



MAKING OUR MARK ON THE WORLD



# DESTINATION

**DELAWARE STATE UNIVERSITY**

— YOUR PASSPORT TO LIFE —



**Delaware State University**

# Application Instructions

*This application may be used by all prospective graduate students seeking admission to Delaware State University.*

## Deadlines

Your application and all supporting documents must be received by June 30 to be considered for the fall term, Nov. 30 for the spring term, and April 30 for the summer term.

## Step 1. Application

Complete and sign the Application for Graduate Admission (pages 3 and 4). Incomplete applications will be returned.

## Step 2. Application Fee

Include a \$40.00 check or money order made payable to Delaware State University. The application fee is **nonrefundable**.

## Step 3. Test Scores

For all graduate programs, official scores on the Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), the Miller Analogies Test (MAT), other examinations as specifically defined by the individual department or program are required. Individual departments and doctoral programs may have more rigorous standards. Applicants who have not taken the required test(s) can be admitted provisionally but must satisfy this requirement during the first semester of graduate study in order to continue. Contact your respective department for more details.

## Step 4. Transcripts

Submit one official transcript from any completed degree program.

## Step 5. Recommendations

A maximum of three letters of recommendations are required for admission. Consult with your respective department for required number of recommendations. Submit recommendations using the attached graduate recommendation form.

## Step 6. Submitting Your Application

Use the envelope provided to mail:

- Your completed application
- Official transcript
- \$40.00 application fee
- Test scores
- Recommendations
- WES (if required)
- Essay (if required)

# Application for Graduate Admission

Directions—To be completed in full by the applicant and returned to the Office of Admissions. Please print in ink or type.

Last Name	Suffix (Jr./Sr., etc.)	First Name	Middle	
Permanent Address—Street	City	State/Province	Country	ZIP/Postal Code
Local Address—Street	City	State	ZIP Code	
Former Name (if applicable)	Area Code and Telephone Number (and country code if international)			
Social Security Number	Birth Date (Month/Day/Year)	Email Address (Optional)		

Sex  Male  Female Race/Ethnicity (Optional—will not affect admission decision): Are you Hispanic or Latino?  Yes  No

Race (select one or more of the following categories):  American Indian or Alaska Native  Asian  Black or African-American

Native Hawaiian or Other Pacific Islander  White  Other (specify) \_\_\_\_\_

U.S. Citizen/Legal Resident  Yes  No If no, what country? \_\_\_\_\_

If no, do you presently hold a valid U.S. Visa?  Yes  No Check Type  F  J  Immigrant/Alien/Asylum  Other (specify) \_\_\_\_\_

## In Case of Emergency Call

Last Name	First Name			
Street Address	City	State/Province	Country	ZIP/Postal Code
Area Code and Telephone Number (and country code if international)	Telephone Number—Work			

## Enrollment Information

Type of student (check all blocks that apply):

Full-time  Part-time  Degree candidate  Non-degree candidate  New DSU student  Returning DSU student  Military  DSU employee

Location/campus  Dover (main campus)  Georgetown campus  Wilmington campus

Expected Date of Enrollment  Fall (year:\_\_\_\_)  Spring (year:\_\_\_\_)  Summer (year:\_\_\_\_)

If returning to Delaware State University, give the last month and year attended \_\_\_\_\_

I plan to (check one)  Live on campus (main campus only)  Live off campus  Commute

To which program are you applying? (check one)

## Graduate Degrees and Concentrations

Agriculture (MS)—(three concentrations)

Animal Science

Food Science

Plant Science

Applied Optics (MS)

Art Education (MA)

Biology (MS)

Biology (MA)

Biology Education (MS)

Business Administration (MBA)

Applied Chemistry (MS)—(thesis required)

Education (MA)—(four concentrations)

Adult Literacy and Basic Education

Curriculum and Instruction

Science Education

Special Education

Educational Leadership (MEd)

Historic Preservation (MA)

Applied Mathematics (MS)—(two concentrations)

Pure Mathematics

Applied Mathematics

Mathematics Education (MS)

Molecular and Cellular Neuroscience (MS)

Natural Resources (MS)

Nursing (MSN)

