

Current Students

The School of Graduate Studies at Delaware State University is pleased to provide the following resources to our graduate students and university administrators and service offices in order to assist with the matriculation process. If you require assistance please contact us via [Email](#) [1].

MATRICULATION PROCESSES

Change of Admission Status: All **provisionally** admitted students must be fully admitted by the end of the first year of enrollment or as noted on their offer of admission in order to continue with their program of study. **Only fully admitted** students are eligible to receive federally funded financial aid. Please address all questions regarding this requirement to the [Office of Financial Aid](#) [2].

Plan of Study: The program director or assigned advisor should review the general program of study with each student. An individual plan should be submitted to the School of Graduate Studies and Research by the end of the student's first semester of enrollment. This document should be signed by the student, program advisor, program director and chairperson prior to submission to the Dean, School of Graduate Studies and Research. This signifies that the student is aware of all requirements for successful matriculation. This document will be used for audit purposes as the student matriculates through the program of study. Students requesting **transfer of credit** should utilize this form as well accompanied by an official transcript. Transfer of credit is reviewed by the Department prior to submission to the School of Graduate Studies and Research for approval.

Advisory Committee: The program director (**or designated advisor**) is responsible for fostering the committee appointment process. The committee should be formulated no later than the end of the 2nd semester of enrollment for masters programs, the end of the 3rd semester of enrollment for the doctor of education program, or the 5th semester of enrollment for doctor of philosophy programs. The program director (or designee) will schedule an initial meeting with the student during the first semester of enrollment to develop a plan of study at which time the process for establishment of an advisory committee will be discussed. A meeting will be called in which all committee members will assemble to discuss the responsibilities of the committee, the student's capstone project, and frequency (and mode) of meeting. The Chair of the Advisory Committee should hold faculty rank in the same Department/Program of the student. All committee signatures are will gathered at this meeting; a copy will be submitted and to The School of Graduate Studies and Research Office, one retained by the student, and one copy retained in the Department Office. The Program Director will monitor student progress via this committee once established.

Application for Advancement to Candidacy: All graduate students must **petition** their program administrators for **permission** to advance to candidacy status. Students must be **fully admitted** and in **good standing** academically in order to meet this milestone. Timelines and requirements for admission to candidacy vary by program however general requirements include: proposal or prospectus development for programs requiring completion of a project, paper, or a thesis; successful completion of comprehensive or qualifier examinations for all doctoral programs. Masters students generally request admission to candidacy following successful completion of the required core curriculum and completion of any activities related to the culminating requirement, such as submission of a research proposal or prospectus for a thesis program. Non-thesis programs generally place this requirement on the culminating activity itself; such as completion of a comprehensive examination. Doctoral students are admitted to candidacy following successful completion of qualifier or comprehensive examinations. Whatever the timeline defined by the program, a student will not be allowed to matriculate past this point without meeting this milestone.

Thesis/Dissertation Submission Processes: The **completed** thesis/dissertation should be submitted to the respective committee for review and if deemed acceptable, an oral examination, consisting principally of a defense of the thesis/dissertation will be scheduled. **Only students admitted to candidacy are eligible to schedule a defense.** The [Defense Scheduling Form](#) [3] is used for this purpose. The document must be submitted to the School of Graduate Studies and Research no later than 4 weeks prior to the requested date. It is the responsibility of the **School of Graduate Studies and Research** to inform the University community of the pending defense via publication in the e-news. The [Defense Outcomes Form](#) [4] is a report to the School of Graduate Studies and Research on the candidate's performance (as the oral examination is in partial fulfillment of the degree) and is expected within 5 business days following the defense. No thesis or dissertation will be reviewed by The School of Graduate Studies and Research without receipt of this documentation.

Following the defense, the Committee Chairperson will communicate the decision to the candidate. With the exception of accepting the document without any changes, the Chairperson will attach a summary of expectations and/or processes required for completion of all revisions/corrections as well as the expected timeline for completion. If the candidate fails the defense, the Chairperson will attach a summary and if/when a second examination (defense) will be scheduled. A document approved by the Committee, is submitted to the Dean of the College and finally to the Dean, School of Graduate Studies and Research for final approval. The School of Graduate Studies and Research is not responsible and will not provide editorial services for candidates. Documents not adhering to general guidelines will be sent back to the Academic College for review. The School of Graduate Studies and Research reviews general formatting and the following content areas:

- Introduction including background, significance and scope of the study undertaken.
- Review of the Literature
- Research Methodology or Experimental Procedure
- Discussion of Research Findings
- Conclusion(s) and suggested future work

An extensive review is provided in the [Thesis/Dissertation Handbook](#).

