Message from the President

Congratulations for wisely choosing to attend Delaware County Community College, where your success is our highest priority. For over 40 years, DCCC has offered high quality, affordable, and accessible education to students in Delaware and Chester Counties.

We are a growing, vibrant, learning community, continuously improving our facilities and technologies, and employing innovative new approaches to support your success. Some recent and ongoing examples include:

- Opening of our state of the art Science, Technology, Engineering and Math (STEM) Complex.
- Adding new student study areas with new I-MAC computers throughout.
- Designing support services to truly focus on the areas where students need the most help in transitioning to and succeeding in a college environment.
- Helping many more of our students attend college through expanding the prudent use of financial aid.
- Completing a new “Learning Commons” that incorporates library services, student research support, joint study areas, and innovative learning technologies into one, integrated resource.
- Expanding space and services that allow you to interact with fellow students academically, athletically, and socially.
- Renovating and updating Exton and Downingtown locations to provide a modern, technology-rich learning environment.
- Adding campus locations to reach a broader population of students in Upper Darby, Downingtown and Phoenixville.
- Preparing to provide a 100% tobacco-free environment at all campuses on July 1, 2013.

Whether your goal is to pursue a degree prior to transferring to a four-year college, obtain the skills you need to enter the workforce in your chosen occupation, advance your career, or simply learn more about the world, you will find that the College offers the outstanding faculty, facilities, and services to help you succeed…and all of this for the region’s best educational value!

Should you have any suggestions on how we may improve your experience, please e-mail me at president@dccc.edu.

On behalf of the College, welcome. I wish you great success here at Delaware County Community College.

Dr. Jerome S. Parker
President
The College’s Focus on Student Success
At Delaware County Community College, we are dedicated to student success. This means that we will support our students in every way possible to achieve the competencies they need to attain their goals. To that end we are continually improving College programs, activities, policies, and resources to support the successful pursuit and completion of each student’s educational objectives.

Accreditation
Delaware County Community College is accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104.

Mission Statement
The mission of Delaware County Community College is to facilitate learning by providing quality educational programs and services that are student focused, accessible, comprehensive, and flexible to meet the educational needs of the diverse communities it serves. In doing so, the College will enable its students to develop themselves to the limit of their desires and capabilities, and to be successful.

Equal Opportunity Statement
Delaware County Community College is an equal employment and educational opportunity institution conforming to all applicable legislation which prohibits discrimination. It is the policy of Delaware County Community College not to discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other characteristic protected by state or federal laws in its educational programs, activities, admission or employment policies as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other applicable statutes. Inquiries concerning Title IX and/or 504 compliance should be referred to the associate dean of student success, room 2195, 610-359-5320 and/or the vice president of human resources, room 3583, 610-359-5094. TTY for the hearing impaired: 610-359-5020.

Diversity Statement
Delaware County Community College recognizes that diversity enriches life, creates energy, and makes us aware that we share a common humanity. We are committed to fostering a climate that promotes understanding, appreciation, and respect for the rights of all people. Our mission only succeeds to the extent that all members of our community are welcomed and empowered to achieve their personal, educational, and career goals.
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While the Student Handbook is as accurate as possible at the time of publication, the College reserves the right to make additions or changes in its procedures and/or regulations. Updates and changes to the handbook will be posted on delaGATE, under the Student Services Tab.
## Marple Campus

**901 South Media Line Road | Media, PA**

**Emergency** ................................... .610-359-5111

### DEPARTMENT | EXTENSION

- **ACT 101** ................................... 610-359-5388
- **Admissions** ............................... 610-359-5050
- **Allied Health, Emergency Services, Nursing** .................................. 610-359-5353
- **Alumni Programs** ........................ 610-359-7399
- **Assessment Center** ....................... 610-359-5322
- **Bookstore** .................................. 610-359-5180
- **Business & Computer Information Sys** ........................................ 610-359-5278
- **Campus Life** ............................... 610-359-5341
- **Career & Counseling Center** .......... 610-359-5324
- **Communications, Arts, Humanities** ........................................... 610-359-5391
- **Financial Aid** .............................. 610-359-5330
- **International Student Services** ........ 610-359-7322
- **IT Support Center** ........................ 610-359-5211
- **Learning Center** ........................... 610-325-2776
- **Learning Commons** ........................ 610-359-5149
- **Science, Technology, Engineering & Mathematics** ..................... 610-359-5282
- **Math/Science Learning Center** ........ 610-359-5076
- **Public Service, Social Science** ........ 610-359-5230
- **Safety & Security** .......................... 610-359-5303
- **Student Employ Services & Co-Op Ctr** ..................................... 610-359-5304
- **Student Records** ............................ 610-325-2838
- **Transfer Office** ............................. 610-359-5060
- **Wellness, Athletics and Recreation** ........................................... 610-359-5354
- **Workforce Development & Community Ed** ................................... 610-359-5025
- **Workforce Entry Center** .................. 610-723-1220
- **Writing Center** ............................. 610-359-5018
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<th>DEPARTMENT</th>
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<tbody>
<tr>
<td>Southeast Center</td>
<td>610-957-5700</td>
</tr>
<tr>
<td>2000 Elmwood Avenue, Curtis Building, Sharon Hill, PA 19079</td>
<td></td>
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<tr>
<td>Emergency</td>
<td>610-957-5733</td>
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<td>Learning Resource Center</td>
<td>610-957-5725</td>
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<td>Financial Aid</td>
<td>610-957-5714</td>
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<td>Safety and Security</td>
<td>610-957-5735</td>
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<td>Upper Darby Center</td>
<td>610-723-1250</td>
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<td>1570 Garrett Road, Upper Darby, PA 19082</td>
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<td>Emergency</td>
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<td>Learning Resource Center</td>
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<td>610-723-1250</td>
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<td>Brandywine Campus</td>
<td>610-723-1100</td>
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<td>443 Boot Road, Downingtown, PA 19335</td>
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<td>Downingtown Campus</td>
<td>484-237-6200</td>
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<td>100 Bond Drive, Downingtown, PA 19335</td>
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<td>Emergency</td>
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<td>Learning Resource Center</td>
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<td>484-237-6210</td>
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<td>Safety and Security</td>
<td>484-237-6290</td>
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<td>Exton Center</td>
<td>610-450-6500</td>
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<td>Whiteland Technology Center, 912 Springdale Drive, Exton, PA 19341</td>
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<td>Emergency</td>
<td>610-450-6303</td>
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<tr>
<td>Learning Resource Center</td>
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<td>Student Services</td>
<td>610-450-6510</td>
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<td>Pennocks Bridge Campus</td>
<td>610-869-5100</td>
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<tr>
<td>280 Pennocks Bridge Road, West Grove, PA 19390</td>
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<tr>
<td>Learning Resource Center</td>
<td>610-869-5114</td>
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<td>Safety and Security/Emergency</td>
<td>610-869-5100</td>
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<td>Student Services</td>
<td>610-869-5100</td>
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<tr>
<td>Phoenixville Campus</td>
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<td>1580 Charlestown Rd, Phoenixville, PA 19460</td>
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ACADEMIC CALENDAR

2013 Fall
Faculty Report ................................................................. August 28
Late Registration ............................................................. August 28
Faculty In-Service Days .................................................. August 29-30
Labor Day Holiday (No Classes) ....................... August 31-September 2
Classes Begin ................................................................. September 3
Start of First Accelerated Term ................................. September 3
End of First Accelerated Term ................................ October 19
Faculty In-Service Days (No Classes) ..................... October 21-22
Start of Mid-Semester Accelerated Term .................. October 23
Registration for Spring 2014 Begins ......................... October 28
Mid-term Grade Warning Date ......................... November 1
Deadline for Student Withdrawals* .................. November 8
Deadline to Apply for Winter Graduation .......... November 15
Thanksgiving Holiday ........................................ November 28-December 1
Classes End ............................................................... December 13
Final Examinations .................................................. December 14-19

2014 Spring
Faculty Report ................................................................. January 15
Late Registration ............................................................. January 15
Faculty In-Service Days ................................................. January 16-17
Martin Luther King Holiday (No Classes) ............. January 20
Classes Begin ............................................................... January 21
Start of First Accelerated Term ................................. January 21
President’s Day Weekend Holiday (No Classes) .... February 15-17
Faculty In-Service Days (No Classes) ..................... February 18-19
End of First Accelerated Term ................................. March 15
Deadline to Apply for Spring Graduation ............... March 15
Spring Break .............................................................. March 17-23
Registration for Fall 2014 / Summer 2014 Begins .......... March 24
Start of Mid-Semester Accelerated Term ................ March 24
Mid-term Grade Warning Date .................................................. March 28
Deadline for Student Withdrawals* ........................................ April 4
End of Mid-semester Accelerated Term.................................... May 12
Classes End.......................................................................... May 12
Final Examinations............................................................. May 13-19
Commencement................................................................. May 22

2014 Summer I
Late Registration................................................................. May 21
Memorial Day Holiday (College Closed)................................. May 26
Classes Begin .................................................................. May 27
Start of ESL Summer Session............................................. June 10
Deadline for Student Withdrawals..................................... June 23
Classes End........................................................................ July 2

2014 Summer II
Late Registration................................................................ July 2
Independence Day Holiday (College Closed)......................... July 3
Classes Begin ................................................................... July 7
Deadline to Apply for Summer Graduation........................... July 15
Deadline for Student Withdrawals................................. August 14
Classes End...................................................................... August 14

The College reserves the right to modify the Academic Calendar as appropriate. Changes will be communicated to the student.

* For accelerated courses, the deadline for student withdrawals will be the Friday ending the first full week past the 60% point of the course.
Policy on Student Confidentiality

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

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

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

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

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

FERPA was not intended to provide a process to question substantive judgments, which are properly recorded. The rights of challenge do not apply, for example, to an argument that the student deserved a higher grade in a course if the grade recorded is the grade submitted by the faculty member. See page 19 for policies applying to grade appeals.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Students who wish to appeal the decision should direct their request for an appeal to the office of the vice president for enrollment management. The College will provide the student with specific information regarding the hearing procedures upon the receipt of a request for a hearing.
3. The right to consent to disclosures of personally identifiable information contained in a student’s education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

- to comply with a court order or certain types of subpoenas
- to appropriate parties in a health or safety emergency
- to officials of another school, upon written request, in which a student seeks or intends to enroll
- in connection with a student’s request for or receipt of financial aid, as necessary, to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid
- to certain officials of the U.S. Department of Education, the Comptroller general, to state and local educational authorities, in connection with certain state or federally supported programs
- to accrediting organizations to carry out their functions
- to organizations conducting studies for or on behalf of the College
- the results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence may be released to the alleged victim of that crime with respect to that crime
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of the College to comply with the requirements of FERPA. Contact the office that administers FERPA at: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington DC, 20202-4605.

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

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

6. Students may restrict the release of Directory Information, except to school officials with legitimate educational interest and those listed in #3 above. A student must make the request in writing at the student records office within two weeks of the beginning of the semester. Requests are valid for one year from the date of submission. Students must understand that withholding directory information prevents the College from verifying attendance or graduation to potential employers, publishing the student’s name in a graduation program or dean’s list, and makes athletes ineligible to participate in any activity requiring publication of a team roster.

For purposes of compliance with FERPA, the College considers all students independent.
Notification of Rights under FERPA
The College notifies students of their rights under FERPA through the Delaware County Community College Catalog, the Delaware County Community College Student Handbook and communications to new students from the vice provost for student services and instructional support. FERPA information is also on the College’s website @ www.dccc.edu.

Notice of Publication of Campus Crime Statistics and Graduation Rates
As required by the College and University Security Information Act, security information and campus crime statistics are published every year. They are also available from the Security Office.

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

Academic Programs & Disciplines
Delaware County Community College offers a wide variety of academic programs and disciplines through six instructional units.

