or pictures, to any Wilmington University employee, faculty or staff member which is vulgar, threatening, harassing, profane or fails to uphold the standards of civility representative of Wilmington University. Any such cyber-correspondence shall be presumed to have been sent by the owner of the email account. This is a rebuttable presumption, which may be overcome by the student showing proof by a preponderance of evidence that another person wrote and sent the transmission. It is not sufficient to allege that others had access to the computer or email account;
 31. The posting of any pictures or remarks referring to a Wilmington University employee, faculty member, staff member or student which are vulgar, threatening, harassing, profane or fail to uphold the standards of civility representative of Wilmington University. Any such posting shall be presumed to be the act of the individual identified as posting the content on the page (e.g., Facebook, or any social media site). This is a rebuttable presumption which may be overcome by the student showing proof by a preponderance of evidence that another person made the posting on a page or blog without the knowledge or permission of the student and immediate steps were taken to remove the offending material prior to it being viewed by others. It is not sufficient to allege that others had access to the computer or ability to post on a blog or page using the student's account.
 32. Sexual harassment of or by any Wilmington University staff member, student, or visitor, either on campus or off;
 33. Any student who has been required to register as a sex offender in any jurisdiction must inform the Office of Student Concerns within three (3) business days of such an Order. The student is also required to provide a copy of the Court Order within ten (10) days and submit proof of registration within thirty (30) days. Students are advised that depending

STUDENT HANDBOOK 2026-2027

- upon the type or level of registration required, they may be precluded from participating in college activities or pursuing a degree in their chosen field;
34. Allowing another individual to use your student username and password to access any University computer;
 35. Using the username and password of another individual (e.g., a student, faculty member, or employee) to access a University computer;
 36. Violating of any local, state and/or federal law or regulation. For further information read the section below on “Allegations of Criminal Conduct”.
 37. Except as otherwise noted the audio or visual recording of any meeting, conference, telephone call, class, or other means of communication without the knowledge and consent of those participating is prohibited. Students are expected to conduct themselves in a civil, mature, and responsible manner that demonstrates commitment to the ideal of honorable behavior for oneself and the community as a whole. Disrespectful and discourteous approaches to communications and interaction are inappropriate.

As to any matter listed above which is preceded by an asterisk (*), a report may be filed with the police in appropriate government offices as well as with the Vice President of Administrative and Legal Affairs or their designee. If any case which is submitted to the police results in an arrest, the University may, in its discretion, immediately suspend the student from all University classes and activities subject to a review of the case by the Student Discipline Committee. If any case which is submitted to the police results in a conviction, then the student shall be immediately suspended from all University classes and activities subject to a review of the case by the Student Discipline Committee if no prior action had been undertaken. The fact that a person is convicted or acquitted in a criminal proceeding is not controlling on any determination to be made by the Student Discipline Committee. The fact that a person charged with a violation of conduct pleads guilty to an offense in a criminal proceeding may be considered by the Student Discipline Committee as an admission.

Allegations of Criminal Conduct

Any student accused of a felony, misdemeanor or DUI offense must report it to the Office of Student Concerns within seventy-two (72) hours of arrest or being charged. Students are required to report these matters irrespective of whether the charges arose from alleged conduct on or off a university site, and whether or not the alleged conduct occurred at a university sponsored event.

The Office of Student Concerns shall review the matter and the University shall determine, in its sole discretion, whether to suspend or otherwise limit the student's attendance and/or participation in classes and university sponsored activities.

The matter will then be referred to the Student Discipline Committee.

Policy on Wilmington University Computer Use

Wilmington University policy requires that the computer equipment and facilities owned or leased by the University and supplied for student use are not to be used in any of the following manners or for any of the following purposes:

- For any activity that violates Federal, State, or local laws.
- For any activity that threatens the safety, well-being, or integrity of any other person.
- For any activity that results in unauthorized alteration or disclosure of confidential data.
- For any activity that offends, degrades, debases, or threatens another person.
- For any activity contrary to standards of decency (i.e., hate sites).
- For accessing any pornographic or otherwise sexually explicit sites, materials, photos, or emails.
- For any activity that would damage the good name and reputation of Wilmington University. For the downloading, bookmarking, or transmission of pornographic materials, photos, or emails to another computer either on or off site, including one in which the student has some proprietary or other possessory interest.

Students are required to sign in using their Wilmington University email address and password. It is presumed that any activity conducted once a student is logged on was caused by that individual. Students who permit others to use their log-in information shall be held equally, if not more, accountable than the offending party. You are strongly advised to protect your privacy, integrity, and dignity by not permitting others to use your access codes.

The same prohibitions apply to students using a personal computer and accessing the Internet via Wilmington University's Wi-Fi network.

Violations Review

Any member of the University community may take alleged violations of the Student Code of Conduct to the Office of Student Concerns. Allegations will be reviewed, and a determination made as to whether there is a basis to believe that a violation of the Code of Conduct may have occurred. If it is deemed that no violation has occurred, the

STUDENT HANDBOOK 2026-2027

allegations are dismissed, and the accused is informed. If it is deemed that there is a basis to believe that a violation has occurred, the Office of Student Affairs may, in an attempt to address issues as informally as possible, conduct further inquiry, discuss the violation with the accused student and propose a resolution.

If the accused student accepts responsibility and is in agreement with any accompanying penalty, the case will be considered resolved. If the Office of Student Affairs has determined that a resolution by agreement is not possible or if the accused student requests it, the allegation will be referred to the Student Discipline Committee.

The Office of Student Concerns may impose, at the discretion of that office, an immediate suspension of privileges pending the disposition of an allegation. Among the factors which may be considered, by way of illustration but not limitation, are the nature of the allegations, the prior history of the student, the risk to the college community, and/or any court orders concerning “no contact” provisions.

Student Discipline Committee

The Student Discipline Committee shall meet for the purpose of handling specific problems relating to violation of the academic integrity policy and/or student misconduct. The Committee is composed of the following:

Chairperson

The Chairperson shall be the Assistant Vice President of Student Affairs, the Dean of Students or his/her designee.

Quorum

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

A quorum shall consist of three (3) voting members.

Recording of the Hearings

The Student Discipline Committee’s hearings shall be recorded, and the recording preserved until the matter has been concluded, including the taking of any appeals. All deliberations are confidential and are not recorded.

Burden of Proof

In order for the Committee to find that a student has violated the Code of Conduct, it must first be satisfied, by the majority vote of those members present, that the allegations were established by a preponderance of the evidence. Formal rules of evidence are not applicable in student discipline proceedings.

Sanctions

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

- A. Disciplinary probation with or without loss of designated privileges for a specified period of time
- B. Restriction of privileges such as removal from elective or appointed office and/or ineligibility in representing the University
- C. Suspension from the University for a specified period of time. Any suspension may be followed by a probationary period and may include restrictions or forfeiture of privileges
- D. Dismissal from the University with permission to reapply after a specified period of time. Conditions precedent to readmission may be established in conjunction with such a dismissal
- E. Permanent dismissal from the University
- F. When students who have been suspended or dismissed from the University later return, credits they have earned from courses completed at other institutions of higher learning while under suspension or dismissal must be approved by the Academic Review Committee before they can be transferred to Wilmington University
- G. A delay as to when a degree is to be conferred upon the student
- H. A determination that the student is not entitled to have their degree conferred

Any of the sanctions listed above may be imposed for a first offense and any subsequent offense. Sanctions are not required to be progressive. Prior infractions of misconduct shall be considered in determining the appropriate disciplinary action. The appropriate sanction shall be imposed at the discretion of the Student Disciplinary Committee. In order for the Committee to approve a sanction, it must be agreed upon by a majority vote of those members present.

Appeals

Within fifteen (15) business days from the date that the notification of sanctions is sent via certified mail, a written appeal of the decision may be made to a panel consisting of the Assistant Vice President of Student Affairs, Dean of Students or his/her designee, and two designated members of the Cabinet, or other University officials as deemed appropriate by the Vice President of Student Affairs and Alumni Relations.

Any appeal must be sent via certified mail, return receipt requested, to the Vice President of Student Affairs and Alumni Relations. A copy of the appeal shall be sent to the Office of Student Concerns. A party may request an appeal on the grounds that the hearing was unfair. Such a request must state the specific procedure(s) violated and provide information or documentation to substantiate the allegation(s).

A party may also request an appeal on the grounds that:

- A. the decision was contrary to the evidence;
- B. the sanction imposed is inappropriate, unreasonable, or unjust; and/or

there is new information which was not available at the time of the original hearing. A request on any of these grounds must explain, in detail, the basis for the appeal.

The filing of an appeal shall not act as a stay of any suspension or dismissal. The panel shall review the appeal and determine, at its discretion, whether the appeal shall be considered upon the written and recorded record or whether a further hearing is necessary. The panel shall issue this determination within ten (10) business days from the receipt of the appeal and schedule any hearing as promptly as is reasonably possible. No member of the Student Disciplinary Committee shall be permitted to provide testimony concerning their individual view of the evidence or the sanction. Likewise, they may not offer testimony concerning the private deliberations of the panel. In the event that no hearing is conducted, a decision will be issued within thirty (30) days of receipt of the appeal. In the event that a further hearing is necessary, the panel shall issue its decision within ten (10) business days of that hearing.

The panel shall consist of at least two (2) of the three (3) members. Decisions of the panel shall be by majority vote of those present. The decisions of the panel shall be final.

A party filing an appeal must establish by clear and convincing evidence that the decision of the Student Disciplinary Committee should be reversed. The appeal panel may amend the penalty either upward or downward if convinced by clear and

convincing evidence to do so. In the event that the appeals panel consists of only two (2) voting members and they are split as to the result, the decision of the Student Disciplinary Committee shall not be disturbed.

Due Process

Courts have held that student disciplinary proceedings at a private educational institution such as Wilmington University are not subject to the rights and privileges of the United States and the State Constitutions. In our educational environment the goal is to settle issues as informally as possible with “Fairness” as the guiding principle. Wilmington University believes the following elements of due process are applicable to the student disciplinary proceeding.

That the student:

1. Be notified in writing of the allegations against him/her and the basis for these charges.
2. Be given an opportunity for a hearing by the Student Disciplinary Committee.
3. Be notified of the date, place, and time of hearing.
4. Be given a right to be heard and present witnesses and evidence on his/ her own behalf. Students who wish to call witnesses or present evidence must provide a list of witnesses including their expected testimony and evidence to the Office of Student Concerns at least five (5) days prior to the hearing.
5. Not be the recipient of disciplinary action which is not supported by the evidence.
6. The following policies, while not required to ensure due process, are established for purposes of clarity and fairness.
7. The accused may be accompanied by an advisor of his/her own choosing from among the members of the University community.
8. The advisor acts in that capacity alone and may not participate in the hearing or speak for the accused. Legal counsel is only permitted when the accused student has been charged with a related criminal offense. Counsel is present to advise the accused student and may not speak for accused or participate in the hearing.
9. A recording and/or written transcript of the hearing shall be prepared under the direction of the Office of Student Concerns. The cost of the written transcript must be paid by the student, in advance of its preparation.

10. Records of a disciplinary action shall be kept as confidential as is appropriate under the circumstances. Disclosure is generally made to the Registrar, instructors, and victims if a student is suspended, dismissed, expelled, or otherwise has restrictions placed upon them. As a general rule disclosure of disciplinary actions to disinterested third parties shall be released only with a signed request by the student, valid subpoena (subject to FERPA guidelines or Court Order). The disclosure could include:

- Specific violation and/or notices of prior misconduct
- Decisions of the Student Disciplinary Committee or negotiated disciplinary action
- Sanction
- Notice of reinstatement, if appropriate

Remote Learning and Virtual Meeting Requirements

Wilmington University cares about the safety and well-being of its virtual and physical communities. We encourage respectful environments in which students and instructors can share their diverse experiences, thoughts and ideas. To maintain courteous virtual communities, please adhere to the following requirements during virtual meetings and synchronous class sessions:

Driving

Driving requires your undivided attention. Therefore, please do not participate in any activity that takes your attention away from the road, including Zoom or synchronous class sessions.

Dress for Virtual Meetings or Sessions

Participants attending virtual or synchronous WilmU classes are required to wear appropriate clothing. We prohibit the following garments during Zoom, synchronous class sessions, WilmU-sponsored activities, or WilmU- meetings:

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

Background Screen Requirements during Zoom or Synchronous Class Sessions

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

Behavior during Zoom or Synchronous Class Sessions

- E. We understand that class discussions can become emotional and encourage an open and diverse exchange of thoughts and ideas. However, students using racist, misogynistic or vulgar language may be asked to leave a session.
- F. Please do not share Zoom links or any other virtual links with anyone unless asked by an instructor to share with fellow students.

Reporting Positive for Infectious Diseases and Viruses

When students disclose positive COVID-19 or other virus testing or exposure, they are required to follow the recommended quarantine guidelines as stated by the CDC.

Please also see current Wilmington University COVID-19 protocols:

wilmu.edu/coronavirus/coronavirus-guidelines.aspx

- A. Students must report or disclose positive results or exposure to their instructors.
- B. Instructors will make academic arrangements they deem appropriate and in the best interest of students testing positive.
- C. A negative COVID-19 test result is required to return to in-person classes or use in-person services and activities.
- D. In addition, a copy of the negative results should be scanned and sent to the Office of Student Concerns at studentconcerns@wilmu.edu.
- E. Once negative results are received, the Office of Student Concerns will alert appropriate instructors and allow students back on campus

Face Coverings / Masks

- Masks and face coverings are optional while on campus. While masks are not required, continuing to wear one is a personal decision. We respect anyone who makes that choice.

STUDENT HANDBOOK 2026-2027

- Students requesting accommodations or further consultations can contact the Office of Student Concerns at studentconcerns@wilmu.edu
- Masks can be any color or print, but must be professional, non-offensive, not considered derogatory or otherwise disrespectful. Face coverings shall not contain any offensive words or graphics. This includes, but is not limited to, words or graphics that promote violence, drugs, alcohol, sex, or other offensive or objectionable behavior or could be disruptive to the University community or educational processes.

Policy on Non-Registered Individuals in the Classroom

Children are not allowed in the classroom and may not be left unattended while on campus. Persons who are not registered for a class or whose name does not appear on the class roster will be asked to leave. Faculty members may invite guest speakers. The Office of Student Concerns may also grant an individual permission to be present during a class.

Policy on Discrimination

It is the policy of Wilmington University not to discriminate on the basis of sex, handicap, disability, race, age, color, religion, national or ethnic origin, marital status, or sexual or affectional preference in its educational programs, admission policies, employment practices, financial aid, or other school-administered programs. This policy is enforced by federal law under Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Wilmington University actively supports the rights of students with disabilities to have equal access to education. Wilmington University makes every reasonable effort to accommodate the needs of students with disabilities. Students who have a disability are asked to notify the Office of Disability Services as soon as possible and prior to registration. Early notification prevents delay in initiation of services and ensures the student access to educational activities.

The Office of Student Accessibility Services facilitates equal access to Wilmington University programs and activities for students with documented physical, sensory, learning, or psychological disabilities. Students with special needs may qualify for accommodations to help compensate for disabilities which impede their academic progress and lower classroom performance. To receive accommodations a student MUST notify the Office of Student Accessibility Services prior to registration and furnish documentation verifying the need for assistance. Each student bears the responsibility

for contacting the appropriate clinician and having objective data supporting the diagnosis and need for service released and forwarded to this office. Wilmington University reserves the right to require additional information, evaluations or reports or independent evaluation(s) before determining that an individual qualifies for special accommodations. See criteria for Documentation Guidelines in the Office of Student Accessibility Services Handbook on the University's website at wilmu.edu/accessibility.

