

# CONTINUING EDUCATION STUDENT HANDBOOK

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## **College Mission**

DCAD's mission is to educate talented and dedicated students to become art makers, idea generators, problem solvers, and visual communicators who can redefine the way we perceive and experience the world around us. It also serves as a visible stakeholder, cultural anchor, and catalyst for the revitalization of downtown Wilmington.

In support of the College's Mission, the Continuing Education Department is dedicated to fostering a creative community by offering a wide variety of opportunities in art and design for personal enrichment and professional growth.

## **About Continuing Education: Registration Policies**

No application or portfolio review is required for admission to Continuing Education (CE) classes, which are non-degree, part-time programs of study, open to the community.

In addition to a wide variety of courses, DCAD CE also offers structured Certificate Programs which provide students with the opportunity to accelerate their careers through focused, compact courses that develop the creative and technical skills to excel in the areas of Art & Design, Graphic Design, Interior Design, Photography and Web Design. Certificate Programs are open to students with a college diploma, high school diploma or equivalent.

Students are strongly encouraged to register early, as class size is limited. Popular courses fill quickly and some classes may be cancelled due to insufficient enrollment. Some classes have a prerequisite or may require the instructor's approval prior to registration. Students may not attend a class until they have registered and paid all tuition and fees. Tuition and fees are indicated as part of the course description via the hard-copy and online catalog.

To register, students must complete a Registration form (online or hard-copy) to register for classes.

Students may register:

Online at [www.dcad.edu](http://www.dcad.edu)

Via phone 302.622.8867 x110

Via fax 302.622.8870

Via mail or in person at the Delaware College of Art and Design, Office of Continuing Education, 600 N. Market Street, Wilmington, DE 19801-3007 (10 AM – 5 PM, Monday – Friday or by appointment).

Tuition and fees may be paid by Visa, MasterCard, Discover Card or check payable to Delaware College of Art and Design. Tuition and fees must be paid in full prior to the registration deadline.

## ***Advisement & Tours***

The Director of CE advises potential students on course selection, relevance and benefit.

Additional advisement support is available, as needed, from Area Coordinators and individual faculty members. Within the scope of student services is scheduling tours, appointments and being available any time during the work day to meet and advise students.

### *Late Registration*

The late registration period begins after the first class meeting of each course. Students who are interested in joining a class after the first class meeting should contact the Office of Continuing Education to ensure availability. If room is available, students may register late until the second class meeting. Late registration does not reduce the cost of tuition and fees (classes will not be pro-rated).

### *Course Cancellations and Changes*

The Delaware College of Art and Design reserves the right to cancel, close or reschedule any course due to insufficient enrollment or to change the instructor. In such a case, the student is entitled to a full refund of tuition and fees. Students will be notified of cancellations or changes as soon as possible and given the option of enrolling in a different class or receiving a full refund. Refunds will be processed within two weeks of the cancellation or change.

### *Class and Enrollment Confirmation*

Upon confirmation of class status, students will be mailed or emailed confirmation of enrollment, which states the day and date of class meetings as well as serves as proof of student status in order to receive appropriate student discounts on books, materials, software, etc. (please check vendor eligibility requirements to ensure that the student discount is available to Continuing Education students prior to placing an order).

## **Fees, Enrollment Options and Related Policies**

### *Tuition and Fees*

Tuition and lab or material fees (if applicable) are indicated as part of the course description. A non-refundable registration fee of \$25 is required each semester. Tuition and fees must be paid in full prior to the registration deadline. A fee of \$25 will be charged for returned checks and/or declined credit card charges. Students enrolling in an open studio class are not required to pay a registration fee and receive no grades or continuing education units.

### *Non-Credit Courses & Tuition*

Students who enroll in a Non-Credit Continuing Education course may request a Pass/Fail grade upon course completion. Students receive continuing education units (CEUs) upon successful completion of a class. CEUs are nationally-recognized units earned by participation in qualified Continuing Education Programs which document non-credit work completed. One CEU is awarded for every 10 hours of class participation. CEUs are not equivalent to college credits and no letter grade or official transcript is provided for non-credit coursework.

### *Degree student enrollment in Continuing Education Courses Policy*

As previously stated, CE courses are non-credit, non-degree courses of study which do not

apply to DCAD's Associate of Fine Arts Degree program. Active Degree Students who are not on academic probation may be permitted to audit a CE course free of charge if minimum enrollment requirements are met; there is room/space/equipment available within the class; the student is committed to attending all classes as scheduled; and the Dean approves said registration. A materials fee may be due based on materials provided to the student by the instructor and/or CE Department. No grade (letter or pass/fail) will be recorded on the Degree student's transcript for auditing a CE class. To register for a Continuing Education course one should see the Director of Continuing Education and Registrar.

