# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGSR Mission</td>
<td>3</td>
</tr>
<tr>
<td>Goals and Objectives</td>
<td>3</td>
</tr>
<tr>
<td>Graduate Student Learning Goals</td>
<td>3</td>
</tr>
<tr>
<td>GSA Mission, Goals and Objectives</td>
<td>4</td>
</tr>
<tr>
<td>SGSR Staff, Roles and Responsibilities</td>
<td>5</td>
</tr>
<tr>
<td>Program Director Key Responsibilities</td>
<td>6</td>
</tr>
<tr>
<td>Graduate Council</td>
<td>6</td>
</tr>
<tr>
<td>Graduate School Academic Calendar</td>
<td>7</td>
</tr>
<tr>
<td>Graduate Academic and Enrollment Policies and Regulations</td>
<td>10</td>
</tr>
<tr>
<td>Academic Integrity Policy</td>
<td>10</td>
</tr>
<tr>
<td>Continuous Enrollment</td>
<td>10</td>
</tr>
<tr>
<td>Student Health Records</td>
<td>11</td>
</tr>
<tr>
<td>Academic Advisement/Registration</td>
<td>11</td>
</tr>
<tr>
<td>Change of Name/Program</td>
<td>11</td>
</tr>
<tr>
<td>Credit Hour Requirements</td>
<td>11</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>12</td>
</tr>
<tr>
<td>Course Loads</td>
<td>13</td>
</tr>
<tr>
<td>Documentation of non-Attendance</td>
<td>13</td>
</tr>
<tr>
<td>Drop/Add and Course Withdrawal Policies</td>
<td>13</td>
</tr>
<tr>
<td>Academic Probation and Dismissal</td>
<td>15</td>
</tr>
<tr>
<td>Transcript Request</td>
<td>15</td>
</tr>
<tr>
<td>FERPA Guidelines</td>
<td>16</td>
</tr>
<tr>
<td>Matriculation Forms and Documents</td>
<td>17</td>
</tr>
<tr>
<td>Change of Admission Status</td>
<td>17</td>
</tr>
<tr>
<td>Plan of Study</td>
<td>17</td>
</tr>
<tr>
<td>Advisory Committee</td>
<td>18</td>
</tr>
<tr>
<td>Candidacy</td>
<td>18</td>
</tr>
<tr>
<td>Thesis Processes</td>
<td>18</td>
</tr>
<tr>
<td>Dissertation Processes</td>
<td>20</td>
</tr>
<tr>
<td>Degree Requirements and Application for Graduation</td>
<td>22</td>
</tr>
<tr>
<td>Time Limitation</td>
<td>23</td>
</tr>
<tr>
<td>Sustaining Credit</td>
<td>23</td>
</tr>
<tr>
<td>Student Account Information</td>
<td>24</td>
</tr>
<tr>
<td>Payment of Fees</td>
<td>25</td>
</tr>
<tr>
<td>Tuition Payment Plan</td>
<td>27</td>
</tr>
<tr>
<td>Delinquent Accounts</td>
<td>27</td>
</tr>
<tr>
<td>Billing</td>
<td>27</td>
</tr>
<tr>
<td>Cashier Services</td>
<td>28</td>
</tr>
<tr>
<td>Advance Room Deposits</td>
<td>28</td>
</tr>
<tr>
<td>Refunds of Credit Balances</td>
<td>29</td>
</tr>
<tr>
<td>Withdrawal Refunds</td>
<td>30</td>
</tr>
<tr>
<td>Removal for Non-Payment</td>
<td>31</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>32</td>
</tr>
<tr>
<td>SAP Appeals Processes/Documents</td>
<td>32</td>
</tr>
<tr>
<td>Applying for Financial Aid</td>
<td>33</td>
</tr>
</tbody>
</table>

## Appendix

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Directors Dictionary</td>
<td>35</td>
</tr>
<tr>
<td>Matriculation Documents</td>
<td>42</td>
</tr>
<tr>
<td>SAP Documents</td>
<td>55</td>
</tr>
</tbody>
</table>
School of Graduate Studies and Research

MISSION

The School of Graduate Studies and Research supports the mission of the University by providing infrastructural support for the development and implementation of transformative, high-quality graduate and professional degree programs that prepare leaders for the complexities of the 21st century. In collaboration with an excellent team of faculty, staff and administrators, we will enhance the academic climate by providing curricular and co-curricular experiences that advance student leadership, research, scholarship and service for the Delaware State University community.

VISION

The School of Graduate Studies and Research will promote the vision of the University by offering graduate and professional degree programs that conform to the highest standards required by respective accrediting and funding agencies in Delaware State University’s pursuit of excellence.

GOALS AND OBJECTIVES

The School of Graduate Studies and Research will establish a structure along with processes and procedures to provide support in four key areas that it deems necessary for the successful matriculation of graduate students at Delaware State University.

- **Admissions Processes** – Establish an efficient and effective admissions process resulting in timely responses to graduate applicants.
- **Academic Quality** – Review and implement policies and procedures to ensure the quality of our academic programs.
- **Student Services and Records Management** – Implement and maintain a records management system for all currently enrolled graduate students consisting of admissions data, student progress to degree, admission to candidacy, defense of thesis or dissertation, time to degree, and graduation.
- **Co-curricular and Professional Development Activities** – In collaboration with the Graduate Student Association and academic programs, the School of Graduate Studies and Research will provide services and implement activities for graduate students that provide professional development and networking opportunities.

GRADUATE STUDENT LEARNING GOALS

All successful graduate students at Delaware State University will demonstrate the following:

- An understanding of the major ethical issues associated with their discipline and how these issues impact society at large;
- Clear and concise written and oral communication;
- The ability to think critically, analyze information and work collaboratively to address complex problems;
- The ability to integrate knowledge and technology to insure their professional and personal success;
- Outreach and service
Graduate Student Association

MISSION

The mission of the Graduate Student Association supports the mission of the University by representing and advocating the interests of graduate students at Delaware State University. GSA seeks to enhance the graduate student environment by providing co-curricular opportunities that advance student learning, foster respect from the DSU community, provide services for the DSU graduate community and enhance the quality of life of the graduate student community.

GOALS

Goals of the DSU Graduate Student Association shall be:

- To provide a central agency by which the members may promote the interest and welfare of the University community.
- To further the development of a wholesome relationship among the administration and the graduate student community.
- To encourage the participation of graduate students in the identification of problems that relate to the graduate student community and to assist in the solutions to those problems.

Objectives that meet goals:

- Establish a mechanism for timely information and programming exchange that addresses the needs of graduate students.
- Publish an annual report summarizing graduate student accomplishments, activities and needs for the next fiscal year.
- Collaborate with departments in the development and/or implementation of professional development and networking activities for graduate students.
- Establish a graduate student council with a representative from each program who can advocate the needs of their respective colleagues.

STUDENT LEARNING OUTCOMES AND COMPETENCIES

Participants will display proficiencies in the following areas:

- **Verbal and Written Communication Skills** – Participants in the graduate symposium will submit an abstract of their research or scholarly activity that will meet a content and formatting standard for acceptance. Symposium participants discuss their findings via a formal or poster presentation.
- **Critical Thinking Skills** – Participants will be expected to develop strategies to address issues that impact their community of scholars and provide feedback in a timely fashion.
- **Teambuilding/Interpersonal Skills** – Participants will be expected to plan networking activities that will provide a positive impact for their community of scholars.
- **Scholarship** – Participants will be expected to plan co-curricular activities that positively impact the intellectual climate at Delaware State University and surrounding community.
SGSR Staff, Roles and Responsibilities

Dr. Saundra F. DeLauder, Dean
- Admission of Graduate Students and Admission Status
- Establishment and Approval of Standards Governing GS Matriculation
- Approval of New Graduate Programs
- Approval of GS Matriculation Milestones
  - Advisory Committees
  - Transfer Credit
  - Candidacy
  - Thesis/Dissertations
  - Extension of Time
- Readmission
- Withdrawals/Recommendations to Provost
- Approval of Non-degree Graduate Registration
- Approval of Sustaining Enrollment
- Annual Reporting on Graduate Programs/Milestones
- Applications for Graduation/Graduate Audits

Marquita Thomas Brown, Director of Graduate Student Services
- Advises GSA and Coordinates Co-curricular Activities
- Coordinates Galas and Symposia
- Reviews/Updates Curriculum Information for the Catalog
- Develops/Maintains Thesis/Dissertation Handbook
- Develops/Maintains Graduate Student Handbook
- Develops/Maintains Program Directors Handbook
- Reviews All Matriculation Documents
- Reviews All Graduation Audits
- Reviews Thesis/Dissertations
- Scribes for DegreeWorks

Nancy Cotton, Data and Records Coordinator
- Member of the University Enrollment Management Team
- Management and support of ERP/IT/Web processes
- Data Reporting for Graduate School
- Management of ImageNow for Graduate School
- Report and Dashboard development
- Management of Admissions Processes
- Management of CollegeNET
- Workflow creation to establish efficiency for Graduate School
Graduate Program Directors Key Areas of Responsibility

Program Leadership:
- Ensure the flow of critical information between the department or school/college and all program faculty
- Solicit and submit program budget requests to the department head

Graduate Curriculum:
- Maintenance of the program’s curriculum guide
- Graduate catalog entries
- Maintenance of website information

Program Planning & Assessment:
- Coordinate program goals and strategies from the departmental strategic plan
- Assessment of graduate program outcomes and submission of the Annual Report which will discuss annual goals and budgetary needs for the program

Student Recruitment, Marketing and Retention:
- Development and maintenance of materials
- Program oversight of processes that promote graduate student recruitment and retention
- Oversight of the thesis/dissertation submission processes
- Report of culminating outcomes reports

Outreach:
Representing the academic program’s interests in both internal and external endeavors

The Graduate Council

The Council is comprised of graduate program directors, research center/institute directors and select University administrators or designees. The Graduate Council works in an advisory capacity, providing input on all policies and procedures that govern graduate programming:

- Academic Programs
- Co-curricular Activities
- Student Services
SCHOOL OF GRADUATE STUDIES AND RESEARCH FALL 2016 ACADEMIC CALENDAR

May 1 (Sunday) International Applicants: Deadline for receipt of complete graduate applications for fall 2016. Please review all requirements via the prospective students link: [http://www.desu.edu/graduate-studies/prospective-students](http://www.desu.edu/graduate-studies/prospective-students). The applicant is encouraged to contact their program(s) of interest (via the provided link below) as some have earlier deadlines [http://www.desu.edu/sites/default/files/u132/Graduate%20Studies%20Programs%20and%20Directors_12_14_revised.pdf](http://www.desu.edu/sites/default/files/u132/Graduate%20Studies%20Programs%20and%20Directors_12_14_revised.pdf).

June 30 (Thursday) Domestic Applicants: Deadline for receipt of complete graduate applications for fall 2015. Please review all requirements via the prospective students link: [http://www.desu.edu/graduate-studies/prospective-students](http://www.desu.edu/graduate-studies/prospective-students). The applicant is encouraged to contact their program(s) of interest (via the provided link below) as some have earlier deadlines [http://www.desu.edu/sites/default/files/u132/Graduate%20Studies%20Programs%20and%20Directors_12_14_revised.pdf](http://www.desu.edu/sites/default/files/u132/Graduate%20Studies%20Programs%20and%20Directors_12_14_revised.pdf).

July 29 (Friday) Graduate Orientation: All first time graduate enrollees are expected to participate in this activity. Details will be posted at the School of Graduate Studies website: [www.desu.edu/grad](http://www.desu.edu/grad) by June 1, 2015.

August 24 (Wednesday) Residence Halls Open for New Students Only
August 27 (Saturday) Residence Halls Open for Returning Students
August 25 (Thursday) Faculty & Staff Institute
August 29 (Monday) Classes Begin @ 8:00 am
August 29 (Monday) Late Registration Begins

September 5 (Monday) Labor Day (University Closed)
September 7 (Wednesday) Last Day for Adding Classes
September 7 (Wednesday) Last Day to Change Course(s) to Audit Status
September 7 (Wednesday) Last Registration Ends
September 7 (Wednesday) Last day for graduate student to meet financial obligations
September 8 (Thursday) Documentation for Non-Attendance Submission
September 8 (Thursday) Effective date for $10 per drop processing fee
September 8 (Thursday) Effective date for receiving a grade of “W” for dropped courses
September 9 (Friday) Last day for submission of Committee forms to School of Graduate Studies and Research for approval. Thesis students should establish committees no later than the end of the 2nd semester of full-time enrollment, Ed. D. students should meet this milestone by the end of the 3rd semester of full-time enrollment; Ph.D. students, by the 5th semester of full-time enrollment.

September 9–30 (Friday-Friday) Academic Early Alert
September 12 (Monday) Applications & Audits for December Commencement Due to Graduate Studies for review and approval prior to submission to the Registrar’s Office by September 15
September 15 (Thursday) Convocation

October 3–7 (Monday-Friday) Midterm Evaluations Administered
October 6 (Thursday) Last Day to Remove Incompletes
October 9–16 (Sunday-Sunday) Homecoming Week
October 10 (Monday) Mid-Term Grades Due in Chairs’ Offices
October 14 (Friday) Last day for submission of Candidacy forms along with supporting documentation to the School of Graduate Studies and Research for approval. Students must be in academic good standing in order to meet this milestone. Students must complete the requisite number of course requirements (as noted in the Plan of Study) with minimum GPA of 3.0 (some programs may have more stringent requirements) along with identified activities designated to meet the culminating activity. Graduate students must meet candidacy requirements (as determined in your Program of Study) no later than one semester prior to graduation. Doctoral students must meet candidacy requirements no later than two semesters prior to graduation (or sooner if noted in your program of study).

October 14 (Friday) Last day to schedule a thesis or dissertation defense with School of Graduate Studies and Research for December 2016 graduation
October 15 (Saturday) ................................................................. FAFSA Priority Filing Date
October 17 - November 4 (Monday - Friday) .............................. Academic Advisement/ Registration for Spring 2017
October 28 (Wednesday) ........................................................... Last Day to Drop Classes
October 30 - November 25 (Friday - Saturday) ............................. Fall Course Evaluations

November 4 (Friday) ................................................................. Financial Aid 60% Completion Date
November 8 (Tuesday) ............................................................. Election Day (University Closed)
November 15 (Friday) .............................................................. Exit Interview for December Graduates
November 15 (Friday) .............................................................. Last day to complete the thesis or dissertation defense for December 2015 graduation.
November 21 (Monday) ............................................................ Last day for December 2015 graduates to file thesis or dissertation outcome reports to the School of Graduate Studies and Research.
November 16 (Wednesday) ..................................................... Last Day to Drop/Withdraw from the University
November 23 (Wednesday) ...................................................... Residence Halls Close @ 8 pm
November 24 - 27 (Thursday - Sunday) ..................................... Thanksgiving Recess

December 5 (Monday) ............................................................. Last day to submit final copies of the thesis or the dissertation with the School of Graduate Studies and Research for review/approval. Please review the Thesis/Dissertation Handbook: [http://www.desu.edu/graduate-studies/current-students](http://www.desu.edu/graduate-studies/current-students). Questions regarding general formatting of thesis/dissertations may be forwarded to gradstudies@desu.edu for review. Outcomes reports must have been submitted by the noted deadline for review and approval of all submissions.
December 8 (Thursday) ............................................................. Last Day of Classes
December 9 (Friday) ............................................................... Reading Day
December 12 (Monday) ............................................................ Last day to submit thesis or dissertation to the library for binding for December graduation. No thesis/dissertation will be accepted for binding without full approval of the Advisory Committee, College, and School of Graduate Studies and Research.
December 12-16 (Monday - Friday) .......................................... Final Examinations
December 16 (Friday) .............................................................. Winter Recess Begins (Students)
December 16 (Friday) ............................................................. Residence Halls Close @ 8 pm
December 17 (Saturday) ........................................................... December Commencement
December 19 (Monday) ........................................................... Non-thesis outcomes reports due to the School of Graduate Studies for December 2015 graduation.
December 19 (Monday) ........................................................... Final Grades Due
December 24 - January 1 (Thursday - Friday) .............................. Winter Recess (University Closed)
SCHOOL OF GRADUATE STUDIES AND RESEARCH  
SPRING 2017 ACADEMIC CALENDAR

November 1 (Tuesday)...................................................International Applicants: Deadline for receipt of complete graduate applications for spring 2017. Please review all requirements via the prospective students’ link: http://www.desu.edu/graduate-studies/prospective-students. The applicant is encouraged to contact their program(s) of interest (via the provided link below) as some have earlier deadlines http://www.desu.edu/sites/default/files/u132/Graduate%20Studies%20Programs%20and%20Directors_12_14_revised.pdf.