Policy on Hazing

Wilmington University is committed to the safety and wellness of every student. The University is committed to fostering an environment of learning, respect, and social responsibility. In compliance with the Stop Campus Hazing Act, hazing is any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons, regardless of the willingness of such other person or persons to participate, that:

- Is committed during initiation into, affiliation with, or the maintenance of membership in a student organization; and
- Causes or creates a risk, above the reasonable risk encountered in the course of participation at Wilmington University or the organization (such as physical preparation necessary for participation in an athletic team), of physical or psychological injury, including:
 - Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity
 - Requiring participation in drinking games, requiring individual(s) to ingest alcohol or other substances
 - Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity
 - Causing coercing or otherwise inducing another person to perform sexual acts;
 - Requiring individual(s) to sing, chant, or recite in public that is not part of an activity but to bring humiliation to self or others
 - Placing restrictions on who individuals may and may not associate with;
 - Requiring individual(s) to wear clothing that is embarrassing or not part of the uniform and/or requiring individuals to not bathe/ groom for extended periods;
 - Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct
 - Screaming, yelling, cursing, and/ or degrading members
 - Any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law
 - Any activity that induces, causes, or requires a person to perform a duty or

STUDENT HANDBOOK 2026-2027

task that involves a criminal violation of local, state, tribal, or federal law.

Wilmington University has determined that any form of hazing done by any member of the Wilmington University community, faculty, students, staff, volunteers, or alumni is a violation of human rights and dignity and is prohibited. Therefore, no one shall practice hazing or any form of team or group initiation rituals that includes anything that humiliates, degrades, abuse, or endangers the lives of others. Hazing in any form is unacceptable behavior and will not be tolerated.

Any member of the Wilmington University community, faculty, students, staff, and volunteer staff who are aware of any form of hazing must report the incident to the Office of Student Concerns immediately. This includes any incidents that occur on campus, during a campus-sponsored activity, or off campus. In cases involving athletic teams, the director of Athletics must also be notified.

Click here to [Report Hazing](#)

Once a case of hazing has been reported, the Clery coordinator will also be advised so that it can be included in the Daily Crime Log. The Clery coordinator will also work to determine if any other Clery issues have been triggered, such as:

- If the incident occurred in Clery geography
- If other Clery laws were violated
- Need for Timely Warning or Emergency Notification.

The Office of Student Concerns will review any reports of hazing and determine if an investigation is needed. The inquiry will follow standard student code of violation procedures. Click here: [Violations review procedures.](#)

Incidents that include conduct that is a violation of Title IX and/or the Violence Against Women Act (VAWA), including sexual assault, non-consensual sexual contact, dating/ domestic violence, and stalking, will also be reviewed using the Wilmington University *Policies and Procedures for Addressing Sex-Based Harassment*.

Penalties for being found responsible for hazing may include [Code of conduct violation sanctions.](#)

Reporting Obligations

The University must include reports of any hazing activity (founded or unfounded) in its crime statistics in the Annual Security Report.

In addition, the Office of Student Concerns will include any founded cases of hazing in the Campus Hazing Transparency Report (CHTR), which is published biannually in December and June and found on the website [CHTR Report](#).

The Campus Hazing Transparency Report will include any cases of hazing that the Office of Student Concerns found. The Report will not include any personally identifiable information (PII). For each incident, the CHTR will consist of:

- The name of the student organization responsible for the hazing
- A general description of the violation
- Whether hazing involved the abuse or illegal use of alcohol or drugs
- Key dates in the incident:
 - Date of the incident
 - Start of the investigation
 - End of the investigation (determination of responsibility)
 - Outcome of notification to student organization
- Finding (rationale) for the determination of responsibility
- Sanctions imposed

Art Show Policy

Wilmington University will review all artwork submitted and reserves the right to prohibit entries that are vulgar, threatening, harassing, or display violence or discrimination.

Bicycle Policy

Cyclists must secure bicycles at designated bicycle racks only available throughout campuses. For your safety, please lock bikes properly, wear helmets, and remain vigilant. Wilmington University is not responsible for damages or theft of bicycles on University property.

College of Nursing Health Sciences Background Check and Drug Screen Policy

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

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

Students will not be permitted to enroll in courses that involve clinical hours or learning experiences outside the University and may be unable to complete the program under the following conditions: refusing to complete a background check and drug screen through the designated process, having positive findings on the background and/or drug screen that are not resolved following review by the CONHS program coordinator, medical reviewer, College Dean or designee as a result of the positive findings on the background check or drug screen.

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

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

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

Candidates desiring enrollment into Student Teaching are required by state law to submit the following clinical clearance items: a new Criminal Background Check, a new TB / PPD (Tuberculosis) Test, and a new Child Protection Registry Form. Please note: Schools and districts may request more frequent submission of clearances.

The state fingerprint receipt, TB/PPD, and Child Protection Registry completed results must be submitted when completing the application for Student Teaching placement.

The Criminal Background Check (CBC) can be completed through the Delaware State Bureau of Identifications. **State and Federal/FBI Criminal Background Check (CBC)** (<https://uenroll.identogo.com/>). All Delaware residents must now register with the new Universal Enrollment Platform (UEP) for fingerprinting. Students must register via the UEnroll website utilizing the **service code 27S2JX**.

School Counseling, Practicum, and Student Teaching placement applications will not be processed until we receive and verify all required clearance items. All placements are arranged by placement specialists in the College of Education's Office of Clinical Studies in accordance with school district partnership agreements and protocols. However, final placement decisions are made by school district officials and are based on school and district needs and the availability of school-based mentors. Candidates

STUDENT HANDBOOK 2026-2027

are not permitted to seek or arrange for their own placements.

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

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

wilmu.edu/education/clinicalstudies

Drug and Alcohol Policy

Wilmington University is committed to the creation of a wholesome, drug-free environment conducive to learning. In accordance with the Drug-Free Workplace Act of 1988 (Public Law 100690, 102 Stat. 4181), the University prohibits the manufacturing, distribution, dispensation, possession, or use of a controlled substance in its facilities or on its campuses. Any employee charged with a violation of a local, state, or federal drug law while on University property or at a University event must follow procedures and requirements outlined in the faculty and staff handbooks.

Any student charged with a violation of a local, state, or federal drug or alcohol law must comply with the provisions set forth under “Allegations of Criminal Conduct” on page 99. Convictions may be cause for suspension from the institution or for the required completion of a substance abuse rehabilitation program.

Any such program must be approved in advance by the Vice President for Student Affairs, or her designee, in order for it to satisfy the substance abuse program completion.

Wilmington University will impose sanctions on any employee or student entering a first offender’s program or otherwise convicted of violating any local, state or federal drug statute. Convictions are deemed final upon the entry of a guilty plea or the return of a verdict by judge or jury. Sanctions are not stayed by the filing of a judicial appeal. In the event a conviction is overturned, Wilmington University will review that opinion to ascertain whether a modification of sanctions is in order. The mere reversal of a conviction does not necessarily mean that sanctions will be modified or lifted.

The use of alcohol is permitted only by persons of legal drinking age and at University activities for which prior approval has been granted by the Vice President of Academic Affairs or the Vice President of Student Affairs & Alumni Relations. The University

prohibits the abuse of alcohol on its properties and at University sponsored activities.

While disciplinary guidelines are necessary to protect the welfare of the University community, it is the expectation of the President and Board of Trustees that the University's disciplinary role will be secondary to prevention, awareness, and, where applicable, treatment. The University intends to assist its students in understanding the health, social, legal, and family-related risks associated with the use of illicit drugs and/or abuse of alcohol. Among these are damage to the brain and other organs, addiction, loss of employment, family dysfunction, incarceration, overdose, and death. The University seeks to provide ongoing education for its students through information provided in related courses and resource materials available throughout the University. Additionally, students, faculty, and staff are encouraged to avail themselves of free and confidential counseling/referral services offered through the Office of Student Affairs. The University seeks to implement ongoing educational programs aimed at discouraging substance abuse and encouraging healthy, self-directed, drug-free lifestyles.

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

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

Sexual Misconduct, Discrimination, and Harassment Policy

Wilmington University is committed to cultivating a diverse and inclusive community that recognizes the value of each individual and allows persons to learn and work in an environment free from harassment and discrimination. As part of this effort, the University will respond to sex-based harassment and discrimination through clear policies and grievance procedures and commits itself to maintaining a safe and healthy educational and work environment via educational programming, employee training, and by sanctioning those who violate this policy. This comprehensive policy is created and implemented by the University to address allegations of sexual harassment, sexual assault, domestic violence, dating violence, and stalking in addition to other prohibited misconduct as identified within the policy. This policy and procedures herein apply to all students, employees, and third parties, including contractors and vendors of the University. Please see the complete Sexual Misconduct, Discrimination,

and Harassment Policy in Appendix C.

Minors on Campus Policy

Purpose and Scope of Policy Purpose

Wilmington University (“the University” or “Wilmington”) strives to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. While there may be occasions when the presence of Minors (those under the age of 18) on or brief visits by Minors to campus may be appropriate or necessary, Minors are not permitted to be unescorted or unsupervised on University premises, including circumstances when they are hired to work on and/or permitted to participate in activities on campus or sponsored (on- or off-campus) by the University. In addition to the requirements of this Policy, the visits of Minors are subject to the same conditions as any other visitors to the University.

Any University employee who suspects that a Minor who is on University premises for any reason or is participating in a University-sponsored activity at another location, has been the victim of child abuse shall immediately report the suspected abuse to University Safety and/or the Human Resources Department.

Scope

This Policy applies to activities and programs taking place on Wilmington University’s campus/locations, or University-sponsored off-campus activities, in which Minors will be physically present and participating, with the following exception: minors matriculated in courses at the University.

Requirements of Policy Governing Presence of Minors on Campus

In an effort to minimize any disruption to the essential functioning of the University and maximize the safety of Minors on campus, certain requirements must be met, as follows:

- A. Minors must be supervised at all times by an Authorized Adult while on campus or participating in a University-sponsored off-campus activity.
- B. Minors are permitted in the general use facilities (Athletic Fields, Public Spaces, Academic Buildings, Food Services Areas etc.) with an Authorized Adult but may be restricted from certain areas of the facilities or from utilizing certain equipment.
- C. Even when accompanied by an Authorized Adult, pre-high school age Minors not participating in a program on University premises or a University-sponsored off-campus activity are prohibited from areas where significant potential safety

STUDENT HANDBOOK 2026-2027

hazards and liabilities may exist, and where strict safety precautions are required.

- D. Minors and Authorized Adults not meeting relevant University community conduct standards will be asked to leave the campus.
- E. Minors are not allowed in classrooms while classes are in session unless permission is granted by the faculty member having authorized access to the classroom in advance of the start of class. Should a Minor become disruptive, the Authorized Adult and Minor may be asked to leave.

Background Checks

- F. Successful background checks including the Delaware Criminal Record Search, FBI Fingerprinting Check, and Delaware Child Abuse Registry check will be required of each Authorized Adult prior to his or her direct participation with Minors in a program or activity covered by this Policy and at least once every two (2) years thereafter. Background checks may be conducted by an outside contractor at the request of the Human Resources Department.

It is the responsibility of the Program/Activity Leader to ensure that each participating adult has submitted the required background check request form and has subsequently received clearance to participate.

The Human Resources Department will maintain a roster of individuals who have been cleared to participate and the dates on which new background checks will be required.

The failure of an Authorized Adult to fulfill his or her obligations under this paragraph shall be subject to discipline, up to and including termination or removal from the program.

- G. The background check will be limited to criminal offenses, including but not limited to; child abuse, for which an individual has been convicted, pled guilty to a felony or misdemeanor, or where such charges are currently pending. The University may accept successful documented background clearances from the governmental agencies (e.g., School Districts) that have been completed within one year from the start date of employment.
- H. A decision not to permit an individual to participate in a program or activity

covered by this Policy based on the results of a background check will be made by the Assistant Vice President for Human Resources.

The results of background checks conducted under this Policy will be used only for the purposes of this Policy, except that Wilmington University reserves the right to take appropriate action with respect to employees who may have falsified or failed to disclose information material to their employer on employment applications uncovered as a result of the background check, including and up to immediate termination of employment. Copies of background check reports will be retained in the Human Resources Department.

Conduct Requirements

Authorized Adults or any adult participating in programs and activities covered by this Policy shall not:

- I. Have one-on-one contact with Minors; in general, it is expected that activities where Minors are present will involve two or more Authorized Adult participants/supervisors.
- J. Participate in a sleepover under the auspices of the program or activity.
- K. Engage in abusive conduct of any kind toward, or in the presence of, a Minor. Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any Minor.
- L. Pick up Minors or drop off Minors from their homes, other than the driver's child or children of friends of the driver's child or children other than when such child or children are present, at their homes in the adult's personal vehicle, whether before, during, or after the program or activity.
- M. Engage in the use of alcohol or illegal drugs or be under the influence of alcohol or illegal drugs during such programs or activities.
- N. Make pornography in any form available to Minors participating in programs and activities covered by this Policy or assist them in any way

Allegation of Inappropriate Conduct

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

- O. Be familiar with and strictly adhere to Wilmington University's Minors on Campus Policy.

- P. Strive to ensure the safety of Minors participating in programs and activities covered by this Policy, and, when appropriate, remove Minors from dangerous or potentially dangerous situations. In such a case, University Safety and the Human Resources Department will be notified.
- Q. Discontinue any further participation in programs and activities covered by this Policy when an allegation of inappropriate conduct has been made against him or her, until such allegation has been satisfactorily resolved.

Training

- R. Authorized Adults who will be participating with Minors in a covered program or activity shall complete annual mandatory training on the conduct requirements of this Policy, on protecting Minors from abusive emotional and physical treatment, and on mandatory reporting of suspected child abuse.
- S. Training resources can be obtained from the Human Resources Department.

Definitions of Abuse and Neglect

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

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

1. Causes or inflicts sexual abuse on a child
2. Has care, custody or control of a child, and causes or inflicts
3. Physical injury through unjustified force
4. Emotional abuse
5. Torture
6. Exploitation

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

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

Reporting Requirements

General

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

Reports of Known or Suspected Abuse or Neglect of a Minor

Any University employee who suspects that a minor who is on University premises for any reason, or is participating in a University-sponsored activity at another location, has been the victim of child abuse or neglect must immediately report the suspected abuse to: University Safety at **(302) 325-3333** or Human Resources **(302) 356-6527** or local police by dialing **911** AND The Division of Family Services (DFS) by calling **1(800) 292-9582**. The phones are answered 24 hours a day, 365 days a year by the Division of Family Services' staff.

University faculty, staff, or students who are working with minors in their professional or official capacity and who have questions about this policy, or their reporting obligations

should contact their supervisor, assistant vice president, vice president or Human Resources.

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

Consensual Sexual Relationship Policy

Sexual behavior that is welcome or consensual does not constitute sexual harassment under the law. However, amorous, dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between i) co-workers, ii) a faculty, staff, student or community member or iii) any person for whom an employee has a professional or academic responsibility. These dangers can include:

- That a student or employee may feel coerced into an unwanted relationship because he or she fears the refusal to enter into the relationship will adversely affect his or her education or employment
- That conflicts of interest may arise when a faculty member, supervisor, or other member of the University community is required to evaluate the work or make personnel or academic decisions about a person with whom he or she is having a romantic relationship
- That students or employees may perceive that a fellow student or co-worker involved in a romantic relationship will receive an unfair advantage
- That if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party

Faculty, supervisors, and other members of the University community who are professionally responsible for other individuals must remain aware that any romantic or sexual involvement with a student or employee for whom they have any academic or professional responsibility will raise questions about their integrity and the mutuality of the relationship and may lead to charges of sexual harassment.

