SPRING & SUMMER 2017

Registration Guide
FOR UNDERGRADUATE AND GRADUATE PROGRAMS

Dover
302-857-6375

• DSU @ Georgetown •
302-500-7011

DSU @ Wilmington
302-254-5340
Table of Contents

Delaware State University-Mission and Vision ................................................................. 3
Spring 2017 Undergraduate Academic Calendar .............................................................. 4
Summer 2017 Undergraduate Calendar ........................................................................ 5
Telephone Directory ......................................................................................................... 6-7
Enrollment Policies & Procedures ...................................................................................... 8-10
Refund Policy ..................................................................................................................... 11-12
Notification of Rights under FERPA ............................................................................... 13-14

Registration Information
Main Campus ....................................................................................................................... 15
DSU@ Wilmington and DSU @ Georgetown .................................................................... 16
Non-Degree Seeking Student Form .................................................................................... 17-18

Admissions Information
Application Instructions ....................................................................................................... 19-20
Admissions Requirements .................................................................................................. 20-21
Graduate Programs ............................................................................................................ 22-26
Financial Aid ...................................................................................................................... 27-28
Tuition And Fees ............................................................................................................... 29

Special Programs
Honors Program .................................................................................................................. 30-31
Early Bird ........................................................................................................................... 32
University College ............................................................................................................. 33
Mission

Delaware State University is a public, comprehensive, 1890 land-grant institution that offers access and opportunity to diverse populations from Delaware, the nation, and the world. Building on its heritage as a historically black college, the University purposefully integrates the highest standards of excellence in teaching, research, and service in its baccalaureate, master’s and doctoral programs. Its commitment to advance science, technology, liberal arts, and the professions produces capable and productive leaders who contribute to the sustainability and economic development of the global community.

Vision

As one of America’s most highly respected Historically Black Colleges and Universities, Delaware State University will be renowned for a standard of academic excellence that prepares our graduates to become the first choice of employers in a global market and invigorates the economy and the culture of Delaware and the Mid-Atlantic Region.

Delaware State University

With over a century of service, Delaware State University continues to be a solid foundation for expanded horizons. Today, more than 80 majors are available through undergraduate and graduate degree programs in the areas of Liberal Arts, Sciences, Professional and Pre-Professional Studies and Aviation.

Chartered by the State of Delaware, Delaware State University is fully accredited by the Middle States Commission on Higher Education (MSCHE). The institution has national academic program accreditations from the Accreditation Commission for Programs in Hospitality Administration; Accreditation Council for Education in Nutrition and Dietetics, the National Council for Accreditation of Teacher Education, Accreditation Commission for Education in Nursing and the Council on Social Work Education. The University’s College of Business is also internationally accredited by the Association to Advance Collegiate Schools of Business.
### ACADEMIC CALENDAR

