Delaware State University does not discriminate on the basis of race, color, national origin, sex, age or disability in the administration of any of its educational programs and activities or with respect to admission and employment. Delaware State University is committed to non-discrimination of handicapped persons, as specified in Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990.

"Please Refer to ASSA Webpage for updates"
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### MY NOTES
Section A: INTRODUCTION

Purpose of the Policy and Procedures Manual

This manual provides information for students in the Baccalaureate Program of Delaware State University, with a guide to its current organization, requirements, procedures, policies, and course offerings. The University reserves the right to revise any provision or regulation at any time within the student’s term of enrollment if it is deemed advisable. The policies of this publication are in accordance with the Delaware State University Student Handbook, the Delaware State University Catalog and other relevant documents of the University. Students are required to adhere to all standards and policies stated in the current year Delaware State University Undergraduate Catalogue, and the University Student Affairs Handbook, and in subsequent supplemental statements as may be distributed each academic year.

PREFACE

The Academic Services for Student-Athletes is located within the William C. Jason Library on the second floor. Mr. Eric Hart is the Associate Athletic Director (AD) and the staff consists of Academic Counselors; Sandria Johnson, Harry J. Sanchez, Patrick Casey and Randy Smith. The Associate AD, oversees the development and operations of the unit. The unit serves as a model of academic excellence for more than 350 student athletes involved in 18 NCAA Division I sports at Delaware State University.

Mission Statement
Delaware State University

Delaware State University is a public, comprehensive, 1890 land-grant institution that offers access and opportunity to diverse populations from Delaware, the nation, and the world. Building on its heritage as a historically black college, the University purposefully integrates the highest standards of excellence in teaching, research, and service in its baccalaureate, master’s and doctoral programs. Its commitment to advance science, technology, liberal arts, and the professions produces capable and productive leaders who contribute to the sustainability and economic development of the global community.

Vision Statement
Delaware State University

As one of America’s most highly respected Historically Black Colleges and Universities, Delaware State University will be renowned for a standard of academic excellence that prepares our graduates to become the first choice of employers in a global market, and invigorates the economy and the culture of Delaware and the Mid-Atlantic Region.

Core Values
Delaware State University

Community – Integrity – Diversity – Scholarship – Outreach
Mission Statement
Academic Services for Student-Athletes

Our purpose is to cultivate academic enrichment and shape student-athletes to be model citizens of the city of Dover and beyond.

Our mission is to provide comprehensive services that will prepare our student-athletes to compete and be successful in the classroom, ultimately fostering an environment conducive to graduating. We are customer-service oriented when engaging with prospective student-athletes and their families. We will be leaders in our conference and provide professional development opportunities to our staff so they can effectively master their craft of service to student-athletes.

Vision Statement- Academic Services for Student Athletes

We believe the resources for academic success at Delaware State University are abundant, and we are committed to leading the MEAC with improved Academic Progress Rate data, Graduation Rate data, and student-athlete scholars who perform at and above the competitive standards within the conference. It is our belief that ‘team first, individuals second’ will create a new synergy of HORNET Pride.
A Message from our President

Dr. Harry L. Williams

As the 10th President for this great institution, I encourage you to explore the many academic and co-curricular opportunities available to you at Delaware State University. My primary role is to support the success of our community of scholars—both faculty and students, and ensure that academic excellence is paramount. There is an expectation that you compete on the field and in the classroom.

You are expected to dedicate the practice necessary to succeed in your sport, and at the same time go to class and perform at a high level academically. We have a wealth of resources available to aid in your scholastic success, including the knowledgable staff in the Academic Services for Student-Athletes Office housed in the William C. Jason Library, state-of-the-art computers, and organized study hall. We have also committed resources to work with our student-athletes with documented learning disabilities.

Some teams at Delaware State University face challenges with NCAA Academic Progress Rates, but we are confident that all of our student-athletes will rise to the occasion to achieve success in every arena. We have talented faculty, dedicated staff and academic support systems in place to help guide improvements in the next few years. Having said this, we expect that our student-athletes go to class and engage in an active learning process. Be prepared for assignments and continue to raise the bar from semester to semester.

Keep the Hornet mantra, “Student First, Athlete Second,” close to your heart as you embark on this wonderful journey. The sacrifices and commitments you make now will create pathways for your success upon completion of your degree at Delaware State University.

Sincerely,

Harry L. Williams
A Message from our
Director of Athletics

Ms. Candy E. Young

It is my pleasure to have this opportunity to address the student-athletes at Delaware State University. And as we begin the semester, we ask that you take a moment to reflect on the great responsibility placed before you; both in the classroom and on the field. You have been challenged to compete for championships at the conference and national level, respectively. Additionally, my expectations and that of my staff is that you consistently perform at a high level, academically. This policy manual has been constructed with great care so that you know what is expected of you at all times.

Having stated this; note that this manual has been put together to ensure that you understand the rules and regulations that govern your time at Delaware State University. I expect that you take the time to read this handbook from cover to cover so that you are provided every opportunity to be successful; both in and out of the classroom.

We have the responsibility to retain and graduate our student-athletes. Our top priority is to make sure you go to class. By attending class you set the foundation early; you understand the necessary steps it takes to achieve. You represent the University at all times and I trust you will take this responsibility seriously. The resources you have at your disposal are limitless and I am confident that you will make known all of your academic needs so that our academic staff is equipped to help you through the challenges that face student-athletes.

If I can help you achieve your goals in any way, please do not hesitate to contact my office. Go Hornets!
Organizational Chart

Office of the Provost
Dr. Bradley Skelcher
Associate Provost

Academic Services for Athletes
Mr. Eric Hart
Associate AD for Academic Services

Unit Administrator
Complete Academic Oversight
Football, Women's Golf and Softball

Ms. Sandria Jonson
Assistant Director
Women's Basketball, Women's Lacrosse, Cheer Team, Football and Graduate Assistants

Mr. Harry J. Sanchez
Academic Counselor
Baseball, Equestrian, Women's Tennis, Football, Special Projects, Book Scholarship Coordinator, and ASSA Webmaster

Mr. Patrick Casey
Academic Counselor
Men's Basketball, Women's Volleyball, Women's Bowling and Football

Mr. Randy Smith
Academic Counselor
Men's and Women's Track/CC, Women's Soccer, Football and Study Hall Coordinator

Department of Athletics
Ms. Candy Young
Director of Athletics
A Message from our Senior Associate AD
Academic Services for Student-Athletes

Mr. Eric D. Hart

“Greetings student-athletes… You are about to embark on a journey filled with exciting times both in the classroom and within your respective sport. Your participation in varsity athletics did not come by chance. It has taken years for you to develop into the stellar athlete you are and with that same skill and determination employed on the court, track, field, arena, alley; we expect the same fire and vigor as you perform in the classroom. As you read the following pages, please take a minute to review the resources, services, rules and regulations that have been created to give you a sense of purpose. Please note that a great deal of careful consideration was put into creating this manual with you in mind. We ask that you adhere to the guiding principles and the standards that govern your time as a student-athlete at Delaware State University. We want you to be mindful that the “bar” is fluid; the expectations we place on student-athletes from an academic standpoint is never set in stone. It is constantly moving higher and higher – with graduating with a baccalaureate degree as the sole focus. The following statement serves as a basis for who we are as an academic services entity and our commitment in providing first-class services.

The Academic Services for Student-Athletes Center is housed on the 2nd Floor of the William C. Jason Library, and serves as a model of academic excellence for more than 300 student-athletes at Delaware State University.

We are committed in delivering customer-service to prospective student-athletes and their families; making every effort necessary to promote the educational advancements and social networking opportunities Delaware State University has to offer. We will be leaders in our conference and provide professional development opportunities for our staff so they can effectively master their rendering of service to student-athletes.

We believe the resources for academic success at Delaware State University are abundant, and we are committed to leading the MEAC with improved Academic Progress Rate data, Graduation and Retention data, and student-athlete scholars who perform above the competitive standards within the conference. It is our belief that ‘team first, individuals second’ will create a new synergy that is, “HORNET PRIDE.”
Meet the Staff
Academic Services for Student-Athletes
Academic Counselors

Sandria D. Johnson, M.Ed., ASSA Assistant Athletic Director
Phone number: (302) 857-6038, Fax: (302) 857-7538
Email address: sjohnson@desu.edu

Harry J. Sanchez, MSW, Academic Counselor
Phone number: (302) 857-7974, Fax: (302) 857-7538
Email address: hsanchez@desu.edu

Patrick Casey, M.Ed., Academic Counselor
Phone number: (302) 857-7079 Fax: (302) 857-7538
Email address: pccasey@desu.edu

Randy Smith, M.S., Academic Counselor
Phone number: (302) 857-7415 Fax: (302) 857-7538
Email address: rsmith@desu.edu
The State College for Colored Students, now known as Delaware State University, was established May 15, 1891 by the Delaware General Assembly under the provisions of the Morrill Act of 1890 by which land-grant colleges for blacks came into existence in states maintaining separate educational facilities. Through the conservative and practical planning of the Board of Trustees appointed by Governor Robert A. Reynolds, the College was launched upon its mission of education and public service on February 2, 1892. Five courses of study leading to a baccalaureate degree were offered: Agricultural, Chemical, Classical, Engineering, and Scientific. A Preparatory Department was established in 1893 for students who were not qualified to pursue a major course of study upon entrance. A three-year normal course leading to a teacher's certificate was initiated in 1897. The College graduated its first class of degree candidates in May 1898. The normal course of study was extended to four years in 1911 and the Bachelor of Pedagogy degree was awarded to students on satisfactory completion of the curriculum. In 1912, the courses of study were changed to Academic, Agricultural, Mechanic Arts, and Domestic Science. The Bachelor of Pedagogy degree was awarded on completion of the academic curriculum. A certificate of graduation was granted on completion of the other courses of study. In the 1916 to 1917 school year, the Preparatory Department was phased out, a Model Grade School was established, and a high school diploma was granted on completion of a four-year course of study. In 1923, a Junior College Division was added. Subsequent to this event, a Four –year curricula in the Arts and Sciences, Elementary Education, Home Economics, Agriculture, and Industrial Arts was established in 1932. The College graduated the first class of bachelor's degree candidates completing one of the courses of study in June 1934. In 1944, the College received provisional accreditation by the Middle States Association of Colleges & Schools, Inc. (3624 Market Street, Philadelphia, PA 19104-2680, (215) 662-5600). In 1947, the name of the institution was changed to “Delaware State College” by legislative action. In November 1949, the Middle States Association of Colleges & Schools, Inc. (3624 Market Street, Philadelphia, PA 19104-2680, (215) 662-5600) revoked the accreditation of the institution. This was a severe blow to the prestige of the College. Strenuous efforts were exerted to maintain the existence of the College and to make it an accredited four-year, land-grant institution. At the end of the 1951-52 school year, the High School Division was discontinued. In April 1957, the College was fully accredited by the Middle States Association of Colleges & Schools, Inc. (3624 Market Street, Philadelphia, PA 19104-2680. This accreditation was reaffirmed in 1962, 1972, 1982, 1987, 1992, 1997 and 2002. The University also maintains certification of its teacher education programs by the Delaware State Board of Education. On July 1, 1993, Delaware State College turned another chapter in its history, when then Governor Thomas Carper signed a name change into law, renaming the College to Delaware State University. The University has grown in stature as a center for teaching, research, and public service. The purpose and objectives of the University have broadened in keeping with changing times. While recognizing its historical heritage, the University provides higher education today for a diverse student population.

Academic units are organized into the College of Arts, Humanities and Social Sciences, the College of Mathematics, Natural Sciences and Technology, the College of Agriculture and Related Sciences, the College of Education, the College of Business, and the College of Health and Public Policy.
The University offers 65 undergraduate degrees, 20 graduate degrees, and two doctoral degrees. Degree options include the disciplines of mathematics, natural and social sciences, education, airway science, visual and performing arts, management, accounting and finance, agriculture, natural resources, nursing and others. The University also offers master's degrees in biology, business administration, chemistry, education, physics, social work, plant science and natural resources, and doctorates in Applied Mathematics and Theoretical Physics, and Educational Leadership. The undergraduate programs in airway science, chemistry, education, nursing and social work are approved by the Federal Aviation Administration, American Chemical Society, The National Council for Accreditation of Teacher Education, the National League for Nursing Accreditation Commission and the Commission for Collegiate Nursing Education and the Council on Social Work Education, respectively. The underpinning of the growth and development of Delaware State University has been the leadership of eight presidents, including Wesley P. Webb (1891-1895); William C. Jason (1895-1923); Richard S. Grossley (1923-1942); Howard D. Gregg (1942-1949); Oscar J. Chapman (1949-1951); Jerome H. Holland (1953-1960); Luna I. Mishoe (1960-1987); William B. DeLauder (1987-2003); Allen L. Sessoms (2003-2008), and Dr. Harry L. Williams as President starting in 2008 to the present. Maurice E. Thomasson served as acting president from 1951-1953. As a result of their efforts, the University is well positioned to reach new levels of prestige and respect in the new millennium.
New Student Information

Concurrent with student rights and privileges are certain student responsibilities. A student should make effective use of time in pursuit of educational goals, maintain high standards of scholastic achievement, demonstrate propriety, respect the rights and opinions of others, preserve healthful and wholesome physical and hygienic conditions, and actively participate in student life at the University. Students are expected to observe University regulations, uphold the reputation of the University, and devote earnestly to their studies. They are expected to take pride in and assist in the maintenance and preservation of University property. Students should take courses for the objective of learning and attend classes regularly and punctually. They should develop a wider understanding of themselves and their society. They should adopt the kind of patterns and values, which will be beneficial to them throughout their entire life. Students should conduct themselves in a manner appropriate to the University environment. Students should use their varied abilities to the fullest extent possible and make their years at Delaware State University a meaningful and profitable experience.

International Student Services

The International Student Program provides programs and services that promote the academic and personal growth and development of international students.

To accomplish this, the Office of International Students will provide:

1. Thorough information on immigration regulations.
2. Assessment of needs of international students and respond to those needs to the extent that our resources will allow.
3. Professional services to students in the areas of counseling, advising and assistance in complying with government regulations.
4. Educational programs to enhance positive interaction between domestic and international students.

Application Procedures for Admissions for International Students:

International students are accepted in accordance to a time-honor formula that is based on the total full-time enrollment. The University is required to meet its obligations to qualified Delaware students before reaching its maximum enrollment of out-of-state and foreign students.

The University considers for admission international students whose transcripts are cleared by either World Education Services (WES) or Educational Credential Evaluations (ECE) as satisfactory by the Office of Admissions and who have made satisfactory scores on the “Test of English as a Foreign Language” (TOEFL) Examination (minimum of 84 on the Internet Base Test, or 550 on the paper test), and provide SAT or ACT test scores, if applicable.

