Application Instructions

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

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

Step 1. Application
Complete and sign the Application for Graduate Admission (pages 3 and 4). Incomplete applications will be returned.

Step 2. Application Fee
Include a $50.00 check or money order made payable to Delaware State University. The application fee is nonrefundable.

Step 3. Test Scores
For all graduate programs, official scores on the Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), the Miller Analogies Test (MAT), other examinations as specifically defined by the individual department or program are required. Individual departments and doctoral programs may have more rigorous standards. Applicants who have not taken the required test(s) can be admitted provisionally but must satisfy this requirement during the first semester of graduate study in order to continue. Contact your respective department for more details.

Step 4. Transcripts
Submit one official transcript from any completed degree program.

Step 5. Recommendations
A maximum of three letters of recommendations are required for admission. Consult with your respective department for required number of recommendations. Submit recommendations using the attached graduate recommendation form.

Step 6. Submitting Your Application
Use the envelope provided to mail:
- Your completed application
- Official transcript
- $50.00 application fee
- Test scores
- Recommendations
- WES (if required)
- Essay (if required)
Application for Graduate Admission

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

Last Name Suffix (Jr./Sr., etc.) First Name Middle
Permanent Address—Street City State/Province Country ZIP/Postal Code
Local Address—Street City State ZIP Code
Former Name (if applicable) Area Code and Telephone Number (and country code if international)
Social Security Number Birth Date (Month/Day/Year) Email Address (Optional)
Sex □ Male □ Female Race/Ethnicity (Optional—will not affect admission decision): Are you Hispanic or Latino? □ Yes □ No
Race (select one or more of the following categories): □ American Indian or Alaska Native □ Asian □ Black or African-American □ Native Hawaiian or Other Pacific Islander □ White □ Other (specify)
U.S. Citizen/Legal Resident □ Yes □ No If no, what country? __________________________________________________________________________________________________________
If no, do you presently hold a valid U.S. Visa? □ Yes □ No Check Type □ F □ J □ Immigrant/Alien/Asylum □ Other (specify)
In Case of Emergency Call
Last Name First Name
Street Address City State/Province Country ZIP/Postal Code
Area Code and Telephone Number (and country code if international) Telephone Number—Work

Enrollment Information
Type of student (check all blocks that apply):
□ Full-time □ Part-time □ Degree candidate □ Non-degree candidate □ New DSU student □ Returning DSU student □ Military □ DSU employee
Location/campus □ Dover (main campus) □ Georgetown campus □ Wilmington campus
Expected Date of Enrollment □ Fall (year:____) □ Spring (year:____) □ Summer (year:____)
If returning to Delaware State University, give the last month and year attended __________________________________________________________________________
I plan to (check one) □ Live on campus (main campus only) □ Live off campus □ Commute
To which program are you applying? (check one)

Graduate Degrees and Concentrations
□ Agriculture (MS) (three concentrations)
□ Animal Science
□ Food Science
□ Plant Science
□ Applied Optics (MS)
□ Art Education (MA)
□ Biology (MS)
□ Biology (MA)
□ Biology Education (MS)
□ Business Administration (MBA)
□ Applied Chemistry (MS) (thesis required)
□ Computer Science (MS)
□ Education (MA) (four concentrations)
□ Adult Literacy and Basic Education
□ Curriculum and Instruction
□ Science Education
□ Special Education
□ Educational Leadership (MEd)
□ Historic Preservation (MA)
□ Applied Mathematics (MS) (two concentrations)
□ Pure Mathematics
□ Applied Mathematics
□ Mathematics Education (MS)
□ Molecular and Cellular Neuroscience (MS)
□ Natural Resources (MS)
□ Nursing (MSN)
□ Physics (MS)
□ Physics Teaching (MS)
□ Social Work (MSW)
□ Sport Administration (MS)
□ Teaching (MAT)
□ Teaching English as a 2nd Language (MA)

Doctoral Degrees
□ Applied Chemistry (PhD)
□ Educational Administration, Leadership & Supervision* (EdD)
□ Interdisciplinary Applied Mathematics and Mathematical Physics* (PhD)
□ Neuroscience (PhD)
□ Optics (PhD)