**SPRING 2017 (201703)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 5 (Monday)</td>
<td>Spring Payment Due Date</td>
</tr>
<tr>
<td>January 5 (Thursday)</td>
<td>Residence Halls Open for New Students Only</td>
</tr>
<tr>
<td>January 5-6 (Thursday)</td>
<td>Registration for New Students</td>
</tr>
<tr>
<td>January 7 (Saturday)</td>
<td>Residence Halls Open for Returning Student</td>
</tr>
<tr>
<td>January 8-14 (Sunday)</td>
<td>Welcome Days</td>
</tr>
<tr>
<td>January 9 (Monday)</td>
<td>Classes Begin @ 8 am</td>
</tr>
<tr>
<td>January 9 (Monday)</td>
<td>Late Registration Begins</td>
</tr>
<tr>
<td>January 12 (Thursday)</td>
<td>General Faculty Meeting @ 11 am</td>
</tr>
<tr>
<td>January 16 (Monday)</td>
<td>Martin Luther King Jr. Day Observance (University Closed)</td>
</tr>
<tr>
<td>January 18 (Wednesday)</td>
<td>Last Day to Change Courses to Audit Status</td>
</tr>
<tr>
<td>January 18 (Wednesday)</td>
<td>Last Day for Adding Classes</td>
</tr>
<tr>
<td>January 19 (Thursday)</td>
<td>Effective date for receiving a grade of &quot;W&quot; for dropped course</td>
</tr>
<tr>
<td>January 20 – February 10 (Friday – Friday)</td>
<td>Academic Early Alert</td>
</tr>
<tr>
<td>February 9 (Thursday)</td>
<td>Founders Day</td>
</tr>
<tr>
<td>February 13-17 (Monday-Friday)</td>
<td>Mid-Term Evaluations Administered</td>
</tr>
<tr>
<td>February 16 (Thursday)</td>
<td>Last Day to Remove Incompletes</td>
</tr>
<tr>
<td>February 20 (Monday)</td>
<td>Mid-Term Grades Due in Chairs’ Office</td>
</tr>
<tr>
<td>February 27 - March 31 (Monday–Friday)</td>
<td>Spring Faculty Evaluations</td>
</tr>
<tr>
<td>March 6-31 (Monday-Friday)</td>
<td>Academic Advisement Period</td>
</tr>
<tr>
<td>March 6-10 (Monday-Friday)</td>
<td>Spring Break (MEAC)</td>
</tr>
<tr>
<td>March 15 (Wednesday)</td>
<td>Financial Aid 60% Completion Date</td>
</tr>
<tr>
<td>April 3 (Monday)</td>
<td>Priority Pre-Registration</td>
</tr>
<tr>
<td>April 4 -April 14 (Tuesday-Friday)</td>
<td>Pre-Registration for Fall</td>
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<tr>
<td>April 6 (Thursday)</td>
<td>Last Day to Drop/Withdraw from the University</td>
</tr>
<tr>
<td>April 8 (Saturday)</td>
<td>Spring Open House</td>
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<tr>
<td>April 14-17 (Friday-Monday)</td>
<td>Easter Recess (University Closed)</td>
</tr>
<tr>
<td>April 13 (Thursday)</td>
<td>Exit Interview for May Graduates Due</td>
</tr>
<tr>
<td>April 20 (Thursday)</td>
<td>Honors Day</td>
</tr>
<tr>
<td>April 27 (Thursday)</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>April 28 (Friday)</td>
<td>Reading Day</td>
</tr>
<tr>
<td>May 1-5 (Monday-Friday)</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 5 (Friday)</td>
<td>Residence Halls close @ 8 pm</td>
</tr>
<tr>
<td>May 5 (Friday)</td>
<td>Summer Payment Due Date</td>
</tr>
<tr>
<td>May 8 (Monday)</td>
<td>Final Grades Due</td>
</tr>
<tr>
<td>May 10 (Wednesday)</td>
<td>Assessment Summit (formerly called Data Day)</td>
</tr>
<tr>
<td>May 11 (Thursday)</td>
<td>General Faculty Meeting</td>
</tr>
<tr>
<td>May 13 (Saturday)</td>
<td>May Commencement</td>
</tr>
<tr>
<td>May 30 (Tuesday)</td>
<td>Financial Aid SAP Appeals Due for Fall 2017</td>
</tr>
<tr>
<td>July 5 (Wednesday)</td>
<td>Fall Payment Due Date</td>
</tr>
</tbody>
</table>
# Academic Calendar

**Summer 2017**

<table>
<thead>
<tr>
<th>2017 Summer Sessions</th>
<th>First Session</th>
<th>Dual Session</th>
<th>Second Session</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>May 22 - June 23</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre- Registration</td>
<td>November</td>
<td>November</td>
<td>November</td>
</tr>
<tr>
<td>Priority Financial Aid Awarding Periods Begins</td>
<td>March 1</td>
<td>March 1</td>
<td>March 1</td>
</tr>
<tr>
<td>Priority Financial Aid Awarding Periods Ends</td>
<td>March 31</td>
<td>March 31</td>
<td>March 31</td>
</tr>
<tr>
<td>Payment due date</td>
<td>Friday, May 5</td>
<td>Friday, May 5</td>
<td>Monday, Jun 19</td>
</tr>
<tr>
<td>Residence Halls open for validated students</td>
<td>Sunday, May 21</td>
<td>Sunday, May 21</td>
<td>Sunday, Jun 25</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Monday, May 22</td>
<td>Monday, May 22</td>
<td>Monday, Jun 26</td>
</tr>
<tr>
<td>Last day to add classes</td>
<td>Wednesday, May 24</td>
<td>Thursday, May 25</td>
<td>Monday, Jun 26</td>
</tr>
<tr>
<td>Documentation for Non-Attendance</td>
<td>Thursday, May 25</td>
<td>Thursday, May 18</td>
<td>Thursday, Jun 29</td>
</tr>
<tr>
<td>Last day to submit application for graduation</td>
<td>May 15</td>
<td>May 15</td>
<td>May 15</td>
</tr>
<tr>
<td>Memorial Day (No Classes)</td>
<td>Monday, May 29</td>
<td>Monday, May 29</td>
<td>Monday, May 29</td>
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<tr>
<td>Independence Day (No Classes)</td>
<td>Tuesday, Jul 4</td>
<td>Tuesday, Jul 4</td>
<td>Tuesday, Jul 4</td>
</tr>
<tr>
<td>Last day to Drop/Withdraw from the University</td>
<td>Thursday, Jun 1</td>
<td>Thursday, Jun 15</td>
<td>Thursday, Jun 6</td>
</tr>
<tr>
<td>Classes End</td>
<td>Friday, Jun 23</td>
<td>Friday, Jul 28</td>
<td>Friday, Jul 28</td>
</tr>
<tr>
<td>2 Hour - Final Exams</td>
<td>Last class meeting</td>
<td>Last class meeting</td>
<td>Last class meeting</td>
</tr>
<tr>
<td>Residence Halls Close</td>
<td>Friday, Jun 23</td>
<td>Friday, Jul 28</td>
<td>Friday, Jul 28</td>
</tr>
<tr>
<td>Grades due in Registrar's office</td>
<td>Tuesday, Jun 27</td>
<td>Tuesday, Aug 1</td>
<td>Tuesday, Aug 1</td>
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</tbody>
</table>
# TELEPHONE DIRECTORY