For the reasons stated above, such relationships are not permitted.

Identification Card Policy

Introduction

This policy has been developed to enhance and preserve the personal safety of

students, faculty, staff, visitors, and parties involved in university business; secure the physical property and tangible assets of the University; protect campus buildings from unauthorized intrusions; and protect the integrity of the University. This policy does not extend to affiliate sites where Wilmington University or other property managers control the access to or within their sites. The following locations are mandated to comply with the procedures set forth in this policy:

- Brandywine
- Dover
- New Castle
- Athletic Complex

Policy Statement

This policy has been developed to enhance and preserve the personal safety of students, faculty, staff, visitors, alumni/community, and parties involved in University business; secure the physical property and tangible assets of the University; protect campus buildings from unauthorized intrusions; and protect the integrity of the University.

Purpose

- To limit, control, and monitor access to restricted and limited access areas of the University to authorized persons.
- To manage and control access to campus facilities, events, and programs.
- To identify those persons who have legitimate access to and use of campus facilities, events, and programs.
- To establish a standard process for staff, faculty, students, visitors, alumni/community, and contractors to obtain access to secured areas or facilities.
- To require all Wilmington University personnel to display and use ID cards while on University property and when accessing restricted areas.

Authorizations

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

System Misuse

- ID cards are the property of Wilmington University. ID cards are intended for the sole use of the person to whom they have been issued. ID cards may not be loaned or given to another person or used by another person for any reason. Reproduction, by any means, is prohibited. All lost or stolen ID cards must be reported to University Safety. Lost or stolen ID cards will be immediately deactivated by University Safety personnel.
- Violations of this policy may result in one or more of the following:
 - \$25.00 fee for ID card replacement.
 - Confiscation of ID card.
 - Suspension of access.
 - Termination of access.
 - Disciplinary action under the provisions of Wilmington University policy and Student Code of Conduct.
 - Prosecution under applicable Federal, State, and Local laws.

ID Card — General

ID cards can be obtained at the following locations:

New Castle: University Safety Desk: Audrey Doberstein Center (DAC) and Pratt Student Center, Safety Office.
Monday-Friday – normal business hours

Dover: University Safety Desk: Main Entrance, Building "A"
Monday-Friday-normal business hours

Brandywine: University Safety Desk: Main Entrance, Varsalona Building
Monday-Sunday-normal business hours

To receive a Wilmington University ID card and gain access to a controlled area or building, the applicant must complete the following procedure:

Provide proper identification (i.e., driver's license, state ID, passport) and either the applicant's student ID or employee ID number (ID numbers not required for contractors or visitors).

STUDENT HANDBOOK 2026-2027

Have the photograph taken at an ID card station located at an ID card station, located at any of the campuses listed.

Large groups or student athlete groups requiring ID cards must be scheduled in advance with University Safety Management.

All Wilmington University staff (including part-time staff), faculty, students, visitors, contractors, third-party vendors, and others assigned to the University, must obtain, and **prominently display the ID Card.**

This policy forbids the use of an ID card by a person to whom it is not assigned. This action may result in the confiscation of the ID card. Student Concerns will be notified.

ID Card — Request for Access

ID Card Type and Purpose

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

All Wilmington University staff, faculty, adjuncts, students, visitors, alumni/community,

and contractors, by virtue of their type of association with the University, will receive an ID card and base level access as designated by the border color of the card.

University Safety is responsible for the management of the ID Card process.

- Students and faculty will be required to provide a state issued identification card, driver's license, or passport prior to being photographed.
- Large groups and groups of student-athletes requiring ID cards must be scheduled in advance with University Safety.
- All ID cards must be visibly displayed on the person while on any University campus or site.

ID Card—Application Process

To receive a Wilmington University ID card and gain access to a controlled area or building the applicant must complete the following procedure:

- Have the photograph taken at an ID card station located at an ID card station located at any of the campuses listed under section G.
- Provide proper identification (i.e., driver's license, state ID, passport) and either the applicant's student ID or employee ID number (ID numbers not required for contractors or visitors)
- Receive ID card and be assigned appropriate access level (the applicant may be requested to return at a later time to retrieve ID card during busy periods)
- Contractors/Vendors are required to have a background check completed by all employees. Contractors/Vendors ID cards must be approved by University Safety prior to being issued a valid ID card.

ID Card — Security and Protection/Replacement

The security and protection of the ID card are important responsibilities for each cardholder. The ID card cost, processing labor, printing, and tracking assigns significant value to each ID card. To ensure the card's continued service to the cardholder, please follow these guidelines:

- Protect the ID card from heat and continuous exposure to direct sunlight.
- Protect the ID card from pressure and creasing. Do not puncture the card in any way.

STUDENT HANDBOOK 2026-2027

- Do not place the card in a wallet or other place where wear and abrasion will degrade the readability and function of the card.
- If stolen or lost, contact University Safety immediately. If not found, University Safety may issue a new ID Card. University Safety will determine the need for an incident report.
- A note regarding the lost ID card will be entered into the individual's ID card security file, indicating the replacement.
- The lost ID card number will be "deactivated"

ID Card—Compliance with Policy

In accordance with these procedures, all students, faculty, staff, adjuncts, alumni, contactors, third-party vendors, and visitors are required to comply. Failure to comply

with this policy is a violation of Wilmington University Rules and Regulations and violators may be subject to disciplinary action including, but not limited to, being asked to vacate University property, ineligibility to apply for classes and forfeiture of the rights and privileges associated with access to the University.

For any questions regarding the ID card policy, please contact the University Safety.

ID Card — Alumni/Community (Library/Authorized building use only)

Alumni at Wilmington University may apply for an ID Card.

- Alumni must complete an Alumni ID <https://www.wilmu.edu/safety/documents/2025-Alumni-ID-Card-Application-Form.pdf>
- The Alumni ID Card Application Form can be downloaded from [wilmu.edu/safety](https://www.wilmu.edu/safety). Hard-copy applications are available at the security desks located at all campuses.
- Alumni applying for an ID card must have a background. The approved background vendor web link is listed at the bottom of the Alumni ID Card Application Form.
- Thei applicant will be reimbursed for the cost of the background check at the completion of the process.

- Alumni ID Cards allow access to the library only.

Guidelines for Alumni/Community

The following would exclude Alumni/Community from receiving a Wilmington University ID card:

- Persons convicted of any violent felony or felonies related to weapons, drugs, or sex offenses
- Persons convicted of crimes requiring the person to register as a sex offender
- Persons convicted of offenses relating to the use, manufacture, sale or delivery of explosives or explosive devices
- Persons convicted of offenses relating to domestic violence, and/or currently under a Protection from Abuse Order or Temporary
- Restraining Order that involves any person in the University community
- Persons for whom there are active warrants
- Persons who are currently on probation
- Persons who may be banned based on valid reasons and recommendation of a University official

Exceptions: The previous guidelines will not apply to persons or organizations involved in University sponsored events (guest speakers, special events open to the public, etc.).

ID Card — Visitors

- Visitors seeking access to Wilmington University are required to report to the Safety Department desks, located at New Castle, Brandywine or Dover, prior to accessing any Wilmington University facility and request a Visitor ID.
- Visitors will be required to produce a valid government ID (driver's license, state identification card, or passport) to receive an ID card. The government ID will be stored at the security desk. The ID Card will be returned to the individual at the end of the visit.
- Visitor ID cards will be activated only for the time on campus. The ID card will

automatically deactivate by the end of the business day.

- Visitors are required to return the ID card to the security desk at the conclusion of business.
- Visitors conducting business with other departments requiring building access will be permitted, upon approval. University Safety will contact and confirm with people/departments prior to permitting access to restricted buildings areas.
- All visitor ID cards will be stored at each University Safety desk location.

Online Students — Identity Verification

For your protection and security, Wilmington University uses various methods to verify that each student who registers for a course is the same one who takes and completes

that course and receives academic credit. The process ensures safety, protects identity, and keeps Wilmington University in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315, and the requirements of the Middle States Commission on Higher Education (MSCHE).

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

To Verify Your Online Identity:

The student shall complete the identity verification process, an online meeting that is easy to schedule and should take less than five minutes. This requires one meeting. Schedule the meeting by visiting Project ID. The student will receive online meeting instructions by email after scheduling.

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

1. At the scheduled time, log on and present the University Safety Officer with a copy on a non-expired government-issued picture ID (Examples include):
 - Driver's license
 - U.S. Passport or passport card
 - U.S. Military card (front/back)
 - Military dependent's card (front/back)
 - Permanent Residence Card

STUDENT HANDBOOK 2026-2027

- Certificate of Citizenship
 - Certificate of Naturalization
 - Employment Authorization Document
 - Foreign Passport
2. The officer will compare the information on the picture ID with the person appearing on the screen. If further verification is needed, the officer will ask for address verification, which can be one of the following:
- Any bill or financial statement showing your name and residence address
 - Utility bill (electricity, gas, garbage, water, sewer)
 - Cable TV or internet bill
 - Telephone bill
 - Bank Statement
 - Property tax bill or mortgage statement
 - Mortgage statement
 - Lease or rental agreement showing your name and address and residence address.
 - Registration for a P.O. Box or private mailbox.
3. The representative will take the photo and upload it to a secure system utilized by University Safety. It will appear on the “myWilmU” student profile, and in the class roster for your instructor's review.

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

Policy on Surveillance Devices on Campus

The University utilizes cameras and surveillance systems at all campuses/sites

Student Transportation Policies and Procedures

The safety of our students at Wilmington University is very important. Statistics have shown that travel by student groups can pose risks.

STUDENT HANDBOOK 2026-2027

With this in mind, Wilmington University has instituted policies and procedures for student group travel. All student groups must abide by these procedures. Contact the Office of Student Affairs for a copy of the Student Transportation Policies and Procedures or view the policy online at wilmu.edu/StudentLife. If you have any questions about the process, please contact the Engagement Center at (877) 967-5464

Intellectual Property Policy and Students

By enrolling in the University, the student gives the University a nonexclusive, royalty-free license to mark on, modify, and retain the student's Intellectual Property (work) as may be required for course completion or other University Activities. The University will not have the right to use the Intellectual Property (work) in any other manner without the written consent of the student, except as otherwise provided in this Handbook, including but not limited to the University's Public Display and Posting Policy. The University shall be under no obligation to use the Intellectual Property (work) in any manner or to otherwise permit its display or performance and shall have sole and absolute discretion in any decision to use or permit the display or performance, or not to use or permit the display or performance, of the Intellectual Property (work). Additional information is in the Office of Academic Affairs.

Public Display and Posting Policy

The University recognizes the value of creating and maintaining a vibrant learning and working environment with opportunities for students to engage in appropriate artistic self-expression and the civil exchange of ideas and information.

The University also endeavors to provide a safe, supportive, and professional learning environment. The University reserves the right to refuse, withdraw, modify, or otherwise limit the display, presentation, posting, or performance of any and all material that is on University property, that uses University facilities or resources, or that is otherwise affiliated or apparently affiliated with the University, including but not limited to any material that the University deems, in its sole and absolute discretion: to be or reasonably perceived as being harassing, intimidating, threatening, violent, vulgar, obscene, libelous, unlawful, offensive, or otherwise objectionable; to constitute an invasion of privacy; to violate any policy in this Handbook; to risk damaging the good name and reputation of the University or otherwise casting unwanted attention on the University; to otherwise fail to uphold the standards of civility and professionalism representative of the University; or to be misaligned with the University's mission or values.

In the event the University determines that display, presentation, posting, or performance of any material should be refused, withdrawn, modified, or limited, the

University may notify the affected student(s) within a reasonable timeframe, but is under no obligation to do so. Nothing in this paragraph shall be interpreted as creating any obligation for the University to remove, withdraw, modify, or otherwise limit the display, presentation, posting, or performance of any material that any individual deems offensive or otherwise objectionable, nor shall anything in this paragraph or Handbook be interpreted as providing any guarantee that the display, presentation, posting, or performance of any material will be permitted. The University reserves, in all cases, the final and continuing control, in its sole and absolute discretion, over the display, presentation, posting, or performance of any and all material that is on University property, that uses University facilities or resources, or that is otherwise affiliated or apparently affiliated with the University.

Smoke-Free Policy

In order to ensure a safe and healthy environment for students, faculty, staff, and visitors, the following Wilmington University owned properties are designated as tobacco free: New Castle Campus, Dover, Wilson Graduate Center, and the Athletics Complex. Tobacco products, which includes smoking, are prohibited within the boundaries of the previously mentioned locations including all buildings, facilities, indoor, and outdoor spaces. This policy applies to parking lots, walkways, sidewalks, and sports venues.

For the purpose of this policy, tobacco products are defined as snuff, chewing tobacco, smokeless tobacco, and similar products; smoking is defined as the inhalation of smoke in the form of cigarettes, cigars, cigarillos, pipes, bidis, hookahs and/ or electronic cigarettes (e-cigarettes) and/or similar devices. The enforcement of this policy is intended to be educational but repeat violators may be subject to disciplinary action.

Wilmington University Security Plan

Students may consult the Annual Campus Security Report and University Security Plans for each campus at:

wilmu.edu/titleix/understanding-clery-report.aspx#annual-security-report

Reporting Crimes or Emergencies on Wilmington University Campuses (Methods Available)

The University expects all students, faculty, and staff to immediately report all criminal activity or emergencies to University Safety or local law enforcement. University Safety Personnel will assist in notifying proper law enforcement authorities.

- Dial **911**. State your name, location on campus, and “this is an emergency.”
- Call University Safety. State your name and location on campus. Describe the emergency.

Wilmington University Safety may be contacted at **(302) 325-3333** for all sites. Students who wish to report crimes or other incidents at other university sites should contact the police department with appropriate jurisdiction by calling **911**.

Students on campus may also contact University Safety by the following means:

- **Gray emergency telephones** — Gray emergency telephone boxes are available at most building entrances at the New Castle, Dover, Brandywine, and Athletics Complex sites. To reach the Department of University Safety Constable/cadet on duty lift the receiver and stay on the line until the officer answers.
- **Red telephones** - are available at several locations on the New Castle, Dover, Brandywine and Athletics Complex sites. Red telephones are located in building interiors. To reach the Department of University Safety Constable/cadet on duty lift the receiver and stay on the line.
- **Code Blue telephones** — Code Blue telephones are located in parking lots at the New Castle, Wilson Graduate Center, Dover, Brandywine, and Athletics Complex sites. Code Blue telephones are distinguishable by a bright blue light attached to a pole which identifies their location. To activate a Code Blue telephone, touch the pad and wait for a representative from University Safety to respond.

Reporting Crimes to State, County, and Municipal Police

When a crime is reported to a member of University Safety at any campus or site, the appropriate police jurisdiction will be notified. The students will be provided with all pertinent contact information if they should choose to file a police report at a later date.

Law Enforcement Agencies / Security of Campus Facilities

Police departments having primary jurisdiction of each site are as follows:

New Castle Campus	Delaware State Police (Troop #2)	911 or (302) 834-2620
Dover	Dover City Police Dept.	911 or (302) 736-7111
Brandywine	Delaware State Police (Troop #1)	911 or (302) 573-2800
Athletic Complex	Delaware State Police (Troop #2)	911 or (302) 834-2620
Cumberland County College (New Jersey)	NJ State Police Bridgeton	911 or (856) 451-0101

Off-Campus Crime

If state, county, or municipal police are contacted regarding criminal activity involving a Wilmington University student while off-campus, that police agency may contact the university. Currently, there is no state, county, or municipal standard requiring such notification. Students in these cases may be subject to arrest by local police authorities. Additionally, the student may be subject to university judicial and other proceedings through the Office of Student Affairs.