Associate Degree/Dual Degree/Certificates
Academic degree programs at Delaware County Community College lead to an associate degree, the recognized award for successful completion of a two-year program. Certificates of proficiency and certificates of competency are awarded for programs of shorter duration.

Students can earn degrees in two curricula at the same time, but must meet all requirements for both degrees. An application for graduation and payment of a fee are required for each degree. Some programs cannot be used together to obtain two degrees. For example, a student cannot earn degrees in Natural Science and Science for Health Professions. General Studies cannot be used as a dual or second degree.

For more information, consult the College catalog. The College catalog can be accessed from the College website. Go to www.dccc.edu and click on Program of Study then Course catalog (credit).

Academic Advising
The mission of the academic advisement system is to help students gain the knowledge and skills and develop the attitudes and values needed to become good, responsible decision-makers regarding their educational,
career and personal goals. Students are assigned advisors during the first few weeks of the semester. The advisor will talk with the student to be sure he or she is in the correct program to meet his or her academic and career goals. Advisors are available at Southeast Center, Chester County Campuses and the Marple Campus. Advisors are assigned by the Assessment Center, 610-359-5322.

**Credit Hours and Course Load**
Each course is assigned a number of credit hours according to the total amount of time that the class meets in one semester and the type of class. Associate degree programs require a total of at least 60 credit hours. A certificate of proficiency is awarded for 30 credits of an approved career program; a certificate of competency is earned for approved programs of less than 30 credits.

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

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

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

**Transitional Courses**
To ensure that students are prepared to be successful in college-level courses, incoming students are placed in classes according to the results of placement tests. Based on the results of placement testing, transitional course work in English, reading or math may be necessary. The College requires that students complete transitional courses as soon as possible. Students must complete these courses before registering for more than 12 college-level credits.
Course Substitution
Students who want to substitute another course for a course required in their program must consult an advisor or counselor. Course substitutions must be approved by the appropriate dean.

Transfer of Credit
A student who transfers to DCCC from another college can request the transfer of credits by completing a petition for transfer of credit, available in the Assessment Center, Marple Campus, room 2195, or in the Student Services Office at each campus. In addition, students may access the petition on the College webpage, under Admissions and Financial Aid, How to Apply, Transfer into Delaware County Community College. The student must also have an official transcript sent to the Records Office. This is the student’s responsibility; it is not done automatically. Transfer credits that are accepted will be listed on the transcript. A maximum of 36 credits applicable to a major can be transferred from other colleges.

Students who plan to transfer from DCCC to a four-year college can obtain information from the Transfer Office, room 1325, or the Student Services or Learner Services Office at each campus. Catalogs, course equivalency guides, transfer agreements, and staff assistance are available at www.PATRAC.org or www.collegetransfer.com.

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

Change of Major
Students who want to change from one program of study to another should meet with their academic advisor or counselor. The advisor can discuss the options available and furnish the necessary petition for change of curriculum. This petition should be signed by the advisor and submitted to the Assessment Center when completed. Students changing their program of study may request that grades of “D,” “F,” “N” and “WF” earned in the former curriculum be excluded in computing the new grade point average (GPA), if these grades were
in courses that are not required in the newly chosen curriculum. This policy also applies to elective courses in which these grades were earned when a student changes from a college-transfer curriculum to a career program and vice versa. The appropriate dean must approve the exclusion of grades. A student may make this request only once. All courses taken and grades earned remain on the transcript as part of the student’s academic history; only the student’s GPA is recalculated.

Credit For Prior Learning
Students may be eligible to receive or earn credit for knowledge you’ve acquired through life and work experiences that are closely related to the learning objectives of the College’s credit courses. This knowledge may have come through on-the-job experiences, professional workshops, non-credit classes at business or technical schools, volunteer activities, personal study or other pursuits.

- Portfolio Development
- College Level Examination Program (CLEP)
- Credit by Examination
- Credit for Military Training Schools
- Transfer Credits from Other Colleges
- Advanced Placement

Students interested in pursuing credit for prior learning options should contact the Assessment Center, 610-359-5322

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

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

Students can drop a class and receive a “W” (a no-penalty grade) until
approximately the tenth week of classes. Students are advised to talk to the instructor before dropping a class. Students must withdraw officially on the Web, at the Records Window or at the off-campus office. Students who do not officially withdraw could receive a grade of “F.”

Withdrawal Initiated by the College
No Show Withdrawal (NS) is initiated by the instructor and is issued for all students who register for a course, but never attend any class during the first 3 weeks of classes (or in the case of internet courses for never having any online activity during the first 3 weeks of classes), or for having attended only the first class (or logged in only once during the first week) as documented by the Instructor’s attendance records. The NS is issued through the registrar’s office and results in no refund of tuition and fees to the student.

Provost’s Withdrawal (TW) is initiated through the Vice Provost for Student & Instructional Support Services at any time during the term. The TW is issued for certain violations of the Student Code of Conduct, and if issued, results in no refund of tuition and fees to the student. The TW decision can be appealed to the Student Conduct & Discipline Committee.

Withdrawal Initiated by the Student
Dropped Course (DC) is initiated for any reason by the student and is issued by the Registrar. Students who wish to drop a course by the end of Week 3 for the Fall and Spring semesters, or through the 20% point in the accelerated, Summer I & II sessions, and Winter Terms will receive a grade of “W.” To drop a course students may go to the Records window or off-campus office, or may log in through delaGATE. A prorated refund schedule of tuition/fees applies, as outlined on page 15 in the College Catalog. The privilege of withdrawal without academic penalty will be denied to students who cheat or plagiarize.

Student Withdrawal (SW) is initiated for any reason by the student and is issued through the Registrar. The SW is used from Week 4 through Week 10 of the semester, or through the 60% point for in the accelerated, Summer I & II sessions, and Winter Terms for any reason. The SW results in no refund of tuition/fees to the student, and has no effect on the student’s GPA.

Letter of Credit Withdrawal (MW) is initiated by the student and issued through the Registrar. The MW is used for a medical reason, call to active military duty in the U.S. armed services, or because of
a life changing event with extreme and extenuating circumstances. Appropriate documentation is required. Tuition and applicable fees will be credited only after the student’s account is paid in full and the reconciliation of financial aid and/or payment plan, where applicable, has been completed. The MW applies to a full and total withdrawal of all courses, and may be requested anytime during the term or within 60 days following the term for which the credit is requested. The credit may be applied to future charges at the College, and expires two years from the term for which the credit is issued.

**Early Exams**

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

**Challenge Examination**

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

A Challenge Examination attempt will be permitted only once per course. The student may make application for the Challenge Examination no earlier than the end of the third week of the semester and no later than the end of the tenth week. The appropriate dean will inform the student when the exam will be given.
Final Examinations
To complete courses and receive passing grades, all students must take the final examination as stated in the instructor’s syllabus. Students failing to appear for final examinations may be given a grade of “F” for the examination unless there is prior approval or immediate notification of an emergency situation.

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

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

Grading System
Letter grades are distributed at the end of each session and are used to calculate each student’s grade point average (GPA). The following letter grades are included in the computation of a student’s GPA:

<table>
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<tr>
<th>LETTER GRADES</th>
<th>MEANING</th>
<th>POINTS PER SEMESTER HR</th>
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<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
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<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
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<tr>
<td>D</td>
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</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>FA</td>
<td>Failing for lack of attendance</td>
<td>0</td>
</tr>
</tbody>
</table>

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

AU Audit The only grade given when a course is audited; carries no credit.

IN Incomplete This grade is given when extenuating circumstances prevent the student from completing the course work during the regular session. The student must complete the incomplete work before the end of the next college session. Do not reregister for the class.
An incomplete changes to an F or NP if not completed by the next semester.

**HP High Pass**  
Student has completed the course requirements and has demonstrated excellence in meeting course competencies.

**P Pass**  
Student has completed the course requirements and has demonstrated proficiency in meeting course competencies.

**NP Non-Pass**  
Student has not completed the course requirements and/or has not demonstrated proficiency in meeting course competencies.

**NPA Non-Pass**  
Student has not completed the course requirements due to lack of attendance.

**IP In Progress**  
Only students enrolled in individualized classes may receive the IP grade. Students receiving this grade have partially met course requirements in a satisfactory manner but must re-register and pay the tuition in order to complete the course. If the student does not register and successfully complete the course in the following semester, excluding summer sessions, the IP grade will change to a NP grade.

**W Withdraw**  
This grade is given to students who are authorized to withdraw from a course during the approved withdraw period.

**T Transfer**  
This grade is given for a course transferred into the College.

**CR Credit**  
Credit is awarded through Prior Learning Assessment.

**NR No Record**  
Grade is not reported by instructor.

Transitional and developmental courses will be awarded the following grades: HP, P, IP, NP, NPA, W, IN and CR. These grades do not count in the computation of a student’s GPA. Instructors of transitional and developmental courses will define in their course syllabi the grading criteria that constitutes a HP, P, NP or NPA.

**Grade Point Average**  
Student achievements are measured in the form of a grade point average (GPA), which is calculated each semester as follows.

1. Determine the points earned in each course.
2. Multiply the number of points by the number of credits given for each course to determine the quality points.
3. Divide the sum of the quality points by the total number of graded or GPA credit hours.

The result is the grade point average.

**Cumulative Grade Point Average**

A cumulative grade point average is calculated in the same manner as the GPA, except that all of the work at the College is taken into account. Here’s a sample:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>GRADE</th>
<th>POINTS</th>
<th>CREDITS</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>B</td>
<td>3</td>
<td>x</td>
<td>9</td>
</tr>
<tr>
<td>History</td>
<td>A</td>
<td>4</td>
<td>x</td>
<td>12</td>
</tr>
<tr>
<td>Math</td>
<td>C</td>
<td>2</td>
<td>x</td>
<td>6</td>
</tr>
<tr>
<td>Science</td>
<td>D</td>
<td>1</td>
<td>x</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>F</td>
<td>0</td>
<td>x</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>15</td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>

Total of Grade Points/Total GPA credit hours = Grade Point Average
31.0 Grade Points ÷ 15 Credits = 2.066 Average GPA = 2.07

**Grade Appeals Procedures**

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

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

Students may appeal the decision of the dean by submitting a written appeal to the provost. The provost will study the facts and make a decision, with notification of the decision. The provost’s decision is final.

**The following chart summarizes the appeal process:**

<table>
<thead>
<tr>
<th>Grade Appeals Chain</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT</td>
</tr>
<tr>
<td>1. Instructor</td>
</tr>
<tr>
<td>2. Dean</td>
</tr>
<tr>
<td>3. Provost</td>
</tr>
</tbody>
</table>
Repeating a Course
Students may repeat a course to improve their grade point average if the initial grade was “D,” “NP,” NPA,” “W,” “F,” or “FA.” When a student repeats a course for the first time, the initial hours attempted, hours earned and lower grade points are not included in the calculation of his/her grade point average. This privilege is given once per course. If the student should need to take a course a third time, as in the case of a repeated failure, the hours attempted for the course the second time remain in the grade point average calculation. Credit for a course is given only once, unless designated in the College catalog.

The courses must remain listed on the student’s transcript in all cases, with an explanatory notation on the transcript.

Academic Progress

Status (Freshman and Sophomore)
A regularly enrolled student who has completed fewer than 30 semester hours or the equivalent at Delaware County Community College or another institution is considered a freshman.

A student who has finished 30 hours or more and is seeking an associate degree or a certificate of proficiency is considered a sophomore.

Satisfactory Progress
All students must complete a reasonable portion of the courses in which they enroll and maintain progress toward their academic goals.

The Academic Affairs Committee reviews the status of students who have failed to complete satisfactorily a reasonable portion of courses attempted as shown below.

<table>
<thead>
<tr>
<th>Students registered for</th>
<th>Must have completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>32 credits</td>
<td>12 credits</td>
</tr>
<tr>
<td>48 credits</td>
<td>20 credits</td>
</tr>
<tr>
<td>60 credits</td>
<td>40 credits</td>
</tr>
</tbody>
</table>

Academic Probation
A student who has completed six or more graded credits and whose cumulative grade point average is less than 2.0 (“C”) will be on academic probation during the next session in attendance.