### *Certificate Fee*

All students who enroll in a Delaware College of Art and Design Certificate Program are required to pay a one-time \$75 certificate fee no later than their second semester of coursework.

### *Tuition Discounts*

A 10% discount on tuition is currently available for: returning DCAD CE Students; DCAD A.F.A. Alumni; High School Educators; students older than 60 years in age; and groups/corporations (five or more students). One discount per registration only is permitted. Tuition discounts may not be combined. Discounts must be taken at the time of registration. Verification of eligibility for discounts will be required. Eligible students who register online may deduct 10% of the tuition fee only from the total cost of tuition. Tuition discounts do not apply to lab fees, material fees or registration fees.

### *IRS Education Credit*

If eligible, the Internal Revenue Service (IRS) allows students to apply for educational credits. The Lifetime Learning Credit is a tax credit which may be available to help offset the cost of higher education by reducing the amount of your income tax. For more information regarding education credit, eligibility, and instructions, please see IRS Publication 970, Tax Benefits for Education.

### *Withdrawals and Refunds*

Withdrawal from a Non-Credit course must be done in writing to the Director of Continuing Education. You may do so by email, fax or in person at the Delaware College of Art and Design. Lack of attendance, lack of course completion and/or notification to an instructor does not constitute withdrawal from a class. No registration fees will be refunded in the event of withdrawal.

#### **REFUND FOR SIX OR MORE CLASS SESSIONS**

If written notice is received:

Before the first class meeting: 100% refund of tuition.

Before the second class meeting: 75% refund of tuition.

#### **REFUND FOR ONE TO FIVE CLASS SESSIONS**

If written notice is received:

Before the first class meeting: 100% refund of tuition.  
Students will not be eligible for a tuition refund if they withdraw from a course after the first class meeting.

### **Refund Processing**

Refunds will be issued via a check request from the Office of Continuing Education to the Chief Administrative Office and processed within two weeks.

## **Academic Policies**

### *Course Syllabi (Outlines)*

All courses are required to have a course Syllabi available for distribution to students which clearly articulate Student Learning Outcomes (course goals); required textbooks, materials and associated costs; as well as expectations regarding grading and attendance. Instructors should distribute the Syllabi at the first class meeting.

### *Grading System*

Continuing Education students who are taking classes on a non-credit basis, whether in a certificate program or not, may request a grade of 'pass' or 'fail' upon course completion. A passing grade is equivalent to a letter grade of 'C' or better.

#### Explanation of Grades

A	outstanding achievement	4.0
A-	very high quality work	3.7
B+,B,B-	above average achievement	3.3, 3.0, 2.7
C+, C	average achievement	2.3, 2.0
C-,D+,D	below average	1.7, 1.3, 1.0
F	failure, no credit	
I	incomplete	
AW	administrative withdrawal	
W	withdrawal	
IP	in progress	
TR	transfer credit (not included in cumulative GPA)	
N/A	Continuing Education Course – no grade applicable	

### *Grade Appeals*

Students who receive a grade that they feel is inappropriate may petition for an academic grade review by the following procedure:

Talk with the instructor. Whenever possible, conflicts over grades should be resolved informally between the instructor and the student.

If not satisfied, the student should write a letter outlining objections to the instructor, along with a copy to the Director of Continuing Education, no later than the end of the first week of the following semester.

If the problem is still not resolved to the student's satisfaction, the student should meet with

the Director of Continuing Education.

A final appeal may be made in writing to a panel composed of the Director of Continuing Education, Area Coordinators and the Dean, which will make a final decision.

Grade changes will not be considered official until the instructor submits written changes to the Director of Continuing Education.

#### INCOMPLETE

A grade of "I" (Incomplete) is a temporary deferral of a final grade pending the make-up of a small amount of course work. An Incomplete may be requested only under extraordinary circumstances beyond the student's control when course work is unavoidably and justifiably delayed. Faculty members have the right to refuse a student's request for an incomplete if they judge the grounds insufficient. A grade of "I" is not calculated into a student's GPA until it is replaced by a letter grade. Unless otherwise noted by the instructor, students have one month after the semester's end to complete missing work. At the end of the make-up period, the instructor will submit a grade to the Registrar based on the work submitted. If the student fails to submit work, a grade of "F" will be issued for the course.