November 15 (Tuesday)...........................................Domestic Applicants: Deadline for receipt of complete graduate applications for spring 2017. Please review all requirements via the prospective students’ link: http://www.desu.edu/graduate-studies/prospective-students. The applicant is encouraged to contact their program(s) of interest (via the provided link below) as some have earlier deadlines http://www.desu.edu/sites/default/files/u132/Graduate%20Studies%20Programs%20and%20Directors_12_14_revised.pdf.

January 5 (Thursday)……………………………….……………………………. Residence Halls Open for New Students Only
January 5-6 (Thursday-Friday)………………………………………………..New Student Registration
January 6 (Friday)……………………………………………………………………Last Day to satisfy Summer and Fall 2015 Provisional Admission Requirements
January 7 (Saturday at noon)…………………………………………………. Residence Halls Open for Returning Students
January 9 (Monday)……………………………………………………………..Classes Begin@ 8 am
January 9(Monday)……………………………………………Late Registration Begins
January 12 (Thursday)…………………………………………………………….General Faculty Meeting @ 11:00 am
January 13 (Friday)……………………………………………………………..Plans of Study due for fall 2017 enrollees
January 13 (Friday)…………………………………………………………….Deadline for submission of Committee forms to School of Graduate Studies and Research for approval. Thesis students should establish committees no later than the end of the 2nd semester of full-time enrollment; Ed,D. students should meet this milestone by the end of the 3rd semester of full-time enrollment; Ph.D. students, by the 5th semester of full-time enrollment.

January 16 (Monday)……………………………………………………… Martin Luther King, Jr. Observance (University Closed)
January 18 (Wednesday)………………………………………..Late Registration Ends
January 18 (Wednesday)………………………………………………..Last Day to Change Course(s) to Audit Status
January 18 (Wednesday)………………………………………………….Last day for graduate students to meet financial obligations
January 19 (Thursday)…………………………………………………… Documentation for Non-Attendance
January 19 (Thursday)………………………………………………….Effective date for $10 per drop processing fee
January 19 (Thursday)……………………………………………………Effective date for receiving a grade of “W” for dropped courses
January 20-February 10 (Friday-Friday)…………………………….Academic Early Alert
January 20 (Friday)….Deadline for submission of Applications & Audits for May Commencement to Graduate Studies for review and approval for submission to the Registrar’s Office by February 1

February 9(Thursday)…………………………………………….FoundersDay
February 13 - 17 (Monday-Friday)……………………………………….Midterm Evaluations Administered
February 16 (Thursday)…………………………………………………..Last Day to Remove Incompletes
February 20 (Monday)……………………………………………………....Mid-Term Grades Due in Chairs’ Offices
February 27 – March 31 (Monday – Friday)…………………………….Spring Faculty Evaluations

March 6 – April 3 (Monday – Monday)……………………………………....Academic Advisement/Registration for Summer 2017 and Fall 2017
March 15 (Wednesday)…………………………………………………..Financial 60% Completion Date
March 17 (Friday)…………………………………………………………..Deadline for submission of Candidacy forms along with supporting documentation to the School of Graduate Studies and Research for approval. Students must be in academic good standing in order to meet this milestone. Students must complete the requisite number of course requirements (as noted in the Plan of Study) with minimum GPA of 3.0 (some programs may have more stringent requirements) along with identified activities designated to meet the culminating activity requirement. Graduate students must meet candidacy requirements (as
determined in your Program of Study) no later than one semester prior to graduation. Doctoral students must meet candidacy requirements no later than two semesters prior to graduation (or sooner if noted in your program of study).

March 21 (Tuesday) ..............................................................Last day to schedule thesis or dissertation defense with School of Graduate Studies and Research for May 2016 graduation.

April 6 (Thursday) ..............................................................Last Day to Drop Classes/Withdraw from University
April 7 (Friday) .................................................................7th Annual Graduate Research Symposium
April 14 - April 17 (Friday – Monday) ......................................Easter Recess (University Closed)
April 13 (Thursday) ..............................................................Exit Interview for May Graduates
April 15 (Friday) .................................................................Last day to complete the thesis or dissertation defense for May graduation.
April 21 (Friday) .................................................................Last day for May graduates to file thesis or dissertation outcome reports with the School of Graduate Studies and Research
April 28 (Friday) .................................................................Last day to submit final copies of the thesis or the dissertation with the School of Graduate Studies and Research for review/approval. Please review the Thesis/Dissertation Handbook: http://www.desu.edu/graduate-studies/current-students. Questions regarding general formatting of theses/dissertations may be forwarded to gradstudies@desu.edu for review. Outcomes reports must have been submitted by the noted deadline for review and approval of all submissions.
April 27 (Thursday) ..............................................................Last Day of Classes

May 1-5 (Monday-Friday) ......................................................Final Examinations
May 5 (Friday) .................................................................Residence Halls Close @ 8pm
May 5 (Friday) .................................................................Last day to submit thesis or dissertation to the library for binding for May graduation. No thesis/dissertation will be accepted for binding without full approval of the Advisory Committee, College, and School of Graduate Studies and Research.
May 8 (Monday) ...............................................................Non-thesis outcomes reports due to the School of Graduate Studies for December 2015 graduation.
May 8 (Monday) ...............................................................Final Grades Due
May 11 (Thursday) ..............................................................General Faculty Meeting
May 14 (Sunday) ...............................................................May Commencement
Academic misconduct may encompass any combination of the following:

**Cheating** – The unauthorized use of information or materials, falsification of data and/or results, or the receipt of outside assistance in connection with any submitted work or activity for credit. This may include (but is not limited to) quizzes, projects, reports, papers, examinations, thesis and/or dissertations.

**Plagiarism** – The act of taking credit for the ideas, words or work of another. This includes (but is not limited to) quoting, summarizing or paraphrasing from the work(s) of another without proper attribution.

**ACADEMIC INTEGRITY POLICY**

- All graduate faculty should discuss the importance of academic integrity to the graduate education and research process. Academic misconduct should clearly be defined on course syllabi and graduate handbooks along with the consequences to academic infractions.
- Any faculty observing any graduate student involved in academic misconduct should submit a memorandum summarizing the alleged infraction(s) along with any documentation and proposed sanctions in writing to the student, copying the department chair, the graduate program director, the dean of the academic unit in which the infraction occurred, and the dean, School of Graduate Studies and Research, within 24 hours of the alleged infraction.
- The alleged infraction will be addressed through established departmental/academic college processes and will come to the School of Graduate Studies and Research only if a resolution cannot be reached.
- A memorandum will be forwarded to the School of Graduate Studies and Research within 2 business days following any decision made at the program, department or college level and placed in the student’s file. If the situation cannot be resolved, then the student(s) in question must appear before the Graduate Studies Academic Misconduct Committee within five business days from receipt of the college’s final decision. The committee chair will submit a summary report within 48 hours of the hearing to the dean, School of Graduate Studies and Research. If the student admits to the infraction and agrees with the proposed sanction, then these actions will constitute the summary report. If the student does not agree that he or she is guilty of the alleged infraction and/or the sanction proposed by the faculty member, then the committee’s findings and recommendation should be included in the summary report.
- Any graduate student observing academic misconduct will notify a department faculty member, graduate program director or department chair who will submit to the previously described process within 24 hours of receiving any pertinent information.
- The dean, School of Graduate Studies and Research, will submit a recommendation in writing to the provost and vice president, Academic Affairs, whose decision will be final. The findings will be relayed in writing to the student(s) in question and copied to the program director, department chairperson and academic dean.

**DEGREE COMPLETION TIMING**

- All master’s programs must be completed within five years of initial enrollment including any transfer courses applied to the current program of study.
- All doctoral programs must be completed within seven years from the time of first enrollment.

**CONTINUOUS ENROLLMENT**

Once admitted, graduate students are required to remain enrolled throughout their matriculation. Students not meeting this requirement must reapply for admission and will be subject to any changes in admission standards as well as changes in the plan of study that has transpired during the student’s lapse of enrollment. Students who have received an offer of admission from the School of Graduate Studies and Research are eligible to register for the upcoming semester or session.
HEALTH RECORDS

The University requires that all graduate students file a personal health and immunization record with the Student Health Center at the time of first enrollment. This activity should be completed prior to registration. These forms are available at the following link: http://www.desu.edu/healthform.

ACADEMIC ADVISEMENT & REGISTRATION

Students accepted into a graduate program are assigned a faculty advisor by their graduate program director. Graduate students should consult with their advisor in selection of courses, degree requirements and related matters. After the schedule is approved by the program director or advisor, a student should receive a PIN number and is then allowed to Web register, or the advisor may choose to register incoming graduate students. Course lists are published each semester by the Registrar’s Office and are available for viewing at the myDESU student services portal found at my.desu.edu. Prior to development and submission of the Plan of Study to the School of Graduate Studies and Research, degree-seeking students must consult with an advisor prior to registering. After the initial consultation, graduate students should be able to follow their plan, only seeking guidance as needed.

Every student is expected to complete registration before the first day of classes each semester. Students are officially registered for a course only when they have completed all procedures applying to registration, including making full payment or payment arrangements for any outstanding balance. Students not officially registered for a course will not receive credit for the course at the end of the semester.

A student who fails to register prior to the late registration period, which begins on the first day of classes, is charged a late registration fee. Returning students who register during the late registration period are assessed a failure to pre-register fee and a late registration fee.

Online registration

Degree-seeking students may consult with an advisor prior to registering; however, their Plan of Study should provide them with the guidance needed for registration. Students may have their academic departments continue to enter their registrations and schedule changes (drop/adds) or they may register and make adjustments to their schedule online. To obtain their unique “alternate registration PIN number” for registering online, students must see their academic advisor; some colleges will only permit registration and changes to registration with advising. To register online, students may visit the University’s myDESU website at my.desu.edu.

Students may view their transcripts, as well as student accounts and financial aid information, at the myDESU website listed above. Unofficial transcripts and schedules may also be printed.

CHANGE IN MAJOR OR PERSONAL DATA

Students must submit personal data (address or telephone number) changes on the appropriate forms available in the Office of Registration and Records as often as changes are made or may update their personal data on the myDESU website listed above. Graduate students wishing to change programs must apply to and be recommended for acceptance by the new program. Students wishing to change concentrations within a program may do so based upon the recommendation of the program director and approval of department chairperson within the first year of enrollment. This information will be relayed to the School of Graduate Studies and Research via a revised Plan of Study for the student. This revised plan will be forwarded to the Office of Registration and Records via the School of Graduate Studies and Research.

CREDIT HOURS

Academic work in University courses is measured in semester hours of credit. A semester hour is equal to fifty (50) minutes of recitation or lecture work per week for one semester (16 weeks). Programs offering accelerated/shorter sessions must adjust contact hours based upon this calculation. A minimum of two (2) hours of laboratory work yields one semester hour.

Credit will not be accepted for a course in which a student is not officially registered, nor will credit be granted for the same course twice with the exception of Thesis/Dissertation research as noted in the program’s Plan of Study.
GRADING POLICIES

A grade is reported for each course in which a student is enrolled. The grade is an indication of the quality of the student’s performance in a course. Mid-semester and final grades will be issued to all students for all courses enrolled. Final grades become a part of the student’s permanent record and are used in computing grade point averages. If a student repeats a course, the highest grade in the course is calculated in the grade point average (GPA). The lower grade earned in the course is disregarded when calculating the GPA, but is not deleted from the student’s record. On the student’s transcript, an “E” placed next to a course indicates the repetition of a course excluded from the GPA and an “I” indicates the repetition of a course included in the GPA. The GPA is computed by dividing the total number of quality points by the total number of GPA hours earned. Nontraditional grades including grades of I, W, WA, AU, S, U and P are not computed in the GPA.

The dean of the college in which the course is offered must approve grade changes during the semester of instruction immediately following the semester the grade was issued. All grade changes submitted later than the succeeding semester must be approved by the provost and vice president for Academic Affairs. Approved grade changes will be forwarded to the Office of Registration and Records for processing.

Graduate students are issued grades at the end of each term. For each course in which the graduate student was enrolled, either a letter grade or a symbol will be entered on the graduate student’s academic record. Only courses completed with a grade of “A,” “B,” or “C” can be used toward fulfilling the graduation requirements for a graduate degree. A grade of “Q” is to be used when thesis or dissertation research is in progress and proceeding satisfactorily. If the thesis or dissertation is not proceeding satisfactorily, a “U” grade is given. The “Q” grade can be used for several semesters. At the time the thesis or dissertation is presented, defended and graded, the thesis/dissertation advisor will submit the appropriate quality grade (A, B, C, D, F, S, or U) for the final term and use grade change forms to convert a sufficient number of prior credits to the final grade that the number of graded thesis/dissertation credits is equal to the number required for the degree.

REMOVAL OF INCOMPLETES

Incomplete coursework due to reasons clearly beyond the control of the student will yield the grade “I.” This grade must be removed by the end of the first six (6) weeks of the next semester of the current academic year (i.e., for fall, the next semester is spring; for spring, the next semester is fall) unless prior arrangements are made in writing with the instructor, with a copy sent to the registrar. Otherwise, the grade “I” is automatically changed to “F” by the Office of Records and Registration.

NOTE: No student may graduate with an “I” grade or “In Progress” on his/her transcript.

The grading system at Delaware State University is shown below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Fair</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failure</td>
</tr>
<tr>
<td>WF</td>
<td>0.00</td>
<td>Withdrawal/Fail</td>
</tr>
<tr>
<td>I</td>
<td>Not Computed in GPA</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Not Computed in GPA</td>
<td>Withdrew</td>
</tr>
<tr>
<td>WA</td>
<td>Not Computed in GPA</td>
<td>Administrative Drop</td>
</tr>
<tr>
<td>AU</td>
<td>Not Computed in GPA</td>
<td>Audit—Not Taken For Credit</td>
</tr>
<tr>
<td>S</td>
<td>Not Computed in GPA</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Not Computed in GPA</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>P</td>
<td>Not Computed in GPA</td>
<td>Pass</td>
</tr>
<tr>
<td>Q</td>
<td>Not Computed in GPA</td>
<td>Thesis/Dissertation in progress proceeding satisfactorily</td>
</tr>
</tbody>
</table>
GRADUATE COURSE LEVELS

Courses which may apply toward a graduate program are numbered 500 and above.

COURSE LOADS

Full-time graduate enrollment is defined at DSU as a minimum of six (6) credit hours. Students enrolled in less than six (6) credit hours per semester hours are considered part-time students, with those enrolled for three (3) credit hours defined as half-time students. Graduate students must therefore complete a minimum of twelve (12) hours of coursework each academic year to qualify for financial aid. In addition, full-time students must meet the academic regulations specified within this document to remain in good standing.

AUDITING CLASSES

Courses may be taken for audit by graduate or non-degree students with the permission of the instructor and the student’s advisor. No credits are earned for auditing courses. The deadline for designating a course as an audit is at the end of the first week of each semester. A grade of "AU" is entered on the graduate student's record for the course. Persons carrying less than full-time credit hour load of six (6) credit hours are charged the per credit hour fee for the course. The final grade of "AU" is assigned to the course and does not affect the grade point average. Courses taken for audit do not count toward full-time enrollment or for financial aid eligibility. Official requests to audit a course are accepted by the Office of Records and Registration during the period between pre-registration and late registration (the period for submitting a request to audit a course coincides with the add period). The Notice of Class Change form (Drop/Add Slip) should be used to change a course to audit status.

DOCUMENTATION FOR NON-ATTENDANCE (No Show Policy)

All enrolled students are required to attend each class at least once during the first week of classes in order to verify participation in the class. Failure to verify participation in a class before the end of the first week of classes will result in the student being classified as a “no show” for the course. All tuition and fees for the course will be refunded and no grade will be issued.

ADDING AND DROPPING CLASSES ONLINE

Eligible students without financial holds are permitted to add and drop classes online at the University’s myDESU website at my.desu.edu. The approval to adjust the course schedule online must be obtained from the student’s academic advisor prior to going online to adjust his/her schedule.