Progress in Transitional Courses
The provost may ask the Academic Affairs Committee to review the status of students who do not pass a transitional course after a second
attempt. The Academic Affairs Committee may recommend dismissal from the College.

**Dismissal**
The provost or designee may ask the Academic Affairs Committee to review the status of a student who remains on probation for more than one session. If, in the judgement of the Committee, the student is not making satisfactory progress, the Committee may recommend dismissal from the College.

Any student on academic probation will be subject to dismissal from the College if his/her cumulative grade point average for credits accepted by or attempted at the College drops:

- below 1.5 with a total of 16 credit hours, or
- below 1.75 with a total of 32 credit hours, or
- below 1.9 with a total of 48 credit hours.

**Procedure for Appealing Academic Dismissal**
A student dismissed for academic reasons may appeal for readmission. The student must file a letter of appeal for readmission with the office of the vice provost for student and instructional support services. That appeal must include information requested by the letter of dismissal, and be received in the timeframe indicated. The student must also meet with a designated counselor and sign a contract. The Academic Affairs Committee will review all appeals decisions and notify the student of its decision.

If the appeal is denied, the student may appeal in writing to the provost within 10 days of receiving the letter. The student must inform the provost that he/she is appealing the ruling of the Academic Affairs Committee. The provost or designee will inform the student of the decision within 10 working days. This decision is final.

Students readmitted by the Academic Affairs Committee or the provost will be placed on academic probation and must follow the rules of the decision.

**Loss of Financial Aid**
Any student dismissed by the College and then readmitted will be ineligible for financial aid for at least one semester, or until the vice president for enrollment management determines that academic progress is evident. Unsatisfactory academic progress may result in loss of financial aid. Students can obtain more information regarding satisfactory academic progress from the Financial Aid Office, Marple Campus, room 3507, 610-359-5330 or an off-campus financial aid staff member.
Academic Bankruptcy
A returning student who has not attended Delaware County Community College for two consecutive years may request that “F” and/or “D” grades of courses taken prior to readmission be excluded from the grade point average. However, courses and grades will remain on the transcript. A request to the provost’s office must be in writing and must specify that the student does not expect any excluded grades to be used in any way toward fulfilling degree requirements. The College, in return for this declaration of academic bankruptcy, will exclude grades and courses as requested. This request will be considered only after the returning student completes at least 24 credits of graded course work with a grade point average of 2.7 or above.

Graduation and Academic Honors

Dean’s List and President’s List
Students who complete a minimum of 12 degree credits in the semester with a 3.0 (“B”) average or better will be included on the Dean’s List at the end of the semester. Students who complete 12 or more degree credits with a 3.5 grade point average or better will be included on the President’s List.

Graduation Requirements
To graduate from DCCC a student must:

- Earn at least 60 credits exclusive of transitional and continuing education courses. Of these, at least 24 must be earned at DCCC. Of the 24 hours of DCCC credit required for graduation, at least 15 of these must be in graded courses for the associate degree, and at least six of the 15 semester hours in graded courses for a certificate.
- Have a cumulative GPA of at least 2.0 (“C”) or better (transfer credits are not used in the computation of the DCCC GPA.)
- Complete an approved course of study satisfactorily (that is, all required courses and electives)
- Complete an application for graduation at the beginning of the semester in which he/she plans to graduate.
- Pay the graduation fee, which pays for the cap, gown and diploma.
Graduation Honors
Students who receive a degree or certificate from DCCC and have earned an overall GPA of 3.0 to 3.49 in courses applicable to the degree will graduate with Honors. Students who achieve an overall GPA of 3.5 or better will graduate with High Honors.

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

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

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

Who’s Who Among Students in American Junior Colleges
Who’s Who is an annual national reference book that recognizes students from more than 2,000 institutions of higher learning in all 50 states, the District of Columbia and several foreign nations. The College faculty select sophomores for this honor using the following criteria:
  • Above-average scholarship
  • Outstanding citizenship
  • Participation and leadership in academic and/or extracurricular activities
  • General promise of future benefit to business and society

College Competencies
The College competencies are the result of a concentrated effort to define and describe the skills and knowledge expected of all DCCC associate degree graduates. The competencies can be found in the College catalog.
Academy for College Excellence (ACE)
The Academy for College Excellence is an intensive program offering qualified students a unique college experience. In one semester of intensive course work, students will discover new skills and use techniques to learn faster, study better and balance their personal responsibilities while earning 15 credit hours. Students must meet course eligibility and attend classes Monday through Thursday. For more ACE information, contact Kendrick Mickens, Director First Year Experience at (610) 359-5340 or kmickens@dccc.edu.

ACT 101
Act 101 is a program for Pennsylvania residents who are educationally under-prepared and who need financial assistance in order to become ready for college-level courses.

The Program is designed to provide educational support services that strengthen students’ academic skills and increase their confidence in their own ability to achieve. Students participating in Act 101 have the unique opportunity to improve skills in English, reading and mathematics before starting the regular college experience.

An intense seven-week summer bridge program gives eligible students an opportunity to improve reading, math and English skills. There is no tuition cost for this program but students must purchase their textbooks. For additional information about the program call 610-359-5388.

On-Line Tutoring
SMARTHING is an online tutoring service offering writing help, math tutoring 24/7 and tutoring in accounting, economics, chemistry, physics, statistics and anatomy and physiology from any internet connected computer. Tutors are all professionals and trained by SMARTHING.
Admissions Office & Student Records Office

The Admissions Office (room 3545, 610-359-5050) and Student Records Office (room 3535, 610-359-5335) are located in the third floor lobby of Founders Hall, Marple Campus and handle the following:

**Admissions**
- Applications for Admission
- Financial Aid Process Information
- College Catalogs
- Course Schedules
- International Admission
- Nursing Admission
- Radiation Therapy Admission
- Readmission Applications
- Respiratory Therapy Admission
- Scholarship Applications
- Surgical Technology Admission
- Shared Program Enrollment for Philadelphia, Bucks and Montgomery County Community Colleges

**Records**
- Attendance verification letters
- Course registration/withdrawal
- Grading problems
- Graduation applications
- Name/address changes
- Registration information
- Schedule changes
- Transcript request

Many services are available at the Student Services Office or Welcome Center at off-campus locations and through the College website. The College catalog and course schedules are available online.

**Change of Address**

Students should inform the College of all changes of address by completing a change of address form at the Records Window, Marple Campus room 3535, at an off-campus center Student Services Office, or through www.dccc.edu. Proof of residency may be required.
Enrollment Certification
Verification and certification of student status, dates of attendance and
degrees conferred are performed by the Student Records Office. College
policy and the provisions set forth in the Family Education Rights
and Privacy Act of 1974 are followed. Letters verifying enrollment for
lenders, insurance companies, employers, and others may be requested
in person at the Student Records Window located in the Lobby of
Founders Hall, on the Marple Campus, or by written request to:

Student Records
Delaware County Community College
901 S. Media Line Road
Media, PA 19063
Fax: 610-723-1530  or e-mail: records@dccc.edu

Forms requiring certification or verification of enrollment by the
Student Records Office may be submitted in person or through the mail
or online. Please be specific as to the information required, sign the
request and provide an address and phone number where you can be
reached during business hours (Monday through Thursday, 8:30 a.m.–8
p.m., Friday 8:30 a.m.–4:30 p.m.) should questions arise concerning
your certification request.

Transcript
The transcript is a record of all courses and grades for each semester and
includes the overall GPA as well as the term GPA. Students planning
to transfer to another college who need to have a transcript sent should
complete a request for transcript form at the Records Window, Marple
Campus room 3535, at an off-campus center Student Services Office,
or through www.dccc.edu. Identification may be required. There is no
charge for transcript requests.

Alumni Association
The Alumni Association, incorporated in 1979, offers a variety of servic-
es and activities designed to promote interest in the College, raise funds
for scholarships and other special projects, and bring alumni back to the
College. No dues are charged for membership, which is automatic upon
graduation. If you have 16 plus credits at the College and your entering
class has graduated, you are also eligible for membership.

The Alumni Office, located on the Marple Campus in Founders Hall,
room 3515, is open Monday–Friday, 8:30 a.m. – 5:00 p.m. The phone
number is 610-359-7399. Students are always welcome.
**Assessment Center**
Students will find a variety of testing and related services at the Assessment Center (Marple Campus, room 2195, 610-359-5322) including DCCC placement tests, College Level Examination Program (CLEP), American College Testing (ACT) and General Education Development (GED) exam. The Assessment Center also handles transfer of credit from other colleges, credit for prior college-level learning, change of curriculum, and change of advisor.

**Bookstore**
The Bookstore, located in Founders Hall, Marple Campus, room 2545, operated by Follett Higher Education Group (FHEG) and is open while classes are in session Monday and Tuesday, 8:00 a.m. – 8:00 p.m., Wednesday and Thursday, 8:00 a.m. – 7:00 p.m. and Friday, 8:00 a.m. – 4:00 p.m. When classes are not in session, the hours are Monday – Friday, 9:00 a.m. – 4:00 p.m. In addition to textbooks and school supplies, it also stocks College clothing, candy and other items.

Bookstore services are also available during at the beginning and end of each semester at our off-campus centers as well as 24-hours a day through our on-line bookstore, www.dccc.edu.

**Career and Counseling Center**
The Career and Counseling Center, Marple Campus, room 1325, 610-359-5324, offers a full range of services for all students. The Center has an extensive library of career and educational resources to help students meet their educational goals.

Counseling is offered for educational, career and personal development. Specifically, counselors can assist with academic problems, selection of an academic major, career direction and personal concerns that may interfere with academic progress. Counseling is a walk-in service for students and appointments are not always necessary.

Career, informational and personal counseling, and academic advising are available to students at the Downingtown Campus, Exton Center, the Upper Darby Center, Southeast Center, Pennocks Bridge Campus, and Marple Campus.

**Students with Disabilities**
The College’s policies and procedures are designed to ensure all qualified students with disabilities have equal access to its educational programs, services and activities. Students with learning, AD/HD, physical or
psychological disabilities seeking accommodations must provide current and comprehensive documentation to the office of disability services. Students must then meet with the director of disability services, located in the Career and Counseling Center at the Marple Campus, room 1325, to arrange reasonable accommodations. To set up an appointment, please call 610-359-5229 or email carbutina@dccc.edu. Students at the branch campuses with questions regarding this process can contact the coordinator of disability services at 484-237-6251 or sbermudez@dccc.edu.

Eligible students are responsible for picking up their accommodation letters at the beginning of each semester to give to their instructors. Good communication is key to success. Faculty members are not required to provide accommodations prior to or retroactive from the date a letter is presented. Students with disabilities are held to the same academic standards as any other student. Any concerns regarding the implementation of accommodations must be addressed by the student and director as soon as possible. Students who feel they have been denied reasonable accommodations may appeal this decision by following the student complaint procedure in the handbook.

Students with mobility impairments needing evacuation assistance in the event of an emergency should contact the director to discuss the evacuation procedures. Handicapped parking areas are designated. Students with temporary medical conditions can make parking arrangements with the Wellness Coordinator.

Emergency Messages
Emergency messages will be delivered to students during class in the case of accidents, missing or ill children, death or serious illness, robbery, fire, or an emergency involving an unattended small child.

Calls should be directed to the Career and Counseling Center, (Marple Campus, room 1325, 610-359-5324) or the main office of an off-campus center. The College has no public address system to locate students outside of class.

Office of Information Technology (OIT)
The mission of the Office of Information Technology is to provide technical innovation and quality support for computer, network and telecommunication services for the DCCC community. The OIT website is located at www.dccc.edu/oit.
**DCCcid account**
All admitted students are provided a DCCcid account. This account is used to access systems at the College.