## ADMINISTRATIVE OFFICES (AREA CODE (302))

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>President</td>
<td>Dr. Harry Williams</td>
<td>857-6001</td>
</tr>
<tr>
<td>(Interim) Provost</td>
<td>Dr. Saundra DeLauder</td>
<td>857-6800</td>
</tr>
<tr>
<td>Vice President of Student Affairs</td>
<td>Dr. Stacy Downing</td>
<td>857-6363</td>
</tr>
<tr>
<td>Assistant Vice President for Distance Education</td>
<td>Dr. Michael Boone</td>
<td>857-7124</td>
</tr>
<tr>
<td>Dean of Agriculture &amp; Related Sciences</td>
<td>Dr. Dyremple Marsh</td>
<td>857-6410</td>
</tr>
<tr>
<td>Dean of the University Libraries</td>
<td>Dr. Rebecca Batson</td>
<td>857-6191</td>
</tr>
<tr>
<td>(Interim) Dean of the College of Math, Natural Sciences &amp; Technology</td>
<td>Dr. Clytrice Watson</td>
<td>857-6500</td>
</tr>
<tr>
<td>Dean of the College of Business</td>
<td>Ms. Donna Covington</td>
<td>857-6900</td>
</tr>
<tr>
<td>(Interim) Dean of the College of Arts, Humanities &amp; Social Sciences</td>
<td>Dr. Francine Edwards</td>
<td>857-6584</td>
</tr>
<tr>
<td>Dean of the College of Education, Health &amp; Public Policy</td>
<td>Dr. Marsha Horton</td>
<td>857-6700</td>
</tr>
<tr>
<td>Dean of the School of Graduate Studies &amp; Research</td>
<td>Dr. Saundra F. DeLauder</td>
<td>857-6800</td>
</tr>
<tr>
<td>(Interim) Executive Director of Admissions</td>
<td>Dr. Stacy Downing</td>
<td>857-6351</td>
</tr>
<tr>
<td>(Interim) Executive Director of Financial Aid</td>
<td>Mrs. Desiree Barnes</td>
<td>857-6250</td>
</tr>
<tr>
<td>Director of Records, Registration, and Registrar</td>
<td>Mr. Terrell Holmes</td>
<td>857-6375</td>
</tr>
<tr>
<td>Executive Director of Student Accounts</td>
<td>Ms. Lefeisha Cannon</td>
<td>857-6240</td>
</tr>
<tr>
<td>Director for Adult &amp; Cont. Ed</td>
<td>Dr. Eric Cheek</td>
<td>857-6854</td>
</tr>
<tr>
<td>Associate Director of DSU to Georgetown</td>
<td>Ms. Lisa Perelli</td>
<td>500-7011</td>
</tr>
<tr>
<td>Director of DSU to Wilmington</td>
<td>Ms. Valerie Dinkins</td>
<td>254-5332</td>
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### ACADEMIC DEPARTMENTS

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Accounting &amp; Finance</td>
<td>857-6911</td>
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<tr>
<td>Agriculture &amp; Natural Resources</td>
<td>857-6410</td>
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<tr>
<td>Aviation</td>
<td>857-6710</td>
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<tr>
<td>Applied Mathematics &amp; Theoretical Physics</td>
<td>857-6646</td>
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<tr>
<td>Biological Sciences</td>
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<tr>
<td>Chemistry</td>
<td>857-6530</td>
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<tr>
<td>Computer &amp; Information Sciences</td>
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<tr>
<td>Education</td>
<td>857-6738</td>
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<tr>
<td>English &amp; Foreign Languages</td>
<td>857-6560</td>
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<tr>
<td>Family &amp; Consumer Sciences</td>
<td>857-6640</td>
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<tr>
<td>Sports Sciences</td>
<td>857-6600</td>
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<tr>
<td>History, Political Science &amp; Philosophy</td>
<td>857-6621</td>
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<tr>
<td>Management</td>
<td>857-6931</td>
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<tr>
<td>Mass Communications</td>
<td>857-6584</td>
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<tr>
<td>Mathematics</td>
<td>857-7051</td>
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<tr>
<td>Nursing</td>
<td>857-6750</td>
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<tr>
<td>Physics &amp; Pre-Engineering</td>
<td>857-6659</td>
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<tr>
<td>Psychology</td>
<td>857-6060</td>
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<tr>
<td>Social Work</td>
<td>857-6771</td>
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<tr>
<td>Sociology (&amp; Criminal Justice)</td>
<td>857-6670</td>
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<tr>
<td>Undeclared</td>
<td>857-7203</td>
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<tr>
<td>Art &amp; Art Education</td>
<td>857-6680</td>
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<tr>
<td>Music</td>
<td>857-6682</td>
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<tr>
<td>Admissions</td>
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### STUDENT SUPPORT OFFICES