Physics (MS)

Physics Teaching (MS)

Social Work (MSW)

Sport Administration (MS)

Teaching (MAT)

Teaching English as a 2nd Language (MA)

## Doctoral Degrees

Applied Chemistry (PhD)

Educational Administration, Leadership & Supervision\* (EdD)

Interdisciplinary Applied Mathematics and Mathematical Physics\* (PhD)

Neuroscience (PhD)

Optics (PhD)

Will you be seeking a  Master's  PhD  EdD

\* Received accreditation approval by Middle States Commission of Higher Education

Highest degree to date

Field

Year obtained

# Colleges Attended (Use additional sheet if necessary)

Please list any colleges or universities you have attended

School Name and Location	Dates of Attendance	Highest Level/Degree
School Name and Location	Dates of Attendance	Highest Level/Degree
School Name and Location	Dates of Attendance	Highest Level/Degree

## Military Status

- Nonveteran (NV)     Veteran Eligible for Benefits (VE)     Veteran Not Eligible for Benefits (VN)     Vocational Rehabilitation (VR)  
 Dependent of Deceased War Veteran (DV)     Active Duty     Reserve/Guard

## Statement of Residence (Must be completed by all applicants who are residents of the State of Delaware.)

I have maintained continuous residence in the state of Delaware from Month/Day/Year \_\_\_\_\_ to Month/Day/Year \_\_\_\_\_

The latest year for which I have filed a Delaware state income tax return \_\_\_\_\_

Currently assigned permanent duty (or legal dependent) at Dover Air Force Base     Yes     No

Country of citizenship \_\_\_\_\_

## Recommendations

Please provide the name, address, telephone number and email address for the individuals from whom you have requested recommendations.

<b>Recommendation 1:</b> Last Name		First Name		
Street Address	City	State/Province	Country	ZIP/Postal Code
Area Code and Telephone Number (and country code if international)			Email Address	
<b>Recommendation 2:</b> Last Name		First Name		
Street Address	City	State	ZIP Code	
Area Code and Telephone Number (and country code if international)			Email Address	
<b>Recommendation 3:</b> Last Name		First Name		
Street Address	City	State	ZIP Code	
Area Code and Telephone Number (and country code if international)			Email Address	

## Signature

All applicants, regardless of race, creed, national origin, or health conditions, are given equal consideration for admission into the University. If accepted, I will abide by the rules and regulations set forth by the University. I realize that failure to do so may lead to suspension. I have carefully reviewed the information supplied in this application and certify it to be correct.

Signature of Applicant	Date
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# Graduate Admission Recommendation Form

(Please make a copy for each recommendation.)

## PART A—To Be Completed by the Applicant

Last Name	Suffix (Jr./Sr., etc.)	First Name	Middle
Proposed Graduate Department or Program		Degree	

I agree that the recommendation I am requesting shall be held in confidence by officials of Delaware State University, and I hereby waive any rights I may have to examine it  Yes  No

Last Name	Suffix (Jr./Sr., etc.)	First Name	Middle
Signature of Applicant		Date	

## PART B—To Be Completed by the Recommender

Last Name	Suffix (Jr./Sr., etc.)	First Name	Middle
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How long and in what capacity have you known the applicant?

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We would appreciate your assessment of the applicant's scholarship, personality, character and professional promise. Please include in the statement an assessment of strengths and weaknesses. If additional space is needed, please feel free to use the reverse side of this sheet or a separate sheet. If you prefer, you may write the entire statement on your own stationery.

### Statement

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In the space below, please make comments which will assist in providing a complete picture of the applicant's abilities and potential as a future graduate student. (Append another sheet if necessary.)

**TO THE EVALUATOR:** Please complete this recommendation for the above named person and enclose it in the envelope provided. Return the sealed envelope to the applicant who will submit it to Delaware State University's Office of Admissions-Graduate Programs. Please type or print clearly, using dark blue or black ballpoint pen. Please sign and date on reverse.