**Wireless**
Registered students can bring their wireless devices and connect to the College wireless network to get access to the Internet.

**Open Computer Lab**
The College has computers and iMACs available for students to access in various open areas on campus.

**Support Center**
The OIT Support Center is available for students to report any technical problems. This office will assist with any connectivity issues using student owned equipment. This office is located at the Marple Campus, room 4274, accessible at http://support.dccc.edu, or by phone at 610-359-5211.

Our support site contains OIT’s Knowledgebase. Knowledgebase lists Q&A (Question & Answer) articles that you can search that may pertain to common questions that students may have and assists on getting familiar with various tools, setups, and valuable information associated with areas within the Office of Information Technology.

**delaGATE**
The College portal is DCCC’s central source of information for students. The portal is also used for access to systems (financial aid, student records, email, WebStudy, etc.). Students should check their delaGATE accounts frequently.

**Email**
The College provides all admitted students with email which is the preferred method for all College communications.

**Financial Aid Office**
The Financial Aid Office, located on the Marple Campus in room 3507, 610-359-5330, is where financial aid application processing is done. Financial aid assistance is available on the Marple Campus at the Enrollment Services Center in Founders Hall Lobby. Financial aid help is also available at the College’s other locations during designated hours. The College participates in the Federal Pell Grant Program,
the Pennsylvania State Grant (PHEAA), Federal SEOG Program, Federal Stafford Loan Programs and the Federal Work/Study Program (we have both on- and off-campus jobs). The College offers a limited number of grants and scholarships, and many of our students, through their own initiatives and talents have been awarded scholarships from private individuals and organizations. Many of our students also receive funding for their education from agencies such as Veterans Affairs and the Office of Vocational Rehabilitation. Initiating these applications must begin in those agencies.

The easiest way to contact the staff of the Financial Aid Office is by e-mail at finaid@dccc.edu. Students may check their financial aid status in delAGATE. The Financial Aid tab in delAGATE provides a wealth of information and assistance and has links to other relevant sites.

First Year Experiences and Student Success
The Office of First Year Experiences & Student Success seeks to promote “Student Success” from the initial day of student enrollment through graduation, and/or goal completion. The Office of First Year Experiences & Student Success will fulfill this goal via information sharing, collaboration, recognition and advocacy. More specifically, students will receive information about programs, services and resources designed to empower and facilitate their overall success. The Office of First Year Experiences & Student Success will also collaborate with faculty, administrators and staff throughout the campus to offer activities that will help ensure a successful transition for new students, contribute to academic excellence, and increase student engagement throughout the College. These activities will enhance student awareness, understanding and effective utilization of Delaware County Community College’s resources and services. In addition, the Office of First Year Experiences & Student Success will recognize students involved with our programs for accomplishments attained at the College. Finally, the Office of First Year Experiences & Student Success will also strive to serve as a strong advocate for students in pursuit of personal, educational and professional advancement opportunities throughout their academic tenure at Delaware County Community College and beyond.

Food Service
Food service is offered in three locations on the Marple Campus: the Cafeteria and the Café which are operated by Canteen Corp. and the Coffee Bar in the STEM Building which is operated by Burlap & Bean. The Cafeteria, located on the second floor of Founders Hall, is open
7:30 a.m. to 2:30 p.m. Monday through Friday. The Café, located on the second floor of the Academic Building is open 10:00 a.m. to 8:00 p.m. Monday through Thursday, 10:00 a.m. to 3:00 p.m. on Friday and on Saturdays from 8:00 a.m. to 1:00 p.m. The Coffee Bar, located on the first floor of the STEM building, is open 7 a.m. to 7 p.m. Monday through Thursday, and 7 a.m. to 5 p.m. on Friday. There are vending machines in the Marple Campus Cafeteria and at all off-campus centers.

**International Student Services**
The Office of International Student Services supports and coordinates services for international students attending the College. Services include orientation, housing assistance, personal and academic advising. The office coordinates with other College personnel and services concerning admission, English language classes, finances, and cultural programming. The office also serves as a liaison with the United States Citizenship and Immigration Services (USCIS) assisting with issuance of appropriate government forms for F-1 students.

The Office of International Student Services is located on the Marple Campus in room 3555, 610-359-7322, 610-359-7336 and 610-325-2830.

**Student Ombudsman**
The student ombudsman is an impartial, confidential resource for students seeking assistance with College policy and procedures. The ombudsman is located in the Enrollment Services Office (room 3555, 610-359-7365) in Founder’s Hall at the Marple Campus.

**Testing Centers**
The Marple Campus has two Testing Centers located in the Academic Building. On the fourth floor, room 4260, testing services include placement testing, CLEP, Allied Health testing, college exams for DCCC students as well as exams for students attending other colleges/ universities. The College is also a testing center for ProMetric and Pearson-Vue computer testing. The Math/Science Testing Center, located on the first floor, room 1180, administers testing for the College’s individualized mathematics classes as well as proctored exams for current students in a mathematics or science class. A valid photo ID is required for all testing.
Fall semester hours of operation are:
RM 4260  RM 1180
610-325-2776  610-359-5076
Monday-Thursday, 8 am-10 pm*  Monday-Thursday, 8 am-10 pm*
Friday, 8 am-5 pm*  Friday, 8 am-5 pm*
Saturday, 8:30 am-4:00 pm*  Saturday, 9 am-1 pm*

*Tests and computer work must be completed 15 minutes before closing.

Learning Resource Centers – Other Locations
Learning Resource Centers are available at Downingtown and Pennocks Bridge Campuses, and Exton, Southeast Centers and Upper Darby. Each location consists of a computer lab, providing Internet access, and a variety of services including: laptop computer loan, free tutoring, and academic resources such as career software, tutorials and support instruction. Staff are available to proctor exams for make-up tests and distance learning students. Students may obtain a student I.D. at any of the off campus Learning Resource Centers and use their I.D. to obtain library books and journal articles from the Marple Campus Learning Center.

Fall and Spring hours of operation for branch campuses:

SOUTHEAST CENTER  PENNOCKS BRIDGE CAMPUS
610-957-5725  610-869-5117
Monday-Thursday, 8 am-9 pm*  Monday-Thursday, 8 am-8 pm*
Friday, 8 am-1 pm*  Friday, 8 am-4 pm*
Saturday, 8 am-1 pm*

DOWNINGTOWN CAMPUS  EXTON CENTER
484-237-6220  610-450-6511
Monday-Thursday, 8 am-9 pm*  Monday-Thursday, 8 am-8 pm*
Friday, 8 am-1 pm*  Friday, 8 am-1 pm*

UPPER DARBY CENTER
610-723-1248
Monday-Thursday, 8am-8pm
Friday, 9am-1pm
Make-up tests by appointment only.

*Tests and computer work must be finished 15 minutes before closing.
Call the closest center for summer and between semester hours.
Learning Commons
4500 Founder’s Hall (Fourth Floor)
610-359-5149

Fall and Spring Hours
Monday–Thursday, 7:30 a.m. to 10 p.m.
Friday, 7:30 a.m. to 5 p.m.
Saturday, 9 a.m. to 4 p.m.
Sunday - Closed

Please see the website or the Learning Commons tab in delaGATE for further closing information. Website: www.dccc.edu/learning-commons

Summer Hours
Monday–Thursday, 7:30 a.m. to 10 p.m.
Friday, Saturday, Sunday - Closed

This vibrant new facility offers a student-centered environment that provides access to many academic resources and encourages opportunities for collaborative learning. Academic support services found in the Learning Commons include Library and Writing Services, Supplemental Instruction and Tutoring Services. The Learning Commons also offers a wide variety of technology including portable and assistive technologies. Students can also use quiet and collaborative study spaces (with whiteboards and computer display screens) and purchase items at a coffee bar.

All of the following services are available to active students, are supported by technology, and may be accessed on a walk-in basis or by appointment.

Library Services
Library services are offered to support the learning and research needs of students, faculty, staff and community members.

Resources
The Learning Commons collection contains approximately 30,000 items including books, DVDs, audio CDs, and other media. While the Learning Commons subscribes to over 100 periodicals in hard copy, access to an additional 20,000+ periodicals and thousands of electronic books is available online. Students have access to printed or e-resources, DVDs, streaming videos both on and off campus. Items not available in the College Learning Commons may be obtained through reciprocal borrowing with colleges in a tri-state area consortium or through a national inter-library loan program. Faculty, students, and staff at satellite campuses may obtain physical materials from the Marple Campus.
Learning Commons through an intra-campus borrowing program. Please see the Learning Commons website for details on these two services.

Reference assistance is available from 8 am-9 pm when the Learning Commons is open for regular hours. In addition, the library website features an e-mail reference service entitled “Ask A Librarian” and a 24-hour, online chat reference service. The reference librarians have also developed a number of guides and tutorials to assist patrons. Many of these guides are available electronically through the library website or in print at the information desk.

**Circulation**
Printed materials and various technology may be borrowed from the Learning Commons. These include portable technology (see below), microscopes, and calculators, as well as circulating books, CDs, and DVDs.

**Tutoring Services**
Professional, peer and online tutoring are all available to support students in their pursuit of learning. Tutors work to create an atmosphere that is conducive to learning, self-improvement and exploration in order to encourage students to become independent, lifelong learners.

**Writing Services**
Services are available to help students with all phases of composition and to encourage independent thinking and writing. Faculty and professional tutors will guide students through all stages of the writing and revision process and even offer sessions on specific problem areas when necessary.

**Supplemental Learning Services**
By attending one or more of a variety of sessions, students have the opportunity to learn new techniques or improve skills in student success areas such as time management, study habits, note taking, and networking for resources. These sessions will be presented in the Learning Commons and will be provided for groups or individually. This program will also assign tutors to specific classes so that students may gain immediate assistance in specific subject areas. For more information, please see staff at the Learning Commons information desk.

**Technology Services**
More than 100 computers are available for students to access all academic supports and resources. Printing, copying and scanning are also available.

**Portable Technology Loan Program**
Students in good standing may borrow a laptop, net book computer, calculator or other technology from the Learning Commons with a
valid ID. Computers are equipped with wireless access to the Internet only when used on campus. These laptops are acquired at the circulation desk or the Learning Resource Centers at satellite campus sites, and overnight and weekend borrowing is also available. Borrowing periods vary by campus. Any technology returned late, damaged or not returned at all will be charged a fee, and borrowing privileges will be revoked.

Guidelines
When using the Learning Commons students should follow the guidelines described in the College’s Student Code of Conduct. Students and all visitors who use the Learning Commons should observe these guidelines:

• Please put cell phones on silent mode while in the Learning Commons – talking on cells phone while in the Learning Commons is not allowed.
• Do not leave backpacks, technology, and other valuables unattended.
• Do not disturb the research and study of other Learning Commons users.
• Keep voices low to allow for quiet study.
• Harassment of Learning Commons staff will not be tolerated.
• Do not damage Learning Commons materials or property.
• While snacks are allowed, meals are not.

Individuals who fail to observe these guidelines will be asked to leave the Learning Commons, and may face disciplinary action.

Photo ID Cards
The photo ID card is required for a number of student services on campus. The free ID card can be obtained at the Marple Campus room 2518 or at the Learning Resource Centers at each of the branch campuses. Students are required to show a copy of their current schedule and a valid photo ID to obtain a card. Replacement IDs are $5.

Security / Safety
Delaware County Community College is committed to providing a safe, secure campus for our students, faculty and community. Safety is maintained through the promotion of basic respect for individual rights and personal property at all campuses. The College complies with federal, state and local laws including, but not limited to, those which regulate the possession, use and sale of alcoholic beverages, illegal drugs and weapons, sexual assault, destruction of College equipment and buildings.
theft, gambling and disorderly conduct. Based at the Marple Campus, the Department of Safety and Security coordinates all security activities. It provides security services 24 hours per day, seven days per week. A security officer is on duty at the Southeast Center in Sharon Hill, the Exton Center, the Downingtown Campus and the Pennocks Bridge Campus in West Grove during operational hours.