Students desiring to enter the university should forward their transcripts early in the year proceeding the semester in which they desire to enter. International students are totally responsible for their financial obligations, and they must also present proof of health insurance prior to enrolling. For additional information, click here: International Admissions.
IMPORTANT: The Office of Admissions is responsible for administering all matters relating to the admission of undergraduate students to the University. All inquiries about admission requirements and applications for admission should be directed to:

Delaware State University  
Office of Admissions  
1200 North DuPont Highway  
Dover, DE 19901

Inquiries may also be made online, by phone or email:

302.857.6351  
800.845.2544 (toll free)  
302.857.6352 (fax)  
admissions@desu.edu.
STUDENT CODE OF CONDUCT

As a member of the Delaware State University Community, you are expected to demonstrate integrity, high moral standards and promote good citizenship. I understand that I represent the university at all times and must uphold the university’s code of conduct and will encourage my fellow hornets to do the same.

1. I will respect and show appreciation towards the university faculty, administration, staff and other students at all times.

2. I will not participate in an inappropriate behavior such as obscene language, lewd behavior or other university infractions that are outlined in the Delaware State University student handbook.

3. I understand academic honesty and integrity is required at all times.

4. I will not consume, possess or traffic illegal drugs alcohol or any other illegal substances.

5. I understand that possession of any weapon warrants expulsion.

6. I will not engage in any physical altercation or verbal abuse with any persons on/off the campus.

7. I understand the appropriate dress attire is required at all times and that males are expected to remove head attire when entering a room/building (unless worn for religious reasons).

8. I will not talk or move about during the singing/playing of the National Anthem and the Alma Mater.

STUDENT CONDUCT: STANDARDS AND POLICIES

(As approved by the Faculty Senate on May 18, 2006 and published online in the Delaware State University Student Handbook)

The annotate CONDUCT STANDARDS AND POLICY and ANY SUBSEQUENT MENTION OF SUCH was extracted in-part from the Delaware State University Student Handbook.

PREAMBLE

Attending an institution of higher learning is a privilege that many people cannot enjoy. Students are expected to respect this privilege while attending Delaware State University and engage in responsible behavior. Students must conduct themselves with propriety, conforming to the high standards of the University, and respect the rights and opinions of others. Students are expected to abide by the University’s policies, regulations, and rules. This means that students-athletes must comply with this Handbook and all other current and future policies, regulations, and rules issued by the University or face disciplinary measures, up to, and including suspension or expulsion from the University and other University Premises.

In appropriate cases, the University may refer a matter to the authorities for criminal prosecution.
COVERAGE

The Student Code of Conduct and other policies and rules described in this Handbook, or adopted by the University, are not limited to the main campus and apply to all of the following (collectively defined as “University Premises and Activities”): University Premises: students must comply with all University rules and regulations when they are on the main campus, on any land, other property leased, owned, used, or controlled by the University, or at which the University provides programs or services. This includes but is not limited to the residence halls, the University Village and the University Courtyard Apartments.

University Activities and Representation of Delaware State University:

Students must comply with all University rules and regulations when attending any “University Activities.” “University Activities” are defined as any activity, whether on or off-campus, that is sponsored by and/or funded by the University or its affiliates, or by a Student Organization, or by any University-recognized or supported organization. University Activities also include any event, regardless of sponsor, where students are representing the University or a sponsored organization.

Off-Campus Offenses:

The University has jurisdiction to discipline students for engaging in conduct that occurs off campus, and outside of University Premises and University Activities, if such conduct adversely affects the vital interests of the University. This includes, but is not limited to behavior that is disruptive of the education process; behavior that potentially harms the institutional educational interests of the University; behavior that involves another member of the University community; and behavior that threatens or poses a substantial risk to the safety or well-being of students, employees or other members of the University community.

The University also has a vital interest in the character of its students, and regards off-campus behavior as a reflection of a student’s character and his/her fitness to be a member of the student body, even if the student does not pose a direct risk to the University community. Therefore, off-campus behavior that indicates disregard for the health and safety of people or their property, including but not limited to criminal conduct, may be subject to disciplinary action by the University.

GENERAL STANDARDS OF CONDUCT

Student Responsibilities:

1. Students are responsible for informing themselves of their responsibilities as described throughout this Student Handbook and in other University publications, and of their rights under the Student Judicial System.

2. Students have the responsibility to comply with the University’s policies, regulations, and rules that apply to students and student conduct.

3. Students are expected to conduct themselves with propriety and uphold the reputation and high standards of the University.

4. Students must respect the rights and opinions of others.
5. Students are expected to preserve healthful, wholesome physical and hygienic conditions.

6. Students have the responsibility to attend classes punctually and regularly and to devote themselves earnestly to their studies in order to learn.

7. Students have the responsibility to assist and take pride in the maintenance and preservation of University property.

8. Students have the responsibility to adopt positive patterns of behavior and values in order to develop a wider understanding of themselves and society.

9. Students are expected to use their varied abilities to make their years at Delaware State University a meaningful experience.

10. Students should actively participate in life at the University.

**Decorum:**

1. Students are expected to conform to recognized University standards of conduct, behave with decency, and dress appropriately while on University Premises and during University Activities, including academic settings, social events, extracurricular activities, and other public functions.

2. Male students are required to remove hats and any other form of headwear or covering when the Alma Mater is being sung or played, and prior to entering any University Premises, including the dining hall, library, classroom buildings, and other buildings with the exception of the Student Center and student housing when head coverings are worn for religious or medical reasons.

3. All students are expected to stand when the Alma Mater is being sung or played.

4. Students are expected to refrain from using four-letter words, obscenities and non-verbal behavior that is not acceptable under Delaware State University’s standard of decency, when communicating (verbally, nonverbally or in writing) with parents, students, visitors, professional staff, and others on University Premises or during University Activities. This policy does not extend to private conversations where no one present is offended by the language, but does include any communication in public where others may overhear and be offended by the conduct or behavior. Nor does this policy extend to any communications protected by the First Amendment. Violations may be subject to judicial action under the category of verbal abuse and, where applicable, insubordination.

**Integrity:**

Integrity must be practiced in all endeavors and relationships on University Premises and during University activities. Students found to have engaged in acts of dishonesty such as cheating on tests and examinations, plagiarism, alteration or misuse of University documents, records or identification cards, forgery, misrepresentation and any other form of deceit, will be subject to dismissal from Delaware State University.
Violence and Criminal Behavior:

Students who commit criminal behavior, acts of violence, threats, or conduct that demonstrates lack of respect for the property of others may lose the privilege of attending Delaware State University or be subject to other disciplinary measures. In addition to the specific infractions of community life and criminal law proscribed in this Handbook, shoplifting, drug violations, violent acts, use of a weapon off-campus, conveying bomb threats and other obvious violations of criminal law may be dealt with through both the criminal court system of the State of Delaware and the University disciplinary system (see Coverage section regarding conduct occurring outside University Premises and Activities that may be processed by the University disciplinary system.) Students are expected to report all off-campus arrests to the Office of the Vice President for Student Affairs. Failure to do so will be considered a violation of University policy. The University does not assume responsibility for posting bail or bond for students who are arrested. The University will notify parents or guardians of students who have been arrested.

POLICY GUIDELINES AND SANCTIONS

Zero Tolerance:

Zero Tolerance means the University will not tolerate and prohibits all illegal or unauthorized possession and/or use of weapons, drugs, fighting or other forms of assault and battery on University Premises or during University Activities. In addition, the University may take action when such conduct occurs outside of University Premises and University Activities if it adversely affects the vital interests of the University. Although Zero Tolerance Policy violations results in a minimum sanction of one year of suspension, the Judicial Council may consider special mitigating circumstances and recommend a lesser sanction. This recommendation must be unanimous and accompanied by a detailed justification.

Zero Tolerance Violation(s) may result in:

- speedy adjudication by the General Judiciary Council within 2-5 academic days from the time the infraction report is received in the Office of Student Judicial Affairs;
- A minimum sanction of one (1) year suspension up to expulsion;
- Immediate dismissal from University should violator be deemed dangerous or a threat to self or to others.

The Zero Tolerance Policy applies to:

- Drugs (possession, consumption or distribution)
- Fighting/Assault & Battery
- Hazing/Illegal Pledging
- Sexual Assault and Rape
- Weapons/Firearms
- Explosives (possession or use)
• Other Criminal Acts (including, but not limited to burglary, robbery and arson, identity theft and forgery). Any student charged with these violations will be referred to the Student Judicial System for possible disciplinary sanctions, and may be referred for criminal prosecution.

**Fighting and Assault & Battery:**

Fighting, assault and battery and other altercations involving physical contact endanger the health or safety of members of the University Community. Prohibited behavior includes, but is not limited to, beatings, muggings, physical torture, or any bodily injuries inflicted upon a person. Students who violate this policy will be referred to the Judicial System. If found responsible, students will be suspended from the University for a minimum of one (1) year.

**Pledging and Hazing Policy:**

The University believes that true fraternalism is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and loyalty to the principles of higher education. The University defines hazing as any action taken or situation created, recklessly or intentionally, to produce mental and physical discomfort, embarrassment, harassment or ridicule. Hazing includes any action taken or situation created that endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in any student organization.

**Sexual Assault and Rape:**

Sexual assault and rape are serious crimes that will also be handled under the Zero Tolerance Policy. Students who violate this policy will be referred to the Judicial System. If found responsible, students will be suspended from the University for a minimum of one (1) year. Sexual assault is defined as any unwanted touching of a sexual nature or any other conduct that would be defined as assault or rape under Delaware law. This includes, but is not limited to:

• Unwanted kissing, touching or fondling;
• Penetration with a finger or a foreign object;
• Rape (vaginal or anal intercourse, oral-genital contact).

These acts constitute sexual assault when they are attempted or committed through force, threat, or intimidation; when the perpetrator has been informed that his/her actions are unwanted; or by taking advantage of the victim’s incapacity or helplessness caused by alcohol or other drugs.

Rape is defined as “unlawful sexual intercourse by force or deception.” A person is responsible of rape in the first degree when he/she intentionally engages in sexual intercourse with another person without consent. “Rape” can occur in many forms, including:
• **Stranger Rape:** The sexual assault of an individual by someone the victim does not know.

• **Date Acquaintance Rape:** The sexual assault of an individual by someone the victim knows, usually an acquaintance or a date. Date rape is the most common type of rape occurring on college or university campuses, but the least frequently reported.

• **Group/Gang Rape:** The sexual assault of an individual by multiple perpetrators. Many gang rapes on college campuses occur in residence halls, fraternity houses or at off-campus parties and in vehicles.

• **Statutory Rape:** Sexual intercourse or penetration with a foreign object with of an individual under the age of 16; intercourse with an individual under the age of 18 by a person 30 years of age or older; or intercourse with or penetration of an individual under the age of 18 by a person who is in a position of authority over the minor.

Anyone who is a victim of a sexual assault or rape should contact one or all of the following offices:

- University Police Department - 857-6290
- Dover Police Department - 736-7111
- Counseling Office –857-7381
- Office of Student Judicial Affairs - 857-6470
- Office of the Vice President for Student Affairs - 857-6363

**Sexually Violent Offenders Registration Act**

The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (The Wetterling Act) requires that each college or university disclose—in the annual crime reports that are filed with the federal government and made available on the campus—where students can go to find out if individuals who have been convicted of sex offenses are enrolled or have jobs on the campus. Students may access this information at www.state.de.us/dsp/sexoff/index.htm and www.doe.state.de.us.

**Weapons/Firearms/Explosives:**

The use, possession and/or storage of firearms, ammunition, explosives, fireworks or other lethal weapons of any kind in motor vehicles, buildings or elsewhere on University Premises or during University Activities are prohibited. Students who violate this policy will be referred to the Judicial System. The penalty for possession of weapons is expulsion. (For further examples, see Violations under the Student Judicial System).

**Other Serious Criminal Conduct:**

Other serious crimes that occur on University Premises or during University Activities will also be treated as Zero Tolerance violations. An exhaustive list is not possible, but would include crimes against persons (such as robbery or extortion) and property (vandalism, arson, theft, burglary, identity theft, computer crimes, and forgery). The Vice President for Student Affairs (or designee) will determine if a crime is of sufficient severity to be handled under the Zero Tolerance policy.
ALCOHOL AND DRUGS POLICIES:

Alcohol Policy:

Delaware Code, Title 4, Section 904 makes it unlawful to purchase alcoholic beverages (liquor) for or to give it to a person under 21 years of age, and also makes it unlawful for persons under 21 years of age to consume an alcoholic beverage (liquor) or to have it in their possession. It is also unlawful to be intoxicated in public.

Although the legal drinking age in Delaware is 21, University regulations prohibit any student from possessing or consuming alcohol on University Premises or at University Activities. Any student found in violation of this policy will be subject to University disciplinary and, where applicable, criminal action.

Violations and Possible Sanctions:

1. The following are the violations and minimum sanctions for students under age of 21:

   Violations:
   
   • Under age 21 possession and/or consumption
   • Open container of alcohol in public
   • Hosting a party involving illegal use of alcohol
   • Dispensing alcohol to minors
   • Intoxication
   • Constitution of a public nuisance by being offensive to public order or decency

   Possible Sanctions:

   First Offense
   • Disciplinary probation for one year
   • Alcohol education/counseling
   • $50 fine
   • Parental notification

   Second Offense
   • Deferred suspension from Residence Halls for one year
   • Substance abuse referral
   • $100 fine
   • Parental notification

   Third Offense
   • Suspension from Residence Halls for one year. The student will be held responsible for the full cost of the residence hall for the remainder of the academic year
   • Suspension from University for one year
   • Parental notification.
2. The following are the violations and sanctions for students over the age of 21:

Violations (examples)
- Hosting a party involving illegal use of alcohol
- Dispensing alcohol to minors
- Intoxication (See Violations of Criminal Law and/or Zero Tolerance Policy for definition.)
- Constitution of a public nuisance by being offensive to public order or decency

Possible Sanctions:

**First Offense**
- Disciplinary probation for one year
- Alcohol education/counseling
- $50 fine

**Second Offense**
- Deferred suspension from Residence Halls for one year
- Substance abuse referral
- $100 fine

**Third Offense**
- Suspension from Residence Halls for one year

Note: Sanctions may be altered based on the severity of the behavior. Offenses are cumulative throughout matriculation at Delaware State University.

Alcohol Education On-Line Course:

In addition to other sanctions, all alcohol violators are required to take the Alcohol Education on-line course required of incoming freshmen. Any student who has taken (or re-taken) the Alcohol Education course as a sanction for a first offense, and is later found to have committed further violations of the Alcohol Policy, may be subject to more severe sanctions. Students who fail to complete the Alcohol Education on-line course by the end of the first two (2) weeks of the following semester will be fined $100.00 as an additional penalty for the violation.

If the student does not complete the course by the end of that semester, the fine will be doubled ($200), and additional sanctions imposed, including suspension from living in the residence hall and a hold placed on the student’s registration for the next semester.