Adding Classes

To add a class, students may go online after obtaining approval from their academic advisor or department chair or follow the steps below:

1. Obtain a Notice of Class Change form (Drop/Add Slip) from their academic department.
2. Complete the student and class information portions of the form.
3. Obtain the signatures of the appropriate instructor and the appropriate advisor/chair.
4. Submit the completed 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 deadline for adding of classes is outlined in the academic calendar. For courses offered on a schedule different from the regular fall, spring and summer terms, the add period is the shorter of one week or the calendar equivalent of thirteen (13) percent of the instructional time. For such courses that meet only once per week, the add period ends on the day before the second meeting of the class. The last day to drop such a course is prior to completion of sixty (60) percent of the instructional time.
Dropping Classes

To drop a class, students may go online after obtaining approval from their academic advisor or department chair or follow the steps below:

Through the End of Late Registration:

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. 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 (a current Refund Policy statement may be obtained from the Office of Student Accounts to determine the student’s financial responsibility).

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. Submit the form to the Office of Records and Registration.

d. Students must obtain the signature of the dean of the school/college.

d. Submit form to the Office of Records and Registration. Course will appear on grade report and transcript with a grade of “W” for “Withdrew” (a current Refund Policy statement may be obtained from the Office of Student Accounts to determine the student’s financial responsibility for courses dropped during this period).

After the Scheduled Last Day for Dropping Classes and up to the Last Week of 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. Students must obtain the signature of the dean of the school/college.
d. Submit form to the Office of Records and Registration. Course will appear on grade report and transcript with a grade of “WA” for “Administrative Withdrawal.”

The dean is the only University official who may approve the dropping of a class at this point in the semester. The appropriate dean shall permit students who officially request to drop specific classes from their academic schedules to do so only 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.

Withdrawal from Courses or University

After the last day to drop courses, withdrawal from a course requires a graduate student to obtain the advisor’s approval and then to petition the dean of Graduate Studies and Research, explaining that he/she interested in withdrawing from the course due to extenuating circumstances beyond the student’s control. Such a petition must contain conclusive evidence, properly documented, of the situation that prevents completion of the course. Acceptable reasons do not include dissatisfaction with performance in a course, with instruction, or with an expected grade. If the petition is approved, the graduate student will receive a grade of “WA” (Administrative Withdrawal) in the course.

A graduate student who wishes to withdraw from all courses or the graduate program must obtain and complete a Withdrawal Form for Graduate Students from the Registrar’s Office. Withdrawal is complete when all necessary signatures have been obtained and the form has been received in and processed by the Registrar’s Office. A student who withdraws from the University will receive a grade of “W” in each course enrolled that term. All withdrawals must be completed on or before the last day to withdraw from the University as indicated on the Academic Calendar for the term.

For graduate courses offered on a schedule different from the standard academic terms, the last day to withdraw from a course is prior to completion of sixty (60) percent of the instructional time. The last day to withdraw from the University is prior to the final week of the student’s classes.

To re-enter the graduate program after withdrawing from the University, a graduate student must reapply for admission.
Administrative Withdrawal from the University
A student with a compelling reason (such as documented extreme personal difficulty or documented medical reason) may request to be administratively withdrawn from the University for a previous term. Administrative withdrawal is rarely granted, but it may be warranted in some circumstances. Only the provost and vice president for Academic Affairs may authorize such withdrawal, and the following procedure must be followed.

1. The student must submit a written request for administrative withdrawal from the University to the dean of Graduate Studies and Research. The request must state the compelling reason, specify the term to be withdrawn and be accompanied by documentation of the validity of the reason.

2. The dean of Graduate Studies and Research reviews the request and submits his or her recommendation in writing to the provost and vice president for Academic Affairs, along with the request and documentation from the student.

If the provost and vice president for Academic Affairs approve the request, the student is reported to the Registrar's Office 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 inform the student in writing of the decision.

Please Note: 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.

ACADEMIC PROBATION, SUSPENSION AND DISMISSAL
Graduate students who receive a grade of “U” in a graduate course or thesis/dissertation or do not achieve a cumulative grade point average of 3.0 or greater at the end of their second semester are placed on academic probation for the following term.

DISMISSAL
Any of the following situations will result in the academic dismissal of a graduate student working toward a graduate degree:

1. Receiving a grade of “D” or “F” in a graduate course;
2. Failure to achieve a term grade point average of 3.0 or greater while on academic probation;
3. Being placed on academic probation for more than two (2) terms; or
4. Receiving three (3) grades of “C.”

TRANSCRIPT REQUESTS
A transcript of a student’s academic record is released to a third party upon the written and signed request of the student. In accordance with the Family Educational Rights & Privacy Act (FERPA), exceptions to this include release of academic records to University officials with legitimate rights, educational interests and transfer institutions.

An official transcript, one bearing the seal and registrar’s signature, is sent from the Office of Records and Registration directly to the official or institution specified by the student. There is a fee of $10.00 for each transcript requested. A request for a transcript will normally be processed within 5-7 business days (subject to change) except during peak work periods such as registration, pre-registration, final examinations and commencement. An official transcript includes all academic coursework at Delaware State University.

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 institutions.
NOTIFICATION OF RIGHTS UNDER FERPA FOR DELAWARE STATE UNIVERSITY STUDENTS

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

1. The right to inspect and review the student’s education records within forty-five (45) days of the day the University receives a request for access. Student 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 record 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 authorized 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 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. As 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 student has 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 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 at Delaware State University includes:

- Name
- Address (including e-mail address)
- Telephone number
- College/School
- Classification
- Major Field of study
- Dates of attendance
- Enrollment status
- Academic Honors
- Degree(s) conferred (including dates)

Graduate students who do not wish to have the above information released should complete an information exclusion card available at the Records Office.

Please 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 (3) weeks prior to the first day of fall semester classes.
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. Once the change of status is approved, fully admitted the student to his/her graduate program, this information is forwarded to the Office of the Registrar and the Office of Financial Aid.

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, for approval. This process signifies that the student has been advised and 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. Any revisions to the plan should be submitted to the School of Graduate Studies and Research. Requests for transfer of credit should be noted on this form as well and accompanied with an official transcript. This information once approved by the School of Graduate Studies is forwarded to the Office of Registration and Records and noted on the student’s transcript.
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 master’s 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 gathered at this meeting; a copy will be submitted 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. Programs not requiring a thesis or dissertation but require a culminating activity requiring committee approval should forward this document to the School of Graduate Studies and Research, or the program director may submit a memorandum noting the decision process for their program.

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. Students enrolled in master’s programs requiring a thesis should request admission to candidacy following successful completion of the required curriculum and approval of a research proposal or prospectus (as well as successful defense for some programs) by their advisory committee. Students enrolled in non-thesis should request admission to candidacy following successful completion of the required curriculum. Completion of a capstone or culminating activity required as a graduation requirement as noted by the program will be noted on the Plan of Study and Candidacy forms with outcomes reported prior to graduation. Doctoral students are admitted to candidacy following successful completion of a thesis/dissertation. Additionally, all doctoral programs require successful completion of a dissertation and therefore, the proposal defense is a requirement for the dissertation. If the research project requires IRB approval, this should be acquired following the proposal defense and prior to beginning the research project. This documentation is also required with the Candidacy Application. Whatever the timeline defined by the program, a student will not be allowed to matriculate without meeting this milestone. All master’s students should complete this requirement along with any supporting documentation no later than the semester prior to graduation, while doctoral students must do so no later than two semesters prior to graduation.

THESIS SUBMISSION PROCESSES

A master’s degree student who elects or is required to complete a thesis must have a Thesis Committee established no later than the end of the second semester of full-time residency (as previously noted). The committee shall consist of a minimum of four (4) members equivalent to the rank of assistant professor or above, at least one of whom shall be from outside the department (some programs have more stringent requirements). External members are prohibited from serving as chair. The committee membership must be approved by the research advisor, graduate program director, college dean and dean of Graduate Studies and Research.

A graduate student initiating a thesis project should select a topic in consultation with the research advisor and the graduate program director. The graduate student must file for and receive approval from the Thesis Committee during the semester prior to beginning work on the thesis. At a minimum, this request will require the student to submit a brief written thesis proposal to the committee for its approval. Graduate programs may have additional requirements, including but not limited to, oral presentation of the project proposal. This document is submitted with the Candidacy Application as noted.

Due to the nature of research and creative work at the graduate level, it is expected that the thesis project may evolve in unanticipated ways. Graduate students are strongly advised to consult frequently with their research advisor and to keep their thesis committee members apprised of progress. In the event that the student and the advisor decide to make substantive changes in the project’s goals, aims or scope, a revised thesis proposal should be submitted, reviewed and approved in the same manner as the initial proposal.

A graduate student preparing a thesis must present and satisfactorily defend the thesis in an oral presentation and examination to the Thesis Committee during the student’s final semester. All members of the committee shall be given a copy of the final draft of the thesis at least one week (7 days) prior to the examination for master’s theses. The completed thesis 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 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 so that interested persons can attend the presentation portion.
The thesis defense has four (4) components:

1. Presentation of the work by the student;
2. Defense of the thesis by the student through questioning in an open session by the committee members and others in attendance and, if requested by the committee, at a closed session for the committee and the student only;
3. Discussion by the committee in a closed session to determine whether or not the thesis, including its defense, is satisfactory; and
4. Communication to the student by the committee chairperson the outcome of the defense.

The Committee has five (5) alternatives:

1. Accept the thesis without any recommended changes, and for all members to sign the approval page;
2. Accept the thesis, subject to the student making the recommended changes, with all committee members except the chairperson signing the approval page, and the chairperson responsible for checking the revised thesis to ensure the changes were made, and signing approval at that time;
3. Recommend revision to the thesis, but not to sign until the revised thesis has been submitted to and reviewed and approved by the committee members;
4. Recommend revision of the thesis and a second meeting of the committee with the student to review the thesis and complete the defense; or
5. The thesis, including its defense, is determined to be unsatisfactory, and therefore the student fails.

The Defense Outcomes Form 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 will be reviewed by the School of Graduate Studies and Research without receipt of this documentation. 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 found at the following link: http://www.desu.edu/graduate-studies/current-students.

Graduate students must have the thesis completed, defended, approved and submitted to the library for binding prior to the date noted in the Academic Calendar. Students whose final signed theses/dissertations are not submitted to the library before the noted deadline will not be eligible to participate in Commencement ceremonies.

The thesis and all related procedures must be completed as noted in the Academic Calendar for those planning to graduate at the conclusion of the fall or spring semester. The finished thesis, which includes changes resulting from the oral examination along with a completed approval form, must comply with criteria described in the Thesis Handbook. The University Library will bind the required bound copies of the thesis at the student’s expense. Once completed, the student will distribute the thesis as follows:

1. One bound original to the department.
2. One bound copy to the University Library.
3. One bound copy to the dean of Graduate Studies and Research.
4. One copy to each committee member (binding not required).
5. One copy to the student (binding not required).

A graduate student who requires more than one (1) semester to complete the thesis will receive the symbol “Q” (Thesis incomplete) for each semester in which progress is satisfactory until the thesis/dissertation is satisfactorily completed. A graduate student who has previously registered for thesis and completed all course and research requirements may choose not to register for, or work, on the thesis but must pay the current sustaining fee (all other fees waived) for each semester until the degree is completed. Semesters not registered will count toward the time limit allotted to complete the degree. The student must complete all course and research requirements before registering for the sustaining thesis beyond one (1) semester.
A doctoral degree student must have a Dissertation Committee established not later than the end of the third semester of full-time residency or before his or her dissertation project begins. For a doctoral dissertation, the committee will be augmented by an additional expert member from outside the University at the time of dissertation defense. The committee shall consist of five (5) members equivalent to the rank of assistant professor or above, at least one of whom shall be from outside the department. External members are prohibited from serving as chair. The committee membership must be approved by the research advisor, graduate program director, college dean and dean of Graduate Studies and Research.

A doctoral student initiating a dissertation project should select a topic in consultation with the research advisor and the graduate program director. The graduate student must file for and receive approval from the Dissertation Committee during the semester prior to beginning work on the dissertation. At a minimum, this request will require the student to submit a brief written dissertation proposal to the committee for its approval. Graduate programs may have additional requirements, including but not limited to, oral presentation of the project proposal. This document is submitted along with the application for candidacy. Students engaged in research requiring Institutional Review Board (IRB) approval must do so prior to beginning the research project and should provide this documentation as noted on the Candidacy Application.

Due to the nature of research and creative work at the graduate level, it is expected that the dissertation project may evolve in unanticipated ways. Graduate students are strongly advised to consult frequently with their research advisor and to keep their dissertation committee members apprised of progress. In the event that the student and the advisor decide to make substantive changes in the project’s goals, aims or scope, a revised dissertation proposal should be submitted, reviewed and approved in the same manner as the original proposal.

A doctoral student preparing a dissertation must present and satisfactorily defend the dissertation in an oral presentation and examination by the Dissertation Committee during the student’s final semester.

The completed dissertation should be submitted to the respective committee for review and if deemed acceptable, an oral examination, consisting principally of a defense of the dissertation, will be scheduled. All members of the committee shall be given a copy of the final draft of the dissertation three weeks (21 days) prior to the examination for a doctoral dissertation. Defense will conduct with a maximum of two presentations, one open to the general public and one closed session. The number of question(s) will be determined by the program director. Only students admitted to candidacy are eligible to schedule a defense. The Defense Scheduling Form 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 so that interested persons can attend the presentation portion.

The dissertation defense has four (4) components:

1. Presentation of the work by the student;
2. Defense of the thesis by the student through questioning in an open session by the committee members and others in attendance and, if requested by the committee, at a closed session for the committee and the student only;
3. Discussion by the committee in a closed session to determine whether or not the thesis, including its defense, is satisfactory; and
4. Communication to the student by the committee chairperson the outcome of the defense.

The committee has five (5) alternatives:

1. Accept the thesis without any recommended changes, and for all members to sign the approval page;
2. Accept the thesis, subject to the student making the recommended changes, with all committee members except the chairperson signing the approval page, and the chairperson responsible for checking the revised thesis to ensure the changes were made and signing approval at that time;
3. Recommend revision to the thesis, but not to sign until the revised thesis has been submitted to and reviewed and approved by the committee members;
4. Recommend revision of the thesis and a second meeting of the committee with the student to review the thesis and complete the defense; or
5. The thesis, including its defense, is determined to be unsatisfactory, and therefore the student fails.

The Defense Outcomes Form 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 dissertation will be reviewed by the School of Graduate Studies and Research without receipt of this documentation. 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 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 found at the following link: [http://www.desu.edu/graduate-studies/current-students](http://www.desu.edu/graduate-studies/current-students).

Doctoral students must have the dissertation completed, defended, approved and submitted to the library for binding prior to the date noted in the academic calendar. Students whose final signed theses/dissertations are not submitted to the library before the noted deadline will not be eligible to participate in Commencement ceremonies.

The dissertation and all related procedures must be completed as noted in the academic calendar for those planning to graduate at the conclusion of the fall or spring semester. The finished thesis, which includes changes resulting from the oral examination along with a completed approval form, must comply with criteria described in the Thesis/Dissertation Handbook. The University Library will bind the required bound copies of the dissertation at the student’s expense. Once completed, the student will distribute the dissertation as follows:

1. One bound original to the department.
2. One bound copy to the University Library.
3. One bound copy to the dean of Graduate Studies and Research.
4. One copy to each committee member (binding not required).
5. One copy to the student (binding not required).

A doctoral student who requires more than one (1) semester to complete the dissertation will receive the symbol "Q" (Dissertation incomplete) for each semester in which progress is satisfactory, until the thesis/dissertation is satisfactorily completed. A graduate student who has previously registered for thesis and completed all course and research requirements may choose not to register for, or work, on the thesis but must pay the current sustaining fee (all other fees waived) for each semester until the degree is completed. Semesters not registered will count toward the time limit allotted to complete the degree. The graduate program director must recommend to the dean of Graduate Studies and Research approval of all registrations for the sustaining thesis beyond one (1) semester.
Degree Requirements and Application for Graduation

In order to earn a master’s or a doctorate degree, graduate students must satisfy all of the institutional requirements as well as the specified requirements of the program in which they are enrolled. At a minimum to earn a master’s degree, a student must have earned at least thirty (30) graduate credits, of which no more than six (6) may be thesis, internship or other special project. At a minimum to earn a doctoral degree, a student must have earned at least sixty (60) graduate credits (including those previously applied toward a master’s degree and accepted as part of the doctoral curriculum), of which not more than twelve (EDUC) may be for the dissertation. Students may take additional thesis or dissertation credits, as needed, for the duration of their project. In no cases may additional thesis/dissertation credits be substituted for core or elective courses in determining qualification for the degree.

To earn a graduate degree, the graduate student must have a cumulative grade point average of 3.0 or higher (on a 4.0 scale) for all work taken on the graduate level.