**Important Telephone Numbers**

**IN CASE OF EMERGENCY**

POLICE EMERGENCY (all locations) ................ DIAL 911
Marple Campus ...................................... 610-359-5111
Southeast Center, Sharon Hill ...................... 610-957-5733
Downingtown Campus ............................... 484-237-6222
Exton Center ........................................ 610-450-6303
Pennocks Bridge Campus .......................... 610-869-5100
Upper Darby Center ................................. 610-723-1240

**Emergency Telephones**

Emergency telephones are located on campus and in all elevators. There are also emergency telephones located in the parking lots on the Marple Campus and Chester County Campus.

**Crime Statistics**

Crime statistics information is provided by Delaware County Community College in accordance with the Federal Higher Education Act 20 U.S.C.1092(f) and the College and University Security Information Act of Pennsylvania. These laws require the College to publish crime statistics of certain offenses. To obtain a hard copy of the report visit or contact any of the Colleges security offices. To obtain them online visit www.dccc.edu, click on About Us, then Safety and Security.

**Student Employment Services / Co-op Center**

The Student Employment Services & Co-op Center, located in room 1305 on the Marple Campus, 610-359-5304, prepares students and graduates for the workforce by teaching job search skills, furnishing current employment information and resources, and providing experiential learning opportunities. The Center offers a variety of services including in-class workshops, resume assistance, mock interviewing, job postings, on-campus employer recruiting, job fairs, on and off campus work study placements, employer career panels and
Internet access for job searches. The DCCC Online Job Board allows students 24/7 access to jobs and the ability to post resumes.

**Reference File**
The Student Employment Services & Co-op Center will open and maintain a file of faculty references for any student who requests one. Students should contact the Center to open their file.

**Cooperative Education**
Co-op and internship experiences are structured to explore career options and/or prepare for a specific occupation. Students participating in these activities are advised and assisted in securing appropriate work/learning experiences, gain college credit and are graded for their experience by faculty. Students are placed in paid or non-paid work/learning positions that are directly related to their major field of study and designed to introduce them to a particular career in an actual work environment. Placement is not guaranteed.

**Work Study**
Work Study is a Financial Aid program that allows students who qualify to work in part-time positions, conveniently located on campus or in a nearby community. Work Study jobs provide students with valuable experience to complement their coursework and build their resume. Currently there are positions available at all DCCC campuses and in many communities around Chester, Delaware and Philadelphia counties.

**Student “Right-To-Know” Information**
Federal law requires colleges and universities to make available information on campus crime rates and security policies and procedures. Copies of this report are available through the campus Security Office or on-line at www.dccc.edu and click About Us, then Security/Safety.

Colleges and universities must also make available information on graduation, transfer, persistence and attrition rates for full-time, first-time, degree-seeking students. (For community colleges this is based on the fall 2012 status of students who enrolled in fall 2009.)

- Total students: 1,803
- Graduated (degree or certificate): 15.3% (275 students)
- Not graduated, transfer verified: 20.2% (364 students)
- Not graduated, did not transfer, but still enrolled at DCCC: 17.7% (319 students)
- Total positive outcomes; graduated, transferred, still enrolled: 53.1%
Transfer Office
The Transfer Office, located in the Career and Counseling Center, Marple Campus, room 1325, 610-359-5060, www.dccc.edu/transfer, offers valuable resources to students who plan to transfer to a four year college or university. Transfer advisors are available to assist students on an individual basis. Students can also access College catalogs, transfer agreements, course equivalency guides plus additional resources such as scholarship information and college searches. Students planning to transfer are encouraged to utilize the Transfer Office early, preferably within their first semester. Appointments are necessary.

Transfer advising is also available at the Southeast Center, 610-957-5700, Downingtown Campus, 484-237-6210, Exton Center, 610-450-6510, and Pennocks Bridge Campus, 610-869-5100.

Veterans Services
The College’s Veteran services include information and referral services, assistance with financial aid application and veteran’s benefits, and evaluation of military transcripts for college credit. The College seeks to address the challenges returning veterans experience in seeking college level education and training. For information about veterans benefits for financial aid, contact either the Admissions and Enrollment Services Office or the Financial Aid Office at 610-359-5346. For more information regarding the evaluation of military transcripts and referral services, please contact Christine Kohute at 610-359-5322.

Workforce Entry Center
Home of PA CareerLink®, the Workforce Entry Center located in the Academic Building on the Marple Campus provides members of the community an array of career-related services to assist in professional development of re-entry into the workforce. All services are available to our students as well.
The College, through the Campus Life Office, supports a varied program of student activities that provide opportunities for social interaction and the development of interests and leadership skills outside the classroom. The Student Activities program includes clubs and organizations, student theatre, co-curricular and cultural programs, special programs for off-campus students, wellness and recreational activities, intramural sports intercollegiate athletic teams and sport clubs. In cooperation with faculty members, Campus Life staff help sponsor lectures, special events, and trips. Evening and off-campus students may participate in evening coffeehouses, recreational activities, and other social events. The Campus Life Office also organizes travel programs and/or group-rate discount tickets for DCCC students to take advantage of cultural attractions and professional sporting events in the area.

Students benefit substantially from being involved in campus organizations. Involvement in organizations helps students develop skills employers are seeking: decision making, leadership, cooperation, and communication. Students are able to enhance their learning and personal development by getting involved in educationally purposeful extracurricular activities. To learn more about student activities taking place on campus go to delaGATE, click on Student Services.

**In addition, the Campus Life Office provides the following services:**

- Textbook Exchange
- Car Pool Information
- Locker Rental
- Bulletin Boards: All posting on campus bulletin boards must be approved by the Campus Life Office.

**Getting to Campus**

The **Marple Campus** is served by SEPTA bus routes 112, 115 and 118. Route 112 & 115 provide evening service to and from campus.

The **Southeast Center** is served by SEPTA route 115 bus and Wilmingtown / Newark Regional Rail Line.

The **Exton Center** is served by SEPTA route 204 bus.

The **Upper Darby Center** is served by SEPTA route 101 and 102 trolley.

For up to date schedules go to www.septa.org.
Car pool boards are available at the Marple Campus, student lounge and the Downingtown Campus cafeteria.

SEPTA ADA ParaTransit: In accordance with the Americans with Disabilities Act (ADA), SEPTA provides comparable service for people with disabilities who are functionally unable to use regular accessible fixed-route bus service for some or all of their transportation needs. Eligible individuals can travel whenever and wherever buses operate in SEPTA's five-county service region. To sign up contact Customer Service at 215-580-7145 (TDD 215-580-7712) and ask for a SEPTA ADA ParaTransit application form.

**Student Government Association – SGA**
To assist the administration of student affairs, the Student Body of Delaware County Community College established the Student Government Association and delegates to it the authority to act on behalf of the student body in accordance with College regulations and policy. The Student Government Association supports and promotes student involvement in Student Activities and College decision-making by sponsoring programs and service projects, and by appointing student representatives to the College Advisory System committees. Students with at least a 2.0 GPA are welcome to join SGA throughout the semester. For more information or an application, please stop by the SGA Office, Marple Campus, room 2514 in the student lounge, stop by the Campus Life Office, room 2518 or contact the Student Activities Coordinator at branch campuses.

**College Advisory System**
Representatives from all areas of the College (students, faculty, and staff) are involved in the College Advisory System. Five advisory committees handle proposals for potential change in College life, policies and governance, as well as academic, curricula and physical plant changes. The five committees are Academic Affairs, Assessment Process, Curriculum Review, Institutional Resources and Student Affairs. These committees meet, discuss and take action on proposals from the College community. A steering panel coordinates the advisory system.

Everyone – students, faculty and staff – is encouraged to submit proposals to the advisory system. Students who have ideas for change should see a student government representative or contact the Campus Life Office, Marple Campus, room 2518, 610-359-5341 or the Student Activities Coordinator at the branch campuses, cccampuslife@dccc.edu.
Clubs
The College supports a variety of clubs that reflect the interests of DCCC students. Students interested in forming a new club are invited to contact the director of campus life, Marple Campus, room 2518, 610-359-5341 or the Student Activities Coordinator at the branch campuses, cccampuslife@dccc.edu, for information and a club handbook.

For a listing of clubs and information on joining a club log into delaGATE, click on the Student Services tab, and go to beyond the classroom for meeting times and locations.

Phi Theta Kappa – Honors Society
The purpose of Phi Theta Kappa is to recognize and encourage scholarship among community/junior college students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, for an intellectual climate that fosters exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Students who receive a 3.5 or higher GPA after the completion of 12 credits are eligible for membership in Phi Theta Kappa. Qualified students will be invited to join every semester.

WDCR Radio Station
The campus radio station, operated by DCCC students, is at the Marple Campus. Training is available to students interested in DJ positions. If you are interested in joining WDCR and you have at least a 2.0 GPA, please stop by the Campus Life Office, Marple Campus, room 2518, 610-359-5341.

Communitarian
The Communitarian is the student newspaper published throughout the academic year. The newspaper is written and published by students in partnership with the Journalism program. Any student interested in the Communitarian should contact the Campus Life Office, Marple Campus, room 2518, 610-359-5341.

Pegasus Literary Magazine
Pegasus is the student literary magazine published yearly. The magazine is written and produced by the student body. Any individual interested in submitting written, art or photographic work should go to www.dccc.edu, Student Success and Life, Campus Life, and then click on literary magazine.
Student Theatre
The Delaware County Community College Theatre Company, the student theatre program, presents productions each fall and spring semester. Auditions are generally held at the beginning of each semester. Students are encouraged to participate as actors or by providing technical assistance behind the scenes. Contact the Campus Life Office for more information, Marple Campus, room 2518, 610-359-5341 or the Student Activities Coordinator at the branch campuses.

Wellness, Athletics and Recreation
The office of wellness, athletics and recreation is committed to providing students with the opportunity to participate in quality wellness and recreational activities. Through a college-wide wellness, athletics and recreation program including fitness, intercollegiate athletics, intramural sports, club sports, open recreation and special events the office provides a variety of activities for students, faculty and staff. See the Director of Wellness, Athletics and Recreation, Marple Campus, room 2507, 610-359-5354 or athleticsdept@dccc.edu, for additional information.

Intercollegiate Athletics
The College offers opportunities for full-time students to participate in athletic competition at the intercollegiate level. Fall sports include men’s soccer and women’s volleyball. Winter sports include men and women’s basketball. Spring sports include men’s baseball, women’s track and field, co-ed golf, and co-ed tennis. Intercollegiate sports are open to any full-time student (12 credits) with a 2.0 or higher GPA. A student may participate in only one intercollegiate sport at a time. Student athletes must be covered by their own health insurance and have primary health insurance prior to the season. A physical is required prior to the start of the session.

Intramurals and Sports Clubs
The intramural and sports club program provides opportunities for students to participate in informal recreational activities and sports competition on a more flexible basis than the intercollegiate athletic program. These activities are undertaken at your own risk. Students involved in these activities are encouraged to acquire medical insurance. Information on short-term medical insurance is available.
**Fitness Center and Aerobic Studio**
The Fitness Center and Aerobic Studio, located on the first floor of the STEM Center, Marple Campus, offers faculty, staff and students the opportunity to work out and stay well on campus. The Center has state of the art cardio equipment which includes treadmills, ellipticals, bikes, free weights and weight machines. Classes such as yoga, pilates, Zumba, and martial arts are offered. Both facilities are open to all students and employees of the college, with a valid ID.
COLLEGE POLICIES & PROCEDURES

Academic Honesty
DCCC regards academic dishonesty on the part of students as unacceptable behavior that could result in dismissal.

Definitions
Academic Dishonesty – includes, but is not limited to, plagiarism, cribbing or cheating on examinations or quizzes.

Plagiarism – unacknowledged borrowing or duplication of an author’s words or ideas whether intentional or not. Common forms: (a) text without quotation marks or proper documentation, (b) with documentation but without quotation marks or correct quotation format, (c) in paraphrase without proper documentation.