**Drug Policy:**

The University will uphold the federal and state laws concerning the illegal use, possession, consumption, sale, trafficking, manufacturing, dispersing, and/or distribution of drugs, narcotics, controlled substances, counterfeit substances and drug paraphernalia. The illegal use, possession, sale or distribution, and consumption of drugs, narcotics, or other controlled substances or synthetic substances on University Premises or during University activities are prohibited. Students will be held accountable for any drug paraphernalia that tests positive for illegal drugs as result of ongoing field testing. Individual drug testing of any accused student is voluntary. Students who take this option do so at their own expense and must complete the test within 24 hours of the alleged violation for consideration by a campus judicial body.
Any student found in violation of this policy will be referred to the Judicial System. Violations will result in the student being immediately suspended from the University for a minimum of one (1) year.

**SUMMARY OF STATE OF DELAWARE DRUG LAWS:**

The sections of the Delaware Criminal Code dealing with drug laws are extensive. Students with specific questions about the law should contact Public Safety, 302-857-6290, and select option 1.

**SUMMARY OF NCAA POLICY ON DRUG-TESTING:**

If the NCAA tests you for the banned drugs listed in Bylaw 31.2.3 and you test positive (consistent with NCAA drug-testing protocol), you will be **ineligible** to participate in regular-season and postseason competition for one calendar year (i.e., 365 days) after your positive drug test and you will be charged with the loss of a minimum of one season of competition in all sports.

If you **test positive a second time** for the use of any drug, other than a “street drug” as defined in Bylaw 31.2.3, you will **lose all remaining regular-season and postseason eligibility in all sports**.

If you test positive for the use of a “street drug” after being restored to eligibility, you shall be charged with the loss of one additional season of competition in all sports and also shall remain ineligible for regular season and postseason competition at least through the next calendar year. [Bylaw 18.4.1.5.1]

A policy adopted by the NCAA Executive Committee establishes that the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug. You will remain ineligible until you retest negative and your eligibility has been restored by the NCAA Division I Committee on Student-Athlete Reinstatement. [Bylaw 18.4.1.5.1]

**OTHER UNIVERSITY POLICIES:**

The following are some specific policies that are not part of the Zero Tolerance Policy. (Other examples include the Equal Opportunity and Harassment Policies, and the Alcohol Policy). A student who commits one or more of the following offenses is subject to discipline under the standard procedures of the Student Judicial System. To the extent that any of the following acts directly contribute to the emotional or physical detriment of members of the University Community, or constitute serious criminal conduct under federal or state law, the Vice President for Student Affairs has the discretion to handle them under the Zero Tolerance Policy.

**Disruptive Behavior Policy:**

Any student engaged in conduct that interferes with or prevents the accomplishment of any University Activity, program, function or process, including classroom teaching, is subject to disciplinary action. Students must turn off cell phones, pagers and other electronic devices (with or without headphones) during classroom sessions, convocations, lectures, and any other university programs.
Falsification of University Records Policy:

All students are expected to complete all University forms, applications and records, including any written information submitted to University officials or instructors accurately. Falsification of any University record, including forgery, or omission of material facts with the purpose or effect of deceiving others, is grounds for disciplinary action.

Fire Drills and Fire Policy:

All students are required to respond to fire drills whenever they occur. Posted fire regulations require strict compliance. Any violations may result in disciplinary action. In the case of a fire alarm, students are to immediately vacate the building which they occupy and follow directions from the Public Safety Department or the Residence Life Staff. Tampering with fire safety equipment is also a violation of University policy and is subject to disciplinary action.

Gambling Policy:

Gambling in any form is not permitted on University Premises. This shall exclude bingo and raffles when approved in advance by the Director for Student Leadership and Activities.

Honesty Policy:

Integrity must be practiced in all endeavors and relationships. All acts of dishonesty including, but not limited to, cheating on tests and examinations, plagiarism, unauthorized collaboration, alteration or misuse of college documents, records or identification cards, forgery, misrepresentation, unauthorized use of another’s property, lying, theft, or receiving stolen goods will be considered serious misconduct. Any student violating this policy is subject to dismissal from the University.

Individual or Group Protest Action Policy:

Students are free to support causes by orderly means that do not disrupt the regular and essential operation of the University.

1. All students who wish to organize a group protest, whether or not they are members of a recognized student organization, must follow the same procedures as student organizations to request access to facilities or a location on University Premises, using the Student Event Form (located in the Office of the Director of Student Leadership and Activities). The University reserves the right to set limits on the appropriate time, place and manner of the protest.

2. Students may be subject to disciplinary action if they:

- initiate or participate in a demonstration or any form of protest on campus without following these procedures; or participate in any activity during an authorized demonstration that obstructs the academic process, interferes with the rights of others on campus, or results in physical violence or property damage.
Search and Seizure Policy:

Delaware State University, as a state-related institution of higher education, recognizes that there must be a balance between its responsibility to maintain and protect an orderly educational environment and the privacy rights of members of the University Community.

A detail policy addressing the rules for searches and seizure may be found in the Delaware State University Student Handbook.

Solicitation and Sales Policy:

Soliciting and selling are not allowed on the University campus except by administrative approval, which may be obtained by completing the appropriate forms at the Office of Student Activities.

Trespassing Policy:

No students or visitors are permitted in any University Premises during school closures or holidays without official authorization. This includes all Campus Housing. Unauthorized persons (students and visitors who have not registered or signed in at the front desk of the residential building) will be treated as trespassers and may be banned from all University Premises. Students who have unauthorized persons in their rooms are subject to disciplinary sanctions, up to and including expulsion from Campus Housing.

Counseling and Rehabilitation Programs:

Counseling and referral services are available on campus. Please contact the Counseling Center at 857-7381, or Health Services at 857-6393.

For more information on the Drug-Free Schools and Communities Act Amendments of 1989, please contact:

The Office of Student Judicial Affairs
(302) 857-6470
(302) 857-6472 (Fax)
For: Student-athletes.

Purpose: To summarize NCAA regulations regarding eligibility of student-athletes to compete.

**DISCLAIMER:** THE SUMMARY OF NCAA REGULATIONS DOES NOT INCLUDE ALL NCAA DIVISION I BYLAWS. FOR A COMPLETE LIST, GO TO [WWW.NCAA.ORG](http://WWW.NCAA.ORG). YOU ARE RESPONSIBLE FOR KNOWING AND UNDERSTANDING THE APPLICATION OF ALL BYLAWS RELATED TO YOUR ELIGIBILITY TO COMPETE. CONTACT YOUR INSTITUTION’S COMPLIANCE OFFICE OR THE NCAA IF YOU HAVE QUESTIONS.

**TO: STUDENT-ATHLETE**

This summary of NCAA regulations contains information about your eligibility to compete in intercollegiate athletics.

This summary has two parts:

1. **Part I** is for all student-athletes.

2. **Part II** is for new student-athletes only (those signing the Student-Athlete Statement for the first time).

If you have questions, ask your director of athletics (or his or her official designee) or refer to the 2010-11 NCAA Division I Manual. The references in brackets after each summarized regulation show you where to find the regulation in the Division I Manual.

**PART I: FOR ALL STUDENT-ATHLETES.**

This part of the summary discusses ethical conduct, amateurism, financial aid, academic standards and other regulations concerning your eligibility for intercollegiate competition.

1. **Ethical Conduct – All Sports.**
a. You must act with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports. [NCAA Bylaw 10.01.1]

b. You have engaged in unethical conduct if you refuse to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or your institution. [Bylaw 10.1(a)]

c. You are not eligible to compete if you knowingly provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition; solicit a bet on any intercollegiate team; accept a bet on any team representing the institution or solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value. [Bylaw 10.3]

d. You are not eligible to compete if you knowingly participate in any gambling activity that involves intercollegiate or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling. [Bylaw 10.3]

e. You are not eligible to compete if you have shown dishonesty in evading or violating NCAA regulations. [Bylaw 14.01.3]

2. Amateurism – All Sports.

a. You are not eligible for participation in a sport if you have ever:

   (1) Taken pay, or the promise of pay, for competing in that sport. [Bylaw 12.1.2]

   (2) Agreed (orally or in writing) to compete in professional athletics in that sport.

      **Exception:** Prior to collegiate enrollment, in sports other than men’s ice hockey and skiing, you agreed to compete on a professional team provided the agreement did not provide for more than actual and necessary expenses and you did not receive more than actual and necessary expenses. [Bylaws 12.1.2 and 12.2.5.1]

   (3) Played on any professional athletics team as defined by the NCAA in that sport.

      **Exception:** Prior to enrollment, in sports other than men’s ice hockey and skiing, you competed on a professional team provided you did not receive more than actual and necessary expenses. [Bylaws 12.1.2 and 12.2.3.2.1]

   (4) Used your athletics skill for pay in any form in that sport. [Bylaws 12.1.2 and 12.1.2.4]

      **Exceptions:**

      (a) Prior to collegiate enrollment, you accepted prize money based on place finish or performance in an open athletics event from the sponsor of the event and the amount of prize money did not exceed your actual and necessary expenses to participate in the event; or [Bylaws 12.1.2 and 12.1.2.4.1]
(b) After collegiate enrollment, you accepted prize money based on place finish or performance outside your sport’s playing and practice season and during the summer vacation period in an open athletics event from the sponsor of the event and the amount of prize money did not exceed your actual and necessary expenses to participate in the event. [Bylaws 12.1.2and 12.1.2.4.2]

b. You are not eligible in a sport if you ever have accepted money, transportation or other benefits from an agent or agreed to have an agent market your athletics ability or reputation in that sport. [Bylaw 12.3.1]

c. You are not eligible in any sport if, after you become a student-athlete, you accept any pay for promoting a commercial product or service or allow your name or picture to be used for promoting a commercial product or service. [Bylaws 12.5.2.1 and 12.5.2.2]

d. You are not eligible in any sport if, because of your athletics ability, you were paid for work you did not perform, were paid at a rate higher than the going rate or were paid for the value an employer placed on your reputation, fame or personal following. [Bylaw 12.4]

3. Financial Aid – All Sports.

a. You are not eligible if you receive financial aid other than the financial aid that your institution distributes. However, it is permissible to receive:

(1) Money from anyone on whom you are naturally or legally dependent;

(2) Financial aid that has been awarded to you on a basis other than athletics ability; or

(3) Financial aid from an entity outside your institution that meets the requirements specified in the Division I Manual. [Bylaw 15.01]

b. You must report to your institution any financial aid that you receive from a source other than your institution. However, you do not need to report financial aid received from anyone on whom you are naturally or legally dependent.

4. Employment Earnings – All Sports.

• Earnings from a student-athlete’s on- or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete’s full grant-in-aid or in the institution’s financial aid limitations, provided:

(1) The student-athlete’s compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;

(2) The student-athlete is compensated only for work actually performed; and

(3) The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services. [Bylaws 12.4 and 15.2.7]
5. Academic Standards – All Sports.

a. Eligibility for Competition.

(1) To be **eligible** to **compete**, you must:

   (a) Have been admitted as a regularly enrolled, degree-seeking student according to the published entrance requirements of your institution;

   (b) Be in good academic standing according to the standards of your institution; and

   (c) Be enrolled in at least a minimum full-time baccalaureate degree program (not less than 12-semester or quarter hours) and maintain satisfactory progress toward that degree, be enrolled in a full-time graduate or professional degree program (not less than eight-semester or quarter hours) or be enrolled and seeking a second baccalaureate degree at your institution. [Bylaws 14.01.2, 14.1.7.1, 14.1.8.2 and 14.1.8.2.1.4]

(2) If you are enrolled in less than a full-time program, you are eligible to compete only if you are enrolled in the last term of your degree program and are carrying credits necessary to finish your degree. [Bylaw 14.1.8.2.1.3]

(3) You are **eligible** to **compete** during the official vacation period immediately preceding initial enrollment, provided you have been accepted by your institution for enrollment in a regular, full-time program of studies at the time of your initial participation, you are no longer enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.1.8.2.1.1]

(4) You are **eligible** to **compete** between terms if you are continuing enrollment, provided you have been registered for the required minimum full-time load at the conclusion of the term immediately preceding the date of competition, or if you are either continuing enrollment or beginning enrollment, provided you have been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition. [Bylaw 14.1.8.2.1.2]

b. Eligibility for Practice.

(1) You are **eligible** to practice if you are enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the regulations of the certifying institution. [Bylaw 14.1.8.1]

(2) You are eligible to practice during the official vacation period immediately preceding initial enrollment, provided you have been accepted by your institution for enrollment in a regular, full-time program of studies at the time of your initial participation, you no longer are enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.1.8.1.1]

(3) You also are eligible to practice if you are enrolled in the final semester or quarter of a baccalaureate program while enrolled in less than a minimum full-time program of studies and your institution certifies that you are carrying (for credit) the courses
necessary to complete the degree requirements, as determined by the faculty of the institution. [Bylaw 14.1.8.1.3]

c. Continuing Eligibility – All Sports (for those student-athletes first entering a collegiate institution as a full-time student on or after August 1, 2003).

• If you are entering an institution for the first time on or after August 1, 2003, your eligibility for competition shall be based on:

(a) Having successfully completed 24-semester or 36-quarter hours of academic credit prior to the start of the institution’s third semester or fourth quarter following the student-athlete’s initial full-time enrollment;

(b) Having successfully completed 18-semester or 27-quarter hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution’s preceding regular two semesters or three quarters (hours earned during the summer may not be used to fulfill this requirement); and

(c) Six-semester or quarter hours of academic credit the preceding regular academic term (e.g., fall semester, winter quarter) in which the student-athlete has been enrolled at any collegiate institution. [Bylaw 14.4.3]

(d) You must choose a major that leads to a specific baccalaureate degree by the beginning of your third year of enrollment. (This includes transfer students who have not yet completed an academic year in residence or used one season of eligibility in a sport at their current institution.) [Bylaw 14.4.3.1.6]

(e) If you are entering your second year of collegiate enrollment, you must present a cumulative grade-point average that equals at least 90 percent of the institution’s overall cumulative grade-point average required for graduation (based on a 4.000 scale). [Bylaw 14.4.3.3]

(f) If you are entering your third year of collegiate enrollment, you must have completed successfully at least 40 percent of the course requirements in your specific degree program and you must present a cumulative minimum grade-point average (based on a 4.000 scale) that equals at least 95 percent of the institution’s overall cumulative grade-point average required for graduation. For this purpose, a student-athlete’s grade-point average will be certified on a term-by-term basis. [Bylaws 14.4.3.3.2 and 14.4.3.3]

(g) If you are entering your fourth year of collegiate enrollment, you must have completed successfully at least 60 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.000 scale) that equals at least 100 percent of the institution’s overall cumulative grade-point average required for graduation. For this purpose, a student-athlete’s grade-point average will be certified on a term-by-term basis. [Bylaws 14.4.3.2 and 14.4.3.3]

(h) If you are entering your fifth year of collegiate enrollment, you must have completed successfully at least 80 percent of the course requirements in your specific degree program and you must present a cumulative grade-point average (based on a 4.000 scale) that equals at least 100 percent of the institution’s overall cumulative grade-point average
required for graduation. For this purpose, a student-athlete’s grade-point average will be certified on a term-by-term basis. [Bylaws 14.4.3.2 and 14.4.3.3]

d. Freshmen.