Thesis and Dissertation Handbook

The [Thesis and Dissertation Handbook](#) [5] provides students with guidelines for the successful completion of their thesis or dissertation. Contact your department or the School of Graduate Studies and Research for more information.

Extension of Time: All masters programs must be completed within 5 years of initial enrollment including the transfer of any courses towards the current program of study, while all doctoral programs must be completed within 7 years of initial enrollment. Students with **extenuating circumstances** may petition their Advisory Committee for an extension. The committee will convene, render a decision and forward their recommendation to the Dean, School of Graduate Studies and Research. If the recommendation is to grant an extension, the recommendation will be accompanied with a review of any coursework outside the time limit and a recommendation on how the student will bridge this gap. The committee may recommend retaking any coursework that has changed during the student's enrollment, require completion

Enrollment Requirement: Students are required to remain enrolled throughout their matriculation. Students not meeting this requirement must **reapply** for admission.

GRADUATE FORMS AND DOCUMENTS

- [Application for Candidacy Doctoral Student](#) [6]
- [Application for Candidacy Master Student](#) [7]
- [Application for Graduation](#) [8]
- [Appointment of Advisory Committee](#) [9]
- [Change from Provisional to Unconditional Admission](#) [10]
- [Defense Outcome](#) [11]
- [Defense Scheduling Date](#) [12]
- [Extension of Time](#) [13]
- [Graduate Student Handbook](#) [14]
- [Graduation Audit](#) [15]
- [Leave of Absence](#) [16]
- [Plan of Study \(includes Transfer of Credit\)](#) [17]
- [Report of Doctoral Capstone Outcomes](#) [18]
- [Report of Graduate Capstone Outcomes](#) [19]
- [Thesis and Dissertation Handbook](#) [5]

- [Thesis/Dissertation Checklist](#) [20]
- [Thesis Approval](#) [21]
- [Dissertation Approval](#) [22]

UNIVERSITY DEPARTMENTS AND RESOURCES

Graduate Studies Program Directory

Download a list of [graduate program contacts](#) [23] including application requirements and deadlines.

Office of Public Safety

Download the on-campus [Parking Rules and Traffic Regulations](#) [24] information. Visit the [Office Public Safety website](#) [25] for additional information.

Residency Status

Applicants should indicate residency on their application for admission to the University. Applicants who are minors are considered to be resident applicants if their parent(s) or legal guardian(s) have been residents of Delaware for at least one year. Adult applicants (at least 24 years of age) are considered to be residents of Delaware if they have been residents of the state for at least one year prior to the date of their initial quest for admission to the University. Please be prepared to provide an original (or notarized copies) of two (2) of the following items to show proof of residency:

- A completed Delaware tax return form from the previous year;
- A lease or mortgage agreement

Change of Residency

A student that may have been admitted into the University as a non-resident may apply for a change in residency status after being enrolled at the University for twelve (12) consecutive months. A student seeking a change in residency status should complete a Request for Change of Residence Form and submit an original or notarized copy of two (2) of the following supporting documents to the Office of the Registrar:

- A completed Delaware tax return form from the previous year;
- A lease or mortgage agreement; and
- A Delaware State University student I.D.

Please contact the Registrar's Office at 302.857.6375 or by [email](#) [26] with any questions residency processes.

Campus Housing

The School of Graduate Studies and Research does not manage student housing. Please contact the [Department of Housing and Residential Education](#) [27] at 302.857.6326 or by [email](#) [28] regarding processes for applying for student housing.

William C. Jason Library

Current Students

Published on DSU (<http://desu.edu>)

Visit the [library's website](#) [29] for more information.

Graduate Catalog

Download a PDF copy of the [Graduate Studies catalog](#) [30].

Office of Student Accounts

Issues regarding your account balance should be addressed to the Office of Student Accounts via [email](#) [31] or by phone at 302.857.6240. If interested in making a payment or enrolling in the payment plan, please visit [NelNet](#) [32] on MYDESU and follow the procedures.