#### *Attendance*

Because the number of class sessions varies, the individual instructor determines the number of acceptable absences (if any). The general rule of thumb is that students will not pass a course if they miss more than 20% of all classes. The course syllabus provides details regarding attendance requirements.

#### *Certificate Programs*

##### Certificate Program Overview

Delaware College of Art and Design's Certificate Programs are compact, focused courses of study. They are designed for individuals who wish to explore new careers, enhance current skill sets, and grow both personally and professionally. Certificate Programs are part-time, non-degree areas of study which provide students with the opportunity to accelerate their careers and artistic abilities through focused, compact courses that develop creative and technical skills. Program objectives, requirements and the curricular sequence are published online and within the catalog. Certificate students take classes on a non-credit basis.

##### Certificate Requirements

In order to attain Certificate status, students must:

- a) complete all Certificate course requirements and achieve a satisfactory level of competency in each class (a letter grade of C or above which is equal to a passing grade);
- b) meet attendance requirements as specified;
- c) attend a Portfolio Review and/or Workshop for an evaluation of art and design work to demonstrate program proficiency; and
- d) satisfy all financial obligations to the College.

Certificate Programs are open to students with a college diploma, high school diploma or equivalent. No portfolio review or special application is required for admittance to Certificate

Programs.

## General Policies

### Location

Delaware College of Art and Design (DCAD) is located at 600 North Market Street in the center of downtown Wilmington in a historic Art Deco building that has been transformed into a state-of-the-art educational facility. DCAD is situated in the heart of Market Street's cultural and educational district, surrounded by museums, performance venues, residences, educational institutions, and many dining options.

Students enter the college through the Toni and Stuart B. Young Gallery at 600 North Market Street (intersection of Sixth & Market Streets), sign-in at the Security Desk each time they enter the building, and will be directed to their class room.

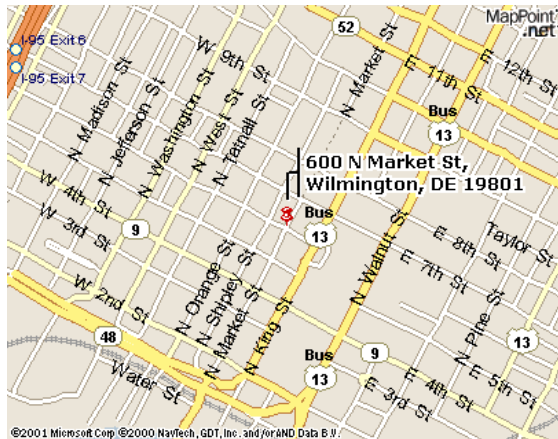
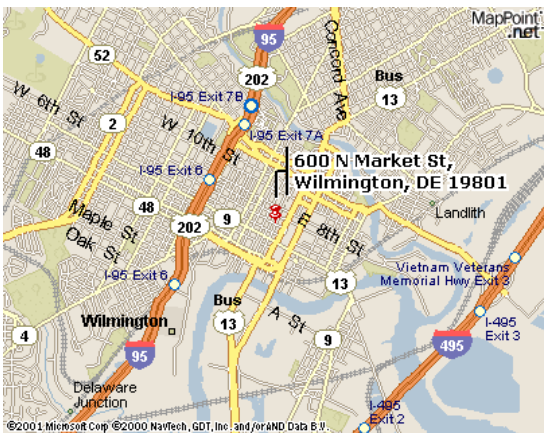
### Directions

From I-95 North

Take I-95 North to the Maryland Avenue (Exit 6). At the Maryland Avenue (Exit 6) Ramp, turn right onto Maryland Avenue. At the first traffic light, turn right onto Martin Luther King, Jr. Boulevard. Keep to the left. Make a left onto Market Street and proceed to Sixth Street. The Delaware College of Art and Design is located at 600 Market Street.

From I-95 South

Take I-95 South to the Maryland Avenue/Martin Luther King, Jr. Boulevard Exit. Proceed through three (3) traffic lights. At the fourth (4th) traffic light, turn left onto Martin Luther King, Jr. Boulevard. Keep to the left. Make a left onto Market Street and proceed to Sixth Street. The Delaware College of Art and Design is located at 600 Market Street.