<table>
<thead>
<tr>
<th>Office</th>
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<tbody>
<tr>
<td>Athletic Director</td>
<td>857-6030</td>
</tr>
<tr>
<td>Band Director</td>
<td>857-6696</td>
</tr>
<tr>
<td>Bookstore</td>
<td>857-6225</td>
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<tr>
<td>Campus Police</td>
<td>857-6290</td>
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<tr>
<td>Career Planning &amp; Placement</td>
<td>857-6120</td>
</tr>
<tr>
<td>Cashier</td>
<td>857-6220</td>
</tr>
<tr>
<td>Choir/Choral Activities</td>
<td>857-6680</td>
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<tr>
<td>Adult &amp; Continuing Education</td>
<td>857-6820</td>
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<tr>
<td>Counseling</td>
<td>857-7381</td>
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<tr>
<td>Financial Aid</td>
<td>857-6250</td>
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<tr>
<td>Georgetown Campus Site</td>
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<tr>
<td>Health Services</td>
<td>857-6393</td>
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<td>International Student Services</td>
<td>857-6474</td>
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<tr>
<td>Library</td>
<td>857-6176</td>
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<tr>
<td>Military Science (ROTC)</td>
<td>857-7363</td>
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<tr>
<td>Mentoring &amp; Advising</td>
<td>857-7203</td>
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<td>Post Office (Campus)</td>
<td>857-6276</td>
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<td>Pre-Nursing Admissions</td>
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<td>Public Relations</td>
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<td>Public Safety</td>
<td>857-6290</td>
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<tr>
<td>Records (Registrar)</td>
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<td>Residence Life</td>
<td>857-6326</td>
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<td>Retention</td>
<td>857-7201</td>
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<td>Sports Information</td>
<td>857-6065</td>
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<td>Student Activities</td>
<td>857-6363</td>
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<td>Student Accounts</td>
<td>857-6240</td>
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<tr>
<td>Student Services (College of Business)</td>
<td>857-6905</td>
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<tr>
<td>Student Services (Education Dept.)</td>
<td>857-6742</td>
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<tr>
<td>DSU at Georgetown</td>
<td>856-5397</td>
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<tr>
<td>DSU at Wilmington</td>
<td>254-5320</td>
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Enrollment Policies and Procedures

General Registration Facts
Students are officially registered for courses only when they have complied with all of the procedures applying to registration, including the full payment of tuition and fees, and the validation of the student I.D. Tuition and applicable fees are payable at the time of registration for all students. Delaware State University uses an e-mailing method to send bills (e-bills) to students’ D.S.U. e-mail address, but cannot assume responsibility for them viewing the bills. If students do not receive bills on or before the published removal for non-payment date, it is the student’s responsibility to contact the Office of Student Accounts at (302-857-6240) to obtain information relative to their bill or go online at my.desu.edu to view their Account Summary by Selected Term.

Early Registration
All students returning to Delaware State University following the current semester of residence should pre-register during the period prescribed in the Academic Calendar. Returning students who do not pre-register prior to the on-site registration will be assessed a $50.00 failure to pre-register fee. An additional $50.00 will be assessed if students register during the late registration period.

On-Site Registration
Each year, one week prior to the start of classes for the fall and spring semesters, Delaware State University gives non-enrolled students an opportunity to register in person. During this three-day period, new students who did not enroll during one of the Summer New Student Orientation sessions and returning students who did not register prior to this period are advised by their academic departments’ designees and permitted to register. All billing issues must be handled during this period to avoid being removed from courses on the removal for non-payment date and the non-payment and reinstatement fees must be assessed.

Late Registration
Any student who did not pre-register or participate in on-site registration may register during the Late Registration Period. The late registration period for the spring semester 2017 starts on January 9, 2017, and ends on January 18, 2017. The Late Registration fee is $50.00.

Drop/Add
To drop or add a course, students may obtain approval from their advisor or department chair and go online and adjust their schedule or obtain a DROP/ADD form from the department’s chair. The form is to be turned in to the academic department through the late registration period and to the Office of Records and Registration thereafter, bearing the required signatures. Students may drop or add courses as indicated on the Academic Calendar. A drop fee of $10.00 per course will be assessed after late registration. Students who DROP courses which result in a credit on their student account will receive a refund in accordance with the University and federal regulations/policies. Students requesting to drop or add 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.