(1) You are referred to as a qualifier and are eligible to practice and compete in your sport and to receive financial aid (in institutional and athletically related) during your first academic year, under Bylaw 14.02.11.1, if you:

(a) Graduate from high school;

(b) Attain a minimum high school grade-point average as specified in Bylaw 14.3.1.1.2 (based on a 4.000 scale) in a successfully completed core curriculum of at least 16 core courses; and [Bylaw 14.3.1.1]

(c) Achieve a corresponding sum ACT or SAT score as specified in Bylaw 14.3.1.1.2.

(2) You are referred to as a nonqualifier if you fail to meet the criteria above. In addition to being ineligible for practice and competition during the first academic year in residence, a nonqualifier is not permitted to receive any institutional financial aid, except as stated below. [Bylaws 14.02.11.2 and 14.3.2.1.1]

e. As a Nonqualifier.

(1) You are eligible to receive nonathletics institutional financial aid based on need only, consistent with institutional and conference regulations; and

(2) You will have three seasons of eligibility after your first academic year in residence. You may earn a fourth season of competition provided you complete 80 percent of your baccalaureate degree before beginning your fifth academic year of enrollment and you are within five years of your initial, full-time collegiate enrollment. [Bylaw 14.3.3]

6. Other Regulations Concerning Eligibility – All Sports.

a. You are not eligible to participate in more than four seasons of intercollegiate competition in any one sport. [Bylaw 14.2]

b. You are not eligible if five calendar years have passed from the date you first registered as a full-time student at a collegiate institution and attended your first day of classes for that term, except for time spent in the armed services, on official church missions or with recognized international aid services of the U.S. government and extensions that have been approved in accordance with NCAA legislation. [Bylaw 14.2.1]

c. You are eligible at an institution other than the institution from which you have received or satisfied the requirements for a baccalaureate degree or an equivalent degree, if you meet the conditions of the one-time transfer exception [Bylaw 14.5.5.2.10] and you have eligibility remaining as set forth in Bylaw 14.2.1. [Bylaw 14.1.9]

d. You are eligible for championships, certified bowl games or the National Invitation tournament that occur within 60 days of the date you complete the requirements for your degree. [Bylaw 14.1.9.3]
7. All Sports Other Than Basketball.

- You are not eligible in your sport for the remainder of the year and the next academic
  year if, during the academic year, you competed as a member of any outside team in any
  noncollegiate, amateur competition. You may compete outside of your declared playing
  and practice season as a member of an outside team in any noncollegiate, amateur
  competition during any official vacation period published in your institution’s catalog.
  Competing in the Olympic Games tryouts and competition and other specified national
  and international competition is permitted. [Bylaws 14.7.1, 14.7.1.1 and 14.7.3]

  o Exception: In men’s and women’s soccer, women’s volleyball, field hockey and men’s
    water polo, you may compete on outside amateur teams during the spring outside of the
    institution’s playing and practice seasons, provided such participation occurs no earlier than May
    1 and the remaining provisions of Bylaw 14.7.1.2 are met.

8. All-Star Football and Basketball Only.

- You are not eligible if, after you completed your high school eligibility in your
  sport and before your high school graduation, you participated in more than two
  high school all-star football or basketball games. [Bylaw 14.6]


a. You are not eligible if, after you become a student-athlete, you participate in any
   organized basketball competition except while representing the institution in
   intercollegiate competition. Competing in the Olympic Games tryouts and
   competition and other specified national and international competition is
   permitted. [Bylaws 14.7.2 and 14.7.3]

b. It is permissible to participate as a member of a basketball team in an NCAA-
   sanctioned summer basketball league or event. [Bylaw 14.7.4]

10. Transfer Students Only.

a. You are a transfer student if:

   (1) The registrar or admissions officer from your former institution certified that you
       officially were registered and enrolled at that institution in any term in a minimum full-
       time program of studies and you were present on the opening day of classes; or

   (2) The director of athletics from your former institution certified that you reported for
       the regular squad practice that any staff member of the athletics department of your
       former institution announced before the beginning of any term. [Bylaw 14.5.2]

b. If you are a transfer student from a four-year institution, you are not eligible during your first
   academic year in residence unless you meet the provisions of one of the exceptions specified in
   Bylaw 14.5.5.2 or one of the waivers specified in Bylaw 14.8.2.

c. If you are a transfer student from a two-year institution, you are not eligible during your first
   academic year in residence at your new institution unless you meet the academic and residence
   requirements specified in Bylaw 14.5.4 or the exceptions specified in Bylaw 14.5.4.6.
d. If you transferred from a four-year college to a two-year college and then to your new institution, you are not eligible during your first academic year in residence at your new institution unless you meet the requirements specified in Bylaw 14.5.6.

11. Drugs – All Sports.

a. If the NCAA tests you for the banned drugs listed in Bylaw 31.2.3 and you test positive (consistent with NCAA drug-testing protocol), you will be ineligible to participate in regular-season and postseason competition for one calendar year (i.e., 365 days) after your positive drug test, and you will be charged with the loss of a minimum of one season of competition in all sports.

b. If you test positive a second time for the use of any drug, other than a “street drug” as defined in Bylaw 31.2.3, you will lose all remaining regular-season and postseason eligibility in all sports.

c. If you test positive for the use of a “street drug” after being restored to eligibility, you shall be charged with the loss of one additional season of competition in all sports and also shall remain ineligible for regular-season and postseason competition at least through the next calendar year. [Bylaw 18.4.1.5]

d. A policy adopted by the NCAA Executive Committee establishes that the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug. You will remain ineligible until you retest negative and your eligibility has been restored by the NCAA Division I Committee on Student-Athlete Reinstatement. [Bylaw 18.4.1.5]


a. If you test positive for banned substances by a non-NCAA athletics organization, you must notify your director of athletics regarding the positive drug test. You also must permit the NCAA to test you for the banned drugs listed in Bylaw 31.2.3.

b. If the result of the NCAA drug test is positive, you will lose all remaining eligibility during the season in which you tested positive and an additional season of competition.

c. The director of athletics must notify the vice president of NCAA educational affairs in writing regarding a student-athlete’s disclosure of a previous positive drug test administered by any other athletics organization.

d. If the student-athlete immediately transfers to a non-NCAA institution while ineligible and competes in collegiate competition within the 365-day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for a 365-day period. Additionally, the student-athlete must retest negative (in accordance with the testing methods authorized by the Executive Committee) and request that eligibility be restored by the Committee on Student-Athlete Reinstatement.

e. The list is subject to change and the institution and student-athlete shall be held accountable for all banned drug classes on the current list. The list is located on the NCAA Web site (www.ncaa.org) or may be obtained from the NCAA health and safety staff in educational affairs.
PART II: FOR NEW STUDENT-ATHLETES ONLY.

This part of the summary contains information about your recruitment, which is governed by Bylaw 13 of the Division I Manual.

• Recruitment.
  a. Offers – All Sports.

   (1) You are not eligible if, before you enrolled at your institution, any staff member of your institution or any other representative of your institution’s athletics interests provided or offered to you, your relatives or your friends any financial aid or other benefits that NCAA legislation does not permit.

   (2) It is permissible for your summer employment to be arranged by the institution or for you to accept educational loans from a regular lending agency, provided you did not receive the job or loan before the end of your senior year in high school. [Bylaws 13.2.1 and 13.2.3]

  b. Contacts - All Sports.

   (1) For purposes of this section, contact means “any face-to-face encounter” between a prospect or the prospect’s parent or legal guardian and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged or that takes place on the grounds of the prospect’s educational institution or at the site of organized competition or practice involving the prospect or the prospect’s high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of the conversation that occurs.” [Bylaw 13.02.4]

   (2) You are not eligible if any staff member of your institution:

      (a) Contacted you, your relatives or your legal guardians in person, off your institution’s campus before July 1, July 7 (women’s ice hockey) or July 15 (women’s gymnastics) following completion of your junior year in high school (except for students at military academies) as described in Bylaw 13.1.1.1;

      (b) Contacted you in person, off your institution’s campus more than the number of times specified in Bylaw 13.1.6; or

      (c) Contacted you in person, off your institution’s campus outside the time periods specified in Bylaw 13.1.4.1 for the sports of football and basketball.

   (3) You are not eligible if, before you enrolled at your institution, a coach from your institution contacted you in person, on or off your institution’s campus while you were practicing or competing in football or basketball outside the permissible contact periods. [Bylaw 13.1.6.2.4]

   (4) You are not eligible if you were not a qualifier and any staff member of your institution contacted you, your relatives or your legal guardians in person, on or off your institution’s campus while you were enrolled in your first year of a two-year college. [Bylaw 13.1.1.2]

   (5) You are not eligible if anyone from your institution, other than an authorized staff member, contacted you, your relatives or your legal guardian in person, on or off your institution’s
campus to recruit you. You also are not eligible if you received recruiting letters or telephone calls from any representative of your institution’s athletics interests. [Bylaw 13.1.2.1]

(6) You are not eligible if, while you were being recruited, any staff member of your institution or any other representative of your institution’s athletics interests, contacted you during the day or days of competition at the site of any athletics competition in which you were competing. It was permissible for such contact to occur (during the permissible period) after the competition if the appropriate high school authority released you prior to the contact. [Bylaw 13.1.6.2]

c. Publicity - All Sports.

(1) You are not eligible if, before you enrolled at your institution, your institution publicized any visit that you made to its campus. [Bylaw 13.10.5]

(2) You are not eligible if, before you enrolled at your institution, you appeared on a radio or television program that involved a coach or another member of the staff of the athletics department at your institution. [Bylaw 13.10.3]

d. Letter-of-Intent Signing.

• You are not eligible if a staff member of your institution was present while you were signing, at an off-campus site, a National Letter of Intent or an acceptance of a financial aid offer from your institution or your conference. [Bylaw 13.1.5.7]

e. Source of Funds – All Sports.

• You are not eligible if any organization or group of people outside your institution spent money recruiting you to attend your institution, including entertaining, giving gifts or services and providing transportation to you or your relatives or friends. [Bylaw 13.15.1]

f. Tryouts – All Sports.

• You are not eligible if, after starting classes for the ninth grade, you displayed your athletics abilities in any phase of any sport in a tryout conducted by or for your institution. [Bylaw 13.11.1]

g. Football, Basketball, Volleyball and Gymnastics Only.

• You are not eligible if, after starting classes for the ninth grade, you participated in a high school competition that was conducted in conjunction with a collegiate competition. [Bylaw 13.11.1.6]

h. Basketball Only.

• You are not eligible if a member of your institution’s coaching staff participated in competition or in coaching activities involving a nonscholastic basketball team of which you were a member. [Bylaw 13.11.1.7]

i. Sports Camps.

• You are not eligible if you were a winner of any athletics participation award in high school (includes ninth grade level), preparatory school or junior college and before you enrolled at your
institution, the institution, members of its staff or a representative of its athletics interests employed or gave you free or reduced admission to its sports camp or clinic. [Bylaw 13.12.1.6]

j. Visits, Transportation and Entertainment - All Sports.

(1) You are not eligible under Bylaws 13.5, 13.6 or 13.7 if, before you enrolled at your institution, any of the following happened to you:

(a) You accepted expense-paid visits to more than five NCAA institutions or more than one expense-paid visit to one member institution;

(b) Your one expense-paid visit to the campus lasted longer than 48 hours;

(c) Your institution paid more than the actual round-trip cost by direct route between your home and the campus when you made your one expense-paid visit;

(d) Your institution paid for you to visit during your first year in a junior college, and you were not a qualifier;

(e) Your institution entertained you, your parents (or legal guardians) or your spouse outside a 30-mile radius of the campus during your expense-paid visit; or

(f) Your institution entertained you, your parents (or legal guardians) or your spouse excessively during your expense-paid visit, or entertained your friends or other relatives at any site.

(2) You are not eligible if your institution paid for you to visit its campus before the first day of classes of your senior year in high school. [Bylaw 13.6.2.2.1]

(3) You are not eligible if your institution paid for you to visit its campus before you presented the institution with a score from a PSAT, SAT, PLAN. An international prospect who requires a special administration of the PSAT, SAT, PLAN (or PACT Plus) or ACT, may present such a score on the approval of the NCAA Division I Academic Cabinet or the NCAA Division I Initial-Eligibility Waivers Committee. [Bylaw 13.6.3]

(4) You are not eligible if your institution paid for you to visit its campus before you presented the institution with a high school (or college) academic transcript.

(5) You are not eligible if, at any time that you were visiting your institution’s campus at your own expense, your institution paid for anything more than the following:

(a) Three complimentary admissions for you and those individuals who came with you to an athletics event on campus in which your institution's team practiced or competed. [Bylaw 13.7.2.1]

(b) Transportation, when accompanied by a staff member, to see off-campus practice and competition sites in the prospect’s sport and other institutional facilities located within a 30-mile radius of the campus. [Bylaw 13.5.3]
(6) You are not eligible if, when you were being recruited, staff members of your institution or any representatives of its athletics interests paid the transportation costs for your relatives or friends to visit the campus or elsewhere. However, your friends, relatives or legal guardians may receive cost-free transportation to visit a member institution’s campus only by accompanying you at the time you travel in an automobile to visit the campus. [Bylaw 13.5.2.2.1]

(7) You are not eligible if, when you were being recruited, your institution gave you complimentary admissions to more than one regular-season home game scheduled outside your institution’s community, or gave you more than three complimentary admissions to that one regular-season home game scheduled outside your institution’s community. [Bylaw 13.6.7]

(8) You are not eligible if, when you were being recruited, a staff member of your institution’s athletics department spent money other than what was necessary for the staff member's (or representative's) personal expenses during an off-campus visit with you. [Bylaw 13.14.2]

k. Precollege or Postgraduate Expense - All Sports.

- You are not eligible if your institution or any representative of its athletics interests offered you money, directly or indirectly, to pay for any part of your educational expenses or other expenses during any period of time before you enrolled at your institution. This applies to your postgraduate education as well. [Bylaw 13.15.1]
Delaware State officials acknowledge there is often demanding pressures placed on the student-athlete when maneuvering through academics, athletics and personal growth. The Office of Academic Services for Student-Athletes (ASSA) exists to assist individuals address these demands. The ASSA will assist the student-athlete in the following areas: arranging tutoring, monitoring academic success and progress toward a degree, assisting with personal goals and student life well-being.

As a student-athlete, you are responsible for participating within the rules and regulations of the National Collegiate Athletic Association (NCAA). The DSU Athletics Compliance Office is responsible for assuring that you have a general knowledge of those regulations and you know where to find more about them when it becomes necessary.