Wilmington University does not utilize local police agencies to monitor and record criminal activity at other locations which are not officially recognized by the institution. This includes student organizations who participate in non-campus activities.

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action through the University or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Constable can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment).

The purpose of a confidential report is to comply with your wish to keep a matter confidential, while taking steps to ensure your safety and the safety of others.

With such information, the University can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Notification to the Wilmington University Community Regarding an Immediate Threat

Wilmington University community members are encouraged to notify University Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. University Safety has the responsibility of responding, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. Additionally, University Safety has a responsibility to respond to such incidents to confirm if the situation does in fact pose a threat to the community. If so, federal law requires that the institution notify the campus community or the

appropriate segments of the community that may be affected by the situation. Upon confirmation there is a significant emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Wilmington University community, the Wilmington University Emergency Response Team will collaborate to determine the content of the message and will use some or all notification systems available to communicate the threat to the Wilmington University community or to the appropriate segment of the community in accordance with Federal and State guidelines.

Emergency Evacuation Procedures

Wilmington University has established an Emergency Operations Plan (EOP) that outlines the protocols and procedures for a coordinated response to emergencies and potential disasters that may impact the University. This plan applies to the New Castle, Brandywine, and Dover campuses, as well as the Athletic Complex, and includes all agencies involved in supporting emergency operations before, during, and after natural or technological incidents. The EOP is maintained by the Assistant Vice President of Administrative and Legal Affairs and is kept on file in the University Safety Office.

Students are informed about evacuation procedures for fires and other emergencies during orientation and First Year Experience courses. The Wilmington University Emergency Procedures Guide is posted in classrooms and other prominent locations across all campuses and sites. Faculty and staff are also available to assist with emergency procedures as needed.

Crime Prevention and Security Awareness Programs

Campus security measures are discussed during the Student Orientation and “First Year Experience” classes. Members of University Safety conduct Safety and Security presentations when requested by student groups, faculty, and staff members.

At times, these forums will be augmented by state, county, and municipal law enforcement agencies or subject matter experts. Crime prevention tables, staffed by Department of University Safety Constables/Cadets, are arranged at various locations throughout the year. These tables provide an opportunity for University Safety officers to hand out safety related materials while having an opportunity to answer questions from members of the University. The following information is typically provided to students and employees during tabling activities: crime prevention tips, crime statistics, trends occurring at university communities nationwide, and information on campus security procedures and practices. This includes encouraging students and employees to be responsible for their own security and the security of others by promptly reporting crimes, suspicious activities, and potential crime-causing conditions on campus to

University Safety.

Victim Assistance Services

When a Wilmington University staff member, student or faculty member becomes a victim of a crime, the law enforcement agency of jurisdiction will be notified. When a report is taken by a member of a Delaware law enforcement agency, victim assistance information will be provided to the victim. A list of victim advocacy and counseling resources is provided in Chapter VI of the Wilmington University Student Handbook and the Annual Security Report.

Compliance with Direction of University Safety Officials

If a student is given directions or order by a University Safety Official, they shall immediately comply with such request or face sanctions that may include suspension or dismissal from the University. Furthermore, students must present either a Wilmington University Identification Card or other valid photo identification when requested to do so by a University Safety Official.

Wilmington University Annual Security Report

In accordance with Federal Clery Act Guidelines, the Annual Security Report is available via the University website at:

wilmu.edu/titleix/understanding-clery-report.aspx#annual-security-report

This report is also available by contacting Linda Andrzejewski, Executive Director of Title IX, Clery and Regulatory Affairs at **(302) 356-6754**.

DIRECTORY

WilmU Campuses & Locations

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

Student Services

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

Engagement Counselors

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

Academic Deans

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

University Safety

Athletics Complex	(302) 325-3333
Brandywine	(302) 325-3333
Dover	(302) 325-3333
New Castle	(302) 325-3333

COUNSELING SERVICES

General Human Services

Delaware Helpline 211

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

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

Local Counseling Services

Allied Behavioral Health

AlliedBehavioralHealthDE.com
or call (302) 832-1282

Catholic Charities

Wilmington

(302) 655-9624

Dover

(302) 674-1600

Georgetown

(302) 856-9578

Delaware Health & Human Services

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

D. Children & Families First

Resource Helpline

cffde.org

1 (800) 220-3092

Wilmington

(302) 658-5177

Dover

(302) 674-8384

Georgetown

(302) 856-2388

Delaware Psychological Services

Resource Helpline

DelawarePsychologicalServices.com
(302) 703-6332

Mental Health Association of DE

Resource Helpline

mhaide.org or

1 (800) 287-6423

Wilmington

(302) 654-6833

National Counseling Services

National Association of Mental Illness

Resource Helpline

NAMIdelaware.org

1 (888) 427-2643

STUDENT HANDBOOK 2026-2027

Wilmington	(302) 427-0787
National Counseling Services	mentalhealthamerica.net
Resource Helpline	(800) 969-6642

Crisis Telephone Counseling

Text Line	Text NAMI to 741741
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Delaware Health & Social Services Crisis Intervention Services

New Castle County	1 (800) 652-2929
Kent and Sussex Counties	1 (800) 345-6785

Contact Lifeline	
24-Hour Helpline	1 (800) 262-9800

Substance Abuse Hotline	
Delaware	1 (800) 405-8409

Suicide Prevention	988lifeline.org
24-Hour Helpline	988

National Suicide Prevention Lifeline

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

Full Service Multi-Disciplinary Private Group Practice

New Castle County	
Christiana Counseling & Psychiatric Assoc.	(302) 995-1680 x239

Kent and Sussex Counties	
F.H. Everett & Associates	(302) 674-2380

Office of Student Concerns	
Dan Burke	(302) 356-2026

APPENDICES

Appendix A: Constitution of the Wilmington University Student Government Association

Article I — Name and Objectives

Section 1: The name of the society which is governed by this Constitution is the Wilmington University Student Government Association, hereinafter referred to as the SGA.

Section 2: The objectives of this SGA are to protect the rights and privileges of its members as they pertain to Wilmington University and all of its affiliates, to promote quality education and keep academic standards high within the University, and to further the social and academic development of its members as individuals and as a whole.

Section 3: The SGA will function solely within the framework and guidelines of its parent institution and will not endeavor to operate independently of Wilmington University, its Board of Trustees, or any of its officers.

Article II — Membership

Section 1: Membership in this organization is open to any Wilmington University student, full-time or part-time, who is recognized as being in good academic standing with the University, as it is defined in the University catalog prevailing.

A member has full voting and speaking rights at all meetings of the SGA, while a student not in good standing with the University has speaking, but no voting, privileges. Nor does the latter have the right to make or second a motion, nominate, or run for office.

Section 2: Membership in the SGA will be automatically rescinded upon the suspension of any student from the University.

Article III — Officers

Section 1: The officers of the SGA will be as follows:

President • Vice President • Secretary • Treasurer

The duties will be those which are customarily associated with these offices.

Section 2: The officers holding these positions (Section 1, above), will constitute the Executive Board of the Student Government Association. The President of the SGA is

the Chairperson of the Executive Board.

Section 3: The elections of these officers, and their terms in office, will be in accordance with the By-Laws of this Constitution.

Article IV — Meetings

Section 1: SGA meetings will be held regularly on a day and at a time decided upon by the Executive Board. The Board will give all students notice of this meeting time.

Section 2: A special meeting of the SGA may be called by either the majority of the Executive Board or by a petition of ten percent (10%) of the SGA members, allowing that twenty-four (24) hours' notice can be given in either case.

Section 3: Meetings will be conducted by either formal or informal Parliamentary Procedure, this being decided at the start of the meeting by a majority vote. A member of the Executive Board will be appointed SGA Parliamentarian and will be responsible for deciding all procedural questions. For appeals of the Parliamentarian's decisions, "Robert's Rules of Order, Newly Revised" will be the deciding authority.

Article V — Amendments

This Constitution may be amended by the carriage of an affirmative two-thirds (2/3) vote of those members present, stating the alteration specifically, in an SGA meeting called for that purpose.

Appendix B: Veteran's Enrollment Guidelines

All veterans must be matriculated at Wilmington University prior to any certification to the Veterans' Administration for benefits. A matriculated student is one who has filled out an official University application in the Admissions Office, has declared the intent to pursue a specific program, has been accepted by the University, has had previous transcripts, if applicable, received and is registered for one or more courses.

Attendance in class is required for eligibility to receive VA benefits.

VA payments cannot be made for courses from which a student withdraws unless such a change is warranted by circumstances beyond the student's control. Students will be required to submit supporting evidence to substantiate the change in enrollment status. Examples of such evidence are:

- A doctor's certification to verify an illness
- A statement from an employer to confirm a required change in work schedule
- A change in service activation status

Veterans are responsible for reporting enrollment changes to the VA counselor within two weeks of a change in enrollment through vastudents@wilmu.edu. If evidence is not provided to substantiate that the change was due to unanticipated circumstances beyond the student's control, the education award may be reduced, effective the first day of the semester in which the change took place.

Appendix C: Policy and Procedures for Addressing Sex-Based Harassment

Introduction

Wilmington University ("Wilmington" or "the University") is committed to cultivating a diverse and inclusive community that recognizes the value of each individual and allows persons to learn and work in an environment free from harassment and discrimination. As part of this effort, the University will respond to sex-based harassment and discrimination through clear policies and grievance procedures and commits itself to maintaining a safe and healthy educational and work environment via educational programming, employee training, and by sanctioning those who violate this policy. This comprehensive policy is created and implemented by the University to address allegations of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, in addition to other prohibited misconduct as identified and defined herein. This policy and the procedure herein apply to all students, employees, and third parties, including contractors and vendors of the University.

Wilmington University is a private postsecondary institution and does not discriminate against employees, students, or applicants on the basis on the basis of race, color, ethnicity, sex, age,

gender, religion, national origin, genetic information, disability, marital status, pregnancy, parenting or family responsibility status, veteran or military status, or any other characteristic protected by law with regard to any employment practices, including recruitment, advertising, job application procedures, hiring, upgrading, training, promotion, transfer, compensation, job assignments, benefits, and/or other terms, conditions or privileges of employment, provided the individual is qualified with or without reasonable accommodations to perform the essential functions of the job. Wilmington University's good faith efforts and policies ensure that this commitment is maintained. This policy and procedure are only intended to resolve complaints of sex-based harassment (herein "Prohibited Conduct") that includes the offenses identified in this document. For complaints related to discrimination on the basis of any protected class besides sex, employees and visitors should contact the Human Resources Department and students should contact Student Conduct.

1. The University will investigate and attempt to resolve all complaints of Prohibited Conduct¹¹ in a prompt, fair and impartial manner. The University will treat all individuals involved with dignity and respect. All processes are driven by objective fact-finding and approached from a neutral standpoint, including the presumption that a respondent is not responsible for a violation of this policy before a finding that supports that exists.

Inquiries regarding the application of this policy and the respective grievance procedures used to resolve complaints may be referred to the University's Title IX Coordinator, to the U.S. Department of Education's Office for Civil Rights, or both. Further, complaints regarding employment discrimination may also be referred to by the Federal and state agencies noted further in this document.

Definitions Complainant

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute Prohibited Conduct.

Respondent

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute Prohibited Conduct.

Party

"Party" means either the Complainant(s) or Respondent(s) in an investigation or action relating to a report of Prohibited Conduct.

Confidential Resources

"Confidential Resources" are designated by the University to provide complainants with emergency and ongoing support and to advise the Complainant on options for reporting violations of this policy. Wilmington University does not have any on-campus confidential resources. Persons seeking confidential resources should seek support off campus.

Title IX Coordinator

The "Title IX Coordinator" is responsible for overseeing the University's response to reports of Prohibited Conduct on campus and oversees the University's centralized response to ensure

1

STUDENT HANDBOOK 2026-2027

compliance with Title IX and the Clery Act (VAWA) as it relates to the accurate reporting of and response to Prohibited Conduct. The Title IX Coordinator is also responsible for coordinating the effective implementation of supportive measures and remedies. The Title IX Coordinator or the University President may delegate responsibilities under this policy to a designee, who will be appropriately trained per the requirements of Title IX and the Clery Act. For purposes of this policy, any reference to the Title IX Coordinator should be read as the “Title IX Coordinator or other designee.”

How to contact the University’s Title IX Coordinator:

Linda Andrzejewski, Ed.D.
Executive Director & Title IX Coordinator
DAC Building Room
320 N. Dupont Hwy | 124 New Castle, DE 19720
linda.m.andrzejewski@wilmu.edu Phone: (302) 356-6754
Fax: (302) 328-7918

In-person reports may be made on weekdays between 9 a.m. and 5 p.m. Email reports can be sent anytime: 24 hours a day/7 days a week. You may also mail written correspondence to the address above.

Investigator

The “Investigator” is the person assigned to conduct the investigation upon the signing of a complaint and a request for a formal resolution process. The Investigator may be a Title IX Coordinator, an employee, or a contracted service provider.

Decision-Maker

The “Decision-Maker” is the person or persons who will make the determination of responsibility for Emergency Removal and after a formal resolution process or following an appeal. The Decision-Maker will provide the determination in writing and cannot be the same person as the Title IX Coordinator or the Investigator on a case arising out of the same facts or circumstances. In the case of an appeal, the Decision-Maker will be different from the person(s) who made the initial determination. The Decision-Maker may be an employee or a contracted service provider. The University retains the right to establish a pool of cross-trained individuals who may serve as an Investigator or one of the Decision-Makers; however, they would never hold more than one position during a particular complaint.

Title IX Personnel

“Title IX Personnel” includes all individuals whose duties involve resolution of reports and complaints of student and employee violations of this policy. All Title IX personnel shall receive annual training as required by Title IX, the Clery Act and Delaware law. Employees falling under this description include, without limitation, the Title IX Coordinator(s), Investigators, Decision-Makers, members of University Safety, and any contracted service providers of the University with any of the responsibilities outlined herein.

Responsible Employees

With limited exceptions, every University employee must report conduct that could constitute an

STUDENT HANDBOOK 2026-2027

offense as defined by this policy and is considered a “Responsible Employee.”² A Responsible Employee includes supervisors, managers, coaches, and faculty members with administrative or student supervisory duties who are responsible for taking all appropriate action to prevent

Prohibited Conduct. They must report it to the institution’s Title IX Coordinator promptly.

Delaware state law requires Responsible Employees of higher education institutions to additionally offer assistance to victims who wish to report incidents of sexual assault perpetrated by or against a student to law enforcement authorities or University Safety officials serving the institution. Responsible Employees are also responsible for informing victims of their rights under the Victims’ Bill of Rights in Chapter 11, as well as available confidential medical, counseling, and advocacy services. University Safety constables shall make reasonable efforts to ensure a victim’s privacy when contacting them and are required to inform the victim of their rights under the Victims’ Bill of Rights, as well as available confidential medical, counseling, and advocacy services. A report to a faculty or staff member of the University does not result in a complaint for the purpose of initiating an investigation or informal or formal resolution processes; however, the reporting of that information by the Responsible Employee to the institution’s Title IX Coordinator is required by Delaware law.

Delaware has both civil and criminal laws to protect children from abuse and neglect. All University employees are mandatory reporters of Child Abuse under Chapter 9 of Title 16 of the Delaware Code. All suspected child abuse and neglect must be reported³ to the 24-hour Division of Family Services (DFS) Child Abuse and Neglect Report line at 1-800-292-9582.

You may also call any Law Enforcement Agency or 911, but not instead of contacting DFS. You are not required to provide proof. Anyone who makes a good-faith report based on reasonable grounds is immune from prosecution. DFS provides information to the community on identifying signs of abuse, which may be accessed [here](#). This means that all employees must immediately report whenever they suspect that a child has been abused or neglected. Reports may also be made online at the [Delaware Division of Family Services Reporter Portal](#).