Web Registration & Drop/Add
It is required that all degree-seeking students consult with an advisor prior to registering or making changes to their existing schedules. Students may have their academic departments continue to enter their registration and schedule changes (drop/adds) or they may register and make schedule adjustments on-line. To obtain their “alternate pin number” for registering on-line, students must see their academic advisor after building their course schedule. The University’s Student Services website is at my.desu.edu.

Official Withdrawal (302-857-6375)
All withdrawals from the University are initiated in the Office of Records and Registration, Administration Building, first floor.

Academic Computing Office (302-857-7028)
In order to use any computer resources (including PCs, labs, printers, network connections and hard disk storage) on campus, students will need to have a valid D.S.U. student computer account (login name and password). They may apply
for an account in the Bank of America Building, Room 313. The hours are from 8:30 a.m. to 4:30 p.m. Students should allow five business days for the Academic Computing Office to process their application.

**Overload Fee Policy**
For all course overloads, undergraduates will be assessed a fee equivalent to the cost-per-credit for each hour that exceeds 19 credit hours with a maximum of 23 credit hours for Spring and Fall and 10 credit hours for Summer I and II.

**Payment Due Date**
Bills for all semesters are due upon enrollment. If a student is not paying in full, satisfactory payment arrangements made with the Tuition Pay Plan must be in place. Any student who does not adhere to this date will be assessed a "Non-payment Fee" of $150.00 and a hold will be placed on their student account.

**Removal for Non-Payment**
Students’ registrations, housing and meal assignments will be removed due to non-payment of room, board, tuition and fees in accordance with the Academic Calendar. Once students are removed for non-payment, a hold will be placed on their student account to prevent them from registering and they will be required to pay a “Reinstatement Fee” of $150.00 and $150.00 “Non-Payment Fee” for each session in which they are removed.

**Documentation for Non-Attendance**
All enrolled students are required to attend each class at least once during the first week of classes in order to verify attendance in the class. Failure to verify attendance in a class before the end of the first week of classes will result in the course being deleted from the students’ schedule by the instructor.

**Academic Credit**
Credit will not be granted for a course in which the student is not officially registered.

**Bookstore (302-857-6225)**
The University Bookstore will be open from 8:30 a.m. to 5:00 p.m. on Monday and Thursday; from 8:30 a.m. to 4:00 p.m. on Friday and from 11:00 a.m. to 2:00 p.m. on Saturday, during the academic semesters. During the summer, the bookstore is open from 9:00 a.m. to 2:00 p.m. Monday through Friday.

**Student I.D. (302-857-7345)**
Returning students needing a replacement I.D. may obtain one for $50.00 (they should make a payment at the Cashier's Office, and take the receipt to the Office of Student Accounts) before reporting to be photographed. Only those students who have satisfied all financial obligations to the University may have their student I.D. validated. A validated I.D. card is required for entrance to the dining hall and for access to library resources. All University officials are required to have a validated I.D. card.

**Course Numbering**
Undergraduate course numbers are 000-499. Graduate course numbers are 500 and above.

**SECTION/CRN NUMBERS**
Main campus section numbers are 00-39 for day classes and 90-95 for evening classes (e.g., classes offered at or after 4:00 p.m.). Courses with section numbers 79 (undergraduate) indicate courses that are offered at the Georgetown site. Sections 86, 87 or 88 (undergraduate) and 62, 63 or 65 (graduate) indicate course offerings at the Wilmington sites.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>DEPT. CODE</th>
<th>CRSE. #</th>
<th>SECTION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXX</td>
<td>XX-</td>
<td>XXX-</td>
<td>XX</td>
</tr>
</tbody>
</table>

**CRN Number**
Unique System-generated number assigned to each course.

**New Room Selection Policy**
Effective Fall 2001, students cannot obtain a residence hall room assignment if they are not registered and have not made satisfactory payment arrangements with the University, including filing the FAFSA, when applicable.
## INSTRUCTIONAL BUILDING CODES