Graduate students who expect to graduate in December or May must file an Application and Audit for Graduation with the School of Graduate Studies and Research for review as noted in the academic calendar. Upon review and approval from the dean, School of Graduate Studies and Research, the application and audit will be forwarded to the Office of Registration and Records by their noted deadline.

Graduate audits require submission and approval of all required documentation in order to remain in good standing:

- Plan of Study (with any requested transfers of credit) by the end of the first semester of enrollment;
- Advisory Committee prior to beginning culminating activity requirement; and
- Candidacy Application no later than 1 semester prior to graduation for graduate students; 2 semesters prior to graduation for doctoral students.

PARTICIPATION FOR GRADUATION EXERCISES

Graduate students may participate in the annual graduation exercises in May only if the following conditions are met:

1. File the application and audit for graduation and all supporting documents as previously noted.
2. Enroll in all courses required to complete degree requirements.
3. Successfully complete those courses of current enrollment and satisfy all degree program requirements.
4. Submit any required thesis or dissertation to the library for binding as noted in the academic calendar.
5. Satisfy all financial obligations to the University.

Graduate degree recipients interested in participating in Commencement ceremonies must submit the Application for Graduation according to the procedures and deadlines in place, even if they completed the requirements the previous August or December.

SUBMITTING AN APPEAL

Appeals concerning re-evaluation of a final course grade should be submitted as follows:

1. Graduate students should file, in writing, the complaint or appeal to the appropriate graduate program director for resolution. The graduate program director shall reply to the student within ten (10) business days;
2. If the disposition is not favorable, the graduate student may appeal to the respective college dean, by submitting the previous appeal documents, the graduate program director’s response and any additional relevant information. The dean shall reply to the student within ten (10) businessdays.
3. If the disposition is not favorable, the final appeal may be brought in writing to the dean of Graduate Studies and Research. All prior documents plus additional information must be submitted. The dean of Graduate Studies and Research shall reply to the student within ten (10) business days.

Appeals concerning reinstatement from dismissal from a graduate program must be submitted to the dean of Graduate Studies and Research. The appeal must be in writing, include documented support from the graduate program director and college dean, and provide an explanation from the student describing how he/she will complete the degree program successfully if reinstated.
TIME LIMITATION

All master’s programs must be completed within 5 years of initial enrollment including the transfer of any courses toward 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. Students must be in good standing academically and must have successfully completed all candidacy requirements. The committee will convene, render a decision and forward their recommendation to the department chairperson who will forward his decision 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. Options include the following:

- **Examination:** The department or program may elect to examine the student (orally or in writing) and report the results to the School of Graduate Studies and Research;
- **Independent Study:** The department or program may elect to design an independent study if no course currently exists by which the student may update course content;
- **Repeat the Course:** The student may repeat expired course work if the content has changed significantly since previous enrollment;
- **Additional Hours:** The department or program may assign additional hours of course work to ensure currency of knowledge in rapidly changing content areas;
- **No Additional Work Assigned:** The department or program has evaluated the curriculum and acknowledges that no significant curricula or program change has occurred since the student’s first date of enrollment and therefore no additional work is assigned.

SUSTAINING CREDIT

GRADUATE SUSTAINING FEE TO RISE IN FALL 2016

The Delaware State University School of Graduate Studies and Research would like to inform all graduate students about recent changes to sustaining credit enrollment status and the Graduate Sustaining Fee. Students, who are in good standing, having successfully completed all course and candidacy requirements, must register for sustaining credit until their degree is awarded.

- Effective immediately, all graduate students in sustaining credit status have been granted full-time enrollment status (six credit hours) to allow compliance with international, work study, grant and financial aid eligibility.
- Effective Fall 2016, the Graduate Sustaining Fee will increase to accommodate the sustaining credit enrollment status change.

The fee for master’s degree students will be the equivalent of one in-state credit hour of tuition per semester. For doctoral students, the fee will be the equivalent of one credit hour of enrollment per semester. Students with questions about sustaining credit, the change in enrollment status or the fee for Fall 2016 may contact the School of Graduate Studies and Research at 302.857.6800.
**Special Facilities:** Labs may vary from $10.00 to $20,000.00. The Aviation labs vary from $5,000.00 to $20,000.00 per related course.

Plan. Per the Office of International Affairs, students must complete the waiver form to opt out of the International Student Insurance Plan; all students, however, are required to show proof of insurance. Please review studentinsurance.com/schools/DE/DESU.

**Student Accounts**

### TUITION AND FEES

<table>
<thead>
<tr>
<th>DOCTORAL &amp; GRADUATE FEES</th>
<th>DOVER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IN-STATE</td>
</tr>
<tr>
<td>Per Credit Hour</td>
<td>$430.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$60.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADUATE FEES</th>
<th>WILMINGTON</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA</td>
<td>Public Administration</td>
</tr>
<tr>
<td>Per Credit Hour</td>
<td>$515.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$60.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

**Student Health Insurance Fee**

<table>
<thead>
<tr>
<th></th>
<th>FALL</th>
<th>SPRING</th>
<th>YEARLY TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Hour</td>
<td>$377.00</td>
<td>$377.00</td>
<td>$754.00</td>
</tr>
</tbody>
</table>

**U.S. graduate students are not automatically enrolled in/required to waive out of DSU’s Health Insurance Plan; all students, however, are required to show proof of insurance. Please review your health options at the following link: desu.edu/healthinsurance.**

**International graduate students are automatically enrolled in/billed for DSU’s Health Insurance Plan. Per the Office of International Affairs, students must complete the waiver form to opt out of DSU’s plan if already insured. To waive coverage — or enroll in DSU’s plan if not sufficiently insured — please visit studentinsurance.com/schools/DE/DESU.**

**Lab Fees:** Laboratory fees are assessed for some courses to cover the cost of supplies and special facilities. Labs may vary from $10.00 to $20,000.00. The Aviation labs vary from $5,000.00 to $20,000.00 per related course.

<table>
<thead>
<tr>
<th><strong>ITEMIZED FEES FOR THE ACADEMIC YEAR</strong></th>
<th><em>Fees can be applied per semester</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (Graduate/Doctoral)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Drop Fee (Per Drop Slip)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Failure to Pre-Register*</td>
<td>$50.00</td>
</tr>
<tr>
<td>Graduate Activity Fee Full-time*</td>
<td>$60.00</td>
</tr>
<tr>
<td>Graduate Activity Fee Part-time*</td>
<td>$30.00</td>
</tr>
<tr>
<td>Graduate Fee (Graduate/Doctoral)</td>
<td>$175.00</td>
</tr>
<tr>
<td>Graduate Sustaining Fee (Masters)</td>
<td>Equivalent of one in-state credit hour of tuition per semester</td>
</tr>
<tr>
<td>Late Registration Fee — $50.00</td>
<td></td>
</tr>
<tr>
<td>Graduate Sustaining Fee (Doctoral)</td>
<td>Equivalent of one credit hour of enrollment per semester</td>
</tr>
<tr>
<td>NBSTuition Payment Plan Enrollment Fee*</td>
<td>$35.00</td>
</tr>
<tr>
<td>NBSTuition Payment Plan Late Fee</td>
<td>$35.00</td>
</tr>
<tr>
<td>NBSTuition Payment Plan Return Payment Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Non-Payment Fee*</td>
<td>$150.00</td>
</tr>
<tr>
<td>Overdue Library Fee (Per Day)</td>
<td>$1.00</td>
</tr>
<tr>
<td>Registration Fee (Doctoral and Graduate)</td>
<td>$60.00</td>
</tr>
<tr>
<td>Reinstatement Fee*</td>
<td>$150.00</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$35.00</td>
</tr>
<tr>
<td>SMARTCARD ID Damage Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>SMARTCARD ID Replacement Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Student Health Insurance Fee*</td>
<td>$520.00</td>
</tr>
<tr>
<td>Student Teaching Fee*</td>
<td>$150.00</td>
</tr>
<tr>
<td>Technology Fee*</td>
<td>$55.00</td>
</tr>
<tr>
<td>Technology Fee* (Summer Sessions)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Transcript</td>
<td>$10.00</td>
</tr>
<tr>
<td>University Courtyard Deposit</td>
<td>$300.00</td>
</tr>
<tr>
<td>University Courtyard Late Fee (Monthly)</td>
<td>$35.00</td>
</tr>
<tr>
<td>University Village Application Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>University Village Deposit</td>
<td>$300.00</td>
</tr>
<tr>
<td>University Village Late Fee (Monthly)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Vehicle Registration Fee (Per Semester)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Vehicle Registration Fee (Per Year)</td>
<td>$70.00</td>
</tr>
</tbody>
</table>

**TUITION AND FEES**

All students who reside in University housing are required to be enrolled in at least 12 credit hours per semester. Students who are enrolled in less than 12 credit hours per semester will be assessed a part-time boarder fee to adjust the student’s account to reflect full-time charges.

**Housing Deposit:** A $200.00 housing deposit is required to secure your housing assignment for the academic year. Housing is available on a first-come, first-served basis. The housing deposit is non-refundable if not received by June 30.

**Security Deposit:** A $300.00 security deposit and a $100.00 application fee are required to secure your housing assignment in the University Courtyard or the University Village apartment complexes.

**DSU Living and Learning Commons**

<table>
<thead>
<tr>
<th></th>
<th>FALL</th>
<th>SPRING</th>
<th>YEARLY TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSU Living and Learning Commons</td>
<td>$3,995.00</td>
<td>$3,995.00</td>
<td>$7,990.00</td>
</tr>
<tr>
<td>Single</td>
<td>$4,995.00</td>
<td>$4,995.00</td>
<td>$9,990.00</td>
</tr>
</tbody>
</table>

**University Courtyard – 12-month lease**

<table>
<thead>
<tr>
<th></th>
<th>PER MONTH</th>
<th>PER SEMESTER</th>
<th>PER YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Bedrooms/Two Baths</td>
<td>$874.00</td>
<td>$5,244.00</td>
<td>$10,488.00</td>
</tr>
<tr>
<td>Four Bedrooms/Two Baths</td>
<td>$750.00</td>
<td>$4,500.00</td>
<td>$9,000.00</td>
</tr>
</tbody>
</table>

**University Village Apartments – 12-month lease**

<table>
<thead>
<tr>
<th></th>
<th>PER MONTH</th>
<th>PER SEMESTER</th>
<th>PER YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Bedroom/One Bath</td>
<td>$1,064.00</td>
<td>$6,384.00</td>
<td>$12,768.00</td>
</tr>
<tr>
<td>Two Bedrooms/Two Baths</td>
<td>$874.00</td>
<td>$5,244.00</td>
<td>$10,488.00</td>
</tr>
<tr>
<td>Two Bedrooms/One Bath</td>
<td>$787.00</td>
<td>$4,722.00</td>
<td>$9,444.00</td>
</tr>
<tr>
<td>Four Bedrooms/Two Baths</td>
<td>$757.00</td>
<td>$4,542.00</td>
<td>$9,084.00</td>
</tr>
<tr>
<td>Two Bedrooms/One Bath Suite</td>
<td>$720.00</td>
<td>$4,320.00</td>
<td>$8,640.00</td>
</tr>
</tbody>
</table>

**Student Meal Plan Options**

Students must select one option from below or the Traditional 19 Meal Plan will be assigned.

<table>
<thead>
<tr>
<th></th>
<th>FALL</th>
<th>SPRING</th>
<th>YEARLY TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Day All-Access Meal Plan 150 Flex Dollars</td>
<td>$2,057.00</td>
<td>$2,057.00</td>
<td>$4,114.00</td>
</tr>
<tr>
<td>5 Day All-Access Meal Plan 150 Flex Dollars</td>
<td>$1,981.00</td>
<td>$1,981.00</td>
<td>$3,962.00</td>
</tr>
<tr>
<td>Traditional 19 PLUS 100 Flex Dollars</td>
<td>$1,980.00</td>
<td>$1,980.00</td>
<td>$3,960.00</td>
</tr>
<tr>
<td>Traditional 15 PLUS 100 Flex Dollars</td>
<td>$1,914.00</td>
<td>$1,914.00</td>
<td>$3,828.00</td>
</tr>
<tr>
<td>Traditional 10 PLUS 100 Flex Dollars</td>
<td>$1,756.00</td>
<td>$1,756.00</td>
<td>$3,572.00</td>
</tr>
<tr>
<td>Commuter 5 PLUS* 100 Flex Dollars</td>
<td>$992.00</td>
<td>$992.00</td>
<td>$1,984.00</td>
</tr>
<tr>
<td>120 Block Plan* 150 Flex Dollars</td>
<td>$989.00</td>
<td>$989.00</td>
<td>$1,978.00</td>
</tr>
<tr>
<td>75 Block Plan* 150 Flex Dollars</td>
<td>$690.00</td>
<td>$690.00</td>
<td>$1,380.00</td>
</tr>
<tr>
<td>50 Block Plan* 150 Flex Dollars</td>
<td>$515.00</td>
<td>$515.00</td>
<td>$1,030.00</td>
</tr>
</tbody>
</table>

*Meal plan yearly totals do NOT include summer sessions. Flex Dollars are funds that can be used at times that are not designated as meal times. *Option available only for commuters and residents of Courtyard Apartments.

**Vouchers:**

- All computer labs require that a student have a print voucher. Unused print vouchers are refunded at the end of each semester. The cost is $0.05 per page (black-and-white).
- A traditional residence hall and University Village apartment resident may require a laundry voucher, which is refunded at the end of each semester. Cost per load: washer $1.25, dryer $1.

*Please note that these charges are subject to change. Typically, there is a modest increase to tuition and fees each year. See desu.edu/tuition for current pricing. Not responsible for typographical errors.
All of the fees and charges shown in this section are for the 2016-2017 academic year and are subject to change. New fees and charges may be established at any time by the action of the Board of Trustees. A notice of all changes in fees will be mailed to all persons who have applied for admission. Students may obtain a current schedule of fees from the Office of Student Accounts, which will include the current fees, tuition, room and board, and any special instructional fees. Visit www.desu.edu/tuition to view the current fees online. This information is provided as a guide only and is not considered by the University to be a contract or binding.

PAYMENT OF FEES

Per the Graduate Calendar, all fees, tuition, and room and board charges must be paid in full by the first week of classes. Credits for scholarships, grants and loans will only be considered when the awards have been approved by the Financial Aid Office in advance or at registration. Applications for financial aid should be completed at least four (4) months before registration each school year.

Payments made by Visa, MasterCard, debit card (including MAC) and check should be submitted online through QuikPAY. A payment in cash, certified/cashier’s check or Discover card must be made in person to the University Cashier’s Office. DO NOT SEND CASH IN THE MAIL.

Certified/cashier’s check or money orders should be made payable and mailed to:

DELAWARE STATE UNIVERSITY
ATTN: Cashier
1200 North DuPont Highway Dover, DE 19901

All payments sent by mail should include the student’s name and student I.D. number. Checks drawn on out-of-state banks must be a cashier or certified check.

Make online payments in real time using NelNet QuikPAY

- Go to my.desu.edu
- Select “QuikPAY” icon
- In the “Login as Student Box”
- Enter Student ID & Pin Number
- Click Login
- Click “Yes, connect to NelNet QuikPAY”
- Select Make a payment
- Click “Pay” for the account you are making a payment for
- Select Term from the drop-down box
- Enter Payment Amount
- Select Payment Method from the drop-down box
- Click Continue
  - Provide Information: Complete your credit card, bank information or both (must use the option you choose above)
- Click Confirm to submit your payment
- You will receive an email confirmation for your payment.

All authorized third-party documentation such as Military Tuition Assistance, Vocational Rehabilitation, Veterans Rehabilitation Assistance, Tuition Exchange and other programs must be submitted and approved by the manager of the Office of Student Accounts.

Boarding students must satisfy all financial obligations before returning for the fall and/or spring semester. All students who have not satisfied all financial obligations before the end of the late registration period as listed in the school calendar will be assessed a late payment fee of $50.

Students are officially registered for courses only when they have complied with all of the procedures applying to registration, including full payment of tuition and fees, or satisfactory financial arrangements through the Office of Student Accounts, and the validation of student I.D. cards.
Non-payment Fee

The non-payment fee is a fee that is charged to any student whose courses and/or room and board have been removed for non-payment for a specific semester. This fee must be paid before the student is allowed to register for the next semester (if not already pre-registered) or receive any University service.

Reinstatement Fee

The reinstatement fee is a fee that is charged to any student whose courses and/or room and board have been reinstated after they have been removed for non-payment for a specific semester. This fee must be paid before the student is allowed to register for the next semester (if not already pre-registered) or receive any University service.

Technology Fee

A fee is charged to all doctorate, graduate and undergraduate students. This is for the support of campus computing labs and technological equipment.