Every incident of academic dishonesty must be reported to the provost by the faculty member. These incidents will be kept in a confidential file by the provost so that a record of the number of infractions per student is available when reports are made. This file will not be generally available for faculty review.

Penalties
The privilege of withdrawal without academic penalty will be denied to students who cheat or plagiarize.

First Infraction – The faculty member gives the student an “F” on the paper or examination in question. This action could result in a final grade for the course at least one letter grade lower than it otherwise would have been.

Second Infraction – A second infraction in either the same or another course results in an automatic “F” in the course in which the second infraction occurred. The student is dropped from the course and barred from further class participation. The dean meets with the student involved and apprises him/her of the consequences.

Third or Flagrant Infraction – A third or flagrant infraction is grounds for dismissal from the College. The student involved must appear for a hearing before the Student Conduct and Discipline Committee. Hearing procedures include the basic elements of due process as outlined in the Student Code of Conduct. The Committee submits recommendations to the provost.
**Review and Appeal** (for First and Second Infractions) – If the student believes he/she has been unjustly treated or over-penalized, the first level of appeal is the dean and the next is the provost. Further appeal can be made by submitting a written request for a review of the case to the Student Conduct and Discipline Committee.

**DCCC Student Code of Conduct**

Your conduct at Delaware County Community College should reflect favorably on you and the College. Regulations have been developed to serve as guidelines for conduct within the College community and are designed to enhance the educational objectives of those associated with the College.

The College reserves the right to deny admission to any applicant, to discontinue the enrollment of any student, or to withhold the degree of any student, if, in the opinion of the Vice Provost for Student and Instructional Support Services (hereafter referred to as Vice Provost), a future association is not in the best interest of the student or the College.

**Definitions**

1. The term “College” means Delaware County Community College.

2. The Vice Provost is that person designated by the College President to be responsible for the administration of the Student Code of Conduct. The Director of Student Conduct, herein referred to as the Director, is designated as the person responsible for the day to day implementation and administration of the Student Code of Conduct within the established regulations, including the development of procedures that ensure due process.

3. The term “student” includes all persons taking courses at the College, either full-time or part-time, as well as those participating in all outreach programs, non-credit courses, off-campus programs, and other College sponsored activities. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students”. This Student Code of Conduct does apply to all locations of the College.
4. The term “faculty member” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

5. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.

6. The term “member of the College community” includes any person who is a student, faculty member, administrator, or staff member or any other person employed by the College or contracted by the College. A person’s status in a particular situation shall be determined by the Vice Provost or designee.

7. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the College (including adjacent streets and sidewalks).

8. The term “organization” means any number of persons who have complied with the formal requirements for College recognition.

9. The term “Student Conduct Board” means any person or persons authorized by the Vice Provost to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a rules violation has been committed.

10. The term “Student Conduct Administrator” means the Director or any College official authorized on a case-by-case basis by the Vice Provost to impose sanctions upon any student(s) found to have violated the Student Code of Conduct. The Vice Provost may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of the Student Conduct Board. The Vice Provost may authorize the same Student Conduct Administrator to impose sanctions in all cases.

11. The term “Student Conduct Committee” is the group of students, faculty, administrators, and support staff authorized to hear cases in which the accused student wishes to contest an in violation finding by or appeal a sanction given by a Student Conduct Administrator.
12. The term “shall” is used in the imperative sense.

13. The term “may” is used in the permissive sense.

14. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Code of Conduct, College web page and computer use policy, handbooks, catalogs, and policy manuals.

15. The term “complainant” means any person who submits a charge alleging that a student violated this Student Code of Conduct. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code of Conduct as are provided to the complainant, even if another member of the College community submitted the charge itself.

16. The term “accused student” means any student accused of violating the Student Code of Conduct.

**Reporting Violations**

Any member of the College community may bring alleged violations of the Student Code of Conduct to the attention of the Director or the Director of Safety and Security by completing an incident or behavioral report.

**Proscribed Conduct**

**Jurisdiction of the College’s Student Code of Conduct:**

The Student Code of Conduct shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the ending of any educational relationship with the College, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after the ending of any educational relationship with the College). The Student Code of Conduct shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Vice Provost shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case by case basis.

Ignorance of any of the policies may not be used as an excuse for a violation.
Violations

1. Forgery or alteration of College identification cards or College records

2. Deliberate destruction of, damage to, malicious misuse of, or abuse of College property or any individual’s private property physically located on College-owned or controlled property or when representing the college at off-campus events

3. Assault upon another person while on College premises or when representing the College at off-campus events

4. Sexual misconduct that involves:
   a. Deliberate touching of another’s sexual parts without consent;
   b. Deliberate sexual invasion of another without consent;
   c. Deliberate constraint or incapacitation of another, without that person’s knowledge or consent, so as to put another at substantially increased risk of sexual injury; or
   d. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual’s (I) academic pursuits, (II) College employment, (III) participation in activities sponsored by the College or organizations or groups related to the College, or (IV) opportunities to benefit from other aspects of College life.

5. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community, including the bookstore and cafeteria, or other personal or public property, on or off campus.

6. Lewd, obscene, or indecent conduct on College premises or when representing the College at off-campus events

7. Illegal and/or unauthorized manufacture, sale, possession, or use of alcoholic beverages, narcotics, marijuana, hypnotics, sedatives, tranquilizers, stimulants, hallucinogens, and other harmful or habit-forming drugs and or chemicals

8. Intoxication on College premises or when representing the College at off-campus events

9. Obstruction or disruption of teaching, research, administrative disciplinary procedures, or other College activities, including the College’s public service functions or other authorized activities on College premises or when representing the College at off-campus events
10. Actions that intimidate, harass, or interfere with the rights of other members of the College community or with the normal functioning of the College or when representing the College at off-campus events. Harassment is any conduct, verbal or physical, on or off campus, that has the intent or effect of unreasonably interfering with an individual or group’s employment or educational pursuits at the College or that creates an intimidating, hostile or offensive work or learning environment. It is the creation of a hostile or intimidating environment in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual’s work or education. For the purposes of this policy, the term “harassment” includes, but is not necessarily limited to, intimidation, unwelcome slurs, jokes, comments and other verbal, graphic or physical conduct.

11. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy and acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

12. Participation in or organization of any unauthorized activities on College premises or when representing the College at off-campus events

13. Unauthorized entry to or use of College premises

14. Possessing, using, or threatening others with firearms, explosives, hazardous materials or weapons on College premises or at College-sponsored activities, except by authorized law enforcement officers either on duty or otherwise acting in accordance with the requirements of their position. Note that the term “weapon” shall include any object or substance that is designed to, or used to, or reasonably can be used to, inflict physical harm, cause injury or incapacitate.

15. Violations of rules or policies regarding privileges extended to College students by other colleges through formal arrangements

16. Failure to comply with directions of College officials including completion of conduct sanctions or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

17. Gambling on College premises
18. Violations of parking regulations
19. Violations of the College’s tobacco free regulations
20. Theft or other abuse of computer facilities and resources, including but not limited to:
   a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
   b. Unauthorized transfer of a file
   c. Use of another individual’s identification and/or password
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College official
   e. Use of computing facilities and resources to send obscene or abusive messages
   f. Use of computing facilities and resources to interfere with normal operation of the College computing system
   g. Use of computing facilities and resources in violation of copyright laws
   h. Any violation of the College Computer Use Policy. https://www.dccc.edu/oit/policies
21. Disorderly conduct on College premises or when representing the College at off-campus events
22. Violation of any federal, state or local law.
23. Violation of any College or departmental regulation or policy.

Initial Review
The Director considers an allegation, weighs the information, and determines if a violation may have occurred. If no violation has occurred, the allegations are dismissed and, if necessary, the accused student is informed. If a violation may have occurred, the Director proceeds according to the respective regulations, procedures and this Student Code of Conduct. The accused student shall be notified that an alleged violation may have occurred and to schedule a meeting to be given an opportunity to be heard and is referred to the Student Code of Conduct.

The Vice Provost may suspend a student from the College or from a particular class for an interim period which may be prior to any proceedings or process. Such interim suspension shall become effective immediately a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College in the opinion of the Vice Provost.
A student suspended on an interim basis must meet with the Director before he or she is permitted to return to class(es). At the meeting, the reasons for the suspension will be discussed and a determination will be made if the suspension will be lifted provided the student no longer poses a threat to others or to the stability and continuance of normal College functions.

College conduct proceedings may be instituted against a student for conduct that may involve criminal conduct and this Student Code of Conduct without regard to the status of civil or criminal litigation in any court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Vice Provost or designee. Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

College Decision-Making Review Process
The Director is responsible for the initial review of allegations involving the Student Code of Conduct. The Director or designee will determine if the accused student will be charged with a violation of the Student Code of Conduct. If the accused student wishes to contest the charges, the accused student may elect to go in front of the Student Conduct Committee. Otherwise the Director’s or designee’s decision based on a preponderance of the information (more likely than not) is final and sanctions will be imposed. In the event of a conflict among students, mediation or other conflict-resolution procedures may be facilitated.

Sanctions
When found in violation, one or more of the following sanctions may be imposed:

1. Letter of Warning – A notice in writing to the student that the student has violated the Student Code of Conduct.
2. Restitution - Student must restore property or personal relationship with others; otherwise the student is denied certain privileges or will have activities restricted.
3. Disciplinary Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of
time and includes the probability of more severe disciplinary sanctions if the student is found to violate the Student Code of Conduct during the probationary period. Student may also be prohibited from representing the College or participating in student activities.

4. Fines – In accordance with the severity of the violation and the harm to the College, monetary fines may be imposed.

5. Removal from Class – When a student’s classroom behavior is inappropriate that allowing the student to remain in the class would cause a significant disruption to the instructor’s teaching ability as well as the educational environment of the other students, a student may be administratively withdrawn from a class.

6. Dismissal - Separation of the student from the College and prohibition of entering College premises for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

7. Expulsion – Permanent termination of the student’s enrollment from the College and prohibition of entering College premises.

8. Other sanctions – Consistent with the severity of the violation, additional or alternate sanctions, including but not limited to, restrictions on participation in certain College-sponsored activities, oral or written apologies, educational activities/projects, attendance at counseling sessions, and/or participation in College or community service.

Failure to respond to any communication from the College when behavior is under review may result in a decision being made in the student’s absence. It is the responsibility of the student to ensure that he or she has updated contact information with the Student Record’s Office, including address and telephone number and to check and reply to his or her College e-mail address.

**Regulations Governing Disciplinary Hearings**

The Student Conduct Committee hears cases and appeals of sanctions for violations and makes recommendations to the Vice Provost. The Committee consists of members of the College community including students, faculty, administrators, and support staff appointed by the Deans, the Student Government Association in consultation with the Vice Provost. The Committee notifies the Director or Vice Provost, and the accused student, in writing, of its findings including the reasons for its decisions based on the preponderance of the information (more likely than not)
and if needed its recommendations for sanctions. The Student Conduct Committee establishes its own procedures for conducting hearings.

**Appeals**

Except as required to explain the basis of new information, an appeal shall be limited to a review of the record of the Student Conduct Hearing and supporting documents for one or more of the following purposes:

- **a.** To determine whether the Student Conduct Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

- **b.** To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code of Conduct occurred.

- **c.** To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct which the student was found to have committed.

- **d.** To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Hearing.

If the student does not exercise his or her right to appeal, the decision is final.

A student who receives a sanction from the Director may appeal it within seven days from the notification of the sanction by requesting that the case be heard by the Student Conduct Committee.

A student who is found in violation by the Student Conduct Committee may appeal it to the Provost within seven days of the sanction. The Provost’s decision is final.