### Parking

Students from the Delaware College of Art & Design are encouraged to park in Colonial Parking Lot 50 on the corner of Shipley and Sixth Streets for evening classes (entrance is on Shipley Street, one block from the college). The parking lot gate opens after 5:00 PM and is free to



DCAD students starting at that time. NOTE: The gate closes at 8:00 PM and automatically opens as cars pull up to leave the parking lot. Metered parking spaces are also available, with free parking after 6:00 PM on Market and King Streets.

### *Class Materials*

A list of supplies and materials required, including approximate associated costs, is provided at the first class meeting by your instructor or may be emailed to students upon class confirmation.

### *Special Notices*

The facilities of the Delaware College of Art and Design are accessible to those students with special needs. Under no circumstances is an individual subject to discrimination on the basis of age, race, color, sex, religion, national origin, physical abilities, geographic location, marital status, sexual orientation, physical appearance, economic status or family background in any relationship with the institution or in any of its programs or offerings.

### *Edgar A. Thronson Library*

The Edgar A. Thronson art library houses a collection of more than 14,000 books, videos, sound files, digital images, electronic resources, as well as subscriptions to art and design periodicals. The collection of art and design resources supports and supplements DCAD's intellectual and artistic goals; with particularly strong collections in animation, art history, fine arts, graphic design, illustration, interior design, and photography.

The Delaware College of Art and Design Library is located at 600 North Market Street in Wilmington, Delaware on the third floor. The Library is open to students, faculty and staff of the College. We are open to the public for reference and research Monday through Friday by appointment.

CE Faculty and Students may checkout items from the library after filling out the Borrower Application Form. See the Librarian or Assistant in the library for details.

### *Mac & PC Lab Access*

If you need access to either the Mac or PC lab to study and/or complete assignments, contact the Director of Continuing Education to confirm available dates/times.

### *Student Conduct Policy*

Student conduct should be orderly and respectful of the rights, safety, and privacy of others. Students are expected to keep the facilities clean, to treat equipment (both the school's and other students') carefully, and to avoid conduct or actions which offend or disturb others. Students are expected to act in a responsible manner that is conducive to the welfare of others.

Violations of the Code of Student Conduct include:

Academic Dishonesty—using deception in any way that results in avoidance of academic responsibilities, such as cheating and plagiarism.

Cheating—attempting to copy, force or otherwise gain information from another or from a prohibited source, with the intention of circumventing the academic testing process.

Plagiarism—the reproduction of another’s visual, verbal or written material without proper citation and with the intent to deceive. In the written form this includes, but is not limited to, verbatim copying or substantial paraphrasing, and presenting as your own the work of someone else.

Behaviors Disruptive or Harmful to Others, the Public or Oneself—the intimidation or harassment of any member of the DCAD community will not be tolerated. This includes purposeful disruption of a class or school function, creating a public disturbance or inconvenience, fighting, unreasonable noise, or tampering with fire alarms or firefighting equipment. In the event that a student is threatening to hurt his or her self in any way, The Delaware College of Art and Design reserves the right to seek immediate medical assistance for the student and contact the student’s parent or take other emergency measures as previously designated by the student.

Theft, Willful Damage of Property and Unauthorized Entry—any abuse or misuse of College property or equipment, including theft, defacing, damage or destruction of another’s property. Gaining access to any school facility through the unauthorized use of keys or other means is expressly forbidden.

Weapons, Dangerous Instruments, Explosives, Chemical Devices- the College enforces a ban on the possession on school property of any firearm, weapon, or instrument or device that can be discharged, shot, or used to cause harm (other than by law enforcement personnel). Possession includes carrying, transporting, having custody of, storing, or displaying a weapon. Also not permitted are explosive chemicals or substances brought into College facilities with the intent of producing visible or audible combustion, explosion, or fire, including fireworks. Possession or a license to possess any of the above listed items does not constitute defense of a violation of this policy. Weapons found may be confiscated and individuals may be subject to criminal prosecution. Legal propellant sprays used for personal protection and self-defense purposes are allowed, but must be used properly in an emergency or time of threat.

Drugs— the purchase, sale, possession, or use of an illegal substance or drug is strictly prohibited.

Alcohol Abuse—any behavior, which involves the use of alcohol, and/or inappropriate or destructive behavior brought on by alcohol abuses. Violation of local and state laws are in effect.

Gambling—illegal gambling on College property or at any official function sponsored by the College, student groups, or school affiliated organizations.

Providing False Information or Failure to Provide Information Requested—providing false information with the intent to defraud or deceive. Failure to identify yourself to school officials, including security guards, when requested to do so.