Student Health Insurance Fee

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 health care option plans for this academic year at the following link: http://www.desu.edu/healthinsurance. Appropriate forms are sent directly to newly enroll graduate students. Forms are also available at the Student Health Center.

Students must actively attend classes for at least the first thirty-one (31) days for coverage to be in effect. Contact Student Health Services at 302. 857. 6393 for additional information on available services.

Laboratory Fees

Laboratory fees are assessed for designated courses within the departments listed below to cover the cost of supplies and special facilities. Labs may vary from $10.00 to $9,586.00. Departments assessing laboratory fees are: Accounting, Economics and Finance, Agriculture and Natural Resources, Art, Aviation, Biological Sciences, Business Administration, Chemistry, Computer and Information Sciences, Education, English and Foreign Languages, Human Ecology, Mass Communications, Mathematical Sciences, Music, Nursing, Physics and Sport Management. Aviation Labs range from $3,255.00 - $9,586.00 per related course*

*Additional fees will be paid to the Federal Aviation Association (FAA) Examiner for flight physicals, written examinations and all flight examinations.

Drop Fee

To drop a course, students may obtain approval from their advisor or department chair and go online to adjust their schedule or obtain a DROP/ADD form from the department chair. The form is to be returned into the academic department through the late registration period and to the Registrar’s Office thereafter, bearing the required signatures. Students may drop courses as indicated on the academic calendar. A drop fee of $10 per course will be assessed after late registration. Students who DROP courses which results in a credit on their student account will receive a refund in accordance with University and federal regulations/policies. Students requesting to drop classes after the last day to drop or add courses must obtain the signature of the academic dean as well as their instructor and advisor/chair. The change in registration is effective on the date the form is submitted to the Office of Records and Registration.
NELNET BUSINESS SOLUTIONS® TUITION PAYMENT PLAN

Delaware State University is pleased to offer you the Tuition Payment Plan, administered by NelNet Business Solutions®. The Tuition Payment plan is an interest-free alternative to paying each semester's (Fall, Spring, Summer I or Summer II) tuition and expenses in full prior to each term. Per the Graduate Calendar, payment is due in full by the first week of classes.

Enroll in the Tuition Payment plan for each semester and get these great benefits:

- **Manageable Payments** - Spread your payments over 6, 5, 4, 3, or 2 months beginning May respectively, or over 5 payments beginning June for the fall semester or over 6 payments beginning in October for the spring term.

- **No Interest Payments** - The Tuition Payment plan is interest free. It can be used on its own or in conjunction with loans, grants and/or scholarships.

- **MyFacts** – The plan offers 24-hour access to manage your account via the Web.

- **Convenient Online Statements** - You will receive your statements via email each month.

- **Automatic reoccurring monthly payments** via ACH or credit card (includes debit cards) processed on the 5th of every month.

- **ACH and credit card payments are accepted.**

DELIQUENT ACCOUNTS

Delaware State University will not issue a degree, transcript or grade report to any student who has a delinquent account. A student with a delinquency account will not be readmitted to the University until all balances are paid.

Students who have not paid all financial obligations by November for the fall semester and April for the spring semester will have a hold placed on their account and will not be permitted to pre-register for classes for the next term.

Past due accounts will be referred to the State Division of Revenue, one of the University's collection agencies, or attorneys, and will be reported to the credit bureau.

Each account will be charged an additional amount that approximates the administrative costs incurred in collecting the past due amount, any attorney fees and all collection costs.

BILLING

The University will send electronic monthly statements to students’ Delaware State University-issued email address who have an outstanding balance or have activity on their accounts. The electronic statement will show the balance from the prior month, detail activity of the current month and the ending balance. These electronic statements are emailed on the third Friday of each month to the student’s Delaware State University-issued email address. Although the University regularly emails bills to students, it cannot assume responsibility for their receipt. Students are reminded that it is their responsibility to review their student account and email account for billing and its accuracy.

If a bill is not received on or before the beginning of each semester, it is the student’s responsibility to obtain a copy of the bill from the myDESU or NelNet QuikPay website by logging into my.desu.edu.

The first bill emailed prior to the beginning of the semester may not include deductions of grants, scholarships or loans.

Payments and financial aid awards applied to accounts will be listed in the credit column. Payments and financial aid awards in the anticipated credits column have not been physically applied to the accounts, but will reduce the outstanding balance. Questions pertaining to bills should be directed to the Office of Student Accounts at 302. 857. 6240.

Questions pertaining to financial aid credits or adjustments on monthly statements should be directed to the Financial Aid Office at 302. 857. 6250.
CASHIER SERVICES

The Cashier’s Office is located in the Administration Building, first floor. The hours of operation are 9 a.m.-4 p.m. Monday through Friday.

Students may make payments on their accounts at the Cashier’s Office. The following services are available to students currently enrolled at Delaware State University:

1. Payment can be made on a student’s account by cash, certified/cashier’s check or Discover card.
2. All student paychecks can be obtained from the Cashier’s Office between the hours of 10 a.m. and 4 p.m. on payday.
3. All payments, except for cash and Discover card payments, can be made online at my.desu.edu through QuikPAY.

The University recommends that students use one of the local banks for their banking needs. An automatic teller machine is located on the campus in the Martin Luther King Jr. Student Center and in the William C. Jason Library Building. Please note: Any check made payable to Delaware State University and the student must be applied to the student’s account. Any amount that exceeds what the student owes may be refunded to the student.

ADVANCE ROOM DEPOSITS

All students must pay an Advance Room Deposit as designated and submit a Residence Hall Application and Contract to reside in the residential facilities as designated:

<table>
<thead>
<tr>
<th>Residence Facility</th>
<th>Deposit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSU Living and Learning Commons</td>
<td>$200.00</td>
</tr>
<tr>
<td>Traditional Halls</td>
<td>$200.00</td>
</tr>
<tr>
<td>University Village and Courtyard Apartments</td>
<td>$400.00</td>
</tr>
<tr>
<td>University Village and Courtyard Apartments Application</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Returning students must pay the Advance Room Deposit at the time that they pre-register for the fall semester no later than May 1. Failure to submit the Residential Contract and pay the Advance Room Deposit by the deadline will result in the student being placed on a waiting list and receive rooms upon availability.

Students with a room assignment who do not plan to reside on campus must cancel the space by August 1 for the fall semester and December 1 for the spring semester. Failure to cancel the reserved space may result in reservation charges being assessed for the room if the University is unable to fill the vacancy.

Students are urged to read the housing contract and/or lease for Terms and Conditions of Occupancy. The Advance Room Deposit is a NON-REFUNDABLE FEE, with the exception of when the University is unable to provide a room. The Advance Room Deposit will be credited to the student’s account during the spring semester of the academic year. This fee is non-refundable if the student decides not to attend the University. An additional residence hall damage fee may be assessed at the end of each term.

The University cannot guarantee availability of campus housing, and it is recommended that you submit the application for housing early.

CONTRACTUAL OBLIGATION TO ROOM AND BOARD

A student’s assigned housing in the traditional residence hall setting will be required to participate in a meal plan offered by the University. In order to provide boarding service for all students at the lowest possible cost, certain rules of conduct must be followed and will be strictly enforced. Those who wish to live at Delaware State University must have their bills paid in full by July 10 for the fall semester and December 10 for the spring semester or must have made satisfactory financial arrangements with the Office of Student Accounts (by enrolling in the Tuition Pay Plan).

Students who do not submit payments by the due date must obtain financial clearance by reporting to the Office of Student Accounts for their room key. Identification cards are validated for room and board after all financial obligations have been satisfied. Students must show their validated identification card to be admitted to the dining hall for all meals. Should any student be found guilty of breaking any rules in the Student Handbook, their privilege to room and board on campus will be terminated by the action of the vice president for Student Affairs and charges paid in advance will be refunded in accordance with University policy for withdrawals. No credit is given for meals which a student fails to take while in a boarding status.
No adjustments in the charge for room and board will be made for late registration of ten (10) days or less, or for absences of less than fourteen (14) days. **Students must be enrolled at least full-time (12 or more credit hours) per semester in order to live in the residence halls.** Dropped courses or failure to attend class (no show), which reduces credit hours to less than full-time, may result in cancellation of the housing contract. The Office of Finance will notify all students who are classified as part-time in the residence halls. Students will be required to make necessary schedule adjustments and accounts will be adjusted to reflect full-time charges.

**Commuter Meal Plans:** Commuter meal plans are available for non-resident students who wish to eat meals in the dining hall or canteen. Commuter students may request a meal plan through the commuter meal plan website via [my.desu.edu](http://my.desu.edu). Commuter meal plans are available at current costs. Please refer to the Tuition and Fees sheet for an updated commuter fee schedule. Fees are subject to change.

- Go to [my.desu.edu](http://my.desu.edu)
- Click “Commuter Meal Plan”
- Click “Request”
- Select Correct Term
- Enter ID & Pin Number (UpperCase “D”)
- Select the appropriate meal plan
- Click Login

**REFUNDS OF CREDIT BALANCES**

Refunds for overpayments or credit balances as a result of dropping a course will be processed thirty (30) days after the end of late registration, or within fourteen (14) days during the semester. Refunds cannot be issued from credit card payments; credit balances will be transferred back to the credit card. All charges and payments must be stated on the account before a refund will be processed. After the refund is processed, students are liable for any additional charges that may result from reductions in financial aid awards and/or other adjustments to tuition and fees. Student refunds will be sent as direct deposit once the student successfully enrolls in direct deposit by following the steps below:

- Go to [my.desu.edu](http://my.desu.edu)
- Click “QuikPAY”
- Enter Student ID & Pin Number
- Click Login
- Click “Yes, connect to NelNet QuikPAY”
- Click Direct Deposit
- Enter your banking information
- Click Add

Students who drop courses must obtain a Drop Slip and return the completed form to the Office of Records and Registration. The effective date of the change in registration is the date the Drop Slip(s) is filed in the Office of Records and Registration.

Students who officially change their enrollment from full-time to part-time (less than 6 hours) by dropping a course or courses will be eligible for a refund in accordance with the following policy:

<table>
<thead>
<tr>
<th>Period from the First Day of Instruction for fall/spring semester(s)</th>
<th>Refundable Tuition</th>
<th>Percentage Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-registration to Last Day to Add Classes</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Second Week</td>
<td>80%</td>
<td>0%</td>
</tr>
<tr>
<td>Third Week</td>
<td>60%</td>
<td>0%</td>
</tr>
<tr>
<td>After Three Weeks</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|**Period from the First Day of Instruction for summer session(s)**

<table>
<thead>
<tr>
<th>Period from the First Day of Instruction</th>
<th>Refundable Tuition</th>
<th>Percentage Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-registration to Last Day to Add Classes</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Six Days or less</td>
<td>80%</td>
<td>0%</td>
</tr>
<tr>
<td>Nine Days or less</td>
<td>60%</td>
<td>0%</td>
</tr>
<tr>
<td>After Nine Days</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

**WITHDRAWAL REFUNDS**

Students should secure a Withdrawal Form from the Office of Records and Registration located on the first floor in the Administration Building. Recipients of Title IV funds must complete an exit interview. To withdraw from the University, students must follow the steps listed below:

**Official Withdrawal from the University**

1. All withdrawals from the University are initiated in the Office of Records and Registration.
2. Students who are unable to physically obtain a Withdrawal Form from the Office of Records and Registration can send a written request via fax or email requesting a withdrawal for the current term.
3. Once the student has completed the form in the Office of Records and Registration, the student has a 5-day grace period to stop the withdrawal process.
4. After the 5-day grace period, if the student has not requested to stop the withdrawal process, the registrar will remove all classes effective the date the withdrawal paperwork was submitted.
5. Housing, Student Accounts and Financial Aid signs off on the withdrawal once they have reviewed the account.

**Administrative Withdrawal from the University**

If a student, for some compelling reason (such as a documented extreme personal difficulty or documented medical reason), requests to be administratively withdrawn from the University beyond the official withdrawal deadline for a given semester, then the student must follow the procedure listed below.

Administrative withdrawal from the University is rarely granted, but some students' circumstances may require it. The provost and vice president for Academic Affairs confirm the approval for administrative withdrawal from the University:

- A 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.

The dean submits his or her recommendation to the provost and vice president for Academic Affairs. If the provost and vice president for Academic Affairs approve the request, then the student is reported to the Office of Records and Registration as “Administratively Withdrawn” and a grade of “WA” is assigned for all coursework taken during that semester. The provost and vice president for Academic Affairs will also inform the student in writing of his or her decision.

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” grade in all courses for that semester.

Note: If a student has received financial aid, including a refund, from Title IV funds and completed less than sixty (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 log on to desu.edu, select myDESU, and click on “Exit Interview.” The student mailbox key and Smart Card (I.D.) must be returned to the Office of Student Accounts. Students who do not adhere to the withdrawal process will forfeit their right to a refund. Stop payment on a check, failure to pay the semester bill, or failure to attend classes does not constitute official withdrawal from the University. Students withdrawing from the University will be credited for tuition only, if applicable. Other fees, with the exception of application fees and advance
deposit, are to be credited in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Period from the First Day of Instruction</th>
<th>Refundable Tuition</th>
<th>Percentage Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-registration to Last Day to Add Classes</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Second Week</td>
<td>80%</td>
<td>0%</td>
</tr>
<tr>
<td>Third Week</td>
<td>60%</td>
<td>0%</td>
</tr>
<tr>
<td>After Three Weeks</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period from the First Day of Instruction for summer session(s)</th>
<th>Refundable Tuition</th>
<th>Percentage Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-registration to Last Day to Add Classes</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Six Days or less</td>
<td>80%</td>
<td>0%</td>
</tr>
<tr>
<td>Nine Days or less</td>
<td>60%</td>
<td>0%</td>
</tr>
<tr>
<td>After Nine Days</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

*Student accident and health insurance will be canceled retroactively and any claim filed will not be honored.

Room and boarding charges are refunded on a prorated weekly basis when student withdraws from the University or from residence halls after classes begin.

**Title IV Recipients**

The 1998 Reauthorization of the Higher Education Act requires Delaware State University to calculate the Return of Title IV funds on all federal financial aid recipients who withdraw (OFFICIALLY OR UNOFFICIALLY) from classes on or before the sixty (60) percent attendance point in the semester.

The federal formula requires a return of Title IV Aid, if the student received federal financial assistance in the form of a Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Plus Loan, Perkins Loan, Direct Subsidized Stafford Loan, or a Direct Unsubsidized Stafford Loan, if a student withdraws on or before completing sixty (60) percent of the semester. The percentage of Title IV Aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than five (5) consecutive days are excluded.

If funds are to be returned after completing the return of Title IV Aid calculation, Delaware State University is required to return its portion of unearned Title IV Aid to the appropriate federal programs within thirty (30) days from the date the student withdraws from classes. A hold will be placed on the account and all University services will be withheld if the account reflects a balance. Delaware State University will not return any funds required by the student.

**STUDENTS WHO STOP ATTENDING CLASSES WITHOUT OFFICIALLY WITHDRAWING WILL BE SUBJECT TO THE RETURN OF TITLE IV FUNDS AT THE END OF THE SEMESTER, BASED ON WITHDRAWAL DATES/LAST DOCUMENTED DATE OF ATTENDANCE AS DETERMINED BY DELAWARE STATE UNIVERSITY.**

**REMOVAL FOR NON-PAYMENT**

Students’ housing/meal assignments and registration will be removed due to non-payment in accordance with the published date in the academic calendar and course schedule guide. Once removed for non-payment, a hold will be placed on your student account to prevent you from registering and you will be required to pay a "Nonpayment Fee" of $150.00 and a "Reinstatement Fee" of $150.00 for each semester in which the registration housing/meal assignments are removed. Failure to pay the non-payment fee and reinstatement fee will prevent you from receiving all University services. Students will have to follow the reinstatement procedures provided by the Office of Student Accounts for registration, room and board.
Financial aid and scholarships

Delaware State University applicants for financial aid must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is used to determine the need for financial assistance. The FAFSA is filed online at www.fafsa.ed.gov beginning January 1 for the following academic year. The FAFSA priority filing deadline is on March 15 of each year. Applicants must include Delaware State University’s school code 001428 when completing the FAFSA.

Financial assistance at the University is made available through scholarships, grants, loans and part-time employment opportunities. The federal financial aid that is offered will never cover the total tuition, fees, room and board for most students. Federal aid is designed to supplement family resources. Students who are enrolled in a degree-seeking program may be eligible for special scholarships, grants and loans if they meet the criteria specified for qualification. All funds are administered through the Office of Financial Aid. Families are encouraged to research the best combination of resources to meet their financial obligations. Students may need to research alternative financing.