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# Graduate Admission Recommendation Form *continued*

## Summary Evaluation

Applicant's promise as a graduate student, in comparison with others of similar age and experience	BELOW AVERAGE Lowest 40%	AVERAGE Middle 20%	ABOVE AVERAGE Next 25%	UNUSUAL Next 5%	OUT- STANDING Almost Top 5%	TRULY EXCEPTIONAL Top 5%	Inadequate Opportunity to Observe
Research aptitude							<input type="checkbox"/>
Intellectual potential							<input type="checkbox"/>
Ability to work with others							<input type="checkbox"/>
Creativity and imagination							<input type="checkbox"/>
Maturity							<input type="checkbox"/>
Self-confidence							<input type="checkbox"/>
Communication skills: oral							<input type="checkbox"/>
Communication skills: written							<input type="checkbox"/>
Ability to analyze a problem and formulate a solution							<input type="checkbox"/>
Motivation for proposed program of study							<input type="checkbox"/>
Potential as a teacher							<input type="checkbox"/>
Potential for career advancement							<input type="checkbox"/>

Please indicate the strength of your overall endorsement by placing an "X" along the scale.

Not recommended	Recommended with some reservations	Recommended	Recommended highly
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Signature		Please Print Full Name		Date	
Position		Employer			
Street Address		City	State/Province	Country	ZIP/Postal Code

**TO THE APPLICANT:** Complete Part A and send the reference form with an evaluation envelope to the individual who will be completing your reference report. Return the SEALED envelope to Delaware State University, Office of Admissions-Graduate Programs. **DO NOT OPEN THE ENVELOPE WHEN IT HAS BEEN RETURNED TO YOU.** If the seal has been broken on the envelope, your entire application will be returned to you.

**TO THE EVALUATOR:** Please complete this recommendation for the above named person and enclose it in the envelope provided. Return the sealed envelope to the applicant who will submit it to Delaware State University's Office of Admissions-Graduate Programs. Please type or print clearly, using dark blue or black ballpoint pen. Please sign and date on reverse.

# Important Information

## Admission Requirements

Admission is granted on the basis of grades, test scores, references and other evidence.

## Statement to Returning Students

An application fee for readmission and a \$40.00 nonrefundable application fee must be submitted to the Graduate Program, Office of Admission by students who wish to return after the elapse of three consecutive terms between the last date of attendance and the next registration. Applicants for readmission must update their credentials by providing information relevant to any courses taken at other institutions during their absence from the University.

## Statement to Transfer Students

Applicants who have earned a grade of “B” or higher in graduate courses taken at an accredited institution and related to their proposed program of study can request consideration for transfer credit. These courses will be evaluated on an individual basis by the respective Graduate Program. Applicants admitted to master’s degree graduate programs may transfer a maximum of nine (9) graduate credits from another accredited institution toward the master’s degree, provided these credits have not been used to meet the requirements of a degree previously earned.

Transfer credits for applicants admitted to doctoral programs with an earned master’s degree from an accredited institution will be evaluated on an individual basis by the department and approved by the dean of the respective college. Supporting documentation must be provided by the student with the request for transfer of credit. The respective graduate program director and department chairperson and the dean of graduate studies and research must give written approval at the time of admission for the transfer credits.

The transfer credit must be directly related to the graduate student’s program of study and must have been completed within the time limit allowed by Delaware State University for the graduate degree sought by the applicant. Some graduate programs have special transfer of credit regulations. Students must check with their graduate program director. Transfer of credits must be made within one year of acceptance.

The transfer credit limit does not apply in the case of courses to be taken at another institution that are approved in advance by the respective graduate program director or taken per an approved joint program that includes courses offered at other accredited institutions.

## International Students

The University will consider international students whose transcripts are cleared by the Office of Admissions. Students desiring to enter the University should have official copies of their transcript(s) forwarded to the Office of Admissions early in the year preceding the semester in which they desire to enter. Students educated outside the United States are required to have a minimum TOEFL score of 550. Furthermore, international students are totally responsible for their financial obligations and visa forms.

## 2009–2010 Student Expenses

The following general University fees do not include such items as transportation, textbooks, personal items, social affairs, etc. Students are advised to allocate \$1,250 to \$1,500, depending on personal circumstances and spending habits, per school year to cover such additional expenses. Be sure to refer to our Web site ([www.desu.edu](http://www.desu.edu)) for more details. (Prices subject to change.)