Misuse of Official Documents—includes forgery, alteration, misappropriation, or misuse of academic or non-academic records or identification cards. In the case of academic records, such as grade reports or transcripts, disciplinary action is within the jurisdiction of the Director of Student Services and the Dean.

The Delaware College of Art and Design reserves the right to dismiss any student from classes

whose conduct is detrimental to the College. No refund will be issued.

In the event that the student is classified as dependent by the IRS, Delaware College of Art and Design also reserves the right to contact a parent or guardian in the event of violations of the Code of Student Conduct. Disciplinary action for such violations falls within the jurisdiction of a Student Conduct Committee chaired by the Director of Student Services. Appeals to the decisions of the Student Conduct Committee should be addressed to the President.

### *Student Work*

The Delaware College of Art and Design reserves the right to photograph, exhibit or publish any student work, and the right to use images of students in DCAD publications and assess student learning outcomes. DCAD is not responsible for any loss or damage to student work under any circumstances.

### *Weather & School Closings*

The cancellation of classes due to weather is determined by the administration. Official announcements of school closings will be posted at <http://www.dcad.edu/>. In addition, the DCAD Main Office number (302) 622-8867 can be called for updated messages regarding the college's status for the day.

### *Class Meetings and Cancellations*

In the event of a foreseen or unforeseen event that prevents a class meeting, your instructor will notify you as soon as possible to re-schedule said class to ensure that all class sessions are delivered as planned.

### *Security and Safety*

All security and safety rules and regulations have been established to provide a safe environment for students, faculty and staff. Students are requested to adhere to these guidelines. The Delaware College of Art and Design is not an open public building. Public access is limited to the Young Gallery during normal hours of operation while access to the rest of the facility is limited only to authorized individuals. Access rules are necessary for the safety and protection of individuals, as well as the protection of works of art.

Continuing Education instructors and students are required to sign-in at the security desk for each class meeting. CE instructor and student identification cards are not required.

### *Field Trips*

In addition to, or instead of a studio class, instructors may coordinate a field trip. All students are required to complete an Off-Campus Field Trip Participation & Liability Waiver Form prior to said field trip, which includes the following:

- Class/Instructor Name
- Off-campus activity
- Location
- Date

- Replacement of on-campus class scheduled (date)
- Liability Waiver, signed by student (below)

In consideration of being permitted to participate in the Off-Campus Activity (Field Trip) above listed, I acknowledge that said Activity is conducted in place of a scheduled on-campus class. In addition, participation in said Activity requires student-provided transportation (including but not limited to riding to the location in a private vehicle not owned or operated by the Delaware College of Art and Design). I, the undersigned, in full recognition and appreciation of the dangers and hazards inherent in this Activity to which I may be exposed during my participation and travel to and from, do hereby agree to assume all the risks and responsibilities surrounding my participation and travel to and from the Activity.

I hereby release and forever discharge the Delaware College of Art and Design, officers, trustees, agents, employees, volunteers, instructor and students (the "Releasees") from any and all claims, demands, rights, and causes of action of whatever kind or nature, arising from and by reason of any and all known and unknown, foreseen and unforeseen, bodily and personal injuries, death, damage to property, and the consequences thereof, resulting from my travel to and from, and participation in, or in any way connected with the above-specified Student Activity. I agree to indemnify and hold harmless the Releasees from and against any and all claims, demands, actions, causes of action, damages, liabilities, judgments, settlements, expenses, fees and costs (including attorney's fees) relating to my travel to and from, participation in or in any way connected with the Student Activity except for the Releasees' own grossly negligent, reckless or willful acts.

Said form, signed by each student, should be provided to the Director of Continuing Education's office prior to the Field Trip.

### *Emergency Procedures*

Emergency Procedure binders have been placed within all classrooms, studios and labs and include detailed information regarding evacuation routes and procedure guidelines for medical fire, disasters, threats and other emergency situations. Students and Faculty members should become familiar with the procedure guidelines during their first class meeting.

The Primary Control Center for the College is the Security Desk located in the gallery by the Market Street entrance to 600 N. Market Street. The Center is the focal point for all emergency operations and may be contacted at 302.622.8867 x.101.

### *Hours of Operation*

During Fall and Spring semesters, the building is generally open Monday through Friday from 7:30 a.m. to 11 p.m., and Saturday and Sunday from 8:30 a.m. to 9 p.m. Summer hours may vary and will be posted prior to the start of the semester. Specific building hours are published each semester. The Administrative Offices are open Monday through Friday 9 a.m. to 5 p.m.