In order to meet the student’s financial needs, the University may offer an award package, which may include scholarship, grant, loan and employment, in various combinations.

For an in-depth explanation of financial aid awards and the financial aid process, please read the “Financial Aid Award Guide” on Delaware State University’s website at www.desu.edu/financialaid. The guide can be found under the Publications section on the "Financial Aid Forms and Publications" page.

Satisfactory Academic Progress (SAP)

Students receiving financial aid must meet the requirements established by the Department of Education and must meet Satisfactory Academic Progress (SAP) determined by Delaware State University. Satisfactory Academic Progress, SAP, is a process to review a federal aid recipient’s academic record and compare it to defined criteria.

SAP Appeal Procedure

Students may appeal the SAP decision regarding financial aid probation or suspension status by submitting a completed Petition for Reinstatement of Financial Aid Eligibility to the Office of Financial Aid. Graduate students may appeal once during the course of completing their degree.

- Students placed on financial aid suspension must submit the Petition for Reinstatement of Financial Aid Eligibility form.
- The Petition for Reinstatement of Financial Aid Eligibility form should contain an explanation of what caused the progress issue, an outline of future goals and any supporting documentation of extenuating circumstances attached.**
- The Petition for Reinstatement of Financial Aid Eligibility form appeal must be submitted by the deadline contained within the denial letter to the Office of Financial Aid. Late appeals will be reviewed on a case-by-case basis and may be held until the next semester for approval. The Petition for Reinstatement of Financial Aid Eligibility form can be found by accessing the DSU website.
- Download the Satisfactory Academic Progress (SAP) Appeal Form. Please attach a Revised Plan of Study Form and indicate this is a Success Plan.

**Extenuating circumstances would include extreme illness or injury, family crisis or additional credits earned from incomplete courses.

SAP GPA Criteria and Appeals Process

Graduate students must meet the minimum cumulative DSU grade point average (excludes transfer work) requirement of 3.00 by the end of their second full semester. In addition, all graduate students must earn 67% of their hours attempted and must not exceed 150% of the hours required for degree completion. There is a one-time-only appeal procedure for the graduate student. A formal written letter of explanation must be written to the SAP Appeals Committee no later than the drop for non-payment date for the semester in which the student is applying for federal financial aid.

Graduate students must attain a 3.0 at the end of that semester to remain eligible to receive federal financial aid preceding the appeal. The following
types of grades cannot be used to fulfill financial aid probation, suspension or re-matriculation requirements: credits by audit or special examination; grades earned from advanced placement or CLEP exams for which prior approval was not obtained; withdrawal or incomplete grades; and grades earned with zero credit.

Following approval of the SAP Appeal, a student must be reinstated to the School of Graduate Studies and Research. Following the recommendation of the program director and department chairperson, the SGSR dean will examine all recommendations and supporting documentation to render a decision.

PARTICIPATING PROGRAMS

Federal College Work Study Program (FWS)
A work-study job can be a source of valuable work experience as well as financial aid. Under the work-study program, the employer pays a small part of the student's wages, and the government pays the rest. Work-study positions are on campus. Students can work part-time while they are in school, and they can work up to 35 hours a week during the summer and other vacation periods. However, the student must be enrolled at least half time and meet GPA requirements in order to participate in any work study program. The basic pay rate is usually the current minimum wage. This may vary, depending on the skill and experience needed for the job.

William D Ford Federal Direct Loan Program (Direct Loan)
Considered one form of self-help aid under the Direct Loan Program, students are able to borrow from the government directly. Students may apply by completing the Free Application for Federal Student Aid (FAFSA) and ensuring that the results of the application (Student Aid Report) are submitted to the Office of Financial Aid. The student's financial aid award may contain a Direct Loan that is either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays the interest on the loan while the borrower is enrolled at least half time as a matriculated student and/or during authorized periods of deferment.

A student can borrow an unsubsidized loan if the student cannot demonstrate financial need. Interest will be charged from the time the loan is disbursed until it is paid in full. If the interest is allowed to accumulate, the interest will capitalize -- that is, the interest will be added to the principal amount of the loan, which will increase the amount of the borrower’s outstanding balance.

PLUS Loans are available to the parents of dependent students. The parent may borrow up to the remaining cost of attendance.

To apply for a Federal Direct loan, students should submit a Free Application for Federal Student Aid (FASFA) to U.S. Department of Education at www.fafsa.ed.gov by March 15 for the fall semester and by October 1 for the spring semester. Once the response from the FAFSA is reviewed by both the student and the University and all required documents have been received and reviewed, the student completes the Entrance Counseling and the Master Promissory Note for the William D. Ford Federal Direct Loan at www.studentloans.gov.

Federal guidelines stipulate that the University must determine that the student has maintained eligibility for the loan before each disbursement of loan proceeds. Reaffirmation of loan eligibility includes establishing that the student has maintained satisfactory academic progress, has at least half-time enrollment status and has progressed to next classification level for increased annual borrowing amounts. Students who do not progress to the next classification level must borrow at the prior year level. For example, a student with 0-29 earned credit hours is classified as a freshman. A freshman may borrow $5,500 per year, but may not borrow at the next level ($6,500 per year) until he/she obtains sophomore status (completion of 30 earned credit hours).

PROCEDURES FOR APPLYING FOR FINANCIAL AID

Candidates for admission to the University who wish to apply for financial aid should complete the Free Application for Federal Student Aid (FAFSA) by the priority deadline date of March 15. Your FAFSA must be filed online at www.fafsa.ed.gov to ensure the results are received before the priority deadline date.

Financial Aid applicants should note that the FAFSA should be completed according to the instructions beginning in January prior to the academic year the student expects to receive financial aid. Financial aid award announcements will begin in March for new applicants and June for returning students.

FAFSA’s are transmitted electronically from the Department of Education to the Office of Financial Aid. To ensure that we receive your application from the Department of Education, use our School Code 001428 in the section requesting the school’s address and Title IV School Code.
Please review application processes and international student admission deadlines at the following link: http://www.desu.edu/graduate-studies/prospective-students. Deadlines noted below are for domestic enrollment only.

College of Agriculture and Related Sciences

<table>
<thead>
<tr>
<th>Dean’s Office</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Dyremple B. Marsh</td>
<td>Dean</td>
<td><a href="mailto:dmarsh@desu.edu">dmarsh@desu.edu</a>; 302.857.6400</td>
<td>Ag/Baker Annex Building, Room 108C</td>
</tr>
<tr>
<td>Karen Holland</td>
<td>Grants Office Administrator</td>
<td><a href="mailto:kholland@desu.edu">kholland@desu.edu</a>; 302.857.6465</td>
<td>Ag/Baker Annex Building, Room 108D</td>
</tr>
<tr>
<td>Shanina D. Harris</td>
<td>Secretary</td>
<td><a href="mailto:sdharris@desu.edu">sdharris@desu.edu</a>; 302.857.7865</td>
<td>Ag/Baker Annex Building, Room 108E</td>
</tr>
</tbody>
</table>

**DEPARTMENT OF AGRICULTURE AND NATURAL RESOURCES**

**MS in Agriculture** — Concentrations: Animal Science and Plant Science

**MS in Natural Resources**

**APPLICATION DEADLINES:**  
Fall — June 30  |  Spring — November 15

**APPLICATION REQUIREMENT:**  
3 Professional Letters of Recommendation, GRE, Resume and Personal Statement

<table>
<thead>
<tr>
<th>Department Contacts</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Richard Barczewski</td>
<td>Department Chairperson/</td>
<td><a href="mailto:rbarczewski@desu.edu">rbarczewski@desu.edu</a>; 302.857.6410</td>
<td>Baker Building, Room 5</td>
</tr>
<tr>
<td></td>
<td>Program Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jana Rheaume</td>
<td>Senior Secretary</td>
<td><a href="mailto:jrheaume@desu.edu">jrheaume@desu.edu</a>; 302.857.6410</td>
<td>Baker Building, Room 3</td>
</tr>
</tbody>
</table>

**DEPARTMENT OF HUMAN ECOLOGY**

**MS in Family and Consumer Science Education**

**MS in Food Science**

**APPLICATION DEADLINES:**  
Fall — June 15  |  Spring — November 15  |  Summer — April 15

**APPLICATION REQUIREMENT:**  
3 Professional Letters of Recommendation, GRE and Personal Statement. MS in Family and Consumer Science Education also requires a resume.

<table>
<thead>
<tr>
<th>Department Contacts</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Samuel Besong</td>
<td>Department Chairperson/</td>
<td><a href="mailto:sbesong@desu.edu">sbesong@desu.edu</a>; 302.857.6440</td>
<td>Ag/Baker Annex Building, Room 102A</td>
</tr>
<tr>
<td></td>
<td>Program Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sherry Garrison</td>
<td>Senior Secretary</td>
<td><a href="mailto:sgarrison@desu.edu">sgarrison@desu.edu</a>; 302.857.6440</td>
<td>Ag/Baker Annex Building, Room 102A</td>
</tr>
</tbody>
</table>
# College of Arts, Humanities and Social Sciences

## Dean's Office

<table>
<thead>
<tr>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Marshall Stevenson</td>
<td><a href="mailto:mstevenson@desu.edu">mstevenson@desu.edu</a>; 302.857.6628</td>
<td>Education &amp; Humanities Building, Room 267</td>
</tr>
<tr>
<td>Stephanie Brown-Hardwick</td>
<td><a href="mailto:shardwick@desu.edu">shardwick@desu.edu</a>; 302.857.6628/7400</td>
<td>Education &amp; Humanities Building, Room 267</td>
</tr>
</tbody>
</table>

## Master of Public Administration

**APPLICATION DEADLINE:** Rolling Admission  

**APPLICATION REQUIREMENT:** 2 Professional Letters of Recommendation, 3-5 Years of Work Experience (or internship required if no work experience). GRE or GMAT scores accepted; examination requirement may be waived based upon supervisory or managerial experience subject to Graduate School approval. Please contact Dr. Boone for details.

## MPA Contact

<table>
<thead>
<tr>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Michael Boone</td>
<td><a href="mailto:mboone@desu.edu">mboone@desu.edu</a>; 302.857.7124</td>
<td>Education &amp; Humanities Building, Room 201B</td>
</tr>
</tbody>
</table>

## DEPARTMENT OF ART

### MS in Art Education

**APPLICATION DEADLINES:**  
- **Fall** — June 30  
- **Spring** — November 15  
- **Summer** — April 15

**APPLICATION REQUIREMENT:** 3 Professional Letters of Recommendation, Resume and GRE — or in lieu of GRE, a sample of Scholarly Writing, 1,000-1,500 words, and a portfolio of studio work. Minimum of 20 images on CD with labeled jpeg files to include: name, size, media, date and title. Slides should include recent personal and student work (if art educator), accompanied by a written interpretive commentary.

## Department Contacts

<table>
<thead>
<tr>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Donald Becker</td>
<td><a href="mailto:dbecker@desu.edu">dbecker@desu.edu</a>; 302.857.6685</td>
<td>Education &amp; Humanities Building, Room 132</td>
</tr>
<tr>
<td>Inger Lawton</td>
<td><a href="mailto:ilawton@desu.edu">ilawton@desu.edu</a>; 302.857.6680</td>
<td>Education &amp; Humanities Building, Room 134A</td>
</tr>
</tbody>
</table>

## DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES

### MA in Teaching English as a Second Language

**APPLICATION DEADLINES:**  
- **Fall** — May 1  
- **Spring** — November 1

**APPLICATION REQUIREMENT:** GRE, 3 Professional Letters of Recommendation, 800 Word Essay and Praxis I Exam: Acceptable Scores - Reading Paper Score 175, Reading Computer Score 322, Writing Paper Score 173, Computer Writing Score 319, Mathematics Paper Score 174, Mathematics Computer Score 319

## Department Contacts

<table>
<thead>
<tr>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Andrew Blake</td>
<td><a href="mailto:ablake@desu.edu">ablake@desu.edu</a>; 302.857.6566</td>
<td>Education &amp; Humanities Building, Room 213</td>
</tr>
<tr>
<td>Dawn Bordley</td>
<td><a href="mailto:dbordley@desu.edu">dbordley@desu.edu</a>; 302.857.6560</td>
<td>Education &amp; Humanities Building, Room 213</td>
</tr>
</tbody>
</table>

## DEPARTMENT OF HISTORY, POLITICAL SCIENCE AND PHILOSOPHY

### MA in Historic Preservation

**APPLICATION DEADLINES:**  
- **Fall** — June 30  
- **Spring** — November 15

**APPLICATION REQUIREMENT:** 3 Professional Letters of Recommendation, GRE (MAT with Permission of Program Director), Resume, Essay stating the applicant’s interest in historic preservation as a field and the DSU program specifically, and GPA of 3.0 in the major field and 2.70 overall

## Department Contacts

<table>
<thead>
<tr>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Akwasi P. Osei</td>
<td><a href="mailto:aosei@desu.edu">aosei@desu.edu</a>; 302.857.6622</td>
<td>ETV Building, Room 110</td>
</tr>
<tr>
<td>Robin L. Krawitz</td>
<td><a href="mailto:rkrawitz@desu.edu">rkrawitz@desu.edu</a>; 302.857.7139</td>
<td>ETV Building, Room 214</td>
</tr>
<tr>
<td>Benita Solola</td>
<td><a href="mailto:bsolola@desu.edu">bsolola@desu.edu</a>; 302.857.6621</td>
<td>ETV Building, Room 110</td>
</tr>
</tbody>
</table>
# College of Business

<table>
<thead>
<tr>
<th>Dean's Office</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna Covington</td>
<td>Dean</td>
<td><a href="mailto:dcovington@desu.edu">dcovington@desu.edu</a>; 302.857.6900</td>
<td>Bank of America Building, Room 304</td>
</tr>
<tr>
<td>Leanna Lebron</td>
<td>Administrative Assistant</td>
<td><a href="mailto:llebron@desu.edu">llebron@desu.edu</a>; 302.857.6900</td>
<td>Bank of America Building, Room 304</td>
</tr>
<tr>
<td>Dr. Young-Sik Kwak</td>
<td>Interim Associate Dean</td>
<td><a href="mailto:ykwak@desu.edu">ykwak@desu.edu</a>; 302.857.7905</td>
<td>Bank of America Building, Room 304</td>
</tr>
</tbody>
</table>

## MBA

**Master of Business Administration** — Concentrations: Aviation, Business Analytics, CPA, Finance, Hospitality and Tourism Management, Information Systems and Project Management

**APPLICATION DEADLINES:**
- **Fall Session 1** — June 30
- **Fall Session 2** — September 1
- **Spring Session 1** — November 15
- **Spring Session 2** — February 1
- **Summer** — April 15

**APPLICATION REQUIREMENT:**
- GMAT (GRE with Permission of Program Director), 2 Professional Letters of Recommendation, Resume and Personal Statement.
- GMAT maybe waived based upon executive level work experience subject to Graduate School approval. Please contact Dr. Kim for details.
- Required GMAT score is based on the formula $200 \times UG \ GPA + GMAT \ score \geq 975$.