Advisor of Choice

An “Advisor of Choice” means the person of the Complainant or Respondent’s choosing who accompanies them to any meeting, interview, or disciplinary proceeding in which they must be present. This person can provide support, advice or counsel. During the investigatory stage of the process, the Advisor is not permitted to act on behalf of their Party with regard to answering questions or providing evidence on behalf of a Party. They may not actively participate or be disruptive, nor may they unnecessarily delay the investigation due to their personal availability. During the Live Hearing portion of the Title IX process, the Advisor of Choice is responsible for conducting the cross-examination hearing pursuant to the Title IX grievance processes. Cross-examination in this setting is limited to the other Party and witnesses. The Advisor cannot make opening or closing statements, ask questions of their own advisees, object to questions, or engage in advocacy other than that stated herein. An Advisor is permitted to participate in a Non-

²2. Delaware H.B. utilizes the term “Responsible Employee” when referring to employees who have a duty to report incidents of sexual misconduct. Although that term is no longer used by the U.S. Department of Education for purposes of Title IX compliance, Wilmington is deferring to the state terminology to meet compliance with both laws.

³ 3. Please additionally see Wilmington University’s Minors on Campus Policy at the rear of this document.

Title IX grievance process; however, their role is restricted to the investigatory stage as described above.

For both Title IX and Non-Title IX meetings, interviews, and disciplinary proceedings, the Advisor may talk quietly with the student or pass notes in a non-disruptive manner. In addition, while Advisors may provide guidance and assistance throughout the process, all written submissions must be authored by the student.

Wilmington University will not restrict the choice of an Advisor, and the Advisor can be anyone of the Party's choosing. However, the University may remove Advisors if they become disruptive or hinder a fair and equitable process. The involvement of an Advisor may not result in undue delay of any meeting or proceeding. During the Title IX live hearing for the Title IX grievance procedures, if a Party does not have an Advisor, the University will appoint one on behalf of the Party free of charge. In this capacity, the Advisor will be appointed for the sole purpose of conducting cross-examination of the other Party and witnesses. Employees of the University are not permitted to serve as Advisors of choice other than in the live hearing for purposes of cross-examination.

Campus Security Authority (CSA)

A "Campus Security Authority" ("CSA") is a designated University official who has an obligation to report certain crimes reported to them to the reporting structure of the institution as required by the federal Clery Act. In most cases, a CSA can fulfill their responsibilities while still maintaining victim confidentiality. Except in reference to a report to the Title IX Coordinator, a report to a CSA does not result in a complaint for the purpose of triggering an investigation or informal or formal resolution process.

Scope and Jurisdiction

This policy governs the conduct of University students, regardless of enrollment status, faculty, staff, and third parties (i.e., non-members of the University community, including vendors, alumni, visitors, or local residents).

Third Parties are both protected by and subject to this policy. A third party may report a suspected violation of this policy committed by a member of the University community. A third party may also be permanently restricted from the University or subject to other restrictions for failing to comply with this policy.

This policy applies to conduct that occurs on University property (on campus) and in the local vicinity. This policy also applies to conduct that occurs off University property (off campus) when the conduct is associated with a University-sponsored program or activity, such as travel, research, internship programs, or when such conduct has a continuing adverse effect or creates a hostile environment on campus. Judgments about these matters will depend on the facts of individual cases.

All actions by a member of the University community that involve the use of the University's computing and network resources from a remote location, digital platforms, and computer hardware or software owned and operated by, or used in the operations of the University, including but not limited to accessing email accounts, will be deemed to have occurred on

STUDENT HANDBOOK 2026-2027

campus. Online and/or social media conduct may violate this policy if it meets the definition of Prohibited Conduct. Online postings are in the public sphere and are not private. These postings may subject an individual to allegations of Prohibited Conduct or other misconduct. The University does not regularly search for this information, nor does it monitor any particular social media site. Still, we may take action if and when such information is brought to our attention. Students should refer to the [University's Policy on Computer Use](#) for a list of unacceptable behavior/use of University computing resources and Employees should refer to the Employee Handbook. The University will view any report of online Prohibited Conduct with the Respondent's free speech rights in mind.

Individuals are encouraged to report any violation of this policy as soon as possible to maximize the University's ability to respond promptly and effectively. Reports and complaints may be made at any time without regard to how much time has elapsed since the incident(s) in question occurred.

If the Respondent is no longer a student or employee at the time of the report or complaint, the University may not be able to take disciplinary action against the Respondent. However, it will still seek to meet its Title IX or other legal obligations by offering supportive measures for the Complainant and taking steps, if necessary and possible, to end the prohibited behavior, prevent its recurrence, and address its effects.

All people are protected from sex-discrimination and may file a complaint; however, for the Title IX grievance procedures to apply, the incident must be reported while all parties are associated with the University (as current students or employees or attempting to access the education program) and must have occurred on property owned or controlled by the University in the United States. Additionally, during the time the misconduct is reported to have occurred, the University must have had substantial control of the Respondent and the context of the misconduct. A person who is not attempting to access the education program, who is not a student or employee, or has not separated from the institution as a result of the misconduct is ineligible to resolve their complaint using the institution's grievance procedures. The complaint may be eligible for referral to a separate University process as determined by the Title IX Coordinator.

Prohibited Conduct at Wilmington University and Title IX

This policy governs Prohibited Conduct that constitutes sex-based harassment. However, the government defines sex-based harassment differently in specific settings. Additionally, this policy covers behaviors that fall outside of the jurisdiction required for response by Title IX. The University will determine whether an allegation should proceed utilizing the grievance processes mandated by Title IX or the University's grievance process for Non-Title IX Prohibited Conduct, based on the constellation of facts and circumstances surrounding the report or complaint and the following factors:

- a. applicable law
- b. what is reported to have occurred
- c. the status of the Complainant as student, employee, or third-party
- d. the status of the Respondent as student, employee, or third-party
- e. the context in which the harassing behavior is reported to have occurred
- f. whether or not the reported behavior occurred within the United States; and/or

- g. whether there are continuing effects of such reported behavior on campus or within the University's educational programs or associated activities

The Title IX Coordinator is the University official designated to evaluate reports to determine which law(s) apply, what threshold each law holds under the various laws, and which grievance process to utilize to resolve such reported behavior.

As stated above, complaints alleging discrimination based on pregnancy, different treatment based on sex, or other forms of sex discrimination that do not constitute sex-based harassment will be adjudicated under the Student Code of Conduct for student-based complaints and the Employee Handbook, Title VII Policy and Resolution Procedures, for complaints involving employees. The status of the respondent will be used to determine which applicable policies apply. When a complaint alleges conduct by a student on an employee or an employee on a student, more than one policy may be used to resolve the complaint.

Prohibited Conduct

As outlined above, the University prohibits behaviors outside the scope of conduct prohibited by Title IX. If a report constitutes behavior as described below, the University will determine which grievance process is needed to resolve the complaint.

For purposes of this policy, all of the following definitions constitute conduct to be based on sex.

Definitions of Prohibited Conduct Quid Pro Quo Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any University activity or benefit; or
- Submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions.

To reach the threshold for a claim under Title IX, the person conditioning the provision of the aid, benefit, or service must be an employee.⁴⁴

Hostile Environment Sexual Harassment

Hostile Environment is unwelcome conduct on the basis of sex that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education programs or activities. Such conduct includes unwelcome conduct of a sexual nature and may include unwelcome conduct based on sex or sex stereotyping.

In evaluating whether the unwelcome conduct is so severe, pervasive, and objectively offensive that it effectively denies a person equal access, the University uses a reasonable person standard

⁴⁴ 4. For purposes of this policy, "volunteers" do not constitute "employees" with regard to allegations of sexual harassment for purposes of Title IX. Complaints alleging "volunteers" committed acts of prohibited conduct will be resolved utilizing the institution's Non-Title IX grievance process.

that takes into account the totality of known circumstances in a particular situation, including but not limited to:

- The frequency, nature, and severity of the conduct.
- The age, disability status, and other characteristics of the parties.
- Whether the conduct was physically threatening.
- The effect of the conduct on the Complainant's mental or emotional state

Whether the conduct was directed at more than one person

- Whether the conduct arose in the context of other discriminatory conduct.
- Whether the conduct unreasonably interfered with the Complainant's educational or work performance and/or University programs or activities.

The term "effectively denies" does not require a Complainant to be entirely, physically excluded from educational opportunities and may also be established when the conduct so undermines and detracts from the Complainant's work or school access so that such access is effectively denied.

When the alleged conduct is verbal or contains elements of speech or expression, the above standards are implemented so as not to deny a person's freedom of speech.

Non-Consensual Sexual Penetration

Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Non-Consensual Sexual Contact

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity. Private body parts for purposes of this policy are the breast, buttocks, and groin.⁵⁵

* For the purposes of the definition of non-consensual sexual penetration and non-consensual sexual contact, the University will treat attempts to commit those forms of Prohibited Conduct as if those attempts were completed.

Incest

For purposes of this policy, incest means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In Delaware, this includes sexual contact between persons who are brothers and sisters, parents, and children, including stepparents, stepchildren, and adopted persons, as well as aunts/uncles with nieces/nephews and between grandparents and grandchildren.⁶⁶

Statutory Rape

⁵ 5. The touching of non-private body parts could constitute "Sexual Harassment". See Sections 2.1.1 and 2.1.2 of this policy.

⁶ 6 See Delaware Code Title 11 and Criminal Procedure § 766.

Sexual intercourse with a person who is under the statutory age of consent, which in Delaware is 16 years of age.⁷

Domestic Violence

A felony or misdemeanor crime of violence committed by

- a current or former spouse or intimate partner of the victim
- a person with whom the victim shares a child in common.
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

According to Section 16 of Title 18 of the United States Code, the term "crime of violence" means:

- an offense under Delaware State law that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
- any other offense that is a felony in Delaware and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Domestic violence⁸, as defined by Title IX, is considered relationship violence and must be "on the basis of sex." For purposes of this policy, Domestic Violence does not include acts that meet the definition of domestic violence under Delaware laws that are based solely on cohabitation (e.g., roommates) or family relationship (e.g., parent/child). While non-relationship violence would not be addressed using this policy, it could still be counted for purposes of Clery Act reporting and may be addressed under other University policies or grievance procedures.

If you need information on how to obtain a Protection from Abuse Order in the State of Delaware, please visit <https://courts.delaware.gov/family/pfa/index.aspx>.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of

⁷ 7 See Delaware Code Title 11 and Criminal Procedure § 770. As an aside, Delaware law states that in some situations, a person must be at least 18 years of age to engage in consensual, lawful activity.

⁸ 8 Delaware Criminal Code does not delineate Domestic Violence as a specific statute but defines such acts for the appropriate jurisdiction for prosecutorial action: 'Domestic violence' means abuse perpetrated by one member against another member of the following protected classes: Family, as that term is defined in 10 Del. C, §901(9), regardless, however, of state of residence of the parties; Former spouses, a man and a woman cohabitating together with or without a child of either or both, or a man and a woman living separate and apart with a child in common.

relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.⁹⁹

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.¹⁰¹⁰

Stalking

Stalking¹¹¹¹ is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

i. *For the purposes of this definition—*

- A. *Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third Parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.*
- B. *Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.*

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Sexual Exploitation

⁹ 9 Delaware has no separate statute for dating violence, but a definition for "teen dating violence: Delaware Criminal Code defines Dating Violence in the School Teen Dating Violence and Sexual Assault Act, Title14, Section 4112E(a)(2) as: "Teen dating violence". — As used in this section, "teen dating violence" means assaultive, threatening or controlling behavior, including stalking as defined in § 1312 of Title 11, that 1 person uses against another person in order to gain or maintain power or control in a current or past relationship. The behavior can occur in both heterosexual and same sex relationships, and in serious or casual relationships.

¹⁰ 10 Delaware has no separate statute for dating violence, but a definition for "teen dating violence: Delaware Criminal Code defines Dating Violence in the School Teen Dating Violence and Sexual Assault Act, Title14, Section 4112E(a)(2) as: "Teen dating violence". — As used in this section, "teen dating violence" means assaultive, threatening or controlling behavior, including stalking as defined in § 1312 of Title 11, that 1 person uses against another person in order to gain or maintain power or control in a current or past relationship. The behavior can occur in both heterosexual and same sex relationships, and in serious or casual relationships.

¹¹ 11 See Delaware Code Title 11 and Criminal Procedure § 1311 and § 1312.

Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute another offense as defined above. Examples may include acts such as recording, photographing, streaming or otherwise transmitting, viewing or distributing, or threatening to distribute, intimate or sexual images or sexual information, whether those be actual or generated by AI, without the knowledge and consent of all parties involved; “revenge porn”; or voyeurism (i.e., spying on others who are in intimate or sexual situations), or knowingly transmitting a sexually transmitted disease or infection to another; threatening to expose or exposing images if the victim does not agree to payment of some kind (“sextortion”); or facilitation the sexual harm/abuse of another person (“sex-based hazing” or “human trafficking” or “prostitution”). Sexual exploitation, when it does not in and of itself constitute another form of Prohibited Conduct, will be resolved using the University’s Non-Title IX grievance process.

Retaliation

Retaliation is any attempt to seek retribution against an individual or group of individuals involved in making a good faith report, filing a complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy. Retaliation can take many forms, including abuse or violence, threats, coercion, and intimidation. Actions in response to a good-faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, academic, or university-controlled environment of an individual or if they hinder or prevent the individual from effectively carrying out their University responsibilities or benefits. Any individual or group of individuals can engage in retaliation and will be held accountable under this policy.

Allegations of Retaliation will proceed under Student Conduct or the Employee Handbook, depending on the status of the Respondent as a student or as an employee.

Definition of Consent

Consent is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely, and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement.

Consent to one form of sexual activity does not imply consent to other forms of sexual activity. The lack of a negative response is not consent. An individual who is incapacitated by alcohol and/or other drugs, both voluntarily or involuntarily consumed, may not give consent. Past consent of sexual activity does not imply ongoing future consent.

Consent cannot be given if any of the following are present:

- **Force** is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and/or coercion that overcome resistance.
- **Coercion** is unreasonable pressure for sexual activity. Coercion is more than an effort to persuade, entice, or attract another person to have sex. Conduct does not constitute coercion unless it wrongfully impairs an individual’s freedom to choose whether to

participate in sexual activity.

- **Incapacitation** is a state where an individual cannot make rational, reasonable decisions due to the debilitating use of alcohol and/or other drugs, sleep, unconsciousness, or because of a disability that prevents the individual from having the capacity to give consent. Intoxication is not incapacitation, and a person is not incapacitated merely because the person has been drinking or using drugs. Incapacitation due to alcohol and/or drug consumption results from ingestion that is more severe than impairment, being under the influence, drunkenness, or intoxication. The question of incapacitation will be determined on a case-by-case basis. Being intoxicated or incapacitated by drugs, alcohol, or other medication will not be a defense to any violation of this Policy.

Reporting

Any person may report an incident of Prohibited Conduct as defined by this policy; however, **Employees must report.** The University encourages anyone who becomes aware of Prohibited Conduct to immediately contact the Title IX Coordinator. Reports may be made by the person who experienced the Prohibited Conduct or by a third party, including, but not limited to, a friend, family member, advisor, or faculty member. Reports to the Title IX Coordinator may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed below, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the listed telephone number or electronic mail address, or by physical mail to the office address.

A Complainant may also file a concurrent report with law enforcement.

They may also seek confidential options whereby the school will not be informed, such as off-campus counseling or other support.