Academic eligibility is often the student-athlete’s biggest off-field challenge. Several individuals in the Athletics Department and Registrar’s Office are involved in tracking student-athletes’ academic progress. Coaches and Administrative Personnel are available to assist and answer questions about the academic process. **However, the student-athlete is ultimately responsible for his/her academic success.**

While the coach/student-athlete relationship is of utmost importance in the academic process, the student-athlete must be familiar with, understand and remain continually aware of his/her requirements for both eligibility/academic standing and graduation.

The coach will counsel with the student-athlete and the coach should be immediately informed of any academic problem encountered by the student-athlete. Therefore, it is extremely important that student-athletes maintain constant communication with Academic Services and their coaches regarding class schedules and academic progress toward a degree.

**MAJOR ACADEMIC ADVISORS**

Each student will be assigned a faculty advisor by their academic department. At a minimum, the advisor will meet with the student each semester during preregistration and officially approve the program of study before the student registers online or in the academic department.
ACADEMIC COUNSELORS FOR STUDENT-ATHLETES

Every student-athlete at Delaware State University is assigned an academic advisor in his or her major. Academic Counselors for Academic Services for Student-Athletes (ASSA) serve as secondary advisors, who support the role of the primary advisor by encouraging student-athletes to seek advice and direction from their advisor. The Office of Academic Services for Student-Athletes assists all student-athletes in defining academic/career goals, in developing an academic plan which supports these goals, and in assuming responsibility for the attainment of these goals. In addition, Academic Counselors for ASSA help students-athletes resolve scheduling conflicts with class, practice, and travel. Lastly, the office provides information regarding Delaware State University and NCAA academic rules and regulations.

Student athletes are strongly encouraged to visit both the Athletic Counselor and their chosen major department advisor/faculty each semester before registering for classes. The respective Athletic Counselor for student-athletes is located in William C. Jason Library, on the second floor, and appointments can be made by calling their respective Academic Counselor.

GENERAL ADVISEMENT RESPONSIBILITIES OF STUDENT-ATHLETES

1. Recognize that the advisement process is a cooperative function. **Take responsibility for your academic progress and performance.**

2. Make decisions based on advisor’s recommendations

3. Be familiar with available campus resources. All students-athletes **MUST** have a DSU computer login account and email account. It is very important to maintain communication with faculty and staff via email. If a student needs to contact a faculty member or staff personnel, they may consult the online directory.

4. Know advisor’s availability (schedule/office hours).

5. Schedule and keep appointments (limit impromptu visits). Be prepared for your appointment by mapping out your desired class schedule based on curriculum/department requirements.

6) Know degree requirements for your major and keep a log of yearly progress.

7) Seek clear understanding of policies and procedures as outlined in the University undergraduate catalog.

8) Maintain copies of relevant academic records from advisement sessions.

9) **Maintain a copy of entrance year’s curriculum sheet for your degree program.**

10) Bring all important documents to the advisement sessions in order to aid in good decision-making regarding your academic progress.

11) See your Academic Advisor and ASSA Counselor if you are experiencing academic, financial, or personal challenges.
12) Learn to balance your extracurricular activities, personal, social and academic responsibilities. Some time management hints, self-discipline and control are the key components in time management. Establishing timelines is important for a college student. Effective time management is critical for balance. The best strategy for organizing your time is to develop a plan. Therefore, setting priorities, organizing your day, and avoiding procrastination are ways to experience success as a college student. To keep track of your academic class schedule and appointments, you should use a daily planner to prioritize your day.

13) Officially drop/withdraw from any course that you are not planning to attend. DSU no longer has a “no show” policy. Check your schedule online at the beginning of every term and at the end of the “add” period.

14) Become familiar with the information in the Student Handbook provided by the Office of Student Affairs. The handbook is available on the DSU web site at: www.desu.edu/student/handbook/Code.pdf

15) It is your responsibility to keep a record of all important dates such as Add/Drop, purge, pre-registration, midterm evaluations, and final examinations, including a hard copy of supporting documentation.

16) Know the protocol for resolving issues in your classes (Instructor, Chair, Dean and within the Department (Advisor, Chair, Dean). Know how to calculate your GPA: Please Note: If a student repeats a course in which he/she earned a lower grade, the quality points of the higher grade are only computed in the Cum.GPA. For example, if a student took Math I and achieved a D the first time; if he earns a B the second time, the quality points for the B will only be computed in the GPA. However, both grades will be displayed on the transcript.

Delaware State University Undergraduate Academic Advisement Handbook

MONITORING OF ACADEMIC PROGRESS

Monitoring the academic progress of all student-athletes is part of the responsibility of the Office of Academic Services for Student-athletes. To be most effective in this task, progress reports are provided once a semester to the professors of all student-athletes. However, if warranted and upon the discretion of the ASSA academic counselor, additional reports may be provided. The progress reports provide a brief assessment report of each student-athlete’s attendance, attitude, participation and academic progress in the classroom. Student-Athletes who receive poor progress reports are required to meet with their academic counselors in order to formulate a plan to improve their academic performance. Progress reports are forwarded to head coaches in order for them to assist student-athletes in maintaining good academic progress, and upon the discretion of the ASSC academic counselor the student-athletes may be referred to the ASSA Learning Specialist for consultation.
ACADEMIC AWARDS

The Delaware State Athletics Department stresses achievement in the classroom as well as on the playing fields and courts. We underscore our belief in the importance in the “student” portion of student-athlete and emphasize that we are here to assist you in gaining your degree. We again highlight this principle by having established several awards to recognize academic achievements for both the individual and the team.

- **SCHOLAR-ATHLETE AWARD**: Presented annually to a male and female student-athlete, each sport has an individual nominated by the Head Coach. After consideration of all credentials, the Faculty Athletics Committee selects the male and female recipients of the Scholar-Athlete of the Year. Each receives special recognition at the University Honors Day program and a plaque recognizing his/her accomplishments will be placed on permanent display in the appropriate area.

- **ACADEMIC HORNET**: Student-athletes named to the Dean’s List are recognized as Academic Hornets for that team. During an appropriate athletics event the student-athlete will receive a certificate from the Athletics Department.

- **3.0 CLUB**: A student-athlete earning a GPA of 3.0 or higher for 12 or more countable hours will be named to the Athletics 3.0 Club for that semester. The athlete is recognized each semester during an appropriate athletics event and each deserving member receives a certificate from the Athletic Department.

- **GRADUATING ACADEMIC AWARD**: Student-athletes who graduate from Delaware State University with a 3.0 or higher Adjusted Grade Point Average will receive the Graduating Academic Award. In addition to the GPA requirement, the student-athlete must have earned at least two letter awards at Delaware State and competed in their senior year of athletic eligibility.

- **NATIONAL AND REGIONAL HONORS**: The institution regularly participates in nominating deserving student-athletes for Conference, Regional and National Academic Recognition. The Athletic Media Relations Office and the Office of Student-Athlete Services work closely with the coaches to bring these honors to our student-athletes.

**MINIMUM CLASS LOAD**: A student-athlete must be enrolled in a minimum of 12 credit hours each semester. If a student-athlete falls below this minimum course load, he/she immediately becomes ineligible to practice or compete and may lose applicable financial aid. It should be kept in mind that 12 credit hours are a minimum, not a goal.

- **Example**: 12 credits per semester times 8 semesters equal 5 years to complete your Undergraduate degree, excluding any summer sessions. On the other hand, if you take a course load of a minimum of 15 credits, graduation can be realized in 4 years (excluding any summer sessions).

**SATISFACTORY PROGRESS**: There are three areas that determine a student-athlete’s Satisfactory Progress: Annual Academic Progress, Percentage of Degree Credit, and Grade Point Average.

- **ANNUAL ACADEMIC PROGRESS**: In order to maintain eligibility, a student-athlete must pass at least 24 semester hours per year which is an average of 12-hours
per term attendance. If the student/athlete has declared a major, all classes must apply to his/her specific degree requirements. If a student-athlete does not pass 24 hours in the regular academic year (fall and spring semesters), the student-athlete may take classes in the summer and apply the hours earned toward the 24. However, there is a limit. No more than 25% of all countable hours may be earned during summer semesters. If a student-athlete does not earn 24 hours, he/she may practice with the team but can not compete in intercollegiate contests the following year. In addition, the student/athlete may jeopardize all financial aid.

- **PERCENTAGE OF DEGREE CREDIT:** “A student-athlete must pass at least 40% of his/her degree requirements by the end of the second year (4th semester), 60% by the end of the third year (6th semester) and 80% by the end of the fourth year (8th semester). If 120 hours are required for graduation, by the end of the second year, the student-athlete must have completed 48 degree applicable credit hours; by the third year, 72 degree applicable credits, and by the end of the fourth year, 96 degree applicable hours must be met.”

- **MINIMUM GRADE POINT AVERAGE:** The NCAA requires student-athletes to maintain minimum GPAs for eligibility. By the beginning of the third year, the student-athlete must have an Adjusted Grade Point Average (AGPA) equal to at least 90% of that required for graduation; and by the beginning of the fourth year a GPA equal to at least 95% of the requirement. The GPA required for graduation at Delaware State University is 2.00. After two years of study the student-athlete must have a minimum 1.80 grade point average and after three years a minimum grade point average of 1.9.

**STATEMENT OF SATISFACTORY PROGRESS**

A student-athlete applying for Financial Aid must meet the United States Department of Education and the University’s Satisfactory Progress requirements. In order for a student-athlete to be considered for financial aid and continue receiving aid, the student-athlete must complete at least 24 credit hours at the end of an academic year and have at least a 1.70 GPA per semester during the first three semester as a full-time student, or a 2.0 cumulative GPA at the end of the fourth semester of matriculation. The student-athlete must continue to maintain a 2.0 cumulative GPA for each academic year until graduation. Student-athletes must also complete their program of study within maximum of 182 attempted credit hours. Student-athletes who do not meet the criteria for satisfactory academic progress may appeal in writing to the Director of Financial Aid for reinstatement. The student-athlete must provide documentation with the statement of appeal indicating any special circumstances (e.g., medical records, accident report, medical bills, change in program of study, etc.) which may have interfered with meeting eligibility.

**DECLARING A MAJOR**

A student-athlete may be an “undeclared” major his/her first four semesters. In this case, all DSU core curriculum courses will count toward fulfilling the 24 hour Annual Academic Progress requirement. Prior to the fifth semester, each “undeclared” student-athlete must declare a major. Once a student-athlete declares a major, all hours used to determine eligibility must be countable toward that major. Student-athletes should consider remaining “undeclared” as long as possible (but not beyond their fourth semester). Generally, there is no penalty for this delay and it may help with academic eligibility.
CHANGING MAJORS

When a student-athlete declares a major after being undeclared, or decides to change from one major to another, consultation with the coach, academic advisor and the respective Office of Academic Services for Student-Athlete academic counselor is required. However, it is extremely important to make the change correctly so as not to lose hours and endanger eligibility. In any event, courses counting only in the new major must not be taken prior to making the official declaration through the Registrar’s Office.

ADVISEMENT AND REGISTRATION

Student-athletes who have not declared a major are assigned to the Academic Advisement Center, located in the William C. Jason Library, room 204. Academic advisement should be performed by the assigned professional/faculty advisor. Coaches may supplement this advisement, not supplant it.

Generally, all University advisors are aware of the special needs of student-athletes concerning scheduling around practice and regarding NCAA eligibility requirements. The institutional Advisor’s Handbook includes extensive information regarding student-athletes needs. All advisors have access to these requirements.

Student athletes are encouraged to contact the Academic Services for Student-Athlete anytime they feel there may be a question about the advice he/she has received pertaining to academic advisement or eligibility. A student-athlete’s opportunity to participate should not be jeopardized through ignorance of academic eligibility standards.

The College of Business (COBA) Advisement Center is located in the Bank of America (BOA) building room 106. Business majors will be assigned to an advisor in this center.

Education majors are assigned to the College of Education (COE) Advisement Center in the Education and Humanities Building, room 106.

The College of Health and Public Policy Advisement Center works with students majoring in Nursing, Sports Management and Social Work and is located in the Price Building.

The College of Arts, and Humanities & Social Science (CAHSS) and the College of Mathematics Natural Science and Technology (CMNST) are advised at the department level. The Department CAHSS is located in the EH Building, extension 6628. Call extension 6500 for location of the Department CMNST.

The College of Agriculture and Related Science is located in the Baker Building, extension 6410. The Department of Human Ecology is located in the Price Building, extension 6440.

REGISTRATION PROCEDURE

Each fall and spring semester the University will hold a period of time for “early registration” for students returning for the next term. Students are noticed of a registration appointment with their advisor well before their registration appointment. They are expected to schedule an appointment with their advisor prior to registration.
TO ASSURE THE BEST POSSIBLE SCHEDULE THE STUDENT-ATHLETE SHOULD:

1. Schedule an appointment with your advisor well before (several days) assigned registration time. (Those assigned to the Academic Advisement Center will be notified of a specific advisement time.)

2. Before going to see your advisor, establish a tentative trial schedule using the online class schedules.

3. Remind your advisor you are a student-athlete. Discuss practice time, schedules commitments and possible travel schedule.

4. Be sure your schedule has at least 12 countable hours. (Remember 12-hours are a minimum, not a goal. It will take over five years, excluding summers, to graduate taking no more than 12 hours per term).

5. List several countable alternate courses in case preferred classes are not available.

6. After advisor has signed trial schedule take it to your coach for review.

7. If you are uncomfortable with your trial schedule for any reason or if you are in any stage of Academic Difficulty, meet with a representative of the student-athlete academic services office.

8. Keep your registration appointment. It is the best chance of getting the schedule you want.

9. Be sure to give a copy of your final schedule to your coach and your respective Academic Services for Student-Athletes counselor. If you are in Academic Difficulty, take a copy of your schedule to the Student-Athlete Academic Services Office. Point out any courses which are not listed on your trial schedule.

ACADEMIC DIFFICULTY

The institution recognizes “academic difficulty” with several distinct notations:

ACADEMIC PROBATION is warning that the student’s Adjusted Grade Point Average (AGPA) has fallen below a 2.00 and requires attention. The student who fails to make a 2.0 in any term while on Probation faces Academic Suspension. This is always a serious situation, since dismissal from the institution may be close at hand.

ACADEMIC SUSPENSION applies to the student with fewer than 30 GPA hours and whose adjusted GPA is 1.70 or below. A student with fewer than 30 GPA hours who has failed to raise an AGPA between 1.51 and 1.99 to a 2.0 in two semesters will also receive this designation. Refer to the Office of Admission for detail information.