As noted under the Definitions section, a victim is afforded the same right to appeal.
Student Status

• The status of the accused student cannot be changed by the Director or designee during the course of the hearing unless the continued presence of the student on campus poses a substantial threat to himself/herself or others or to the stability and continuance of normal College functions. The Student Conduct Committee guarantees that student confidentiality will be guarded to the fullest extent possible; therefore, hearings are closed to the public.

• A case cannot be heard by the Student Conduct Committee less than one week after notification of the charges.

Due Process

The hearing procedures include the basic elements of due process as follows:

• The right to be notified of the charges and the opportunity to be heard.

• The right of the student to have an adviser present during all parts of the conduct process, including an attorney. Upon request the College may provide an adviser (not necessarily legal counsel) to provide consultation. Advisers may not speak on behalf of the student.

• The right of the student to call witnesses and to ask questions of other witnesses

• The right of the student not to answer questions

• A decision based solely on information presented at the hearing

• Decisions will be based on a preponderance of information (more likely than not)

• At a conduct hearing, the technical rules of evidence applicable to civil and criminal cases shall not apply

Administration of Conduct Records

A student’s previous conduct record should not be used in determining whether or not a student is in violation but may be used in determining sanctions after a student is found in violation. The college maintains a record of all disciplinary actions taken.

Access to a student’s discipline record is controlled by the Director in accordance with College, state, and federal regulations. It is made available to other persons only with the consent of the student(s) involved or in accordance with College, state, and federal laws and regulations
Computer, Network and Internet Policy

Definition of College Computing Systems
“College computing systems” refer to all computers owned and operated by the College and includes, but is not limited to, hardware, software, data and communication networks associated with these systems. These systems range from multi-user systems to single user terminals and personal computers, whether free standing or connected to networks. The College owns and operates the computer systems, facilities, and accounts, and reserves all rights, including termination of service without notice.

Mission
DCCC promotes computer literacy throughout all disciplines, programs, and services. The College supports responsible access to computers, networks, and information resources.

Rights and Responsibilities
The purpose of computing systems at DCCC is to support the educational mission of the College, in accordance with College policies and in a manner conducive to the overall academic climate.

Access to the computing systems is a privilege. Computer users must respect the rights of others and the integrity of the computing systems and related sources. Users must observe all relevant laws, regulations, and contractual obligations. Use of the College’s network to access, copy or transmit obscene and/or pornographic material is not permitted. In addition, users must follow all the requirements of College policies, regulations, and procedures. The College may establish special terms and conditions for the usage of specific electronic services. Users must agree to these terms and conditions in order to use these electronic services.

Users may access other organizations’ computing and network facilities via the College network. When accessing remote resources, College users must obey both the policies set forth in this document and the policies of the other organization.

In order to perform particular job responsibilities, College employees may be given password access to specific college databases. Information obtained from these databases is not to be shared except in support of job responsibility.

College employees and other individuals with access to student or personnel records are required by law and/or College policy to protect the confidentiality of such information. (The confidentiality of student records is protected by the requirements of the Family Education Rights and Privacy Act.)
Computer Policy Regulations

General

• Users of College computers and the computer network are expected to follow rules of civil conduct as reflected in the College’s policies, student code of conduct and faculty contract. College policies are available for review as outlined in the Student Handbook under “College Policies.”
• Users may enter the College’s computer systems only through their authorized account. Account passwords may not be shared.
• Computing systems are to be used by College employees for College-related business. Using computing systems for personal profit or for organizations or functions not affiliated with the College is prohibited.
• Users must respect the privacy of others by refraining from inspecting, broadcasting, or modifying personal data files without consent.
• Users must not obstruct the operations of the DCCC computing system. Inappropriate use of computer resources and hindering access by other users is prohibited.
• Users must check all imported programs and files for viruses before use.
• The term “accused student” means any student accused of violating the Student Code of Conduct.

To maintain system performance and security, authorized individuals will monitor computer activity. If individuals are suspected of abusing computers or the system, the contents of user files may also be inspected.

DCCC computers and the computer network may not be used:
• To make statements that may injure another person
• As a means of unauthorized access to computing accounts or systems inside or outside the College systems
• To use or create invasive software
• To access, copy or transmit obscene or pornographic material

Copyright

• Users must observe all pertinent copyright laws when copying or downloading software programs or files.
• Software programs must not be copied or downloaded without proper licensing or copyright agreements.
• Users must observe copyright restrictions when copying and distributing document files.
E-mail
- The e-mail system is College property and is to be used for legitimate academic and administrative business.
- Using the e-mail system for solicitation, personal profit, political purposes, harassment or sending anonymous messages is prohibited.
- Users have no personal privacy rights in any materials created, received or sent through the College e-mail system.
- The College reserves the right to monitor and access information anywhere on the College-owned computing system, including the e-mail system.
- Users are expected to follow commonly accepted “netiquette” guidelines.

Home Pages
Home pages will be added to the College servers with the permission of the executive staff or their designee. Procedures to be followed are outlined in the College’s web site guidelines.

Confidential Data
- In order to perform specific job responsibilities, College employees may be given access to confidential College data.
- Information from this data is not to be shared except in support of job responsibilities and then only with appropriate users of this information.
- College employees and other individuals with access to student or personal records are required to protect the confidentiality of such information according to both College policies and legislation currently in effect.
- College employees with access to student records must act in accordance with the Family Education Rights and Privacy Act, known as the Buckley Amendment.
- Students must give written permission to allow the College to share his/her records or class performance with anyone outside the educational system.
- Students must give written permission to allow the College to release transcripts and attendance records.
- Inquiries from law enforcement authorities should be referred to the director of security and safety.
- Employees should clear the computer screen of student’s records immediately following use.
- Unlawful use or selling of student, personnel and/or institutional information is a serious offense and may result in disciplinary action up to and including dismissal.
Enforcement

- Violations of the College policy on computer use constitute those activities specifically prohibited in Policy 64.7 approved by the Board of Trustees, May 15, 1996, and these regulations.
- Inadvertent misuse of the College’s computing systems, for example unintentional overload of systems or excessive disk consumption, will be handled by procedures of the College’s Office of Information Technology.
- Violations by students will be reported to the associate dean of learning support services and the provost for review and resolution according to the procedures of the Student Code of Conduct as stated in the student handbook.
- Violations by staff will be reported to the vice president of information technology, the staff member’s supervisor and to the vice president of human resources for review and resolution according to the procedures of the College’s personnel policies.
- Violations by the general public will be reported to the vice president of information technology for review and resolution. Penalty for violation may range from prohibition of access to College facilities to the notification of law enforcement authorities.
- Account privileges of staff, students, and other users may be suspended while a reported violation is under review.

It is the responsibility of every individual to report any known violations of the above procedures to the vice president for administration and treasurer.

Nondiscrimination and Harassment/Sexual Harassment Policy and Complaint Procedure

The Trustees of Delaware County Community College (“DCCC”) are strongly committed to providing a working and learning environment free from discrimination and all forms of harassment. The College is committed to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members. The College will not tolerate any form of harassment, discrimination or attempt to retaliate in any way against a person who has brought a complaint alleging harassment or discrimination.

Delaware County Community College encourages any employee or student to bring questions about sexual harassment or any other form of harassment or discrimination to the attention of the vice president of human resources or the associate dean for student success.
Definitions

Harassment
Harassment is any conduct, verbal or physical, on or off campus, that has the intent or effect of unreasonably interfering with an individual or group’s employment or educational pursuits at DCCC or that creates an intimidating, hostile or offensive work or learning environment. It is the creation of a hostile or intimidating environment in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual’s work or education.

For the purposes of this policy, the term “harassment” includes, but is not necessarily limited to, intimidation, unwelcome slurs, jokes, comments and other verbal, graphic or physical conduct.

Discrimination
Discrimination can include the treating of members of a protected class less favorably because of their membership in that class. The protected groups are as outlined below. Discrimination also includes harassment in any form, based on sex, race, color, age, national origin, disability, religion, sexual orientation, veteran status or any other characteristic protected by state or federal laws, including harassment of an individual in terms of a stereotyped group characteristic or because of that person’s identification with a particular group.

Sexual Harassment
Sexual Harassment of employees and students is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or attendance
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual
- Such conduct has the purpose or effect of interfering with an individual’s work performance or educational experience, or creates an intimidating, hostile or offensive work or educational environment

Complaint Procedures
Employees and students who believe they have been harassed or sexually harassed or believe that they may be accused of same should contact the vice president of human resources, 610-359-5094, or associate dean for student success, 610-359-5320.
This procedure applies to all discrimination, harassment, and sexual harassment reports and complaints that may arise in matters involving rights protected under legislation relating to Equal Opportunity in Employment and Education or any policy of the College relating to sexual harassment. This legislation includes the Civil Rights Act of 1964, which prohibits discrimination in employment because of race, color, sex, or national origin; the Age Discrimination Employment Act, which prohibits discrimination because of age in the protected age group of 40-70; Title IX of the 1972 Educational Amendments to the Civil Rights Act, which prohibits discrimination against the physically and mentally handicapped. All employees and students are covered by this procedure.

**Step One**
Any employee or student who believes that he or she has been subjected to discrimination, harassment or sexual harassment shall report the alleged act to the vice president of human resources or the associate dean for student success. The employee or student has the right to file a formal written complaint or request an informal means of resolution.

All complaints will be investigated and handled in a confidential manner. At the conclusion of the investigation, a report shall be provided to the individuals in the situation stating the findings and recommendations. Such report shall normally be provided within 10 working days from the receipt of the complaint.

**Step Two**
If the matter is not resolved, either party may write the College president or the president’s designee, requesting further review and investigation. This request must be made within 5 days of the notification of the individuals involved in the situation.

The president or designee shall respond to the request in writing within 15 working days from receipt of the request.

**Step Three**
The decision of the president or president’s designee may be appealed by writing to the board of trustees within 5 working days from the receipt of the decision.

The chair of the board shall appoint an appropriate committee to review and investigate the matter, and the board of trustees shall issue a decision within 15 working days of the appeal. The decision of the board shall be final.
The action by the College shall not abridge the rights of individuals to any claims against any attending person. The action by the College will not abridge any rights to statutory remedies or procedural guarantees.

**Power Relationships of an Amorous or Sexual Nature**

Any amorous or sexual relationship between supervisor and subordinate, a faculty member and a student currently enrolled in the faculty member’s class or counselor/advisor and his/her counselee/advisee is unprofessional and unacceptable. Whether the relationship is consensual is irrelevant.

It is the responsibility of the superior person in the relationship to bring the relationship to the attention of the appropriate College administrator. The administrator shall promptly investigate and recommend appropriate resolution, such as reassignment, discontinuance, or other resolution.

Failure to comply with the College administrator's recommendation, retaliation by staff members or failure to report the relationship to the administrator will result in disciplinary action.

A staff member who becomes aware of such a relationship, which remains unreported and appears to be of a continuing nature, is expected to bring the matter to the attention of the administration.

A student who becomes aware of such a relationship should follow the complaint procedures outlined in the policy.

**Student Complaints**

The College has established a process for students to register complaints and share concerns with appropriate College officials. The Student Affairs staff (Career and Counseling Center, Assessment Center, Campus Life Office, etc.) can advise students about the appropriate procedures to follow in resolving a general complaint or concern.

Within 5 working days the staff member to whom the complaint or concern is brought will respond to the student making the accusation.

**Resolution of Student Complaints**

Students should direct concerns to the staff member who is responsible for the area of concern. Students in doubt as to the appropriate staff member should seek the advice of a Student Affairs staff member.

Depending on the nature of the concern, students can resolve problems by following the successive levels of review as indicated below. Students not satisfied with results at one level should go on to the next level. The final level of review is indicated below.
In a situation concerning alleged discrimination where steps other than the normal level-to-level ones are required, area heads are contacted immediately by the associate dean for student success or the vice president of human resources.