Students are not permitted in the building during closed hours.

### *Theft*

The College will exercise reasonable care over personal property but cannot be responsible for loss or damage. Students are expected to protect the equipment and possessions of the College, its students, staff, and faculty. Theft, vandalism, and property damage should be reported to the security desk. This is done by filing an "Incident Report." Theft, vandalism, and property damage of any kind are grounds for dismissal; damage charges will be assessed.

### *School Equipment*

Students, faculty, and staff are responsible for the condition and safety of the equipment they use. Students will be financially liable for damage to or loss of equipment through negligence or improper usage. Students, faculty, and staff will be financially liable also for replacing lost or damaged library materials.

### *Maintenance Issues*

Students should report maintenance issues except those pertaining to student housing to Security, the Director of Continuing Education or or the Chief Administrative Officer.

### *Lost and Found*

Articles found in the building should be submitted to the security guard on duty at the security desk near the entrance of the College. Articles may be discarded if not claimed within two months.

### *Studio Access*

Access to the studios is limited to students who are currently enrolled in a studio class that requires the use of the classroom in question. Students may not use a studio or classroom that is occupied by a class in session. Relatives of CE students are not permitted in the classrooms while class is in session.

Students are not permitted in the building during closed hours.

### *Food & Drink*

For extensive health reasons, eating and drinking are not allowed in studios, labs or classrooms.

### *First Aid Facilities*

Basic first-aid for minor injuries is available in the following campus locations: Student Services Office and all studio classrooms. In the event of serious injury, medical care should be sought either by calling the Emergency Ambulance Squad (911) or going directly to the nearest hospital emergency room (Wilmington Hospital). School-related accidents resulting in physical injury should be immediately reported to the Security Desk.

### *Health & Safety*

Employees and students will be using a variety of materials in their work. They are encouraged to become familiar with the properties of these materials, the health and safety hazards of their use and any safety precautions that will ensure safe use.

Employees and students must use recommended personal safety devices when working with hazardous materials. Chemical manufacturers provide Material Safety Data Sheets (MSDS), which give necessary information.

Any hazardous condition must be reported to the Security Desk and/or the Chief Administrative Officer immediately in order to maintain a safe and healthy environment.

### *Other Safety Issues*

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

### *Technology Policy*

Developments in information technology in recent years have led to fundamental changes in the ways that people communicate, learn and share information. The Delaware College of Art and Design is committed to using these innovations to provide new educational benefits to its students, faculty, and staff and to introduce them to this expanding global community.

The installation of a campus network that links individual computers to each other, to a central file server and to the Internet will create a special opportunity to speed the flow of information among individuals on this campus and the outside world.

A computer network establishes a community. In any community, especially one as tightly linked as an electronic network, individual decisions can have a powerful and immediate impact on a large number of people. Accordingly, it is important that a community develop rules and protocols to ensure that the rights and privileges of each member of the community are protected and that the College's significant investment in the technology is not wasted. For this reason, the College has developed a set of rules and protocols to ensure that our electronic interactions are as orderly and mutually respectful as the rest of our communal lives. This set of guidelines is called the Technology Policy. Like other policies, the Technology Policy is based upon the importance of respect and consideration for the rights of others.

The Delaware College of Art and Design stresses respect for all campus technology and consideration upon those who use the system. Use of the College technology is a privilege rather than a right. The College reserves the right to alter this policy as the situation dictates. Questions regarding this policy should be directed to the Information Technology Coordinator or the Chief Administrative Officer.

### **Hardware**

Items of Delaware College of Art and Design hardware (CPU, monitor, keyboard, mouse, printer, scanner and other peripherals) represent a large investment of college funds and provide the student body, faculty and staff with an extensive array of tools for computer work. An equipment malfunction is costly to repair and makes the item unavailable to other users. Users should treat all equipment with respect, mindful that the user is part of the larger community.

Respecting the physical integrity of the hardware means that no one shall tamper with, use

improperly, treat roughly or remove any piece or part of hardware or its cabling from its proper location. All users must comply with use guidelines and restrictions from time to time posted or distributed by the system administrator.

Malfunctions or suspected malfunctions should be reported to the Information Technology Coordinator for immediate attention. No one should attempt to repair or modify any equipment without the direct supervision of the Information Technology Coordinator.