Student Health Services

- All students are required to [file completed health forms](#) [33] with the Student Health Services Office.
- Graduate students are not required to opt out of University provided health insurance but all students are required to have health insurance. Please [review your healthcare option plans](#) [34] for this academic year.

Tuition and Fees

- [Graduate Fees and Expenses](#) [35]
- [Graduate Sustaining Fee](#) [36]
- [Office of Financial Aid](#) [2]

Source URL: <http://desu.edu/graduate-studies/current-students>

Links

- [1] <mailto:gradstudies@desu.edu>
- [2] <http://www.desu.edu/financial-aid/investing-your-future-paying-college>
- [3] http://desu.edu/sites/default/files/Defense%20Scheduling%20Form_fillable.pdf
- [4] http://desu.edu/sites/default/files/Defense%20Outcome%20Form_fillable.pdf
- [5] <http://www.desu.edu/sites/default/files/u9246/Thesis%20and%20Dissertation%20Handbook%20Update2.pdf>
- [6] http://www.desu.edu/sites/default/files/u9246/Application%20for%20Candidacy_Doctoral.pdf
- [7] http://www.desu.edu/sites/default/files/u9246/Application%20for%20Candidacy_Graduate.pdf
- [8] <http://www.desu.edu/sites/default/files/u9246/Graduation%20Application.pdf>
- [9] <http://www.desu.edu/sites/default/files/u9246/Advisory%20Committee%20Form.pdf>
- [10] <http://www.desu.edu/sites/default/files/u9246/Provisional%20to%20Unconditional%20Admission.pdf>
- [11] <http://www.desu.edu/sites/default/files/u9246/Defense%20Outcome%20Form.pdf>
- [12] <http://www.desu.edu/sites/default/files/u9246/Defense%20Scheduling%20Form.pdf>
- [13] <http://www.desu.edu/sites/default/files/u9246/Extension%20of%20Time%20Form.pdf>
- [14] http://www.desu.edu/sites/default/files/u9246/GSHandbook_SFD_2016_2017_Update12417.pdf
- [15] http://www.desu.edu/sites/default/files/u9246/Graduate_Degree_Audit.pdf

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- [16] <http://www.desu.edu/sites/default/files/u9246/Leave%20of%20Absence%20Form.pdf>
- [17] http://www.desu.edu/sites/default/files/u9246/Plan_Study.pdf
- [18] http://www.desu.edu/sites/default/files/u9246/Report_of_Doctoral_Capstone_Outcomes.pdf
- [19] http://www.desu.edu/sites/default/files/u9246/Report_of_Graduate_Capstone_Outcomes.pdf
- [20] http://desu.edu/sites/default/files/CHECKLIST%20FOR%20THESIS%20OR%20DISSERTATION%20SUBMISSION_fillable.pdf
- [21] http://www.desu.edu/sites/default/files/u9246/Thesis_Approval%20Page.pdf
- [22] <http://www.desu.edu/sites/default/files/u9246/Dissertation%20Approval%20Page.pdf>
- [23] http://www.desu.edu/sites/default/files/u132/Graduate%20Studies%20Programs%20and%20Directors_November2016.pdf
- [24] <http://www.desu.edu/sites/default/files/u643/2014-2015%20Parking%20Rules%20and%20Regualtions.pdf>
- [25] <http://desu.edu/public-safety/police-department>
- [26] <mailto:registrar@desu.edu>
- [27] <http://www.desu.edu/housing>
- [28] <mailto:housing@desu.edu>
- [29] <http://desu.edu/library>
- [30] http://www.desu.edu/sites/default/files/u1336/GraduateCatalogUpdate_2016-2017_final_092316.pdf
- [31] <mailto:studentaccounts@desu.edu>
- [32] <https://app2prod.desu.edu/PROD/pkg228.openingPage>
- [33] <http://www.desu.edu/sites/default/files/u487/Healthform2014.pdf>
- [34] <http://www.desu.edu/student-affairs/student-health-insurance>
- [35] <http://www.desu.edu/financial-aid/tuition-and-fees>
- [36] <http://www.desu.edu/sites/default/files/GRADUATE-SUSTAINING-FEE.pdf>