RESTRICTED ENROLLMENT applies to the student who has more than 30 GPA hours, is on probation and has failed to raise his or her GPA to 2.0 or better in two semesters. A student can be placed on this status only one time during his or her academic career. The student on Restricted Enrollment will begin a new probation status and may have certain academic scheduling restrictions. A student who has not raised his or her AGPA to a 2.0 or better after two semesters of Restricted Enrollment will face exclusion.
EXCLUSION means the students must be separated from the institution for academic reasons. The institution recognizes two levels of exclusion. A first exclusion will be for a period of one term. Following readmission, if a student is placed on exclusion a second time, the separation will be for one calendar year.

CLASS ATTENDANCE (Away Games)

When classes will be missed due to “an Away” competition, an absence verification memorandum (Travel Letter) will be given to the student-athlete by his or her coach. A copy should be shown to each instructor prior to the trip. The instructor of the class is the only person who can excuse an absence. Instructors are likely to be more considerate toward a student-athletes team related absences when the only absences the student-athlete has are for game competition. In any event, student-athletes are responsible for all missed class assignments while absent. Travel letters are obtained from the Office of Academic Services for Student-Athletes by request from the respective coach.

CLASS VERIFICATION (No-Show Policy)

All enrolled student-athletes are required to attend each class during the first two week of school in order to verify participation in the class.

IMPORTANT: Failure to verify participation in a class during the first two weeks of classes will result in the course(s) being deleted from your student’s schedule, and will render you ineligible to participate in any DSU program.

ACADEMIC HONORS

- The President’s List will honor those students who have distinguished themselves by earning a 4.0 in all their classes for the semester. Students must carry and pass a minimum of 14 semester hours, earning a grade of “A” in all classes.
- The Dean’s List includes students who have earned a scholastic average of 3.25 to 3.99 and have completed fourteen (14) or more degree (earned) credit hours at the end of the semester

Any grade of Incomplete will disqualify a student from the President’s List or the Dean’s List.

Graduation with Honors

Honor is awarded at graduation to the candidate who has attended the University for at least three years (90 semester hours) and has met the following criteria:

- SUMMA CUM LAUDE for a scholastic average of 3.75 or above.
- MAGNA CUM LAUDE for a scholastic average of 3.50 to 3.74
- CUM LAUDE for a scholastic average of 3.25 to 3.49.

Honorable Mention for Transfer Students

- Honorable Mention is awarded to transfer students if they complete the last two years of academic work toward graduation (60 semester hours) at Delaware State University and if the lower of the two indices is a scholastic average of 3.50 or greater.
PRE-REGISTRATION

All students returning to Delaware State University following the current semester of residence must preregister during the period prescribed in the Academic Calendar. Returning students who do not preregister will be assessed a $50.00 penalty.

REGISTRATION

Every student is expected to complete registration before the first day of classes in each semester and on the dates specified in the Academic Calendar (see Section F). Students are advised to see their assigned departmental advisor during the preregistration period specified in the Academic Calendar to select courses for the next semester. Students are officially registered for a course(s) only when they have completed all procedures applying to registration for the course(s). Students not officially registered for a course will not receive credit for the courses at the end of the season. A student who fails to register during the official registration period is charged a late registration fee of $50.00.

WEB REGISTRATION - How to Register for Classes Online:  Click here

COURSE CHANGES AFTER PUBLICATION

Every effort is made to have accurate course information at the time of publication; however, departments may need to make changes to their courses after publication. Students are advised to consult the department or the website for any changes at . The University reserves the right to cancel courses due to insufficient enrollment and other reasons.

CHANGE IN MAJOR OR PERSONAL DATA

Students must indicate a change of major, address, or telephone number as often as necessary by completing the appropriate forms obtainable in the Office of Registration and Records.

CLASSIFICATION OF STUDENT

0-29 Hours Freshman
30-59 Hours Sophomore
60-89 Hours Junior
90 Hours & above Senior
GRADING SYSTEM

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REMOVAL OF INCOMPLETES

*Incomplete course work due to reasons clearly beyond the control of the student will yield the grade I.

**IMPORTANT:** This grade must be removed by the end of six weeks of the student’s next semester in attendance. Otherwise the grade “I” will be changed to an “F”.

Academically suspended students who have “incompletes” may register only if they removed the incompletes and achieved the necessary 2.00 average no later than the last day of the late registration period.

ACADEMIC LOAD

A normal academic load is 15-18 credit hours per semester. The normal load may be exceeded under the following circumstances:

1. The Academic Advisor may approve as many as 19 hours if the curriculum of the department specifically calls for 18 hours.

2. On the approval of both the Department Chairperson and the Academic Dean, a student may schedule an overload not to exceed 21 hours if the student has a 3.00 cumulative average minimum and if during the previous semester the student carried 15 or more hours, and did not fail any courses and earned a 3.00 grade point average (minimum). In special cases exceptions to the 19 or more hour’s requirement may be made with the approval of both the Departmental Chairperson and the Academic Dean.

3. On the approval of both the Departmental Chairperson and the Academic Dean, any senior may schedule a maximum of 21 hours if the overload will allow the student to graduate in that semester. A student who registers for course work in excess of an approved load shall be required as per the Provost and Vice President for Academic Affairs to drop the overload. A student may not register for any course at another institution when in regular attendance at the University unless the student has the approval of both the Departmental Chairperson and the Academic Dean. In both cases, the hours taken will be considered a part of that semester’s total academic load.'
OVERLOAD FEE

For all course overloads, student will pay a fee equivalent to the cost-per-credit for each hour that exceeds 19 hours.

DROPPING A CLASS POLICY:

Once a student-athlete has been advised and registered for classes, adjustments to the schedule should not be made without consultation with the coach, academic advisor and their respective ASSA counselor. Care must be taken to assure that adjustments do not result in loss of countable hours required for immediate and future eligibility.

**IMPORTANT:** Course drops should be considered carefully. However, the final decision to drop a course must always be in the student-athlete’s best academic interest.

DROPPING A CLASS PROCEDURE:

To drop a class, students-athletes must follow the steps listed below:

**IMPORTANT:** Dropping of any classes must first be reviewed and approved by the Associate Director (AD), or designee of Academic Services for Student-Athletes. It is imperative however, that prior to submitting the “Notice of class change” that student-athletes first consult with their respective academic counselor for advice. Failure to do so may jeopardize eligibility.

Prior to start of class, students may go online after obtaining approval from their academic advisor or department chair or follow the steps below:

1. **Through the End of Late Registration**
   a. Obtain the Notice of Class Change form (Drop Slip) from the academic department.
   b. Obtain instructors and advisors/chairs signatures and date the form.
   c. Obtain approval and signature of AD of Academic Services for Student-Athletes
   d. Submit the form to the Office of Records and Registration. The effective date of the drop is the date the slip is filed in the Records Office. Courses dropped prior to the end of the Late Registration Period will not appear on the student's grade report or transcript. See the Refund Policy (Office of Registrar) statement to determine financial responsibility, if any, for courses dropped during this period.

2. **After Late Registration through the Scheduled Last Day for Dropping Classes**
   a. Obtain the Notice of Class Change form (Drop Slip) from the academic department.
   b. Have instructors and advisors/chairs sign and date the form
   c. Obtain approval and signature of AD of Academic Services for Student-Athletes
d. Submit the form to the Office of Records and Registration. The effective date of the drop is the date the slip is filed in the Records Office. The dropped course will appear on the grade report and transcript with a grade of "W" for "Withdraw." See the Refund Policy (Office of Registrar) statement to determine financial responsibility, if any, for courses dropped during this period.

3. After the Scheduled Last Day for Dropping Classes and up to the Last Week of Classes.

**IMPORTANT:** The Dean is the only University official who may approve the dropping of a class at this point in the semester.

a. Obtain the Notice of Class Change form (Drop Slip) from the academic department

b. Have instructors and advisors/chairs sign and date the form

c. Obtain approval and signature of AD of Academic Services for Student-Athletes.

d. Obtain the signature of the Dean of the school/college. The appropriate dean shall permit students who officially request to drop specific classes from their academic schedules. Approvals are only granted in cases involving extraordinary circumstances that are clearly beyond the control of the students making such a request. In no case shall a student be permitted to drop a class for any reason that relates exclusively to academic performance.

e. Submit the form to the Office of Registration and Records. The course will appear on the grade report and transcript with a grade of "WA" for "Administrative Withdrawal."

**OFFICIAL STUDENT WITHDRAWAL POLICY**

The Official Student Withdrawal Procedure for Delaware State University has been revised. All student withdrawals (walk-ins, via email or phone) will go through the Office of Records and Registration.

**IMPORTANT:** it is recommended that all Student-Athletes consult with their respective ASSA counselor prior to withdrawal.

**IMPORTANT:** the Official Student Withdrawal policy is intended for current semester only. A student who withdraws from the University on or prior to the last day to withdraw from the University will receive a grade of "W" in each course for which he/she is enrolled at that time. A student who officially withdraws from the University at any time after the last publicized date for withdrawal from the University will receive a "WA" in all courses for that semester.
OFFICIAL STUDENT WITHDRAWAL PROCEDURES:

The Official Student withdrawal

- Students will initiate the withdrawal process in the Office of Records & Registration by:
  - Phone
  - E-mail
  - Fax
  - Walk-in

- There will be a 5 day grace period
  An E-Mail will be sent out to the following departments:
  - Counseling
  - Financial Aid
  - Student Accounts
  - Housing
  - Academic Enrichment

- If the student requests that the withdrawal be suspended during the 5 day grace period, the withdrawal process will be stopped.

- After the 5 day grace period, if we have not heard from the student, an e-mail will be sent to the Registrar to have classes removed. Removal of classes is acknowledged and sent to Housing.

- Housing will then sign-off and sends request to Student Accounts

- Student Accounts signs-off and sends request to Financial Aid

- A mass email will get sent to:
  - Athletics
  - Veteran Affairs
  - Deans/ Chairs
  - Academic Enrichment
  - Choir & Band

- Summary e-mail will be sent out to Registrar, Counseling, and Student Accounts.
ADMINISTRATIVE WITHDRAWAL FROM THE UNIVERSITY

**IMPORTANT:** it is recommended that all Student-Athletes consult with their respective ASSA counselor prior to withdrawal.

If a student-athlete, for some compelling reason (such as documented extreme personal difficulty or documented medical reason), requests to be administratively withdrawn from the University for a previous semester, then that student must follow the procedure listed below.

Administrative withdrawal from the University is rarely granted, but some students' circumstances may require it. Approval for administrative withdrawal from the University is approved by the provost and vice president for academic affairs:

a. The student must submit in writing the request for administrative withdrawal from the University, along with documentation, to the appropriate academic dean. The request must state the reason(s) for the request and specify the semester to be withdrawn.

b. The dean submits his or her recommendation to the provost and vice president for academic affairs.

c. If the provost and vice president for academic affairs approves the request, then the student is reported to the Office of Registration and Records as "Administratively Withdrawn" and a grade of "WA" is assigned for all courses taken during that semester. The provost and vice president for academic affairs also informs the student in writing of his/her decision.

**IMPORTANT:** If a student has received financial aid, including a refund, from Title IV funds and completed less than 60 percent of the semester from which he/she wishes to withdraw, then that student must refund the percentage of financial aid corresponding to the percentage of the semester the student has not completed. Please refer to the Office of Record and Registration for detail information.

PROBATION, RETENTION, AND REINSTATEMENT

A student whose grade point average is below 1.70 at the end of any semester shall be placed on academic probation for the succeeding semester unless the student's cumulative GPA is 2.0 or greater. A student on probation is ineligible to hold elective positions or to represent the University in any capacity.

Students with academic probationary status or students who are academically suspended may attend the summer session. The grades earned in summer session will be computed with the grades of the last semester that the student was enrolled to determine the status of the student.

A student on probation the succeeding semester who fails to earn a 2.00 average at the end of that semester will be suspended for the following semester. At the end of that semester the student will be suspended for the following semester.
At the expiration of this period, the student may apply for readmission on probation. The student must complete a minimum of nine (9) semester hours with a grade point average of 2.00 ("C") or better during the semester of his/her reinstatement.

If a student fails to earn the necessary 2.00 average, he/she will be dismissed from the university. He/she may apply to the Office of Admissions for reinstatement if he/she successfully completes twelve (12) semester hours with an average of 2.00 ("C") in summer session at the university or attend another accredited institution and completes twenty-four (24) semester hours with an average of a "C" or better.

A student on probation will be allowed to take no more than twelve (12) to thirteen (13) semester hours.

Student-athletes on Academic Probation or Readmitted Suspension are required to participate in academic enrichment activities that promote their return to Academic Good Standing. In addition, students will be placed on the Staying-On-Course (SOC) program and must take and successfully pass a three (3) credit elective course titled Learning Strategies for Academic Success, unless previously taken and passed.

Students on academic probation and who have "incompletes" in courses taken the previous semester will not be permitted to register until the "incompletes" are removed and an average of 2.00 achieved.

**GENERAL PROBATION**

Any student athlete who has been dismissed, suspended, or placed on disciplinary probation may not represent the University in any public activity, hold any elective office or appointment of responsibility, nor compete during the semester affected.

**Staying-On Course Program (SOC)**

Student-athletes on Academic Probation or Readmitted Suspension are required to participate in academic enrichment activities that promote their return to Academic Good Standing. For detail information, please see your respective ASSA academic counselor.

**BASIC SKILL COURSES**

Students who have not met minimum skill courses standards upon admission will be required to take particular courses to meet those minimums. Because these basic skill classes are regular college courses (Reading, Writing and Mathematics), they count toward the 12 and 24 hours requirements. However, since the courses do not count toward a degree, they are not applicable to the percentage NCAA Academic requirement.

**“D” GRADES**

The easy way to determine if a “D” grade counts towards eligibility is to ask whether it counts towards graduation. If a student makes a “D” in a courses and the major requires a “C” or better for that course to count toward the degree, the course will not count toward eligibility until it is retaken and a grade of “C” or better is earned. The same is true for all courses in Area A of the Core Curriculum (two English Composition courses and a Math course). At least a “C” in those courses must be made or they will not count toward
eligibility. When in doubt about a “D” grade, student-athletes should check the catalog requirements; talk with their advisor or someone in Student-Athlete Services or the Compliance Office.

LIFETIME FITNESS AND WELLNESS

All students are required to take a two (2) credit hour lifetime fitness and wellness course as part of the General Education curricula. This course is modified when the need exists for those individuals who are unable to participate in normal physical activity or for those individuals who are non-traditional students.

ELECTIVES

A student may select the minimum designated number of electives based on interests and major departmental requirements. Selecting required or free electives should be done in consultation with the faculty academic advisor.

TRANSCRIPT REQUESTS

A transcript of a student's academic record is released to a third party upon the written signed request of the student. A Transcript Request form is available on the web site. In accordance with the Family Educational and Privacy Act (FERPA), exceptions to this include release of academic records to University officials with legitimate educational interests and transfer institutions.

An official transcript, one bearing the seal and Registrar's signature, is sent from the Office of Registration and Records directly to the official or institution specified by the student. There is a fee of $7.50 for each transcript requested. A request for a transcript normally will be processed within 72 hours, except during peak work periods such as registration, preregistration, final examinations, and commencement.