### **Systems and Applications**

All installation of software is the responsibility of the Information Technology Coordinator. No one may install executable programs (.exe) or applications without authorization from the Information Technology Coordinator. No one may introduce malicious or otherwise system corrupting software, such as viruses, into any computer system or otherwise intentionally interfere with the operation of any system. No one may copy, transfer or remove any licensed software, including programs, applications, databases or fonts that are installed on any computer hard drives; doing so violates both the Technology Policy and Federal law. All users of college computers are expected to observe the terms of software license agreements and federal and state laws pertaining to software copyrights.

### **Disks, Files and Documents**

The work of individuals stored on flash drives, optical media or saved in files on hard drives is considered to be private. Just as it is inappropriate to obtain, read, alter or copy work done by another on paper, it is inappropriate to access, read, alter, or copy work stored electronically without permission of the owner. The College will consider unauthorized electronic copying or electronic theft to be against college policy. Students may not save files to the College servers, but should save all work on flash drives, CD-ROM or external hard drives.

### **Computer Network Use**

Use of the network is public; therefore, the user is responsible for all activities generated by his or her account at all times. Use of the network outside the scope of college-related activities including commercial accounts is prohibited. The network is designed to monitor activity of all users. All users must abide by guidelines and restrictions.

Users may not download, upload or copy any material protected by copyright law without written authorization from the author. This includes any written documents or visual images found on the Internet, as well as software located on the College system.

Security on any computer system is a high priority, especially when the system involves many users. It is imperative that passwords be kept confidential, and it is recommended that passwords be changed on a periodic basis.

As computer users in the DCAD community, it is the responsibility of all to guard against abuses that disrupt or threaten the viability of the College systems. If you feel you can identify a security problem, you must notify the Information Technology Coordinator immediately. Do not demonstrate the problem to other users. Do not use another's individual account without written permission from the Information Technology Coordinator or Chief Administrative Officer. The College, in its discretion, may deny any staff, faculty or student access to its system.

If a user is in doubt about whether a specific use of the network is authorized, he or she should consult with the Information Technology Coordinator or the Chief Administrative Officer.

### **Internet and Email Policy**

Access to the Internet and email are services provided to the faculty and staff of the College. These services are to be used primarily for college purposes, personal use should be kept to a minimum, not to interfere with DCAD operations. All DCAD email is the property of the College. Any violation of this policy may be grounds for disciplinary action including removal of access privileges. In addition, the use of attachments to email wastes precious space on our servers and can foster the spread of viruses. Please refrain from using attachments to your email except for vital college business. It is strictly forbidden to open any executable files (.exe) that are attached to an email message. These files should be deleted immediately, as they may contain viruses. Mass emailing to all college network users is prohibited without permission from the Chief Administrative Officer.

Staff, faculty and students should apply the same guidelines to electronic mail as they do in any correspondence that may be visible to the public. Email is difficult to delete, and what is written can become a permanent record, open to scrutiny of third parties. Note that electronic mail is not guaranteed to be private. The College reserves the right to monitor and review all email and other system use to protect the integrity of the system and the safety of its users. Employees must exercise care that no personal email correspondence or messages and comments posted to newsgroups and list-serves appear to be an official communication of the Delaware College of Art and Design or disclose the College's proprietary information.

### **General Guidelines for Computer Use**

The use of your computer and/or account must be in support of education and research and consistent with the educational objectives of the Delaware College of Art and Design. Use of another organization's network must comply with the rules appropriate for that network. Transmission of any material in violation of any local, state or federal regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, chain letters and pyramid scheme messages and material protected by trade secret. Use for commercial activities is prohibited, as well as use of product endorsement, political lobbying, and illegal activities.

The Delaware College of Art and Design makes no warranties of any kind, whether expressed or implied, for the service it is providing. The College is not responsible for any monetary or emotional damage you suffer as a result of system failure. This includes loss of data, system delays, non- or mis-deliveries, or service interruptions caused by the College, errors or omissions, or others not affiliated with the College. Use of any information obtained via the system or the Internet is at the user's own risk.

The College reserves the right to all material produced during an employee's or student's affiliation with the College, or other materials produced using technologies supplied by the College. Release of copyright may be obtained through written contractual agreement signed



by a designated college authority.

Violations of this policy may result in the loss of user privilege and/or disciplinary action.