A Complainant may pursue some or all of these reporting options at the same time (e.g., one may simultaneously pursue a Formal Resolution Process with the University and a criminal complaint). When initiating any report, a Complainant does not need to know whether they wish to request any particular course of action, nor how to label what happened. Before or during any grievance process, Complainants and other reporting persons are encouraged, but not required, to consult a Confidential Resource.

Confidential Reporting Options

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

Title IX Coordinator

Any individual who may have been subjected to a violation of this policy and who is considering making a complaint under this policy is encouraged to contact the Title IX Coordinator.

In light of the University's obligation to make reasonable efforts to investigate and address conduct prohibited by this policy, University employees who are not designated Confidential Resources are required to notify the Title IX Coordinator and cannot guarantee the

STUDENT HANDBOOK 2026-2027

confidentiality of a report under this policy.

Title IX Coordinator:

To report any form of sexual misconduct, contact the University's Title IX Coordinator,

Linda Van Drie Andrzejewski, Ed.D., Executive Director of Title IX, Clery, and Regulatory Affairs, Administrative and Legal Affairs, Wilmington University in person by visiting her campus office at:

Wilson Graduate Center, 47 Reads Way, New Castle, DE 19720, in writing by email: linda.m.andrzejewski@wilmu.edu or by calling 302-356-6754

Reports may be made in person between 9 a.m. and 5 p.m. M-F, 24 hours a day/7 day a week via email or by sending written correspondence.

U.S. Department of Education, Office of Civil Rights

All members of the University community may also contact the Office for Civil Rights (a division of the United States Department of Education) to file a complaint pertaining to Title IX.

OFFICE FOR CIVIL RIGHTS

U.S. DEPARTMENT OF EDUCATION

Headquarters

400 Maryland Avenue, SW, Washington, DC 20202-1100 Customer Service Hotline #: (800) 421-3481 | Facsimile: (202) 453-6012

TTY#: (800) 877-8339 | Email: OCR@ed.gov | Web: <https://www.ed.gov/about/ed-offices/ocr>

Regional OCR Office Serving Wilmington University

U.S. Department of Education Atlanta Office

Office for Civil Rights

U.S. Department of Education

61 Forsyth St. S.W., Suite 19T10 Atlanta, GA 30303-8927

Telephone: 404-974-9406

FAX: 404-974-9406; TDD: 800-877-8339

Email: OCR.Atlanta@ed.gov

Anonymous Report

An individual may report an incident without disclosing their name, identifying the Respondent, or requesting any action. Please note that choosing to make an anonymous report can significantly limit the ability of the University to respond. This information will be used for statistical purposes as well as for enhancing understanding of our campus climate so that we may strengthen sexual misconduct response and prevention efforts.

Online Report

An individual may report an incident via an anonymous online reporting form. The online form will not be considered a complaint that would trigger a full investigation. An online report cannot result in electronic communication of resources or outreach from the Title IX Coordinator unless a Complainant is identified. For emergency assistance, please dial 9-1-1.

Title IX Incident Reporting Form

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

Mandatory Reporting

With limited exceptions, every University employee must report conduct that could constitute Prohibited Conduct as defined under this policy and is considered a “Responsible Employee.”¹² A Responsible Employee includes supervisors, managers, coaches, and faculty members with administrative duties or student supervisory duties who are responsible for taking all appropriate action to prevent sexual misconduct, discrimination and harassment, to correct it when it occurs, and must promptly report it to the institution’s Title IX Coordinator.

In emergency situations, if there is a suspected crime in progress, or imminent or serious threats to the safety of anyone, faculty and staff members should immediately dial 911 from an on-campus telephone whenever possible.

In non-emergency situations, faculty and staff members who are not Confidential Resources must promptly report suspected violations to the Title IX Coordinator in person or by using the Title IX incident report form by visiting <https://www.wilmu.edu/titleix/filing-of-compliant.aspx>

Privacy and Confidentiality

Issues of privacy and confidentiality play important roles in this policy and may affect individuals differently. Privacy and confidentiality are related but distinct terms.

“Confidentiality” refers to the circumstances under which information will or will not be disclosed to others. “Privacy” refers to the discretion that will be exercised by the University in the course of any investigation or disciplinary processes under this policy.

Requests for confidentiality or use of anonymous reporting may limit the University’s ability to conduct an investigation or resolve an allegation using the University’s disciplinary proceedings.

Individuals involved in investigations or disciplinary proceedings under this policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. While discretion regarding the process is important, complainants and respondents are not restricted from discussing and sharing information with others who may support or assist them in presenting their case.

In some circumstances, the reporting responsibilities of University employees, or the

¹² 12 Delaware H.B. utilizes the term “Responsible Employee” when referring to employees who have a duty to report incidents of sexual misconduct. Although that term is no longer used by the U.S. Department of Education for purposes of Title IX compliance, Wilmington is deferring to the state terminology to meet compliance with both laws.

University's responsibility to investigate, may conflict with the preferences of the Complainant and/or Respondent with regard to privacy and confidentiality. Therefore, all individuals are encouraged to familiarize themselves with their options and responsibilities and make use of confidential resources, if applicable, in determining their preferred course of action.

Medical and counseling records are privileged and confidential documents that the Parties will not be required to disclose. If one Party chooses to provide written consent regarding the disclosure, all Parties will have access to those records.

The University has an obligation to make reasonable efforts to investigate and address complaints or reports of violations of this policy. In all such proceedings, the University will take into consideration the privacy of the Parties to the extent possible.

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

Any additional disclosure of information related to the complaint or report may be made if consistent with the Family Educational Rights and Privacy Act (FERPA), or the Title IX requirements.

3.6 Supportive Measures

Upon receipt of a signed formal complaint, the University will provide reasonable and appropriate supportive measures. Supportive measures mean individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant and, as appropriate, other witnesses or impacted individuals, before or after the filing of a complaint or where no complaint has been filed. Supportive measures may only be provided to the Respondent upon notice of a formal complaint. Such measures are designed to restore or preserve equal access to the University's program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the University's educational environment, or deter Prohibited Conduct. Supportive measures may include:

- Access to counseling services and assistance in arranging an initial appointment.
- Extensions of deadlines or other course-related adjustments.
- Rescheduling exams and assignments.
- Change in class schedule, including the ability to transfer course sections or withdraw from a course.
- Change in work schedule or job assignment.
- Campus escort services.
- Leaves of absence.
- Increased security and monitoring of certain areas of the campus.
- Imposition of a mutual on-campus "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals; and/or
- Any other remedy that can be used to achieve the goals of this policy.

Wilmington University will maintain confidentiality regarding any supportive measures provided to

STUDENT HANDBOOK 2026-2027

the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. In cases that meet the definition and jurisdiction of Title IX, Supportive Measures will also be non-punitive and non-disciplinary.

Any supportive measures will not disproportionately impact the Complainant. Requests for supportive measures may be made by or on behalf of the Complainant to any University official, including the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring the implementation of supportive measures and coordinating the University's response with the appropriate offices on campus.

Supportive measures are meant to be short-term in nature and will be re-evaluated on a periodic basis. To the extent that there is a continuing need for supportive measures after the conclusion of the resolution process, the Title IX Coordinator will work with appropriate school resources to provide continued assistance in the process.

All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by a Supportive Measure. The University will take immediate action to enforce a previously implemented measure, and disciplinary penalties can be imposed for failing to abide by a University-imposed measure utilizing the disciplinary process deemed appropriate by the Title IX Coordinator.

3.6.1 Interim Removal

In connection with this policy, in circumstances seriously affecting the health or well-being of any person, or where physical safety is seriously threatened, or where the ability of the University to carry out its essential operations is seriously threatened or impaired, an authorized representative may summarily suspend, dismiss, or restrict any person from the University. Prior to taking action against a student in response to an allegation that arises from a complaint under the jurisdiction of Title IX, the University will undertake an individualized safety and risk analysis, determining that an immediate threat to the physical health or safety of any student or other individual arising from the allegations justifies removal and provide written notice to the Party. In all such cases involving students, actions taken will be reviewed promptly, typically within one week, by the appropriate University authority, and removals subject to Title IX will include an opportunity for redress (appeal) by the Respondent. Complaints involving employees as the Respondent will be subject to the leave provisions that rest within Human Resources and could involve placing the employee on administrative leave (with or without pay) depending on the nature of the reported offense, the determination of an ongoing risk to public safety, and/or other factors as determined by Human Resources.

Amnesty/ Immunity

To encourage reports of conduct that is prohibited under this policy, the University may offer leniency with respect to other violations, which may come to light as a result of such reports, depending on the circumstances involved. The Title IX Coordinator will make the determination on behalf of the University.

Timely Warning

If the University receives a report of a Clery reportable crime that has occurred within the institution's Clery reportable geography, the institution will assess the report for purposes of

sending a Timely Warning Notice (TWN). A TWN will be sent for reports that constitute a serious and continuing threat to the campus community and University Safety will issue these according to University policy. In all cases of Prohibited Conduct, the Title IX Coordinator will be notified. University Safety, as required by law, may also be required to complete an incident report, and publicly disclose the reported incident, if applicable, in the annual security report less personally identifying information. In addition, the University may also share non-identifying information, including data about outcomes and penalties, in aggregate form. At no time will the University release the name or other personally identifiable information of the Complainant to the general public without the express consent of the Complainant or as otherwise permitted or required by law.

Options for Proceeding Through the University Process Informal and Formal Complaints

To initiate the informal resolution process or formal resolution process, a Complainant must file a signed formal complaint. A signed formal complaint means a written statement filed by a Complainant or signed by the Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting resolution of the alleged behavior. A complaint may be completed by the Complainant in person or submitted by email, mail or by phone to the Title IX Coordinator.

No Complaint

Complainants have the right not to file a complaint, yet they are highly encouraged to seek medical attention and counseling. Complainants who wish to file a complaint at a later date may do so by utilizing any of the options outlined in this policy. However, please note that a delay in reporting could create obstacles to the University's process for stopping harassment and/or discrimination, remedying its effects, and preventing recurrence as well as potentially weakening evidence that could be useful in determining whether Prohibited Conduct occurred, in obtaining an order of protection or for the State in being able to proceed with a criminal proceeding external to the University.

University Initiated Complaints

In limited cases, the Title IX Coordinator may initiate a complaint without a request by the Complainant upon receipt of a report of Prohibited Conduct. The Title IX Coordinator will initiate the complaint when the Title IX Coordinator, in their discretion, determines that a grievance process is warranted given the reported behavior. A Complainant remains standing as a Complainant even in cases where the Title IX Coordinator initiates the complaint. If the Title IX Coordinator initiates a complaint, they will advise the Complainant that they have done so and will provide the rationale to the Complainant regarding why they proceeded.

Dismissals

If the Title IX Coordinator determines that the complaint, even if substantiated, will not rise to the level of a violation of this policy, the Title IX Coordinator may dismiss the complaint or refer the complaint to another office for review. A case may also be dismissed for not meeting the threshold and jurisdictional requirements for Title IX; however, a dismissal of a case for purposes of Title IX does not preclude the University from utilizing this policy for Non-Title IX Prohibited Conduct and referring the matter for Non-Title IX Resolution.

If at any time during the investigation or hearing a Complainant notifies the Title IX Coordinator in

writing that the Complainant would like to withdraw from the formal resolution process or withdraw any allegations therein; the Respondent is no longer enrolled or employed by the recipient; or specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations, the University may dismiss the complaint and end the formal resolution process. The decision as to whether to dismiss the complaint will be determined by the Title IX Coordinator based on the stated goals of this policy. Upon a dismissal permitted pursuant to this section, the University will promptly send written notice of the dismissal and reason(s) therefore simultaneously to the Parties.

Either party may appeal the University's dismissal of a complaint or any allegations by submitting a written appeal within 5 business days of the dismissal. Appeals may follow the grounds outlined in the Appeals section of this policy. If the appeal is denied, the dismissal of the complaint will remain in effect.

Consolidations

The Title IX Coordinator has the discretion to consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others. Where a grievance process involves more than one Complainant or more than one Respondent, references in this section to the singular "Party," "Complainant," or "Respondent" include the plural, as applicable.

If a case involves violations of other University policies, the Title IX Coordinator, in consultation with other school administrators, will determine which grievance process to use or if a different grievance process would be more appropriate.

Informal Resolution Process

Informal resolution is available only after a signed formal complaint has been filed, the University has determined such a process is appropriate, the Complainant and Respondent have been sent the Notice of Allegations, prior to a determination of responsibility, and if the Complainant and Respondent voluntarily consent to the process in writing. Informal resolution is not available in cases in which an employee is alleged to have engaged in Prohibited Conduct against a student.

The Title IX Coordinator will determine whether it is appropriate to offer the parties an informal resolution in lieu of a formal investigation of the complaint. In the event that the Title IX Coordinator determines that informal resolution is appropriate, the parties will be provided written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. Both parties must provide voluntary, written consent to the informal resolution process.

With the voluntary consent of the parties, informal resolution may be used to agree upon disciplinary sanctions. Disciplinary action will only be imposed against a Respondent where there is sufficient factual foundation and both the Complainant and the Respondent have agreed to forego the additional procedures set forth in this policy and accept an agreed-upon sanction.

Any person who facilitates an Informal Resolution will be trained and free from conflicts of interest

or bias for or against either party.

Informal Resolutions may include, but are not limited to:

- Placing a Respondent on notice that, if such behavior has occurred or is occurring, such conduct should cease immediately.
- A written warning.
- Education and/or training for a Respondent and/or department.
- Permanent Supportive Measures for Complainant.
- Mediation or other informal communication between the Complainant and Respondent.
- Events and/or trainings offered to the campus community or particular departments.
- Referral and/or collaboration with another University department in order to address the allegations and eliminate any potential sexual misconduct; and/or
- Other forms of resolution that can be tailored to the needs of the parties.

For cases that meet the Title IX threshold, the Parties may withdraw from the Informal Resolution Process at any time prior to agreeing to a resolution and resume the Formal Resolution Process with respect to the Complaint.

Formal Resolution Process

Notice of Allegations and Assignment to an Investigator

Upon filing a complaint requesting a Formal Resolution, the Complainant and Respondent will receive written notice from the Title IX Coordinator of the allegations of Prohibited Conduct, including sufficient details known at the time, with sufficient time to prepare before any initial interview. The Parties will receive written simultaneous notification of additional allegations as appropriate.

Amendments and updates to the notice may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

The Title IX Coordinator will assign one or more Investigators to the case and/or will conduct the investigation personally. The Parties will be provided with the name(s) of the Investigator(s) and allowed 3 business days to request the removal and replacement of an Investigator based on bias or conflict of interest. Any request for a change in an Investigator must be accompanied by supporting information, and the decision to assign a new Investigator will be made by the Title IX Coordinator.

Throughout the grievance process, the Title IX Coordinator will provide to a Party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of meetings, investigative interviews, and hearings, with sufficient time for the Party to prepare to participate as well as advise the Party of the opportunity to present evidence and witness information, if applicable.

Overview of Investigation Timeframe

The Title IX Coordinator will seek to complete the investigation and any resulting disciplinary process, excluding appeals, within 60 business days after receipt of the complaint.

There may be circumstances that require the extension of timeframes for good cause, including extensions beyond 60 business days. Timeframes may be extended to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, accommodate delays by the Parties, or for other legitimate reasons, including the complexity of the investigation and the severity and extent of the alleged misconduct. The University will notify the Parties in writing of any extension of the timeframes for good cause and the reason for the extension.

Although cooperation with law enforcement may require the University to temporarily suspend the fact-finding aspect of a Title IX investigation, the University will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that the agency has completed the initial evidence-gathering process. The University will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide interim measures for the Complainant.