<table>
<thead>
<tr>
<th>MBA Contacts</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Daeryong Kim</td>
<td>Interim Program Director, Business Administration</td>
<td><a href="mailto:dkim@desu.edu">dkim@desu.edu</a>; 302.857.6978</td>
<td>Bank of America Building, Room 106</td>
</tr>
<tr>
<td>Hans Reigle</td>
<td>Interim Program Director, Aviation</td>
<td><a href="mailto:hreigle@desu.edu">hreigle@desu.edu</a>; 302.857.6979</td>
<td>Bank of America Building, Room 211</td>
</tr>
<tr>
<td>Ha Nguyen</td>
<td>Coordinator, Business Administration</td>
<td><a href="mailto:hnguyen@desu.edu">hnguyen@desu.edu</a>; 302.857.6922</td>
<td>Bank of America Building, Room 106</td>
</tr>
</tbody>
</table>

## DEPARTMENT OF SPORT MANAGEMENT

**MS in Sport Administration**

**APPLICATION DEADLINES:**
- **Fall Session 1** — June 30
- **Fall Session 2** — September 1
- **Spring Session 1** — November 1
- **Spring Session 2** — February 1
- **Summer** — April 15

**APPLICATION REQUIREMENT:**
- 3 Professional Letters of Recommendation, GRE or GMAT, and Personal Statement

<table>
<thead>
<tr>
<th>Department Contacts</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Jan E. Blade</td>
<td>Department Chairperson/Program Director</td>
<td><a href="mailto:jblade@desu.edu">jblade@desu.edu</a>; 302.857.6607</td>
<td>Memorial Hall, Room 220</td>
</tr>
<tr>
<td>Cheryl McCrea</td>
<td>Senior Secretary</td>
<td><a href="mailto:cmccrea@desu.edu">cmccrea@desu.edu</a>; 302.857.6600/6613</td>
<td>Memorial Hall, Room 221</td>
</tr>
</tbody>
</table>
# College of Education, Health and Public Policy

<table>
<thead>
<tr>
<th>Dean’s Office</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Marshá Taylor Horton</td>
<td>Dean</td>
<td><a href="mailto:mhorton@desu.edu">mhorton@desu.edu</a>; 302.857.6700</td>
<td>Price Building, Room 115</td>
</tr>
<tr>
<td>Lynn McGinnis</td>
<td>Administrative Assistant/ Budget Assistant</td>
<td><a href="mailto:lmcginnis@desu.edu">lmcginnis@desu.edu</a>; 302.857.6700</td>
<td>Price Building, Room 115</td>
</tr>
</tbody>
</table>

## DEPARTMENT OF EDUCATION

**EdD and MEd in Educational Leadership, MA in Science Education, MAT**

**MA in Education** — Concentrations: Adult Literacy & Basic Education, Special Education and Curriculum & Instruction

### APPLICATION DEADLINES:
- **Fall Admission Only** — June 30

### APPLICATION REQUIREMENT:
- **MA in Education, MEd in Educational Leadership, MA in Science Education** — 3 Professional Letters of Recommendation (2 Academic/Professional and 1 Character Reference), GRE (50th Percentile) or MAT (400), Resume, and Statement of Purpose/Intent with the following specifications: 1-2 pages, double-spaced, APA format, and grammatical error free. The Statement of Purpose/Intent should include the philosophy, objectives and career aspirations of the candidate.

- **MAT** — 3 Professional Letters of Recommendation (2 Academic/Professional and 1 Character Reference), GRE (50th percentile) or MAT (400), Resume, Praxis I and Statement of Purpose/Intent with the following specifications: 1-2 pages, double-spaced, APA format, and grammatical error free. The Statement of Purpose/Intent should include the philosophy, objectives and career aspirations of the candidate. Applicant must have passed PRAXIS Core Academic Skills test for teachers to be admitted to the program. The State of Delaware passing scores are: 150 Math, 156 Reading and 162 Writing.

- **EdD** — 3 Professional Letters of Recommendation (2 Academic/Professional and 1 Character Reference), GRE (50th Percentile) or MAT (400), Resume and Content-Specific Essay focused on the philosophy of education and on the candidate’s intent to join the program with the following specifications: 2-5 pages, double-spaced, APA format, and grammatical error free. Optional: Copies of earned teaching/administrative certificates; samples of scholarly work.

## Department Contacts

<table>
<thead>
<tr>
<th>Department Contacts</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Robert Martin</td>
<td>Interim Department Chairperson</td>
<td><a href="mailto:bmartin@desu.edu">bmartin@desu.edu</a>; 302.857.6720</td>
<td>Education &amp; Humanities Building, Room 100</td>
</tr>
<tr>
<td>Dr. Nirmaljit Rathee</td>
<td>Interim Program Director</td>
<td><a href="mailto:nrathee@desu.edu">nrathee@desu.edu</a>; 302.857.7170</td>
<td>Education &amp; Humanities Building, Room 112</td>
</tr>
<tr>
<td>Danielle Hicks</td>
<td>Senior Secretary, Education Graduate Programs</td>
<td><a href="mailto:dhicks@desu.edu">dhicks@desu.edu</a>; 302.857.7170</td>
<td>Education &amp; Humanities Building, Room 112</td>
</tr>
<tr>
<td>Brandi Besecker</td>
<td>Senior Secretary</td>
<td><a href="mailto:bbesecker@desu.edu">bbesecker@desu.edu</a>; 302.857.6720</td>
<td>Education &amp; Humanities Building, Room 100</td>
</tr>
<tr>
<td>Dr. Richard Phillips</td>
<td>Coordinator, Curriculum and Instruction</td>
<td><a href="mailto:rphillips@desu.edu">rphillips@desu.edu</a>; 302.857.7569</td>
<td>Education &amp; Humanities Building, Room 234</td>
</tr>
<tr>
<td>Dr. Nirmaljit Rathee</td>
<td>Coordinator, Special Education</td>
<td><a href="mailto:nrathee@desu.edu">nrathee@desu.edu</a>; 302.857.7170</td>
<td>Education &amp; Humanities Building, Room 112</td>
</tr>
<tr>
<td>Dr. Sae Yoel Yoon</td>
<td>Coordinator, Science Education</td>
<td><a href="mailto:syoon@desu.edu">syoon@desu.edu</a>; 302.857.6726</td>
<td>Education &amp; Humanities Building, Room 244</td>
</tr>
<tr>
<td>Dr. Prince Attoh</td>
<td>Coordinator, Educational Leadership Program</td>
<td><a href="mailto:pattoh@desu.edu">pattoh@desu.edu</a>; 302.857.6718</td>
<td>Education &amp; Humanities Building, Room 243</td>
</tr>
<tr>
<td>Dr. Yvette Pierre</td>
<td>Coordinator, MAT</td>
<td><a href="mailto:ypierre@desu.edu">ypierre@desu.edu</a>; 302.857.7570</td>
<td>Education &amp; Humanities Building, Room 110</td>
</tr>
</tbody>
</table>
MSW in Social Work

APPLICATION DEADLINES:  Fall Admission Only  Advanced Standing — May 30  Regular Admission — June 30

APPLICATION REQUIREMENT:  3 Professional Letters of Recommendation, Personal Statement, MAT or GRE, GPA 3.0

Please see  [www.desu.edu/health-and-public-policy/graduate-program-social-work](http://www.desu.edu/health-and-public-policy/graduate-program-social-work)  for details.

<table>
<thead>
<tr>
<th>Department Contacts</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. John Austin</td>
<td>Department Chairperson</td>
<td><a href="mailto:jaustin@desu.edu">jaustin@desu.edu</a>; 302.857.6789</td>
<td>Price Building, Room 201</td>
</tr>
<tr>
<td>Dr. Tina Jordan</td>
<td>Program Director</td>
<td><a href="mailto:tjordan@desu.edu">tjordan@desu.edu</a>; 302.857.6783</td>
<td>Price Building, Room 227</td>
</tr>
<tr>
<td>Cherita A. Brown</td>
<td>Technical Analyst and Quality Assurance Manager</td>
<td><a href="mailto:cbrown@desu.edu">cbrown@desu.edu</a>; 302.857.6771</td>
<td>Price Building, Room 202</td>
</tr>
<tr>
<td>Shacre Bennett</td>
<td>Secretary</td>
<td><a href="mailto:sbennett@desu.edu">sbennett@desu.edu</a>; 302.857.6775</td>
<td>Price Building, Room 202</td>
</tr>
</tbody>
</table>
## College of Mathematics, Natural Sciences and Technology

<table>
<thead>
<tr>
<th>Dean’s Office</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Clytrice Watson</td>
<td>Interim Dean</td>
<td><a href="mailto:cawatson@desu.edu">cawatson@desu.edu</a>; 302.857.6506</td>
<td>Dean’s Suite, 6th floor, William C. Jason Library</td>
</tr>
<tr>
<td>Diane Weller</td>
<td>Administrative Assistant</td>
<td><a href="mailto:dweller@desu.edu">dweller@desu.edu</a>; 302.857.6506</td>
<td>Dean’s Suite, 6th floor, William C. Jason Library, Room 618</td>
</tr>
</tbody>
</table>

## DEPARTMENT OF BIOLOGICAL SCIENCES

**MA/MS in Biological Sciences, MS in Molecular and Cellular Neuroscience and PhD in Neuroscience**

**APPLICATION DEADLINE:** Fall Admission Only — April 30

**APPLICATION REQUIREMENT:** 3 Professional Letters of Recommendation, GRE, Personal Statement and Resume

<table>
<thead>
<tr>
<th>Department Contacts</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Charlie Wilson</td>
<td>Interim Department Chairperson</td>
<td><a href="mailto:clwilson@desu.edu">clwilson@desu.edu</a>; 302.857.6510</td>
<td>Science Center, Room 122</td>
</tr>
<tr>
<td>Dr. Y. Hwan Kim</td>
<td>Program Director, Biological Sciences</td>
<td><a href="mailto:yhkim@desu.edu">yhkim@desu.edu</a>; 302.857.6524</td>
<td>Science Center, Room 109</td>
</tr>
<tr>
<td>Tiffany Harris</td>
<td>Administrative Secretary</td>
<td><a href="mailto:tharris@desu.edu">tharris@desu.edu</a>; 302.857.6510</td>
<td>Science Center, Room 122</td>
</tr>
</tbody>
</table>

## DEPARTMENT OF CHEMISTRY

**MS in Applied Chemistry and PhD in Applied Chemistry**

**APPLICATION DEADLINE:** Fall Admission Only — May 20

**APPLICATION REQUIREMENT:** 2 Professional Letters of Recommendation, GRE, Personal Interest Statement, Resume and Cumulative Undergraduate GPA of 3.0

<table>
<thead>
<tr>
<th>Department Contacts</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Cherese Winstead</td>
<td>Department Chairperson</td>
<td><a href="mailto:cwinstead@desu.edu">cwinstead@desu.edu</a>; 302.857.6521</td>
<td>Science Center, Room 314</td>
</tr>
<tr>
<td>Dr. Cheng-Yu Lai</td>
<td>Associate Chair</td>
<td><a href="mailto:cylai@desu.edu">cylai@desu.edu</a>; 302.857.6537/6558</td>
<td>Science Center, Room 306</td>
</tr>
<tr>
<td>Dr. Qiquan Wang</td>
<td>Program Director</td>
<td><a href="mailto:qwang@desu.edu">qwang@desu.edu</a>; 302.857.6547</td>
<td>Science Center, Room 246</td>
</tr>
<tr>
<td>Sarah Greene</td>
<td>Administrative Secretary</td>
<td><a href="mailto:sagreene@desu.edu">sagreene@desu.edu</a>; 302.857.6530</td>
<td>Science Center, Room 314</td>
</tr>
</tbody>
</table>

## DEPARTMENT OF COMPUTER AND INFORMATION SCIENCES

**MS in Computer Science**

**APPLICATION DEADLINE:** Fall Admission Only — May 31

**APPLICATION REQUIREMENT:** 3 Professional Letters of Recommendation, GRE and 3.0 Undergraduate GPA (with emphasis on computer science and mathematics courses); a Personal Statement and Resume are evaluated if included, but are not required; the department reserves the right to interview candidates.

<table>
<thead>
<tr>
<th>Department Contacts</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Marwan F. Rasamny</td>
<td>Department Chairperson</td>
<td><a href="mailto:mrasamny@desu.edu">mrasamny@desu.edu</a>; 302.857.7896</td>
<td>Science Center, Room 330</td>
</tr>
<tr>
<td>Dr. Gary F. Holness</td>
<td>Program Director</td>
<td><a href="mailto:gholness@desu.edu">gholness@desu.edu</a>; 302.857.7932</td>
<td>Science Center, Room 342</td>
</tr>
</tbody>
</table>
## DEPARTMENT OF MATHEMATICAL SCIENCES

**MS in Mathematics** — Concentrations: Applied Mathematics and Pure Mathematics  
**MS in Mathematics Education**  
**PhD in Interdisciplinary Applied Mathematics and Mathematical Physics**

**APPLICATION DEADLINE:**  
- **Fall** — April 1  
- **Spring** — November 1

**APPLICATION REQUIREMENT:** 3 Professional Letters of Recommendation, GRE, Personal Statement and Resume

<table>
<thead>
<tr>
<th>Department Contacts</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Hanson Umoh</td>
<td>Department Chairperson</td>
<td><a href="mailto:humoh@desu.edu">humoh@desu.edu</a>; 302.857.6550</td>
<td>ETV Building, Room 103</td>
</tr>
<tr>
<td>Dr. Jinjie Liu</td>
<td>Program Director</td>
<td><a href="mailto:jliu@desu.edu">jliu@desu.edu</a>; 302.857.7041</td>
<td>ETV Building, Room 222</td>
</tr>
<tr>
<td>Cinnell Clark-Tolson</td>
<td>Senior Secretary</td>
<td><a href="mailto:cclarktolson@desu.edu">cclarktolson@desu.edu</a>; 302.857.7051</td>
<td>ETV Building, Room 107</td>
</tr>
</tbody>
</table>

## DEPARTMENT OF PHYSICS AND ENGINEERING

**MS in Applied Optics, MS in Physics, MS in Physics Teaching**  
**PhD in Optics**

**APPLICATION DEADLINE:**  
- **Fall Admission Only** — June 15

**APPLICATION REQUIREMENT:** 2 Professional Letters of Recommendation, GRE, Resume and Personal Statement

<table>
<thead>
<tr>
<th>Department Contacts</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Mukti M. Rana</td>
<td>Department Chairperson</td>
<td><a href="mailto:mrana@desu.edu">mrana@desu.edu</a>; 302.857.6588</td>
<td>Science Center, Room 216</td>
</tr>
<tr>
<td>Dr. Thomas Planchon</td>
<td>Program Director</td>
<td><a href="mailto:tplanchon@desu.edu">tplanchon@desu.edu</a>; 302.857.6526</td>
<td>OSCAR Building, Room A310</td>
</tr>
<tr>
<td>Rose Shields</td>
<td>Technical Secretary</td>
<td><a href="mailto:rshields@desu.edu">rshields@desu.edu</a>; 302.857.6659</td>
<td>Science Center, Room 216</td>
</tr>
</tbody>
</table>
APPLICATION FOR CHANGE FROM PROVISIONAL TO UNCONDITIONAL ADMISSION

TO: Dean, School of Graduate Studies and Research

FROM: Student’s Name (please type or print)  

DATE: ______________ STUDENT’S EMAIL: ____________________________

I was admitted provisionally to the ______________________ Program Name for ________, ______.

Having met the following conditions, I now request that my provisional status be changed to unconditional:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Grade</th>
<th>Credit Hours</th>
<th>Semester Completed</th>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other conditions:

GPA* _______  GMAT Score* _______  GRE Score* _______  MAT Score* _______

*Attach a copy of the necessary documentation to this form. The originals must be submitted to the Office of Admissions.

Student’s Signature  

Program Director

Dean, School of Graduate Studies and Research
**PLAN OF STUDY**

**Student Name:** [ insertion ]  
**Student ID #:** [ insertion ]  
**Date of Enrollment:** [ insertion ]  
**Date of Revision:** [ insertion ]

**Program Name (Concentration) and Degree:**

Is this a Success Plan for the Satisfactory Academic Progress Appeal? **Yes** or **No**

<table>
<thead>
<tr>
<th>Required Courses Total Hours Required</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number and Course Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses Total Hours Required</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number and Course Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**+Transfer Credit**  - Please list graduate courses that you wish considered for transfer towards your graduate degree

<table>
<thead>
<tr>
<th>Course Number and Course Title</th>
<th>Credit Hours</th>
<th>College or University</th>
<th>Grade Earned</th>
<th>DSU Comparable Course Number and Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Provisional Admission Requirements**

**Candidacy Requirements**

**Capstone Requirements**

**Additional Proficiencies/Comments**

---

*The Plan of Study should be discussed as a part of the initial orientation/advising process and filed with the School of Graduate Studies and Research no later than the end of the first semester following the student’s initial enrollment. The student should maintain a copy for his/her files and a copy should be maintained in the Department/Program Office.*

**+(SAP) An Academic Success Plan has been given because of academic probation or reinstatement due to unsatisfactory academic performance. This contract along with the attached letter from the Dean of the School of Graduate Studies and Research must be followed and monitored by student and Program Director to achieve academic success and full compliance of the terms. The student should maintain a copy for his/her files and a copy should be maintained in the Department/Program Office.**

**+An official transcript must accompany all transfer of credit requests. Master’s students may receive approval for transfer of up to 9 graduate credits earned from an accredited college or institution if the grade earned is B or better, credits have not been used to meet any degree requirements and if courses have been completed within the approved timeline to earn a graduate degree. Doctoral students should receive approval of previously earned graduate credit at the time of admission.**

**Student (Print) [insertion]**  **Signature [insertion] Date [insertion]**

**Program Director (Print) [insertion]**  **Signature [insertion] Date [insertion]**

**Department Chairperson or Designee (Print) [insertion]**  **Signature [insertion] Date [insertion]**
THE APPOINTMENT OF AN ADVISORY COMMITTEE FOR GRADUATE DEGREE

Name: ____________________________ D# ____________________________

Student’s Name (please type) ____________________________

Admission Term and Year: ____________________________

Major and Degree Program: ____________________________

Concentration: ____________________________

Capstone: Thesis ________ Dissertation ________ Other ____________________________

NOTE: The program director (or designated advisor) is responsible for fostering the committee appointment process. The committee should be formulated no later than the 2nd semester of enrollment for all master’s programs, the 3rd semester for all students enrolled in the Educational Leadership Ed.D. Program and the 5th semester for all students enrolled in a Doctor of Philosophy Program. The program director (or designee) will schedule an initial meeting with the student during the first month 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. All committee signatures will be gathered at this meeting; a copy will be submitted 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. All committees must be chaired by a regular rank faculty member in the student’s home department. Non-thesis capstone activities shall be monitored by a committee consisting of a minimum of 3 committee members, thesis committees shall consist of a minimum 4 committee members (one of which is external to the department) and dissertation committees shall consist of 5 members (one of which is external to the department).