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC/G</td>
<td>ART CENTER GALLERY</td>
</tr>
<tr>
<td>AG</td>
<td>W.W. BAKER AGRICULTURE &amp; NATURAL RESOURCE CENTER</td>
</tr>
<tr>
<td>APT</td>
<td>AIRPORT</td>
</tr>
<tr>
<td>PB</td>
<td>JOHN R. PRICE BUILDING</td>
</tr>
<tr>
<td>DH</td>
<td>DELAWARE HALL</td>
</tr>
<tr>
<td>SC</td>
<td>LUNA I. MISHOE SCIENCE CENTER</td>
</tr>
<tr>
<td>LB</td>
<td>WILLIAM C. JASON LIBRARY LEARNING CENTER</td>
</tr>
<tr>
<td>TBA</td>
<td>TO BE ANNOUNCED</td>
</tr>
<tr>
<td>APT</td>
<td>AIRPORT</td>
</tr>
<tr>
<td>GH</td>
<td>GROSSLEY HALL</td>
</tr>
<tr>
<td>MH</td>
<td>MEMORIAL HALL</td>
</tr>
<tr>
<td>EH</td>
<td>EDUCATION AND HUMANITIES CENTER</td>
</tr>
<tr>
<td>MH</td>
<td>MEMORIAL HALL</td>
</tr>
<tr>
<td>BOA</td>
<td>BANK OF AMERICA BUILDING</td>
</tr>
<tr>
<td>ETV</td>
<td>ETV BUILDING</td>
</tr>
</tbody>
</table>

SPRING & SUMMER 2017 DELAWARE STATE UNIVERSITY 10
Delaware State University Drop/Refund Policy

Students who have registered for courses and no longer wish to attend the University must obtain a Withdrawal Form from the Office of Records and Registration, Administration Building 1st floor. The student I.D. card and mailbox key must be returned to the Office of Student Accounts. If you received a Stafford Subsidized, Unsubsidized or Parent Plus loan, you must complete an exit interview. Log on to: www.studentloans.gov to complete the process. Please note you may be required to register with this site. Students who do not adhere to the withdrawal process will forfeit their rights to a refund.

The effective date used in computing refunds is the date the Withdrawal Form is received in the Office of Records and Registration. STOP PAYMENT ON A CHECK, FAILURE TO PAY THE SEMESTER BILL OF FAILURE TO ATTEND CLASSES DOES NOT CONSTITUTE AN OFFICIAL WITHDRAWAL FROM THE UNIVERSITY. Withdrawal refunds will be processed in accordance with the schedule below. STUDENTS WHO DO NOT ADHERE TO THE DROP/WITHDRAWAL PROCESS WILL FORFEIT THEIR RIGHTS TO A REFUND.

Period from the First Day of Instruction for fall/spring semester(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>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>

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>

Meal charges are refunded on a pro-rated weekly basis. Room charges are refunded on a pro-rated basis not to exceed 50% of the total charges for the semester at any time a student withdraws from the University or from residence hall after classes begin. Advance room deposits are non-refundable except in cases where the University was unable to provide space or the student is academically ineligible. Students may contact the Office of Student Accounts for the weekly rate(s) that will be calculated.

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 Aid recipients who withdraw (OFFICIALLY OR UNOFFICIALLY) from classes on or before the 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), Academic Competitive Grant, SMART Grant, Teach Grant, Federal Plus Loan, Perkins Loan, Federal Subsidized Stafford Loan or a Federal Unsubsidized Stafford Loan, if a student withdraws on or before completing 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 four 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 45 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. DSU will only return grant funds required by the student.

STUDENTS WHO STOP ATTENDING ALL CLASSES WITHOUT OFFICIALLY WITHDRAWING WILL BE SUBJECT TO THE RETURN OF TITLE IV FUNDS AT THE END OF THE SEMESTER, BASED ON THE LAST DATE OF ATTENDANCE.
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 45 days of the day the University receives a request for access. Students 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 University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request an amendment of the student’s education records for which 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 to 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 authorizes disclosure without consent. One exception that 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 an 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.
   A 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 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, S.W.
   Washington, DC 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 includes name, address, telephone number, college, class, major, dates of attendance, and degree and honors and awards conferred. Students may withhold directory information by going to the Office of Records & Registration.

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 weeks prior to the first day of fall semester classes.
MAIN (DOVER) CAMPUS
REGISTRATION INFORMATION

Spring 2017

On-Site Pre-Registration
Pre-Registration for Spring Semester: November 8, 2016 - January 18, 2017 (Last Day to Add)

Summer 2017

On-Site Pre-Registration
Pre-Registration for All Summer Sessions: November 8, 2016 - Last Day to Add for Summer

WEB REGISTRATION: Current/Returning Student:

Spring Semester 2017:
Spring 2017: November 8, 2016 - January 13, 2017

Summer Sessions 2017:
Summer Session I: November 8, 2016 - May 19, 2017
Dual Summer Session: November 8, 2016 - May 19, 2017
Summer Session II: November 8, 2016 - June 23, 2017

Report to your academic advisor to obtain your “Alternate Pin” for Web registration

How to Register for Classes Online:

- Go to: myDESU
- In the left column of the myDESU page click “Banner Self Service”.
- Enter your D # as your “User ID” and personal pin number (not alternate pin #)
  * If you do not have or have forgotten your pin number, click “Create or Reset PIN”. Read the
    pin activation instructions and requirements, fill in the fields and click "Create/Reset Pin"
    button to create your new personal pin number.
- Click on “Registration”
- Click on “Add/Drop Classes”
- Select a term and click “Submit”
- Enter alternate pin number
- Enter CRN if provided or “Class Search” by subject