Investigations will proceed according to the aforementioned timeframes during the summer and at other times when the University is not in session. The Title IX Coordinator will work with the Parties to balance the need for promptness and the preference for in-person meetings regarding the investigation. Timeframes for all phases of the disciplinary process, including the investigation, any related disciplinary proceedings, and any related appeal, apply equally to both Parties.

Participation

Wilmington University encourages all members of the University community to cooperate fully with the investigation and disciplinary procedures. Neither the Complainant nor the Respondent is required to participate in the resolution process outlined in these procedures. The University will not draw any adverse inferences from a complainant's or respondent's decision not to participate or to remain silent during the process. An investigator or Decision-Maker in the investigation or the hearing, respectively, will reach findings and conclusions based on the information available.

It is understood that there may be circumstances in which a Complainant wishes to limit their participation. The Complainant retains this right and will not be subject to discipline, although the University may be obligated to conduct an investigation.

Equally, there are numerous reasons why a Respondent may choose not to participate in the process. If a Respondent chooses not to participate in an investigation for any reason, the University process will continue, findings will be reached with respect to the alleged conduct, and the University will issue any sanctions, as appropriate. The University will not, however, draw any adverse inference from a Respondent's silence or stated desire not to participate.

The University will protect the privacy of the participating Parties and witnesses in any proceeding, meeting, or hearing to resolve complaints.

Investigation Overview

During the investigation, the parties will have an equal opportunity to be heard, to submit information and other inculpatory and exculpatory evidence, to identify fact and/or expert

witnesses, and to submit questions they believe should be directed by the Investigator to the other or to any witness. Evidence that is readily available but not provided during the course of the investigation is not considered to be new information and will not be allowed to be submitted at the hearing or as a basis for appeal.

The Investigator will notify and seek to meet separately with the parties and third-party witnesses and will gather other relevant and available information, including, without limitation, electronic or other records of communications between the parties or witnesses, photographs, and written documentation.

The University will not require, allow, rely upon, or otherwise use questions or evidence during the investigation, hearing, or determination of responsibility that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The University will not allow questions or evidence, during the investigation, hearing, or determination of responsibility, about the Complainant's sexual predisposition or prior sexual behavior that are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The University will not restrict either Party from discussing allegations under investigation or from presenting relevant evidence.

Inspection of Evidence and the Investigative Report

Prior to completion of the investigative report, the Title IX Coordinator will send to each Party a preliminary investigative report containing the evidence subject to inspection and review, redacted of personally identifiable information as necessary, in an electronic format or a hard copy. The Parties will have 10 business days to submit a written response, to meet again with the Investigator, and/or to request the collection of additional evidence by the Investigator. The evidence subject to inspection and review includes any evidence obtained as part of the investigation that is directly related to the allegation, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from a Party or other source. The evidence subject to inspection and review will not contain any privileged or inadmissible information as defined in this policy.

Following the opportunity to review the preliminary investigative report, the Investigator will create a final investigative report that incorporates any written response or new information from the Parties or collected by the Investigator. The final investigative report will also fairly summarize the relevant evidence. The Investigator has the discretion to determine the relevance of any evidence presented.

The Title IX Coordinator will send to each Party the final investigative report in an electronic format or a hard copy. The hearing will then be scheduled no less than 10 days from the date the final

report is issued to the parties. For cases that meet the threshold for Title IX, the Title IX Coordinator will share the preliminary and final investigative reports with the Party's Advisor. Reports will not be shared by the University with any Support Person who does not act in the role of the Advisor of Choice. In Non-Title IX proceedings, the preliminary and final reports will only be shared with the Party.

1.1.2 Assignment to Grievance Procedures

If, at the conclusion of the investigation, the University has not previously determined if the case meets the threshold and jurisdiction for Title IX, the Title IX Coordinator will make a final determination as to whether to proceed under the Title IX or Non-Title IX Grievance Procedures. If the case does not meet the threshold and jurisdiction for Title IX, the Title IX Coordinator will dismiss the case for purposes of Title IX and proceed under the Non-Title IX Grievance Procedures.

1.2 Determination Regarding Responsibility

At the conclusion of the Investigation, the Parties will be provided with the name(s) of the Decision-Maker(s) and will be allowed three (3) business days to request the removal and replacement of a Decision-Maker based on bias or conflict of interest. Any request for a change in a Decision-Maker must be accompanied by supporting information and the decision to assign a new Decision-Maker will be made by the Title IX Coordinator. The University will hold all hearings using a virtual teleconferencing platform, like Zoom or Teams.

6 Non-Title IX Grievance Procedures—Students

For Non-Title IX cases in which the Respondent is a student, the determination regarding responsibility will be made at a live hearing utilizing the procedures outlined in this section.

Pre-hearing Requirements

At least five (5) business days prior to the hearing, the Parties must submit the names of witnesses they would like to appear at the hearing and any relevant questions to be asked of the witnesses and the other party. The Parties may ask additional relevant questions at the hearing, but pre-submitted questions will be vetted in advance for relevancy and admissibility and ruled on during the live proceeding.

Pre-hearing Conference

In order to promote a fair and expeditious hearing, the Title IX Coordinator may request that the Parties and their Advisors attend a pre-hearing conference. The pre-hearing conference assures that the Parties and their Advisors understand the hearing process and allows for significant issues to be addressed in advance of the hearing.

Hearing Procedures

All hearings will be conducted in a live hearing format, which means all Parties and the Decision-Maker will be located in separate rooms with technology enabling the Decision-Maker and parties to simultaneously see and hear the Party or the Witness answering questions.

At the hearing, the Decision-Maker is responsible for maintaining an orderly, fair, impartial, and respectful hearing. Participants at a live hearing are expected to abide by the Decision-Maker's directions and determinations, maintain civility, and avoid emotional outbursts and raised voices. The Decision-Maker has broad authority to respond to disruptive or harassing behaviors, including taking a break in the hearing, the length of which will be determined by the Decision-Maker. Additionally, the Decision-Maker may exclude any offending person.

The Decision-Maker will determine the method for questioning at the hearing, but all questions posed by the parties will be asked exclusively by the Decision-Maker.

All hearings are closed to the public. A recording will be made by the University, but all other recordings are prohibited.

Evidentiary Considerations at the Hearing

Questions at the hearing are limited to those assessing credibility and relevant questions that have not previously been asked and answered in the final investigative report.

Any evidence that the Decision-Maker determines is relevant may be considered. The Parties will have the opportunity to present the evidence they submitted, subject to any exclusions determined by the Decision-Maker. Generally, the Parties may not introduce evidence, including witness testimony, at the hearing that they did not identify during the pre-hearing process. However, the Decision-Maker has discretion to accept or exclude additional evidence presented at the hearing. In addition, the Parties are expected not to spend time on undisputed facts or evidence that would be duplicative.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. The Decision-Maker will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Advisor Role at the Hearing

The Parties may have an Advisor of Choice to accompany them to the hearing. The Advisor of Choice may not actively participate but may confer with the Party as is reasonably necessary. If the Advisor of Choice violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either Party, a witness, or the Decision-Maker, that Advisor of Choice may be prohibited from further participation. *NOTE: for Non-Title IX Grievance – Students Procedures, the University has no obligation to provide an Advisor, but the Parties may do so at their own expense, if applicable.

Participation

A Complainant, Respondent, or witness may decline to participate in the hearing. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness's absence from the hearing or refusal to submit to questions.

Non-Title IX Grievance Procedures—Employees

For Non-Title IX cases involving sexual assault, dating violence, domestic violence, or stalking, in which the Respondent is an employee, the determination regarding responsibility will be made by the Decision-Maker based on the final investigative report (there is no live hearing). The Decision-Maker is responsible for maintaining an orderly, fair, and impartial process. The Decision-Maker, in their discretion, may pose additional questions to the Parties or to witnesses in writing or in person. A Complainant, Respondent, or witness may decline to further participate. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness's refusal to submit to additional questions.

In the absence of good cause, as determined by the Decision-Maker, information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation will not be considered in the decision-making process.

For Non-Title IX complaints that constitute Quid Pro Quo or Hostile Environment (non-VAWA offenses), the complaint will be referred to Human Resources and shall not use this process for resolution.

Title IX Grievance Procedures for Students and Employees

For cases that have been determined by the Title IX Coordinator to meet the threshold for Title IX Prohibited Conduct as well as the Title IX jurisdictional requirements, the determination regarding responsibility will be made at a live hearing utilizing the procedures outlined in this section.

For cases that have been determined to meet the threshold to be adjudicated under the Title IX Adjudication Proceedings, hearings are scheduled no less than 10 days following the sending of the final investigative report to the parties and their Advisors.

Pre-Hearing Conference

In order to promote a fair and expeditious hearing, the Title IX Coordinator may request that the Parties and their Advisors attend a pre-hearing conference. The pre-hearing conference assures that the Parties and their Advisors understand the hearing process and allows for significant issues to be addressed in advance of the hearing.

Hearing Procedures

All hearings will be conducted in a live hearing format, which means all parties and the Decision-Maker(s) will be located in separate rooms with technology enabling the Decision-Maker(s) and parties to simultaneously see and hear the Party or the Witness answering questions. Both parties must be able to be seen and heard throughout the hearing.

While the hearing is not intended to be a repeat of the investigation, the Parties will be provided with an equal opportunity for their Advisors to conduct cross-examination of the other party and of relevant witnesses. A typical hearing may include brief opening remarks by the Decision-Maker;

questions posed by the Decision-Maker to one or both of the parties; cross-examination by either Party's Advisor of the other Party and relevant witnesses; and questions posed by the Decision-Maker to any relevant witnesses.

At the hearing, the Decision-Maker is responsible for maintaining an orderly, fair, impartial, and respectful hearing. Participants at a live hearing are expected to abide by the Decision-Maker's directions and determinations, maintain civility, and avoid emotional outbursts and raised voices. The Decision-Maker has broad authority to respond to disruptive or harassing behaviors, including taking a break in the hearing, the length of which will be determined by the Decision-Maker. Additionally, the Decision-Maker may exclude any offending person.

All hearings are closed to the public. A recording will be made by the University, but all other recordings are prohibited.

Evidentiary Considerations at the Hearing

Any evidence that the Decision-Maker(s) determine is relevant may be considered. The parties will have the opportunity to present the evidence they submitted, subject to any exclusions determined by the Decision-Maker. Generally, in the absence of good cause, the parties may not introduce evidence, including witness testimony, at the hearing that they did not identify during the pre-hearing process. However, the Decision-Maker has discretion to accept or exclude additional evidence presented at the hearing. In addition, the Parties are expected not to spend time on undisputed facts or evidence that would be duplicative.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. The Decision-Maker will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Cross-Examination and the Advisor

The Parties may have an Advisor of Choice at the hearing. The Advisor is responsible for conducting the cross-examination, which includes asking the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. The Advisor is not to represent a Party, but only to relay the Party's cross-examination questions that the Party wishes to have asked of the other Party and witnesses. Advisors may not raise objections or make statements or arguments during the live hearing. If a Party does not have an Advisor, the University will appoint one on behalf of the Party free of charge. In this capacity, the Advisor will be appointed for the sole purpose of conducting cross-examination of the other Party and witnesses.

When a Party's Advisor is asking questions of the other Party or a witness, the Decision-Maker will determine whether each question is relevant before the Party or Witness answers it and will exclude any that are not relevant or unduly repetitive and will require rephrasing of any questions

that violate the rules of conduct. If the Decision-Maker determines that a question should be excluded as not relevant, they will explain their reasoning.

If the Advisor violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either Party, a witness, or the Decision-Maker, that Advisor may be prohibited from further participation. The University will then provide that Party with a University-appointed Advisor of the University's choosing.

Participation

A Complainant, Respondent, or witness may decline to participate in the hearing. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness's absence from the Hearing or refusal to submit to questions.

Findings Standard of Evidence

In all proceedings, the Decision-Maker presiding over the hearing shall use a preponderance of the evidence standard to determine whether the alleged violation of the policy occurred. The preponderance of the evidence means a standard of proof in which the totality of the evidence offered in support of a fact is greater or more convincing than the evidence which is offered in opposition to it; given the totality of information, the version of events that is more likely than not. Preponderance of the evidence is understood to require more than 50 percent certainty to determine responsibility for a policy violation (51% or greater).

Written Determination of Responsibility

The Complainant and Respondent will simultaneously receive a written determination regarding responsibility, applying the preponderance of the evidence standard, typically within five (5) business days of the determination of responsibility. The written determination letter, drafted by the Decision-Maker, will include:

- The allegations constitute sexual harassment.
- A description of the procedural steps taken during the grievance process, including any notifications to the Parties, interviews with parties and witnesses, site visits, and methods used to gather evidence.
- Findings of fact supporting the determination.
- Conclusions regarding the application of the Policy to the facts.
- A statement and rationale for the result of each allegation, including findings, sanctions, and remedies; and
- Procedures and permissible bases for the Parties to appeal the determination for appeal

The determination of responsibility becomes final either on notification of the results of the appeal or the date on which an appeal would no longer be considered timely.

Remedies and supportive measures that do not impact the Respondent should not be disclosed in the written determination; rather, the determination should simply state that remedies will be provided to the Complainant.

Intentionally False Reports

Individuals who make reports that are later found to have been intentionally false or made

maliciously without regard for truth may be subjected to disciplinary action up to and including termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

Sanctions and Remedies

If there is a finding of responsibility based on a preponderance of the evidence, the determination of sanctions and remedies will be made by the Decision-Maker in consultation with the respective trained University administrator.

Sanctions will be determined based on the severity and circumstances of the misconduct and the Respondent's previous disciplinary history (if any). The University will disclose to the Complainant the sanctions imposed on the Respondent that directly relate to the Complainant when such disclosure is necessary to ensure equal access to their educational programs and activities.

Remedies are designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. Remedies that do not impact the Respondent will not be disclosed in their written determination; rather, the determination will simply state that remedies were provided.

Whatever the outcome of the investigation, hearing, or appeal, the Complainant and Respondent may request ongoing or additional supportive measures. Ongoing supportive measures that do not unreasonably burden a party may be considered and provided even if the Respondent is found not responsible.

Sanctions for students include, but are not limited to:

- a. Permanent dismissal from the University. Note: If a student is suspended or dismissed from the University and is later reinstated, credits for courses at other institutions of higher learning are not transferable
- b. Dismissal from the University with permission to reapply after a specified period of time. Conditions precedent to readmission may be established in conjunction with such a dismissal
- c. Suspension from the University for a specified period of time. Any suspension may be followed by a probationary period and may include restrictions or forfeiture of privileges.
- d. A delay as to when a degree is to be conferred upon the student
- e. A determination that the student is not entitled to have their degree conferred
- f. Disciplinary probation with or without loss of designated privileges for a specified period of time
- g. Restricted privileges such as removal from elective or appointed office and/or ineligibility to represent the University
- h. Mandatory training
- i. Letter of warning regarding conduct
- j. No contact directive

Sanctions for employees include, but are not limited to:

- a. Disciplinary probation with or without loss of designated privileges for a specified period
- b. Mandatory training
- c. No contact directive
- d. Mandated attendance in an educational program or referral to another provider
- e. Written or verbal warning
- f. Suspension
- g. Demotion
- h. Dismissal-Separation from employment

Appeal

Appeals are available after a complaint dismissal or after a final determination is made. The Complainant and the Respondent have equal rights to an impartial appeal. All appeals will be referred to an Appellate Decision-Maker appointed by the Title IX Coordinator or designee. The Decision-Maker for the appeal will not have served as the Investigator or Decision-Maker in the previous steps of the process.

A Complainant or Respondent may file a written appeal with the Title IX Coordinator on the grounds that:

- A. Procedural irregularity that affected the outcome of the matter.
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or
- C. The Title IX Coordinator, investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of University rules has occurred. The appellate Decision-Maker may decide to uphold the original decision, to alter the imposed penalty, or to return the case for additional proceedings or other action.