## *Family Educational Rights and Privacy Act (FERPA)*

From U.S. Department of Education website, 8/15/2013

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and

eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

## *Continuing Education Frequently Asked Questions*

### **Who may take a Continuing Education course?**

*Continuing Education courses are open to all members of our community (high school age and up) and have been developed to foster personal and professional growth. Classes are conveniently conducted in the evenings and on the weekends. Any student is welcome to take any class provided pre-requisites are met.*

### **What is a non-credit course?**

*Students who enroll in a **non-credit CE course** may request a Pass or Fail grade upon course completion. Students receive continuing education units (CEUs) upon successful completion of a class. CEUS are nationally recognized units earned by participation in qualified CE Programs which document non-credit work completed. One CEU is awarded for every 10 hours of class participation. CEUs are not equivalent to college credits and no letter grade or official transcript is provided for non-credit coursework.*

### **Where may I park?**

*The Delaware College of Art and Design is located on the Market Street Mall in the heart of Wilmington's Downtown Historic District, a few blocks from Rodney Square, the Grand Opera House, the Christina Cultural Center, and Delaware History Museum, as well as many other downtown destinations. DCAD is easily accessible by multiple DART buses. Free parking is available to DCAD Continuing Education students after 5:00 pm in the parking lot on Sixth & Shipley Streets; street parking is also readily available at no charge after 6:00 pm.*

### **How much is tuition?**

*Tuition for each course is indicated as a part of the course description. A one-time per semester, non-refundable registration fee is required. Some courses may require an additional lab fee, which is indicated with the course description. Tuition and fees must be paid in full before the start of class. Registration is taken on a first-come, first-serve basis.*

### **What is a Certificate Program?**

*Delaware College of Art and Design's Certificate Programs are compact, focused courses of study. They are perfect for individuals who wish to explore new careers, enhance current skill sets, and grow both personally and professionally. Certificate Programs are part-time, non-degree areas of study which provide students with the opportunity to accelerate their careers and artistic abilities through focused, compact courses that develop creative and technical skills.*

*DCAD offers Certificate Programs in the following areas of study:*

- Art & Design*
- Graphic Design*
- Interior Design*
- Photography*
- Web Design*

- *Combined Certificate in Web & Graphic Design*

*See the current course catalog for the curriculum for each program of study.*

*In order to attain Certificate status, students must:*

- a) complete all Certificate course requirements and achieve a satisfactory level of competency in each class (a letter grade of C or above or a grade of 'pass');*
- b) meet attendance requirements as specified (based on the number of class sessions & acceptable absences, if any);*
- c) attend a Portfolio Review Workshop for an evaluation of art and design work to demonstrate program proficiency; and*
- d) satisfy all financial obligations to the College.*

***Who can join a Certificate Program?***

*Certificate Programs are open to individuals with a college diploma, high school diploma or equivalent.*

***What are the admission requirements to become a Continuing Education Certificate Student?***

*Students who wish to enroll in a Certificate Program must contact the Office of Continuing Education to convey intentions, pay the certificate fee and register for class. Tuition and fees for each course are listed in the Continuing Education catalog. No application or portfolio review is required to join a Certificate Program.*

***What objectives do Certificate Students accomplish while working through the course curricula?***

*Based on survey results, students cite the following accomplishments (via 2012 online survey):*

- *Enhance artistic abilities*
- *Expand current skill set to offer new services and expertise to build their business and resume*
- *Work in an industry or field that reflects interests and passions*
- *Freelance and/or run own business*
- *Improve work/life balance*

***Is financial aid available for Certificate Students?***

*No, Federal Financial Aid is not available to Certificate students. Students must pay in full for all tuition and fees prior to the class start date.*

***Degree vs. Certificate Program – what's the difference?***

*DCAD's AFA Degree Program is a full-time day program of study wherein students earn an Associate of Fine Arts Degree in two years. The Certificate Program is a non-degree program that is self-paced and completed through part-time study with classes conducted in the evenings or on weekends. DCAD does not offer a part-time degree program. If you are interested in applying for admission to the Associate of Fine Arts Degree Program at DCAD, please contact the Office of Admissions (302.622.8867 x.118).*

***Are classes from the Continuing Education Program applicable to DCAD's Associate of Fine Arts Degree Program?***

*No. Classes completed in the Continuing Education Program cannot be applied to the completion of DCAD's Associate of Fine Arts Degree Program. Specifically, the Continuing Education courses are not identical to the AFA Program courses. See DCAD's AFA Degree 'Viewbook' to review the AFA Curricula.*

#### *ABOUT THIS PUBLICATION*

The DCAD faculty and administration reserve the right to alter policies pertaining to programs, courses, fees, curricular and course structure and other notices in this publication from time to time as deemed necessary for the proper functioning of the college.