MAIL-IN REGISTRATION (See pg. 20 for Mail-In and On-Site Registration Form):

Spring 2017
Spring 2017: November 28, 2016 - January 18, 2017

Summer Sessions 2017
Summer Session I: November 28, 2016 - May 24, 2017
Dual Summer Session: November 28, 2016 - May 25, 2017
Summer Session II: November 28, 2016 - June 26, 2017

Please note: Payments or satisfactory payment arrangements with Tuition Payment Plan should
be in place.
Extended DSU @ Wilmington and DSU @ Georgetown Programs
REGISTRATION INFORMATION

**DSU @ Wilmington**

**Spring 2017**

**On-Site Pre-Registration**
Pre-Registration for Spring Semester: November 8, 2016 - January 18, 2017 (Last Day to Add)

**Summer 2017**

**Pre-Registration**
All Summer Sessions 2017: November 8, 2016 - Last Day to Add for Summer Monday-Thursday 9:00am - 6:00 pm and Friday 9:00 am - 4:00 pm

**On-Site Registration**
Summer Session I: November 8, 2016 – May 24, 2017
Summer Dual Session: November 8, 2016 – May 25, 2017
Summer Session II: November 8, 2016 – June 26, 2017
Monday-Thursday 9:00am - 6:00 pm and Friday 9:00 am - 4:00 pm

**DSU @ Georgetown**

**Spring 2017**

**On-Site Pre-Registration**
Pre-Registration for Spring Semester: November 8, 2016 - January 18, 2017 (Last Day to Add)

**Summer 2017**

**Pre-Registration**
All Summer Sessions 2017: November 8, 2016 - Last Day to Add for Summer
Monday – Friday: By appointment only

**On-Site Registration**
Summer Session I: November 8, 2016 – May 24, 2017
Summer Dual Session: November 8, 2016 – May 25, 2017
Summer Session II: November 8, 2016 – June 26, 2017
Monday – Friday: By appointment only

Students enrolled in courses in Georgetown and Wilmington may participate in mail-in, fax and web registration.

Please note: Payments or satisfactory payment arrangements with Tuition Payment Plan should be in place.

For more information contact:

**Mrs. Valerie Dinkins, Director**
3931 Kirkwood Highway
Wilmington, DE 19801
Telephone: (302) 254-5332 or 254-5340
Fax: (302) 254-5350

**Ms. Lisa Perelli, Associate Director**
DSU @ Georgetown
William A. Carter Partnership Center
21225 College Drive
Georgetown, DE 19947
Telephone: (302) 500-7011
Fax: (302) 500-7012
NON-DEGREE STUDENT APPLICATION

DSU Student ID#:________________________

Last Name: _______________________ First Name: _______________________Middle: ______________________

DOB_____/_____/_______ (mm/dd/yyyy)    Social Security Number: _____ - _____ - _____ □ Male □ Female

Home Address: __________________________________________________________________________

Street  City  State  Zip Code

Contact Number (_____) ______ - ______  Email Address _____________________________@_______________

Have you attended Delaware State University? Yes_____ No______ If yes, give last date of attendance_______

US Citizen or permanent resident: Yes_____ No ______

Select one/more of the following:
Are you Hispanic or Latino? Yes _____ No______
American Indian or Alaska Native____ Asian ____ Black or African American___ Native Hawaiian or Other Pacific Islander___ White____

Type of Registration (Please select one option):
Personal Enrichment _____ Professional/ Occupational Enrichment _____ State Certification Requirements ____
Future Pursuit of a degree at DSU _____ Current/ Future pursuit of a degree at another institution _____

Statement of Residency (Must be completed by state of Delaware residents):
I have maintained continuous residency in the state of Delaware from ________to _________. The latest year for which I have filed a federal tax form (1040) as a Delaware resident is _______________.

*You are required to submit an UNOFFICIAL TRANSCRIPT showing all previous/current academic coursework*

Student Signature: _____________________________________________ Date: _________________

Select Term and enter year: □ FALL _______ □ SPRING _______ □ SUMMER _______

*The University reserves the right to cancel courses due to insufficient enrollment.*

<table>
<thead>
<tr>
<th>CRN#</th>
<th>PREFIX</th>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>INSTRUCTOR SIGNATURE</th>
<th>CHAIRPERSON/ DEAN SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 18746</td>
<td>ENGL</td>
<td>101</td>
<td>English Composition I</td>
<td>John Smith</td>
<td>John Smith</td>
</tr>
</tbody>
</table>

SPRING & SUMMER 2017 DELAWARE STATE UNIVERSITY 17
Mail-In and On-Site Registration Form

**Mail-In Registration:** Complete both sections of this form and fax or mail to:

Office of Records & Registration
Delaware State University
1200 N. DuPont Highway
Dover, DE 19901-2277
Fax: (302) 857-6379

**On-Site Registration:** In-person Registration at the Dover Campus will be held until the last day to add classes. Please visit our website regarding important registration deadlines. All tuition and fees are due upon registration. Undergraduate Non-Degree Seeking students may take up to 12 credit hours. Graduate Non-Degree Seeking students may take up to 9 credit hours. Non-Degree Seeking students who need to take additional credits are strongly advised to apply as degree seeking students through the Office of Admissions.