The members of the student’s advisory committee as indicated below were designated during a conference with the student on ____________________________.

Date Program Director

Faculty signatures affixed below constitute acceptance of the advisory committee assignment. The chair of the advisory committee or the graduate director is responsible for reviewing the student’s program and ensuring that it fulfills program requirements.

Committee Names: (Please Type or Print) Committee Signatures:

<table>
<thead>
<tr>
<th>Chair, Advisory Committee/Affiliation</th>
<th>Phone number/Email</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee Member/Affiliation</th>
<th>Phone number/Email</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee Member/Affiliation</th>
<th>Phone number/Email</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee Member/Affiliation</th>
<th>Phone number/Email</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee Member/Affiliation</th>
<th>Phone number/Email</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>External Committee Member/Affiliation</th>
<th>Phone number/Email</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Chair (ordesignee)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College Dean (ordesignee)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved/Not Approved

Dean, School of Graduate Studies and Research Date
APPLICATION FOR ADVANCEMENT TO CANDIDACY FOR A
MASTER’S DEGREE

Student Name: ___________________________ D #

Mailing Address: ___________________________

Degree Program and Concentration (if applicable): ___________________________

University Email: ___________________________ Expected Degree Conferral Date: __________

Pre-Candidacy Requirements: Revisions
to Plan of Study*: □

Capstone/Culminating Activity:
Comprehensive Exam □ Thesis/Research Paper □ Project/Presentation □ Other □

Applicant Signature: ___________________________ Date: __________

Your signature below signifies that the applicant is in good standing academically, has met all pre-candidacy requirements including removal of incomplete grades and passage of qualifier examination/requirements as noted above, and that the thesis/paper/project topic has been approved by the applicant’s Committee. Additionally, the research undertaken by the applicant adheres to all University regulations and policies. Any revisions to the Plan of Study should be noted on the Plan of Study form and submitted with this document. *Prescribed time limit is five years for receipt of a graduate degree.

Committee Chairperson (Print) (Signature) Date

Department Chairperson or Designee (Print) (Signature) Date

Academic Dean or Designee (Print) (Signature) Date

Dean, School of Graduate Studies and Research Date

Thesis/Research Paper Plan: Attach a 5 to 10 page planning document containing the following information:

Project Plan*: Attach a 3-5 page planning document containing the following information:

a. Background and Significance of the Project*
b. Hypothesis or Problem Statement
c. Specific aims or a summary of theories proposed for this study
d. A detailed description of research methodology or approach*
e. Provide a copy of your survey instrument (if applicable) and data collection plan* • **
f. A time line for completion*
g. References*

**IRB Approval should be acquired prior to submission of this application: If your research plan requires IRB Approval, then please provide a copy of the approval page with this document.
APPLICATION FOR ADVANCEMENT TO CANDIDACY FOR A DOCTORAL DEGREE

Student Name: ___________________________ D # ___________________________

Mailing Address: ____________________________________________________________

Degree Program and Concentration (if applicable): ________________________________

University Email: ___________________________ Expected Degree Conferral Date: ____________

Program Revisions: [ ]

Pre-Candidacy Requirement(s):
  [ ] Comprehensive/Qualifier Exam  [ ] Proposal Defense  [ ] Literature Review  [ ] Other  [ ]

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Oral</th>
<th>Written</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposal Defense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature Review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant Signature ___________________________ Date ___________________________

We certify by our signatures below that the applicant is in good standing, has met all pre-candidacy requirements including removal of incomplete grades, passage of qualifier examination/requirements as noted above and that the dissertation topic has been approved by the Committee. Additionally, we certify that this research has adhered to all University regulations and policies. Any revisions of the initial plan of study should be noted on the Plan of Study form and submitted with this document. *Prescribed time limit is seven years for receipt of a doctoral degree.

Committee Chair (Print) ___________________________ (Signature) _____________ Date _____________

Department Chairperson or Designee (Print) ___________________________ (Signature) _____________ Date _____________

Academic Dean or Designee (Print) ___________________________ (Signature) _____________ Date _____________

Dean, School of Graduate Studies and Research ___________________________ Date _____________

Dissertation Plan: Attach a 5 to 10 page planning document containing the following information:
  a. Background and Significance of the Project
  b. Hypothesis or Problem Statement
  c. Specific aims or a summary of theories proposed for this study
  d. A detailed description of research methodology or approach
  e. Provide a copy of your survey instrument (if applicable) and data collection plan **
  f. A time line for completion
  g. References

**IRB Approval should be acquired prior to submission of this application. If your research plan requires IRB Approval, then provide a copy of the approval page with this document.
DEFENSE SCHEDULING FORM*

Candidate’s Name: ____________________________  Today’s Date: ______________________

D# ________________________________________

Degree Program: ______________________________

Thesis/Dissertation Title: ________________________________

______________________________

Defense Date: _________________________________

Defense Location: _________________________________

Defense Time: _________________________________

______________________________  (Signature)  Date

Candidate’s Name (Print)  (Signature)  Date

Committee Chairperson (Print)  (Signature)  Date

Department Chairperson or Designee (Print)  (Signature)  Date

Dean of Graduate Studies & Research  Date

* This form should be submitted a minimum of 4 weeks prior to the candidate’s desired thesis/dissertation defense date. A flyer announcing the upcoming defense can be attached for advertisement purposes.*
REPORT OF DEFENSE OUTCOME

Submission Date: ____________________ Defense Date: ____________________
Candidate’s Name: ____________________ D#: ____________________

Degree and Major (Concentration): ____________________
Department and College: ____________________
Thesis/Dissertation/Paper/Project Title: ____________________

Defense Outcome Alternatives (check one):

(a) _____ Accept the document without any changes or revisions as noted by signature of all committee members on the approval page immediately following the defense;

(b) _____ Accept the document subject to the candidate making the recommended changes as noted by signature of all committee members on the approval page immediately following the defense with the exception the committee chairperson. The chairperson will be responsible for reviewing the revised document to ensure that the recommended changes were made; signing the approval page upon completion;

(c) _____ Revision of the document is recommended; withholding all signatures until the revised document has been reviewed and approved by all committee members;

(d) _____ Revision of the document is recommended along with a second meeting of the committee where the student will review the document and complete the defense; or

(e) _____ The document as well as its defense is determined to be unsatisfactory resulting in the student’s failure of the oral examination.

The Committee Chairperson will communicate the decision to the candidate. With the exception of alternative (a), 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. In the case of alternative (e), the Chairperson will attach a summary of the circumstances by which the student failed the oral examination.

Approval:

__________________________________________________________ (Signature)
External Committee Member (Print)

__________________________________________________________ (Signature)
Committee Chairperson (Print)

__________________________________________________________ (Signature)
Department Chairperson or Designee (Print)

__________________________________________________________ (Signature)
College Dean or Designee (Print)

Dean, School of Graduate Studies and Research
THESIS APPROVAL FORM

To: Dr. Saundra F. DeLauder, Dean, School of Graduate Studies and Research

The members of the Committee approved the Thesis of ____________________________
Candidate’s Name

as presented on ________________________.

Date

We recommend that it be accepted in partial fulfillment of the requirements for the degree

________________________________ in  _______________________________________
Degree Name  Major/Program Name

_________________________  ___________________________  __________________
Department  Date  Advisor

_________________________  ___________________________  __________________
Department  Date  Member

_________________________  ___________________________  __________________
Department  Date  Member

_________________________  ___________________________  __________________
Affiliation  Date  External Member

Approved

_________________________  ___________________________  __________________
Department  Date  Department Chairperson or Designee

_________________________  ___________________________  __________________
College  Date  Academic Dean or Designee

Date

Dean, School of Graduate Studies and Research
To: Dr. Saundra F. DeLauder, Dean, School of Graduate Studies and Research

The members of the Committee approved the Dissertation of [Candidate’s Name] as presented on [Date].

We recommend that it be accepted in partial fulfillment of the requirements for the degree in [Degree Name] in [Major/Program Name].

[Department] [Advisor] [Date]

[Department] [Member] [Date]

[Department] [Member] [Date]

[Affiliation] [External Member] [Date]

[Affiliation] [Additional Member] [Date]

Approved

[Department] [Department Chairperson or Designee] [Date]

[College] [Academic Dean or Designee] [Date]

Date ________________________
GRADUATE APPLICATION FOR GRADUATION
DELAWARE STATE UNIVERSITY
OFFICE of RECORDS & REGISTRATION
1200 North Dupont Highway Dover, DE 19901
Tel: 302-857-6375
Fax: 302-857-6379
Email: Registrar@desu.edu

GRADUATION POLICY

• File an Application for Graduation by the date noted by the Office of Registration and Records
• Application, degree audit, and unofficial transcript must be submitted to the School of Graduate Studies and Research for review as noted at the following link: www.desu.edu/grad.
• Applicants that do not graduate in the semester intended must re-apply for graduation with a new application and audit.
  All graduates are assessed a graduation fee regardless of their participation in commencement.
• Enroll and successfully complete all course, program and candidacy requirements, satisfy all financial obligations and complete an exit interview/survey.

1. Name To Appear on Diploma: ________________________________

2. Student ID#: ________________________________


Degree: MA_ _ MAT _____ MBA______ MED ____ MPA______ MS______ MSW______ Ph.D. ______ Ed.D. ______

Degree Requirements to be completed and year:

FALL ___________ SPRING ___________ SUMMER ___________

5. Address to Mail Diploma:

______________________________________________

______________________________________________

6. Phone: ________________________________ E-mail: ________________________________

Student’s Signature ________________________________ Date ________________

To Be Completed By the Department Chairperson/Program Director:

Admission Date ________ Candidacy Requirements Completed ________ Date Admitted to Candidacy ________

Total Credit Hours Transferred ________ Total Credit Hours Waived ________

Culminating Activity Select One:

☐ Comprehensive Examination ☐ Thesis ☐ Paper/Project/Presentation ☐ Dissertation ☐ Other

Other Requirements as noted: ________________________________

Department Chairperson or Designee: ________________________________ Date: ________________

Dean of Graduate Studies & Research ________________________________ Date ________________

Revised 10/15
Please attach a copy of your unofficial transcript with your Application for Graduation and Audit
*Transfer credit must be approved by the end of the candidate’s first semester.

Candidate Name: _____________________________________________

Student ID Number: D

Graduate Program and Degree and Concentration:
Admission Date:

<table>
<thead>
<tr>
<th>Course Prefix, Number, and Title</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Minimum Acceptable Grade</th>
<th>Semester completed / to be completed</th>
<th>Transfer Credit*</th>
<th>Course Waiver</th>
<th>Substitution for Course Name and Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Candidacy Requirements and Admission Date

Additional Requirements

*Transfer credits must be approved via the Plan of Study form and accompanied by an official transcript by the end of the first semester of enrollment.

Total Core Hours Required by Program =
Total Elective Hours Required by Program =

Candidate’s Signature ___________________________ Date __________

Advisor (Print) ___________________________ (Signature) ___________________________ Date __________

Graduate Program Director (Print) ___________________________ (Signature) ___________________________ Date __________

Dean, School of Graduate Studies and Research ___________________________ Date __________
EXTENSION OF TIME REQUEST FORM

I, ________________________________________________________________________________ D#

Candidate’s Name

Hereby request an extension of time through ______, 20____ to complete requirements for the ____________

(Degree)

Major (and Concentration if applicable)

Candidacy Admission Date: __________________________________________________________________

The following courses are outside the matriculation limit:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester and Year Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student’s Signature __________________________ Date __________

The Advisory Committee has discussed this request and recommends / denies (circle one) its approval. To revalidate course work which has exceeded the matriculation limit, the Committee recommends the following: (Please see page two for revalidation options.)

__________________________________________________________________________________________________________________________________________________

Chair, Advisory Committee __________________________ Date __________

Department Chairperson or Designee __________________________ Date __________

(For use by the School of Graduate Studies and Research)

Extension Rejected:

__________________________________________________________________________________________________________________________________________________

Extension Approved through ________________, 20________, ______

__________________________________________________________________________________________________________________________________________________

Dean, School of Graduate Studies and Research __________________________ Date __________
REVALIDATION OF CREDIT

Students with extenuating circumstances may petition their Advisory Committee for an extension of time. Students must be in good standing academically and must have successfully completed all candidacy requirements. The committee will review the candidate’s petition, render a decision and forward their recommendation Graduate Program Director. This decision will be reviewed by the Graduate Program Director and submitted to the Department Chairperson for approval and forwarded to the Dean, School of Graduate Studies and Research for final approval. If the recommendation for an extension is approved, the recommendation must be accompanied with a review of any coursework outside the time limit and a recommendation on how the student will bridge this gap. The matriculation limits for various degrees are as follows:

- The time limit for the use of credit towards master’s or education specialist degrees is five years from the date of enrollment in the earliest course applied towards the degree, including transferred courses.

- The time limit for completion of a doctoral program by students is seven years from the date of enrollment in the earliest course applied towards the degree, including transferred courses.

  - Examination: The Department or Program may elect to examine the student (orally or in writing) and report the results to the School of Graduate Studies and Research.
  - Independent Study: The Department or Program may elect to design an independent study if no course currently exists by which the student may update course content.
  - Repeat the Course: The student may repeat expired course work if the content has changed significantly since previous enrollment.
  - Additional Hours: The Department or Program may assign additional hours of course work to ensure currency of knowledge in rapidly changing content areas.
  - No Additional Work Assigned: The Department or Program has evaluated the curriculum and acknowledges that no significant curricula or program change has occurred since the student’s first date of enrollment and therefore no additional work is assigned.
The Financial Aid Satisfactory Academic Progress (SAP) Policy at Delaware State University measures whether students are progressing at a reasonable rate toward the completion of their educational objectives. Students must be in compliance with the SAP Policy in order to maintain continued financial aid eligibility.

- All undergraduate students must maintain a cumulative Grade Point Average (GPA) of at least 1.70 and by the end of the second academic year maintain a 2.0 cumulative GPA.

- Undergraduate students are also required to maintain a completion rate of 24 credits in an academic year including summer. Additionally, once a student has attempted more than 180 hours (including transfer hours accepted by DSU) eligibility for Title IV Financial Aid will be terminated.

- All Graduate Students must maintain a cumulative Grade Point Average (GPA) of at least 3.0 on a 4.0 scale and progress.

You have been notified that your educational progress has recently been evaluated, based upon your completion of the most recent semester for which you were enrolled. This evaluation indicates that you are not in compliance with the SAP Policy due to your failure to meet at least one of the criteria discussed in the previous paragraphs. You may petition the SAP Appeals Committee for reinstatement of financial aid eligibility, if extenuating or unusual circumstances interfered with your ability to meet SAP standards. Please attach a statement that outlines those circumstances and the factors that caused your academic difficulties. Attach supporting documentation as necessary. You will be notified of the SAP Appeal Committee’s decision. You may review your status, at any time, by going to Student Services Financial Aid section on the “MyDESU” self-service portal under “My Overall Status of Financial Aid”, and academic progress.

*All students who are on Academic Suspension or Academic Dismissal must also appeal to the Dean of his/her respective college for Academic Reinstatement into the University. This process should occur simultaneously with the SAP Appeal process. Please contact your academic/faculty advisor for assistance.*

I certify that all information reported is complete and correct to the best of my ability, and that I have attached the relevant documentation, if applicable. I understand that any false statement or misrepresentation will be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and may subject the financial aid recipient to be fined, imprisoned, or both under provision of the U.S. Criminal Code.