Transcripts submitted by the student from other institutions become the property of Delaware State University and are not reissued or copied for release. Requests for other institutions’ transcripts must be made directly to the respective institution.
NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FOR DELAWARE STATE UNIVERSITY STUDENTS

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

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

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); 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.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Delaware State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) permits the release of directory-type information to third parties outside the institution without written consent of the student provided the student has been given the opportunity to withhold such disclosure.

The University releases, upon inquiry to third parties outside the University, directory information without written consent of the student. Directory information includes name, address, telephone number, college, class, major, dates of attendance, and degree, honors, and awards conferred. Students may withhold directory information by going to the Office of Records and Registration.

Note: While the withholding request may be made at any time, students wishing to have directory information withheld from the student directory should submit their requests no later than three weeks prior to the first day of fall semester classes.

GRADUATION REQUIREMENTS:

- Courses and Credits
  
The minimum number of semester hours required for graduation is one hundred and twenty (120). This number varies with many of the major programs. Candidates must satisfactorily complete the requirements of the major study area in which they are enrolled to be eligible for graduation.

  Of the minimum total of 120 semester hours, with a minimum of thirty-seven (37) hours of General Education courses must be completed by the candidate. General Education Program Requirements are available for viewing on the web site at http://www.desu.edu/general-education.

- Grades and Grade Point Averages
  
To qualify for graduation, the following grades and grade point averages must be earned by the candidate:

  1. A minimum overall grade point average of 2.00 ("C")
  2. A minimum grade of 2.00 ("C") in each course in a field of specialization.
  3. A minimum of 2.00 ("C") grade point average for the last thirty (30) semester hours of work at the University.

APPLICATION FOR GRADUATION

Students who intend to graduate should file an application for graduation in the Office of Registration and Records by October 15. There is no guarantee that diplomas or regalia will be available for the graduation exercise for those students who apply after the deadline.

Students who have met degree requirements are eligible for graduation at the close of any semester. Degrees are awarded on the students’ transcripts upon completion of all requirements with the actual award date.

Degrees are conferred once a year during the University's annual commencement exercise in May.

Diplomas for all graduates are issued only at this time. Summer school and December graduates are eligible to receive their diplomas at the graduation exercise of the succeeding year.
PARTICIPATION IN GRADUATION EXERCISES

Students may participate in the annual graduation exercises in May only if they satisfy the following conditions:

1. File the application for graduation
2. Enroll in all courses required to complete degree requirements
3. Satisfy all financial obligations to the University
4. Complete Exit Interview

CAMPUS SECURITY

Delaware State University is committed to assisting all members of the Delaware State University community in providing for their own safety and security.

Information regarding campus security and personal safety including topics such as, crime prevention, university police law enforcement authority, crime reporting policies, crime statistics for the most recent three-year period, and disciplinary procedure is available on the DSU website at http://desu.edu/campus-security.

If you would like a booklet containing this information, you can contact a representative of the DSU Department of Public Safety at 1200 N. DuPont Highway, Dover, DE., 19901, or by phone at (302) 857-6290.
Section D: ACADEMIC SERVICES AVAILABLE FOR STUDENT-ATHLETES

IMPORTANT: All student-athletes must adhere and acknowledge compliance of said mentioned “Study Hall program rules and guidelines.

STUDY HALL – POLICY AND PROCEDURES

Study Hall required hours are driven by academic performance or lack thereof. Coaches may also mandate a set number of hours a student-athlete must be in study hall. Additionally, freshman and new transfer student-athlete required hours may be different than continuing student-athletes who are required to participate in study hall.

STUDY HALL – RULES AND GUIDELINES

- **Hours of Operation**
  - 2:00 P.M. – 10:30 P.M. Sundays
  - 8:30 A.M. – 9:30 P.M. Mondays, Wednesdays, and Thursdays
  - 8:30 A.M. – 9:30 P.M. Tuesdays [6pm-7pm reserve for DSU Band]
  - 8:30 A.M. – 3:30 P.M. Fridays

- Study hall hours are reported for the week beginning on Sunday and ending on Friday. Coaches will receive an official copy of the study hall report on Friday afternoons.

Student-athletes are required to sign-in and sign-out to receive credit for study hall. FAILURE to sign-in or sign-out will result in “0” credits for study hall (NO EXCEPTIONS)

Required study hours are excused when a team is on the road traveling; however, it is STRONGLY encouraged for each team to set up study hall for those required to complete hours. Coaches will have to structure organized study sessions while on the road unless provisions are made (hotel room and travel) for ASSA counselor to set up study sessions.

- **Study Hall Requirements:**
  - Incoming First Year Student-Athletes (fall/spring) 10 hours per week
  - Upper-class students (returning and transfer are driven by grade point average:
    - > 3.00 Grade Point Average No study hall (unless req. by team).
    - 2.75 – 2.99 Grade Point Average 4 hours of study hall per week
    - 2.50 – 2.74 Grade Point Average 6 hours of study hall per week
    - 2.00 – 2.49 Grade Point Average 8 hours of study hall per week
    - < 2.00 Grade Point Average 10 hours of study hall per week

- **Rules for Study Hall:**

  Please note: Violations of the listed rules will result in “0” credit for the session.

  - Arriving late for your assigned study hall (if an arrival time is required per your advisor/coach)
  - Arriving unprepared, i.e.: without books, notebooks, or other materials needed to be prepared for your classes is unacceptable.
  - No loud talking, yelling, PROFANITY or horseplay will not be tolerated.
• **No browsing face book, or the internet** not particularly related to your class assignment.

• Headphones/ear buds may be used. **The music level must be kept to a minimum so as not to disrupt fellow students.** The use of the headphone during study hall is considered a privilege and should not be taken lightly; students in violation will be immediately dismissed.

• Usage of cell phones, this includes incoming and outgoing calls and text messages are **strictly prohibited during study hall.**

• No hats, dew rags, stocking caps, etc… will be worn inside of the library.

• No missed tutor, mentor, advisor, or counseling appointments; if you have an appointment, you **MUST** attend.

• No sleeping at any time!

**IMPORTANT:** All student-athletes must adhere and acknowledge compliance of said mentioned “Study Hall program rules and guidelines.”

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**GRADEFIRST**

DSU Student-Athletes will be utilizing the GradesFirst system for Advising and Study Hall.

**What is GradesFirst:**

The GradesFirst is a Student Support System that combines Early Alert, Advising Management, Tutor Management, and advanced communications tools to improve student success and increase university retention rates.

• It’s the Next Generation of Student Support Systems!

• Connect wherever there is Internet!

• Supported by the MEAC Conference

**Study Hall Management:**

• Receive up to the minute details regarding your completed study hall times (including hours that you are responsible for from week to week) through an individualized Facebook log in.

• Utilization of an ID card swipe system for increased convenience.

Students must first activate their GradeFirst account to gain access. You may talk with your Academic Counselor for details.

To log-in click on the GradesFirst icon:
TUTORING POLICY

The Office of Academic Services for Student-Athlete provides a free individualized tutoring program to student-athletes in a wide variety of academic courses, such as, but not limited to English, Mathematics, Biology, Chemistry, Accounting, and Foreign Language. The procedure for getting a tutor starts as soon as the student-athlete realizes a need for additional help in a particular subject course(s).

Request for a Tutor - Procedures

To request for a tutor, the student-athlete should contact their respective ASSA counselor and complete a "Tutor Request Form", either by way of their Coach, or if preferred, by a visit to their respective counselor directly, located at the W.C. Jason Library, 2nd floor. All tutoring sessions must be held in the W.C. Jason library, or an academic building on campus.

Once a student-athlete completes the "Tutor Request Form", he or she will be notified within 48 hours, for either a one-on-one or small group tutoring session at a mutually agreed time.

Guidelines for the most effective tutoring process, please:

- Be on time for all sessions. Tutors are a support system for all student-athletes and their time is valuable.
- Be prepared and organized for your sessions. Bring all materials to your tutor session.
- Take good, legible notes in class and bring the notes to your session.
- Prepare questions in advance for your tutoring session.
- Turn off your cell phone during your session.
- Be respectful of yourself, your tutor, and those around you.
- Communicate honestly with your tutor.
- Do your own work. Your tutors are not responsible for completing your assignments. They are responsible for assisting you in gaining a greater understanding of the concepts and materials you are working with.

IMPORTANT: Please attend all your scheduled tutoring sessions. If you are not able to attend a scheduled session, please contact your tutor at least 24 hours in advance to reschedule.

A student athlete needs to follow up with the Academic Tutor, in so doing please:

- Let the Academic Tutor know when you were contacted by the tutor advisor
- Report all missed schedule appointment
- Demonstrate the process that is being made with the tutor advisor.
- Let the Academic Tutor know when you have completed your tutoring service.
NCAA ACADEMIC LEARNING SERVICES:

Summary of Services:

The NCAA Learning Specialist provides academic learning services to student-athletes who are experiencing academic difficulty. In addition, the Learning Specialist will provide assistance to students who have a diagnosed learning disability and will also provide psycho-educational testing. The Learning Specialist is assisting the student-athletes in maximizing their learning potential by working one-to-one and/or in small groups to help increase their learning strategies and study skills. The Learning Specialist will be administering psycho-educational tests to selected students under the direction of Mrs. Laura Kurtz, the Director of Disabilities Services, in order to properly identify students who may have a learning disability. All the testing requests will need to be approved by the Office of Disabilities Services; phone 302-857-6388.

Services available:

The Learning Specialist assists the student-athletes with general learning strategies and study skills. Some of the topics that are discussed are: time and self management skills, reading a textbook (SQ4R), reading comprehension, class and textbook note taking (the Cornell Method), test taking skills (the 5 day Study Plan), tapping into their learning style, and using mnemonics to maximize academic success. The meetings are on an individual, small group or walk-in basis and are strictly confidential. The students-athletes may be referred by their Academic Counselor, their Coach or other Academic Support Center personnel. Ideally, student-athletes and the Learning Specialist will meet regularly in order to monitor progress, analyze problems and determine solutions to challenges faced while navigating Delaware State University academic and intercollegiate life.

If a student-athlete has a learning disability, the Learning Specialist will work closely with the Director of Disabilities Services regarding accommodations, assistive technology, campus and community resources, and effective strategies to facilitate success.

The Learning Specialist will collaborate with other campus personnel in order to assist student-athletes in understanding all applicable policies and procedures concerning individuals with disabilities. Any student-athlete may make an appointment with the Learning Specialist to gain insight into their learning styles, academic strategies and for support in identifying services that they can access.
Other Academic Services Available for Student-Athletes

The following services provided by the Academic Support Center located at W. C. Jason Library, 2nd floor. Call extension 6385 for locations or time changes.

Drop-In Writing Center: Room 207

Student-athletes may drop-in for assistance with any writing assignments. PLATO Reading and Writing is available.

Lab Hours *

Hours are posted on lab door each semester.

Drop-In Mathematics Center: Room 212A

Students may drop-in for assistance with any Mathematics assignments. Professional staff and peer tutors are available to assist students with solving Mathematics problems in Introduction to Algebra, Algebra A&B, College Algebra, Survey of Mathematics I & II, Trigonometry, and Finite Mathematics. All peer tutors have faculty recommendations, meet strict grade standards, and are trained by the Mathematics Center Coordinator. PLATO Math is available.

Lab Hours *

Hours are posted on lab door each semester.

Drop-in Computer Lab: Room 205 and 206

The Coordinator serves as a resource for technical assistance, information, and study sessions. Students are required to have a current pass code issued by the Academic Computing Office (located at Bank of America Building, Room 313) in order to gain access to computers.

Lab Hours *

Monday-Thursday 9:00am-9:00pm
Friday 9:00am-3:00pm (Hours subject to change).

* The Center employs the “drop-in” system, thus no appointment or pre-registration is necessary to participate.

Office of Student Accessibility Services: Room 218 302-857-7304

Student-athletes with documented learning or physical disabilities may request reasonable accommodations to address their specific needs. In addition, student-athletes, who are struggling with understanding coursework while documenting solid effort, may ask for a screening and/or consultation. Student with temporary disabilities may also apply for services.

Staying-On Course Program (SOC): Room 213

Student-athletes on Academic Probation or Readmitted Suspension are required to participate in academic enrichment activities that promote their return to Academic Good Standing. In addition, students on the SOC program must take and successfully pass a 3
credit elective course titled *Learning Strategies for Academic Success*, (unless previously taken and passed).

**Supplemental Instruction Program (SI): Room 212A**

Supplemental Instruction (SI) offers weekly study sessions to students taking “historically” difficult course. SI participants meet with their leader and classmates outside of class to discuss challenging concepts and develop study strategies. Students develop a better understanding of course content and learn how to effectively test themselves.

*The Academic Support Center is a unit within the Division of Academic Enrichment.*
BOOK VOUCHER POLICY:

Those student-athletes awarded book-scholarships are provided the privilege of obtaining books for course curriculum exclusively.

**IMPORTANT:** It is illegal to purchase books for individuals other than for whom the voucher was awarded to. If you are found in violation of purchasing books for teammates whether on, or not on book scholarship; friends in your classes, girlfriends, boyfriends, or significant others may result in, but not limited to the following penalties: suspension of privileges in receiving future book scholarships; lost of NCAA eligibility; lost of your team post-season competition privileges; and the possibility of repaying the value of the voucher to the University's athletics department.

In addition, **you may NOT purchase** pens, pencils, paper, school supplies, disposable products such as snacks, gum, chips, or soft drinks, etc., with book scholarships. However, student athletes requiring special supplies i.e.: calculators specifically designed for the curriculum, may be approved on a case-by-case basis after review by your respective ASSA Academic Counselor. Note: funds must be available in your book scholarship for consideration.

BOOK VOUCHER PURCHASING PROCEDURES (FOR STUDENT- ATHLETES ON AWARDED BOOK-AID)

The Purchasing Process is as followed: (refer to ASSA website for updates)

**Step One:**
Student Athletes (SA) will go on-line and request a voucher for books.
- Go to www.desu.edu
- Click on "my DESU"
- Click on Book Voucher
- Click on Request
- Fill in the information requested

**Step Two:**
Student Accounts will validate awarded book voucher and place award in SA account.

**Step Three:**
Student Athletes will check status of award on-line before going to purchase books.

**Step Four:**
Student Athletes will go to bookstore. **SA must inform the Bookstore cashier that he or she is a “STUDENT-ATHLETE”**.

**Step Five:**
The Bookstore staff will retain the receipt for the books.
**NOTE:** If a book is not available, the student athlete will pay for the book (via book voucher), and obtain a duplicate receipt for their respective ASSA academic counselor. The student athlete will be notified by the bookstore once the book comes in.

**RENT-A-TEXT PROGRAM**

All student-athletes have the option to rent a Text Book by way of the bookstore. For detail information, please visit our [homepage](#).