**Procedural Steps for Resolving Student Complaints**

1. Concern with a policy, regulation, and/or procedure problems:
   - student meets with staff member
   - if not satisfied, student meets with staff member’s supervisor
   - if still not satisfied, student meets with supervisor’s area head
   - if still not satisfied, student meets with the President*

2. Concern about teaching faculty:
   - student meets with faculty member, if feasible
   - if not satisfied, student meets with dean
   - if still not satisfied, student meets with provost or appropriate vice president
   - if still not satisfied, student meets with the president*

3. Concern in other non-teaching area
   - student meets with staff member, if feasible
   - if not satisfied, student meets with staff member’s supervisor
   - if still not satisfied, student meets with supervisor’s area head
   - if still not satisfied, student meets with the president*

4. Discrimination or Sexual Harassment
   - student files allegation with the associate dean for student success and/or the vice president of human resources

*Final level of review

**Psychological Emergencies**

On occasion, a student exhibits behavior that raises concern about his/her ability to benefit from the educational offerings at the College. When there is evidence of some psychological disturbance, she/he may be asked to withdraw from the institution. It may be suggested that professional assistance is wise.

If the student does not agree to withdraw from the College and it is deemed necessary that the student be dismissed for his or her welfare or the health, safety and welfare of the College community, then a due process hearing will be conducted.
Procedures Involving Injury or Illness

When an injury or illness occurs on any campus or center, Safety and Security is to be contacted immediately. Security Officers are certified in CPR/AED. All faculty, staff, students and visitors are authorized to call 911 in the event of a medical emergency. Phones are located around the buildings. If you are calling from a College phone, you must first dial a 9 to get an outside line (9-911)

Notifying the Department of Safety and Security

Safety and Security should be contacted. This allows for the most efficient emergency response due to the multiple building locations and the size of our campuses.

Marple Campus ..........................................................610-359-5111
Southeast Center .......................................................610-359-5733
Downingtown Campus ...............................................484-237-6222
Exton Center ..............................................................610-450-6303
Pennocks Bridge Campus ............................................610-869-5100
Upper Darby Center ...................................................610-723-1240

When notifying the Department of Safety and Security, please inform security of your name, the location of the ill or injured person (try to ascertain the room number or the closest room number where the medical emergency is located) and the condition of the person needing medical attention. If the location is outside, try to describe the area where you are.

A Security Officer will be sent to the location of the incident.

A Security Officer will assess the situation and determine if 911 needs to be called.

- If emergency responders are not needed, the Security Officer will make every effort to have someone stay with the ill or injured person until they are feeling better.
- If the ill or injured person has someone picking them up, the Security Officer will ensure that the ill or injured person has someone to take them to the pick-up location.

The Security Officer may direct the person to the bookstore to purchase over the counter first aid items.

The Security Officer will prepare an incident report on all Injuries and Illnesses. A copy of the incident report will be sent to the College Wellness Coordinator.
Tobacco-Free Campus Policy

Policy
Effective July 1, 2013, the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and any other tobacco products) by anyone including students, staff and visitors, contractors and their employees are prohibited on all College campuses.

The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and any other tobacco products) is prohibited:

- In the interior space of the College’s campuses*.
- On all outside property or grounds of the College’s campuses* or spaces being used by or on behalf of the College including partially enclosed areas such as walkways and bus shelters.
- In College vehicles, including vans and all other College vehicles or vehicles being used for College purposes as well as personal vehicles parked on Delaware County Community College property.
- In all indoor and outdoor athletic facilities being used by or on behalf of the College.
- Littering the campus with remains of tobacco products or any other disposable product is prohibited.
- Organizers and attendees at public or private events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using College facilities will be required to abide by the tobacco-free policy and procedure. Organizers of events are responsible for communicating the policy to attendees and for enforcing this policy.

Compliance
Adherence to the policy cited is the responsibility of all Delaware County Community College students, faculty, staff, contractors, and visitors. It is expected that all students, faculty, staff, contractors, and visitors comply with this policy. Members of our campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage a culture of compliance.

Campus Security staff will also be responsible for reminding any student, faculty, staff, visitor, contractor or guest who is using tobacco on College property about the College’s Tobacco-Free Policy. Campus Security may also ask to see identification of faculty, staff, students, visitors, and contractors and complete an incident report for anyone who is found violating the College’s policy. Incident reports for students will be sent to the Office of Student Conduct for processing. Reports for
employees will be sent to Human Resources for processing through the employee disciplinary process. Visitors may be excluded from College campuses* for repeat violations.

There are four levels of offenses with a requirement that a cited student or employee attend an educational program or seek assistance for cessation, in addition to the penalties listed below:

- First Offense – Warning
- Second Offense - $15 fine
- Third Offense - $25 fine
- Fourth Offense – Up to dismissal or termination of employment/enrollment, based on the respective disciplinary code

For additional information about the College’s Tobacco Free policy please go to www.dccc.edu/tobacco-free.

*Marple Campus, all satellite campuses and centers, and all other buildings, facilities, or grounds leased or used by Delaware County Community College.

Fire Alarms

On Marple Campus, when the fire alarm sounds all persons are to leave the building and assemble be at least 300 feet away from the building and out of the way of access roads.

The student street–concrete areas between the Academic Building (A) and Founders Hall (FH)–are to remain clear. Students may re-enter the buildings only when informed by Security and/or a college employee.

General Evacuation Procedures – All DCCC Locations

1. At the sound of the fire alarms, all building occupants must evacuate the building via the closest exit door to their location. If the closest evacuation route is blocked or other unsafe conditions exist, the building occupants should proceed to the next nearest exit.

2. Do not take the time to turn off office equipment and computers. Office and classroom doors should be closed, but not locked. Lights should be left on.

3. Students, faculty, staff and visitors should take personal belongings (i.e. bookbags, handbags, coats) that are in their immediate possession with them as they evacuate.

4. Once outside the building, all building occupants should gather at the designated gathering area and remain there until instructed it is safe to return to the building. Staff and faculty should assist to keep students and the public from re-entering the building until they have been notified it is safe to do so.
Lost and Found
The College is not liable for any loss or theft of personal property on campus. Any items found should be taken immediately to the Security Office at the reception desk in room 2200 in the Academic Building at the Marple Campus. Items found at satellite campuses should be taken to security.

General Parking and Traffic Regulations
There is no fee charged for parking at any College locations and no parking sticker is required. Student parking is available, on a “first-come” basis. Cars must be parked between two white parking space lines only. Parking is prohibited in the Fire Lane. Overnight parking is not permitted unless authorized by the director of security and safety or designee. The College is not responsible for losses due to theft or damage to vehicles.

Application of Regulations
College Employees
College employees (faculty, staff and contract employees) are authorized to park in reserved staff and faculty lots 1 through 3 at the Marple Campus. If an employee does not want to use the reserved parking, parking in general parking lots is permitted.

Students
At the Marple Campus, students are authorized to park only in general parking lots A through H and J through O and must park between two white parking space lines only. Parking is prohibited in the Fire Lane circle in front of the FH building at the Marple Campus. No parking sticker is necessary.

Handicapped (staff, faculty and students)
Persons with a Pennsylvania (or other state) handicap vehicle registration plate or placard, or a Severely Disabled Veteran registration are the only persons permitted to park in handicap parking spaces. Handicap parking places are located in lot 1. These regulations are in compliance with Pennsylvania state vehicle statutes.

For temporary disabling conditions one must apply for a temporary placard from the state in which they reside; the Wellness Coordinator has the Pennsylvania forms available. For those temporary disabling conditions not covered under Pennsylvania state vehicle statutes, one must apply for temporary medical parking with the Wellness Coordinator. There are eight (8) temporary medical spaces located in lot 2 at the Marple Campus that may be used while awaiting receipt of the state placard or as authorized by the director of safety and security. A doctor’s note is required.
A handicap permit authorizes parking in any designated (i.e., lined) space when there are no spaces available in the handicap parking area.

**Parking at Off-Campus Centers**
Students are authorized to park only in general parking areas between two white lines. Students may not park in any space signed or designated as faculty/staff parking or in those spaces marked with yellow lines to signify Guest Parking. Parallel parking along curb lines is prohibited.

Handicap parking is permitted only when there is a state issued handicap license plate or placard displayed on the vehicle.

**Parking/Traffic and Enforcement Regulations**
The director of security and safety or designee is authorized to enforce traffic and parking regulations and to establish procedures in accordance with these regulations.

**Parking Fines**
Fines are assessed for all offenses ticketed. Violations are:
- Parking prohibited where signs erected or yellow line
- Parking within 15 feet of a fire hydrant
- Parking within an intersection of roadway
- Parking within a crosswalk/on grass areas
- Parking in area designated handicapped or disabled
- Stop sign violation
- Taking more than one parking space/obstructing other vehicles
- Unauthorized parking in Temporary Medical parking spaces

**Speed limits on campus are as follows:**
- 10 mph in all parking lots
- 15 mph on roadways where designated
- 25 mph on the loop road as designated

Grades and transcripts will be withheld until payment of the fine is made. Three unpaid tickets may result in loss of parking privileges. If four or more violations occur, further disciplinary steps may be assessed. The director of security and safety may withdraw parking privileges for violations.

**Penalties are as follows:**

<table>
<thead>
<tr>
<th>Violation</th>
<th>Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>$ 30.00 fine</td>
</tr>
<tr>
<td>Second Offense</td>
<td>$ 40.00 fine</td>
</tr>
<tr>
<td>Third Offense</td>
<td>$ 55.00 fine</td>
</tr>
<tr>
<td>Fourth Offense</td>
<td>Disciplinary Action</td>
</tr>
<tr>
<td>Handicap Offense</td>
<td>$105.00 fine</td>
</tr>
</tbody>
</table>
**Towing:** Vehicles that remain parked on any campus overnight without authorization, vehicles that present a traffic hazard, vehicles that have three unpaid tickets, vehicles with fourth offense of parking/traffic regulations or vehicles that impede the normal functions of the College are subject to towing and storage at owner’s expense.

**Appeals:** Tickets for parking or traffic violations issued by the College may be appealed through the Security Department within ten (10) days of the invoice date. The final level of review for contested tickets is the director of plant operations and construction services.

**Inclement Weather/Emergency Closings**
In the event of inclement weather, the College may choose to have a delayed opening or to close. To obtain the most up-to-date information about the current status, students should consult the College’s web site www.dccc.edu. The College issues a recorded telephone message to students, faculty, and staff to a number designated for such use. In addition, this information is available on **KYW 1060 AM radio, Channel 3 television, and on line at www.KYW1060.com.**

Consult the chart below for radio code numbers when accessing the KYW site.

**DELWARE COUNTY**
**Marple Campus, Southeast Center, Upper Darby Center**
Day ......................................................... 470
Evening and Special Events ....................... 2470

**CHESTER COUNTY**
**Downingtown Campus, Exton Center**
Day .......................................................... 483
Evening .................................................... 2483

**Chester County Intermediate Unit .................. 1195**

**Pennocks Bridge Campus**
Day .......................................................... 1295
Evening .................................................... 2295

**Phoenixville Campus**
Day .......................................................... 1420
Evening .................................................... 2420

Students and staff should use their own judgement as to whether they can make it to campus without jeopardizing their own safety or the safety of others.
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Locations

**Delaware County**

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901 South Media Line Road
Media, PA 19063
610-359-5000

**SOUTHEAST CENTER**
2000 Elmwood Avenue
Sharon Hill, PA 19079
610-957-5700

**UPPER DARBY CENTER**
1570 Garrett Road
Upper Darby, PA 19082
610-723-1250

**Chester County**

**DOWNINGTOWN CAMPUS**
100 Bond Drive
Downingtown, PA 19335
484-237-6200

**BRANDYWINE CAMPUS**
at Technical College High School
443 Boot Road
Downingtown, PA 19335
610-723-1100

**EXTON CENTER**
912 Springdale Drive
Exton, PA 19341
610-450-6500

**PENNOCKS BRIDGE CAMPUS**
at Technical College High School
280 Pennocks Bridge Road
West Grove, PA 19390
610-869-5100

**PHOENIXVILLE CAMPUS**
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