Will you be seeking a □ Master’s □ PhD □ EdD

Highest degree to date Field Year obtained

9/09
Colleges Attended  
(Use additional sheet if necessary)

Please list any colleges or universities you have attended

<table>
<thead>
<tr>
<th>School Name and Location</th>
<th>Dates of Attendance</th>
<th>Highest Level/Degree</th>
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Military Status

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

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

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

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

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

Country of citizenship ________________________________________________________________

Recommendations

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

Recommendation 1: Last Name First Name

Street Address City State/Province Country ZIP/Postal Code

Area Code and Telephone Number (and country code if international) Email Address

Recommendation 2: Last Name First Name

Street Address City State ZIP Code

Area Code and Telephone Number (and country code if international) Email Address

Recommendation 3: Last Name First Name

Street Address City State ZIP Code

Area Code and Telephone Number (and country code if international) Email Address

Signature

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

Signature of Applicant Date
Graduate Admission Recommendation Form

(Please make a copy for each recommendation.)

PART A—To Be Completed by the Applicant

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Suffix (Jr./Sr., etc.)</th>
<th>First Name</th>
<th>Middle</th>
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Proposed Graduate Department or Program

Degree

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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Suffix (Jr./Sr., etc.)</th>
<th>First Name</th>
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Signature of Applicant

Date

PART B—To Be Completed by the Recommender

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

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

Statement

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

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

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</table>
### Summary Evaluation

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

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

- [ ] Not recommended
- [ ] Recommended with some reservations
- [ ] Recommended
- [ ] Recommended highly

---

**Signature**

Please Print Full Name

Date

**Position**

Employer

**Street Address**

City

State/Province

Country

ZIP/Postal Code

---

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

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

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

### Statement to Returning Students
An application fee for readmission and a $50.00 nonrefundable application fee must be submitted to the Graduate Program, Office of Admission by students who wish to return after the elapse of three consecutive terms between the last date of attendance and the next registration. Applicants for readmission must update their credentials by providing information relevant to any courses taken at other institutions during their absence from the University.

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

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

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

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

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

### 2009–2010 Student Expenses
The following general University fees do not include such items as transportation, textbooks, personal items, social affairs, etc. Students are advised to allocate $1,250 to $1,500, depending on personal circumstances and spending habits, per school year to cover such additional expenses. Be sure to refer to our Web site (www.desu.edu) for more details. (Prices subject to change.)

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

<table>
<thead>
<tr>
<th></th>
<th>In-State</th>
<th>Out-of-State</th>
<th>Doctoral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Hour</td>
<td>$365</td>
<td>$802</td>
<td>$463</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$60</td>
<td>$60</td>
<td>$60</td>
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<tr>
<td>Technology Fee</td>
<td>$55</td>
<td>$55</td>
<td>$55</td>
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</tbody>
</table>

#### Graduate Activity Fees

<table>
<thead>
<tr>
<th></th>
<th>In-State</th>
<th>Out-of-State</th>
<th>Doctoral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time (6 credits or more)</td>
<td>$60</td>
<td>$60</td>
<td>$60</td>
</tr>
<tr>
<td>Part-time (less than 6 credits)</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
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</tbody>
</table>

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

### Questions?
Phone 302.857 + extension number

<table>
<thead>
<tr>
<th>Extension</th>
<th>Office</th>
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<tbody>
<tr>
<td>6351</td>
<td>Admissions</td>
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<tr>
<td>6030</td>
<td>Athletics</td>
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<td>6220</td>
<td>Cashier</td>
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<td>7381</td>
<td>Counseling</td>
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<td>6254</td>
<td>Financial Aid</td>
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<td>6326</td>
<td>Housing</td>
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<td>7203</td>
<td>Mentoring and Advising</td>
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<tr>
<td>6375</td>
<td>Records (Registrar)</td>
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<tr>
<td>6240</td>
<td>Student Accounts</td>
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<tr>
<td>6376</td>
<td>Military/Veterans Affairs</td>
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</tbody>
</table>
DSU in Brief

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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