The deadline for filing a written appeal is five (5) business days from the date the Parties are provided with the written determination of responsibility. If no appeal is filed or if an appeal is not timely, the original finding will stand effective on the date the appeal period expires. The submission of an appeal stays (puts on hold) any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal. If a party appeals, the Title IX Coordinator will, as soon as practicable, notify the other party in writing of the appeal; however, the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal. Appeals will be decided by an individual who will be free of conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or Decision-Maker in the same matter.

The Title IX Coordinator will have primary responsibility for interactions with the Parties, for the gathering of information needed for the appeal, and for notifying both Parties in writing of the outcome of any appeal. The written decision regarding the appeal will be provided simultaneously within five (5) business days after the conclusion of the review and will describe the results of the appeal and the rationale for each result. The decision made by the appellate decision maker will be final.

Record Keeping

The University will keep for seven (7) years the following:

- All information obtained as part of each Prohibited Conduct investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions and/or remedies; any appeal, including the result of the appeal; and any informal resolution and the result therefrom.
- All information regarding any action taken, including supportive measures, and a rationale as to why a complaint was not filed. If a Complainant was not provided with supportive measures, a rationale must be provided as to why supportive measures were not provided.
- All training materials used to train Title IX Coordinators, Investigators, Decision Makers, and those who facilitate the informal resolution process.

Generally, information from a student's discipline file is not released without the student's written consent. However, certain information may be provided to individuals within or outside the University who have a legitimate legal or educational interest in obtaining it. Typically, information released to those outside the University is limited to information associated with "in violation" findings that resulted in a suspension or expulsion (discipline file). Please refer to the federal Family Educational Rights and Privacy Act of 1974 (FERPA).

Employee personnel files are the property of the University and will not be shared without a subpoena.

Training of University Personnel

The University will require that the Title IX Coordinator, Investigators, Decision-Makers, or anyone who facilitates an informal resolution process receive annual training per the requirements of Title IX and the Clery Act-VAWA. They will not have a conflict of interest or bias for or against any complainant or respondent.

The annual training provided includes, but is not limited to the following: the definition of sexual harassment, including an understanding of educational program or activity; how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes; how to serve impartially, including avoiding prejudgment about the facts at issue, conflicts of interest, and bias; the technology to be used at a live hearing; issues of relevance, including questioning, and investigative reports.

Disability Accommodations and Interpretive Services

The University makes every reasonable effort to accommodate individuals with disabilities per Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). In compliance with this commitment, Wilmington employs the Office of Student Accessibility Services to determine reasonable and appropriate accommodations and auxiliary aids for access and participation in college-sponsored classes, services and programs.

Students with a disability who desire accommodation regarding this policy must request it with the Title IX Coordinator. The Title IX Coordinator will make a determination regarding the request after consultation with the Office of Student Accessibility Services and notify the

appropriate parties. An Individual will not be considered to have a disability, allowing for accommodation, unless and until the student has met with the Office of Student Accessibility Services and been noted as a person to whom accommodations should be provided. Find information about the Office of Student Accessibility Services at the University at: <https://www.wilmu.edu/accessibility/index.aspx>

Employees with a disability should provide the required documentation to Human Resources.

Revision and Interpretation

The Policy is maintained by the Human Resources Department and was most recently approved by the Wilmington University Executive team on February 5, 2025. The University reserves the right to review and update the policy in accordance with changing legal requirements and specific needs of the University.

Any questions of interpretation regarding the Policy shall be referred to the Title IX Coordinator. The Title IX Coordinator's determination is final.

All reports received by the University after this date will be administered per the procedures described under this policy.

Free Speech and Academic Freedom

The University recognizes the value of free speech and academic freedom. This policy is intended to protect members of the University community from sex discrimination. It is not designed to regulate pedagogical discourse or conduct legitimately related to course content, teaching methods, scholarship, or public commentary of an individual faculty member or students' educational, political, artistic, or literary expression in classrooms. However, freedom of speech and academic freedom do not condone speech or expressive conduct that violates federal or state anti-discrimination laws.

Appendix D: Wilmington University's Guide for Pregnant and Parenting Students (Includes Lactation Policy)

Introduction

Wilmington University is committed to creating and maintaining a community free from discrimination, including discrimination on the basis of sex, as mandated by Title IX of Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, and health insurance coverage. Wilmington University hereby establishes a policy and procedures for ensuring the protection and equal treatment of pregnant persons/individuals with pregnancy-related conditions, and new parents.

This policy applies to all aspects of Wilmington University's program, including admissions, educational programs and activities, and academic leave policies.

Definitions

1. “Medical necessity” is a determination made by a health care provider of a student’s choosing.
2. “Pregnancy and pregnancy-related conditions” include (but are not limited to): pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.
3. “Pregnancy discrimination” includes treating an individual affected by pregnancy or a pregnancy-related condition less favorably than similar individuals not so affected and includes a failure to provide legally mandated leave or modifications.
4. “Pregnant person/Birth-parent” refers to the person who is or was pregnant or believed to be pregnant.
5. “Reasonable modifications” for the purposes of this policy are changes in the educational program and associated activities that enable a student who is pregnant or has a pregnancy-related condition to continue to pursue their studies and enjoy equal access to the University.

Reasonable Modifications of Students Affected by Pregnancy, Childbirth, or Related Conditions.

1. Wilmington University and its faculty, staff, and other employees shall not require a student to limit their studies due to pregnancy or pregnancy-related conditions.
2. The benefits and services provided to students affected by pregnancy shall be no less than those provided to students with temporary medical conditions.
3. Most pregnancies do not result in a disability and most pregnant students need only minor modification to their programs to be successful. This could include things like giving them a larger desk to work at, allowing more frequent restroom and/or water breaks, or allowing them to elevate their feet during class. Students with pregnancy-related disabilities, like any other student with a disability, are entitled to reasonable modifications so they will not be disadvantaged in their course of study, and may seek assistance from the Title IX Coordinator, Dr. Linda Van Drie Andrzejewski. The Title IX Office will engage in an interactive process with the student to determine needs and what may be reasonable at the University.
4. Students may self-identify their pregnancy or pregnancy-related condition to the Title IX Coordinator to receive modifications. (After May 2023, faculty must identify known pregnant/ parenting students to the Title IX Coordinator.) “Known” means a faculty member has been told by the student of their pregnancy or related conditions.
5. Reasonable modifications may include but are not limited to:

STUDENT HANDBOOK 2026-2027

- a. Modifications requested by the pregnant student to protect the health and safety of the student and/or their pregnancy (such as allowing the student to maintain a safe distance from hazardous substances.)
 - b. modifications to the physical environment (such as accessible seating)
 - c. modifications requested by the student for breaks as needed due to pregnancy or related conditions
 - d. mobility support
 - e. extending deadlines and/or allowing the student to make up tests or assignments missed due to excused pregnancy-related absences
 - f. if a course has a class participation grade and the pregnant or other associated conditions student has missed classes and was unable to fulfill class participation while in class, providing an alternative assignment to allow the student to gain the missed credit
 - g. providing remote learning options, when available
 - h. granting leave
 - i. allowing an incomplete in a class without penalty
 - j. allowing a withdrawal from a class after the deadline (this may impact financial aid and should be carefully navigated. The pregnant or other associated conditions student should be made aware of the risks and options associated with this choice.)
6. Lactating students must be granted reasonable time and space to pump breast milk in a location that is private, clean, and reasonable accessible. (See Lactation Policy.)

Modified Academic Responsibilities Policy for Parenting Students

1. Students with parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of a birth or adoption of their child or the placement of a foster child may request an academic modification period of up to one semester beginning with the first six months of the child entering the home. Extensions may be granted where additional time is required due to medical necessity or extraordinary parenting responsibilities.
2. During a modification period, the student's academic requirements will be adjusted and deadlines postponed as appropriate.
3. Students seeking a period of modified period of modified academic responsibilities must consult with the Title IX Coordinator to determine which academic responsibilities will be suspended or ongoing. The Title IX Coordinator will work with the student, advisor, and professors to reschedule assignments, lab hours, or other requirements and/ or reduce the

STUDENT HANDBOOK 2026-2027

student's overall course load, as appropriate. Students are entitled to full relief from academic responsibilities for at least seven weeks.

4. A student who seeks modifications upon the birth or placement of their child shall be allowed an extension of 12 months to prepare for and take preliminary and qualifying examinations, and an extension of 12 months toward normative time to degree while in candidacy. Longer extensions may be granted in extenuating circumstances and are at the discretion of the University.
5. A student can request modified academic responsibilities under this section regardless of whether the student elects to take leave.
6. While receiving academic modifications, the student will remain registered and retain benefits accordingly.
7. If a student elects to take a leave of absence, they may not be in the same cohort they were in prior to taking leave (if applicable), however, consistent with law, will be returned to the same status as they were prior to the leave.

Academic Leave of Absence

1. Faculty, staff, or other employees shall not require a student to take a leave of absence or withdraw from or limit their studies due to pregnancy, childbirth, or related conditions.
2. Duration of Leave—Minimum requirement by law: Pursuant to Title IX, Wilmington University shall treat pregnancy and related conditions as a justification for a leave of absence for as long a period of time as is deemed medically necessary by a student's physician.
3. A student taking a leave of absence under this policy shall provide notice of the intent to take leave thirty days prior to the initiation of leave, or as soon as practicable.
4. Intermittent leave may be taken with the advanced approval of the student's department, or when medically necessary due to the student's health condition.
5. Upon return from leave, the student will be reinstated to their program and activities, including athletics, in the same status as when the leave began. *Reinstatement to their program means the student is not penalized for the leave and can resume their program, however, not all courses or sections of courses are offered at all times. Therefore, the student could have a delay in resuming a particular course.
6. Continuation of the student's scholarship or similar university-sponsored funding during the leave term will depend on the student's registration status and the policies of the funding program regarding registration status. Students will not negatively impact or forfeit their future eligibility for their scholarship or similar university-supported funding by taking leave under this policy.

Retaliation and Harassment

STUDENT HANDBOOK 2026-2027

1. Harassment by any member of the Wilmington University community based on sex, gender, gender identity, gender expression, pregnancy, parental status, or associated conditions related to pregnancy is prohibited.
2. Faculty, staff, and other Wilmington University employees are prohibited from interfering with a student taking leave, seeking reasonable modifications, or otherwise exercising their rights under this Policy. Faculty, staff, and other University employees are prohibited from retaliating against a student for exercising the rights articulated by this Policy, including imposing or threatening to impose negative educational outcomes because a student requests leave or modifications, files a complaint, or otherwise exercises their rights under the Policy.

Dissemination of the Policy and Training

A copy of this policy shall be made available to employees in their required training. Wilmington University shall alert all new students to this Policy. The Title IX Office shall make educational materials and training about this policy available to all members of the University community to promote compliance and familiarity with its procedures.

Compliance

1. Reporting: Any member of the Wilmington University community may report a violation of this Policy to any supervisor, manager, or Title IX Officer. Supervisors and managers are responsible for promptly forwarding such reports to the Title IX office.
2. Grievance Process:
 - a. The Title IX Coordinator will investigate and attempt to resolve all complaints of discrimination based on pregnancy or pregnancy-related conditions in a fair and prompt manner.
 - b. Upon receipt of a complaint, the Title IX Coordinator will conduct an intake with the aggrieved party.
 - c. The Title IX Coordinator will work with the aggrieved party and the appropriate offices to, if possible, find an appropriate remedy to the complaint. Remedies may include supportive measures being offered, extension of course due dates, medical withdrawal from classes, etc.

Wilmington University Lactation Policy for Students

Introduction

Wilmington University has adopted this policy in support of lactating students. Wilmington University supports and encourages breastfeeding.

Under this policy, Wilmington University shall provide lactating students with the modifications necessary to ensure they have access to equal educational opportunities while also meeting their health needs.

Wilmington University is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy and related medical conditions, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, and health insurance coverage.

Scope

This policy is applicable to all University students who need to express milk during the course of their studies and/ or employment.

Definitions

For the purposes of this policy:

1. The terms “lactating students” is intended to include any student who expresses milk for the nourishment of a child.
2. “Medical necessity” is a determination made by a health care provider of a student’s choosing.
3. “Reasonable modifications” for the purposes of this policy are changes in the academic environment or typical operations that enable a lactating student or student with a lactation-related condition to continue to pursue their studies and enjoy equal benefits of the University.
4. “Absence” from class includes tardiness or a break for the expression of breast milk within a class period.

Designated Lactation Spaces

1. Wilmington University shall provide clean, private spaces across campus that are easily accessible to students for the purposes of expressing milk. Restrooms may not be classified as designated lactation spaces.
2. All designated lactation spaces shall be equipped with, at minimum:
 - a. a table or other flat surface suitable to hold a breast pump;
 - b. a chair;
 - c. an electrical outlet;

- d. access to running water in the room or nearby.
3. To ensure privacy within the lactation space, designated spaces will be equipped with a door lock and window coverings to block sight from the outside (if needed). For large lactation spaces intended to be shared by multiple lactating students, privacy screens will be provided.
4. Wilmington University shall make the list of available lactation rooms available to students through the Title IX Coordinator. Students shall meet with the Title IX Coordinator to discuss lactation scheduling needs.

Breaks

1. Students will make reasonable efforts to pump between classes or outside of instruction time.
2. Lactating students who must pump during a portion their class period shall inform the instructor of the need and estimated time away from class as soon as possible.
3. Instructors are prohibited from penalizing breastfeeding students for their absence needed to express breast milk on campus.
4. Instructors and students shall work together to identify solutions for making up in-class work or participation credits, as well as instruction missed.
5. If problems arise, or a student must miss class for longer periods of time due to medical necessity, the student or instructor may contact Title IX Office for assistance establishing reasonable modifications. The office may request a doctor's note to excuse the absences if they request notes from other students who need excused absences.

Lactation Modifications

1. Students who need modifications related to their lactation other than reasonable time and a clean and private place to express milk may request other reasonable modifications by contacting the Title IX
2. Reasonable modifications may include avoiding certain chemicals or exposures, permission to eat or drink, postponement or adjustments to coursework, permission to bring the baby to their class (normally prohibited under University policy), or time off as medically necessary.
3. Student exam modifications shall be provided as necessary and may include extending the available time period for an exam to allow for the expression of breast milk or situating the exam room closer to a lactation space to minimize disruption.
4. Wilmington University shall accommodate any lactation-related impairments, such as serious infections, as it would other temporary medical conditions.

5. The Title IX Office will engage in an interactive process with the student and any involved faculty or managers to ensure educational opportunities and work are not diminished as a result of their lactation or breastfeeding.

Direct Chest/ Breastfeeding

Breastfeeding is permitted at any campus building or space that the lactating student and infant/child are otherwise permitted to be present.

Freedom from Discrimination and Harassment

Wilmington University prohibits harassment or other discrimination against students based on their lactation, as a condition related to sex. Harassment or discrimination related to breastfeeding and lactation may be referred to the Title IX Office for appropriate action.

Compliance

1. Reporting: Any member of the Wilmington University community may report a violation of the Policy to the Title IX Coordinator.
2. Grievance Process:
 - a. The Title IX Coordinator will investigate and attempt to resolve all complaints of discrimination based on pregnancy or pregnancy-related conditions in a fair and prompt manner.
 - b. Upon receipt of a complaint, the Title IX Coordinator will conduct an intake with the aggrieved party.
 - c. The Title IX Coordinator will work with the aggrieved party and the appropriate offices to, if possible, find an appropriate remedy to the complaint. Remedies may include supportive measures being offered, extension of course due dates, medical withdrawal from classes, etc.