### Graduate Fees—Graduate Studies, Research and Continuing Education

	In-State	Out-of-State	Doctoral
Per Credit Hour	\$365	\$802	\$463
Registration Fee	\$60	\$60	\$60
Technology Fee	\$55	\$55	\$55
<b>Graduate Activity Fees</b>			
Full-time (9 credits or more)	\$60		
Part-time (Less than 9 credits)	\$30		

NOTE: All international students must pay out-of-state fees.

## Questions?

Phone 302.857 + extension number

Extension	Office
6351	Admissions
6030	Athletics
6220	Cashier
7381	Counseling
6254	Financial Aid
6326	Housing
7203	Mentoring and Advising
6375	Records (Registrar)
6240	Student Accounts
6376	Military/Veterans Affairs

# DSU in Brief

## Type of University

Founded in 1891 as an 1890 Land Grant Institution, DSU is a coeducational, publicly assisted, comprehensive university with a proud tradition as a historically black institution.

## Campus

Our 400-acre campus is in the historic state capital of Dover, Delaware, about one and one-half hours from Washington, Baltimore and Philadelphia. The University also has campuses in Georgetown and Wilmington.

## Accreditations and Certifications

- Middle States Commission on Higher Education
- The College of Business is accredited by The Association to Advance Collegiate Schools of Business (AACSB) International.
- The Intercollegiate Athletics Program is certified by the National Collegiate Athletic Association (NCAA).
- Various programs are approved by the National Council for Accreditation of Teacher Education (NCATE).
- Delaware State Board of Education
- Federal Aviation Administration (FAA)
- American Chemical Society
- Accreditation Commission for Programs in Hospitality Administration (ACPHA)
- National League for Nursing
- Council of Social Work Education
- International Association for Continuing Education and Training

## Faculty

About 80 percent of DSU's 205 full-time faculty hold doctoral degrees in their field. Our student-to-faculty ratio is 13:1.

## Academic Year

The academic year includes fall and spring semesters, and summer sessions are available.

## Students

There are 3,756 total representing 35 of the 50 states, the District of Columbia, Virgin Islands and about 32 other nations.

## Undergraduate Degrees

The University awards the Bachelor of Arts, Bachelor of Science and Bachelor of Social Work degrees.

## Master's Degrees

DSU awards a total of 23 master's degrees, including Master of Arts, Master of Science, Master of Business Administration, Master of Education and Master of Social Work degrees.

## Doctoral Degrees

The University has increased its doctoral programs to include chemistry, education administration, leadership & supervision, interdisciplinary/applied math and mathematical physics; neuroscience and optics.

## Activities

Students participate in numerous clubs and organizations, including honor societies, departmental organizations, music groups, media organizations, student governance groups, residence hall organizations, special interest groups, fraternities and sororities.

## Athletics Conferences

The Hornets compete in NCAA Division I-AA. DSU is a member of the Eastern Collegiate Athletic Conference (ECAC) and the Mid-Eastern Athletic Conference (MEAC). Varsity teams compete in baseball, basketball, bowling, football, cross-country, track and field, tennis, volleyball, softball, soccer and equestrian.

## Residence Life

Students live in seven traditional residence halls as well as apartment-style housing, which is available for upperclassmen and graduate students.

## Financial Aid

About 84 percent of DSU's undergraduates receive financial aid in the form of scholarships, grants, loans or work-study programs.

## Delaware State University

Office of Admissions—Graduate Programs  
1200 North DuPont Highway  
Dover, Delaware 19901-2277  
Phone: 302.857.6351 or 800.845.2544 (toll-free)  
Fax: 302.857.6352  
Email: [admissions@desu.edu](mailto:admissions@desu.edu)  
Web site: [www.desu.edu](http://www.desu.edu)

*Delaware State University does not discriminate on the basis of race, color, national origin, sex, age, or handicap in the administration of any of its educational programs and activities or with respect to admission and employment. Inquiries may be directed to the Section 504 coordinator or the Title IX coordinator, Executive Assistant to the President, Office of the President, 302.857.6001.*