**BOOK RETURN POLICY:**

Student-athletes with book scholarship are required to return all purchased books to Library, 2nd floor during the buy-back period. Any questions or concerns, please contact your respective ASSA academic counselor.
The procedural steps for consideration of student complaints related to instruction are as follows:

1. The student requests a conference with the faculty member to discuss the complaint. The faculty member must meet with the student to discuss the complaint within ten (10) working days.

2. If the problem is not resolved, the student presents his/her complaint in writing to the department chairperson (chair) and requests a meeting with him/her. A copy of this letter will be forwarded by the student to the instructor involved. The student’s appeal to the chair must be made within five (5) working days.

Following the meeting with the student and instructor, the chair will forward a signed statement of his/her position to the parties involved within ten (10) working days.

3. In cases where the problem still remains unresolved, the student may present his/her complaint in writing to the appropriate Dean within five (5) working days.

The appropriate Dean will review the case, make the final decision, and forward a signed statement of his/her position to the student, faculty, and chair within ten (10) working days.
COMPUTER USE POLICY FOR
ACADEMIC SERVICES FOR STUDENT-ATHLETES

- In order to save your files, you must possess a key stick, zip drive, or put your files under the “H” drive; as a file deletion program is conducted nightly and files saved on the desktop will be removed.

- Playing computer based games (such as solitaire, spades, etc) is prohibited on all computers at all times.

- You may use the licensed software provided in the lab. You may not use the computers to copy programs (software) or any other copyright files. You may not install any software on the computers or use any illegal duplicated software. Please note that ‘pirating’ or copying licensed software for your own use is a FELONY!

- Absolutely NO food, drink, or tobacco products are allowed in the computer lab area at any times. Exceptions on a case by case basis will be made for H20, Gatorade, and other nutrient-based shakes containing a spill-proof lid.

- No horseplay (fighting) will be tolerated. The Lab is a quiet work area; noise should be kept at a minimum. Be considerate of your fellow student-athletes. This is your first and only warning!

- Non-academic services such as instant messenger chats, browsing World Wide Web, face book, MySpace, Rivals.com, checking out your stats on DSU’s website, etc should be conducted during “non-required” study time. Time spent on these services does not fulfill study hall requirements.

- You must have adequate money on your print card in order to print documents from this lab and others on campus. Academic Services staffs are not permitted to provide copies of student work from personal terminals as this constitutes a violation of the NCAA provision governing extra benefits.

- Students are not allowed to write or make markings of any kind on the equipment. Destruction of the equipment or property is strictly prohibited, and violators may be charged for any damage or destruction. DO NOT ERASE FILES, ICONS, OR ALTER ANY SETTINGS ON OUR COMPUTERS, I.E. “SCREEN SAVERS, BACKGROUND, ETC.

IMPORTANT: It is very necessary that you utilize your DSU email account. A DSU account is provided to every student and from here, academic information from professors, eNews, school updates, financial aid, student accounts, YOUR ACADEMIC COUNSELORS is disseminated. Please make sure that you are using your DSU account. If you need help establishing your email account, please contact the help desk (302) 857-7028 or go to room 313 Bank of America Building with your student identification card.
Freshman: Must be registered for a minimum of 12 credit hours at all times to compete and practice. Students must complete a minimum of 6 hours in the previous full-time regular academic term. Students must complete a minimum of 18 hours during the regular academic year (fall and spring).

Beginning of Sophomore year: A student must complete 24 credit hours. Minimum of 18 credit hours must be earned during the fall and spring semesters. A minimum of 12 developmental hours may be counted in these 24 credit hours. However these remedial hours do not count in the percentage toward degree.

MIN. CGPA = 1.80
- Credit hours received the summer before the students first academic year can be applied to these 24 credit hours; this includes AP credits, dually enrolled credits (classes taken for college credit while still enrolled in high school).

Junior (prior to start of the 5th semester): At the beginning of the academic year a student must have completed a minimum of 40% of the credit hours in their declared major (120 X .40 = 48 credits). Students must also have a declared major on file.

MIN. CGPA = 1.90

Senior (prior to start of the 7th semester): At the beginning of the academic year a student must have completed a minimum of 60% of the credit hours in their declared major (120 X .60 = 72 credits).

MIN. CGPA = 2.00

5th Year (prior to start of the 9th semester): At the beginning of the academic year a student must have completed a minimum of 80% of the credit hours in their declared major (120 X .80 = 96 credits).

MIN CGPA = 2.00
* This requirement is for a student that was a redshirt and has a 5th year of eligibility.

Sport practice times are set by the individual teams, and will differentiate based on the availability of facilities. The basic rule is to take classes between 8:00 AM to 2:50 PM daily.

Point of Contact: Academic Services offices second floor of William C. Jason Library
Eric Hart, Associate AD, Academic Services, Ext 7542 advises Football and MBB
Nigel Brown, Academic Counselor, Ext 7415, advises Football, Baseball, and M. Track
Sandria Johnson, Academic Counselor, Ext 6038, advises Softball, MBB, and Volleyball
Harry J. Sanchez, Academic Counselor, Ext 7974, advises Equestrian, Bowling, and M/W Tennis
Roberta Durrington, Learning Specialist, Ext 7304, academic learning strategies; assessment, Football
**Athletes, Honor Students and seniors are entitled to priority registration. These groups should be advised a week prior to the Academic Advisement period.**
ACADEMIC CALENDAR
SPRING SEMESTER 2013 (201303)

January 4 (Friday)……………………………………………Removal Date for Non-Payment for spring 2013
January 9 (Wednesday)……………………………………...General Faculty Meeting
January 10-11 (Thursday-Friday)…………………………Registration for New Students
January 11 (Friday)……………………………………………Residence Halls Open for New Students Only
January 11 (Friday)…………………………………………Last Day to Mail-In or Fax Registration
January 13-19 (Sunday-Saturday)…………………………Welcome Week
January 12 (Saturday)…………………………………………Residence Halls Open for Returning Students at Noon
January 14 (Monday)…………………………………………Classes Begin at 8:00 am
January 14 (Monday)……………………………………….Late Registration Begins
January 21 (Monday)………………………………………..Martin Luther King Jr. Day Observance (University Closed)
January 22 (Tuesday)…………………………………………Last Day for Reinstatement
January 22 (Tuesday)……………………………………….Documentation for Non-Attendance Due
January 22(Tuesday)…………………………………………Late Registration Ends
January 22(Tuesday)…………………………………………Last Day to Change Courses to Audit Status
January 22(Tuesday)…………………………………………Late Day for Adding Classes
January 23 (Wednesday)…………………………………….Effective date for receiving a grade of "W" for dropped course
January 24 (Wednesday)…………………………………….Effective date for $10 per drop processing fee
February 14 (Thursday)………………………………….Founder’s Day
February 18-24 (Monday-Thursday)……………………….Mid-Term Evaluations Administered
February 25 (Monday)……………………………………..Mid-Term Grades Due in Chairs’ Office
February 28 (Thursday)…………………………………….Last Day to Remove Incompletes
March 1-5 (Friday) – April 5 (Friday)………………………….Spring Faculty Evaluations
March 11-15 (Monday-Friday)………………………………Spring Break
March 11-16 (Monday-Saturday).………………………….MEAC
March 15 (Friday)…………………………………………….Priority Deadline Date for Filing FASFA
March 25-28 (Monday-Thursday)…………………………Priority Academic Advisement Period
March 29-April 1 (Friday-Monday)…………………………Easter Recess
April 2 (Tuesday)……………………………………………..Priority Pre-Registration
April 3-12 (Wednesday-Friday)………………………...Pre-Registration (for Summer 13, Fall 13)
April 3 (Wednesday)…………………………………………Last Day to Drop Classes
April 4 (Thursday)…………………………………………..Honors Day
April 11 (Thursday)…………………………………………Last Day to Withdraw from the University
April 13 (Saturday)…………………………………………...Open House
April 15 (Monday)…………………………………………..Exit Interview for May Graduates Due
May 2 (Thursday)……………………………………………Last Day of Classes
May 3 (Friday)………………………………………………...Reading Day
May 6-10 (Monday-Friday)………………………………….Final Examinations
May 10 (Friday)……………………………………………….Final Grades Due in Chairs’ Office
May 13 (Monday)…………………………………………...Final Grades Due in Records Office by 4:30 pm
May 19 (Sunday)……………………………………………...Commencement

**Athletes, Honor Students and seniors are entitled to priority registration. These groups should be advised a week prior to the Academic Advisement period.**
ACADEMIC CALENDAR
TENTATIVE SUMMER SEMESTER 2013

PENDING
Section G: FREQUENTLY ASKED QUESTION (FAQ)

FREQUENTLY ASKED QUESTIONS: (FAQ)

1. Why do I have to be in study hall if I transferred from another institution?

   **Answer:** Transitioning to a new institution can be challenging even if you have begun your journey elsewhere. Typically at two-year institutions, academic support services for student athletes are provided at minimal, if at all. We believe that by providing you with structure and an environment to complete your assignments will help in your achieving the ultimate goal of graduating and playing at the Division I level.

2. Why is it important that I submit an official High School Transcript to the Office of Admissions?

   **Answer:** In order to adhere to the Federal Government guidelines that Delaware State University is providing financial aid to students who have met the minimum admissions standards, including that of graduation from a high school, DSU has to verify (on official documentation) that you indeed have completed the necessary requirements for your high school diploma. This policy also applies for students requesting transfer from another institution of higher learning. It is also recommended that, in order to expedite the admission process an additional official transcript is provided to the office of Academic Services for Student-Athletes. W.C. Jason Library, Delaware State University, 1200 N. DuPont Hwy., Dover DE 19901

3. What is the difference between my Academic Advisor and my Athletic Counselor?

   **Answer:** You have been assigned an academic advisor who will work with you to determine the courses you will need to take from semester to semester in order to meet degree requirements. Your academic advisor, will help you transition from semester to semester. They will make sure you are taking the appropriate courses in the given year that you are registering for. Your academic counselor is there to assist you in becoming fully aware of the eligibility requirements necessary to compete with your respective sport. Your academic counselor is one who will disseminate information on behalf of your academic departments to your athletic coaches. For example, when progress reports are turned into your academic counselor, that data (good or bad) will be shared with your coach so that he or she can make decisions as to your eligibility to either play or practice within your respective sport. The ultimate goal of your academic counselor is to assist you in the academic, social, career, mental, and at times (but not required) spiritual development necessary for you to compete at the highest level; both in and out of the classroom.
4. Why was I dropped from my class schedule?

Answer: There are a few situations that may arise during your time at Delaware State were you may be dropped from your class schedule. If you do not attend the first week of classes, you will end up on what is called the “no show” list. Once you are placed on the no show list, your class(es) are removed until you and your professor can meet and justify why you have not attended classes or come to an agreement on what steps you should take to ensure your attendance. Additionally, students may find the cost of attendance a bit expensive and from time to time, and find themselves financially unable to address the cost associated with attending DSU, it is during those difficult times that student account holds are placed onto your schedule. If you find yourself in this situation, we ask that you meet with your financial aid representative as soon as possible so that provision (if possible) can be made to help settle your account so that you may resume with your academic activities.

5. What should I do if I have a grievance with my academic counselor and I no longer want him or her to work with me?

Answer: While we hope that each academic counselor prides themselves on providing the best customer service as humanly possible, we do understand the nature of building and maintaining student to counselor relationships. If the situation arises where you feel you have a grievance with your academic counselor, please feel free to set up an appointment with the Associate AD for Academic Services and together you can look at the situation to find the best solutions without having to switch to another counselor. If the situation is irreparable, the Associate AD for Academic Services will reserve the right to meet with the academic counselor in question for feedback and justification for removal from his/caseload (i.e. remove student-athlete from caseload to another academic counselor on staff). If both parties can agree that this is in the best interest of the student-athlete, the following individuals will be immediately notified, the respective coach, the Associate Provost of Delaware State University, and the Director of Athletics and the student.

6. What if my grievance is with the Associate AD for Academic Services?

Answer: The same procedure as outlined above would take place with the Associate Provost as lead investigator. Notifications to all parties involved would preclude the findings.

7. If I have money left over from my athletic book voucher, can I buy something other than books?

Answer: No. Your athletic book voucher only covers the purchasing of books. Purchasing of any material such as ipods, video games, beverages, notebooks would be considered a violation.

8. How would I retrieve a user name and password to login to the computer?

Answer: In order to receive a user name and password; students-athletes must go to Room 313 located in the Bank of America Building.
9. If I transferred to DSU with over a 3.0 GPA, do I have to still attend study hall?

   Answer: Yes, all transfer student-athletes are required to perform (ten) 10 hours of study hall per week. Transfer students start out with the same GPA as an incoming student (0.00). We want to create an environment where students can start achieving not only a 3.0 GPAs’, but a 4.0.

10. What is Blackboard?

   Answer: Blackboard is an on-line course system being used by Delaware State University faculty and supporting staff; it is designed to deliver information and valuable educational resources to its students. Blackboard is also password protected that allows instructors to be data specific when it concerns their courses and the needs of their students. Best of all, students can access Blackboard Course Sites anytime, anywhere and using any Web browser. The Office of Academic Services for student-athletes frequently post updates on Blackboard, therefore, it very important that you try and access it daily.

11. Will my tutoring sessions be counted towards my study-hall hours?

   Answer: Yes, as long as the time can be verified by the Academic Services staff.

12. Can another student sign me in and out of student-hall?

   Answer: No, each student is responsible for signing yourself in and out of student-hall. If this happens, a meeting will be setup with your respective Head Coach and the Associate AD for Academic Services for Student-Athletes in order to discuss your access to study-hall.
## IMPORTANT TELEPHONE NUMBER

(Area code is 302, and all phone exchanges are 857)

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<td>Admission Office</td>
<td>6351</td>
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<td>Athletics Office</td>
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<td>Blackboard Office</td>
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<td>Campus Police</td>
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<td>Registrar Records</td>
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<td>Student Leadership And Activities</td>
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<td>Testing Services</td>
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### COLLEGES:

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<td>Arts, Humanities &amp; Social Sciences</td>
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<td>Business</td>
<td>6900</td>
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<td>Education Health and Public Policy</td>
<td>6700</td>
</tr>
<tr>
<td>Mathematics, Natural Science &amp; Technology</td>
<td>6500</td>
</tr>
</tbody>
</table>
Parking Lots 1 and 16 are designated visitor parking lots. Cars without Visitor Parking Permits can be ticketed and towed.
Hail Alma Mater!
Thy Children greet Thee!
Greet Thee with loyalty, love, strength, and truth.
Here in Thine ancient halls, O’er Thy plains so verdant, thou art our guide in pathways of youth.

From the broad world without,
Come Thy sons and daughters,
Bearing our laurels to lay at Thy shrine.
E’er shall we heed Thy call,
Ne’er shall we fail Thee.
Loved Alma Mater, God bless Thee and Thine.

Pauline Williams LeCompte, ‘26
Section J: FORMS

(Click Here)