To see current undergraduate and graduate fees that are due upon registration, please visit the following website at [http://www.desu.edu/financial-aid/tuition-and-fees](http://www.desu.edu/financial-aid/tuition-and-fees)

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**Make check or money orders payable to: Delaware State University**

**Make payments online at my.desu.edu and click on QuikPay**

Go to my.desu.edu -> Select QuikPAY -> Select: Make a payment -> Select: I am a Student (Account Type) -> Enter Student ID #:& Pin -> Select: Payment Method: You have options, click on the drop down arrow -> Connection Confirmed: Select yes (connecting to NelNet) -> Select: Make a payment Select Payment Options -> Tuition/Traditional Housing/click pay -> Enter Payment Amount: ->Select Term; enter payment amount -> Provide Information -> Complete by providing your credit card, bank information or both (must use the option you choose in step 5).

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**Office of the Records and Registration (Main Campus)**
Phone: (302) 857-6375
Fax: (302) 857-6379

DSU@ Wilmington
Phone: (302) 254-5340
Fax: (302) 254-5350

DSU@ Georgetown
Phone: (302) 500-7011
Fax: (302) 500-7012

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SPRING & SUMMER 2017 DELAWARE STATE UNIVERSITY
Undergraduate Application Instructions

Applicants must have certificates or a diploma from an accredited four-year school or senior high school. It is recommended that applicants seeking admission to the University follow the College Preparatory Course in high school.

Admissions Time Line
Candidates for undergraduate admission may apply as early as the end of their junior year of high school. For priority consideration, we encourage applicants to submit applications no later than February 1 for the fall semester and November 1 for the spring semester. Admission decisions are made competitively as applications are complete, until no space is available. Please understand that applications will not be reviewed until all of the following steps have been completed:

Step 1. Apply
Complete and submit the application for Undergraduate Admissions online at desu.edu/apply-now.

Step 2. Pay the Application fee
Submit payment of $35.00 to the online application. The application fee is non-refundable. Application fee waivers from the College Board and NACAC will be honored by submitting to the Office of Admissions.

Step 3. Submit SAT/ACT Scores
Your Scholastic Assessment Test (SAT) or American College Test (ACT) scores are required for undergraduate admission to Delaware State University. Please be sure to submit your test scores with your completed application. If you have not taken the SAT or ACT, register to do so with your high school (not applicable to transfer students, high school graduates who have been out of school for five or more years, and high school GED diploma recipients). International students from non-English speaking countries must submit TOEFL scores. Scores should be forwarded to the Office of Admissions. GED diploma recipients must provide an official copy of their GED test scores.

Step 4. Send Transcript(s)
A high school transcript is required for admission to DSU. Have your school counselor generate an official transcript and submit to the Office of Admissions. Be sure that your transcript is submitted to the Office of Admissions in a sealed envelope. Transfer applicants are required to submit an official high school transcript if 30 or more college credits have not been earned as well as an official transcript from each college attended. For freshmen who have completed college courses in conjunction with another college or university, will need to submit the official college transcript to the office of admissions for review of transferable credit.

Step 5. Submit a Completed Application
Please remember that your application will not be processed until all of the following items are submitted:
- Your online completed application
- $35.00 Application Fee paid (or NACAC or College Board fee waiver submitted)
- Official Transcripts
- SAT or ACT test scores and

Releases are not required when photographing people in a public place, such as walking across campus or attending a college graduation ceremony. By completing an application for admission to Delaware
State University, you authorize the use of your name, statements and likeness, without charge, for promotional purposes in college publications, advertising, video, web, new media, or other formats. Delaware State University may use the address provided on the application for admission to contact you regarding the status of your application or enrollment with the University. Submission of an e-mail address authorizes Delaware State University and its affiliates to contact you electronically.

Admissions Requirements

General Education Development (GED) Test Applicants
The University will consider for admission applicants who have satisfied high school graduation requirements with the General Education Development (GED) test, once they have completed 12 semester hours of transferrable college coursework and met the University transfer admission requirements. Applicants must submit a notarized copy of their GED certificate with their application and fee to be considered for admission.

Early Bird Applicants
The Early Bird Program is for juniors and seniors attending a high school in the State of Delaware who wish to earn college credit while still attending high school. In order to qualify for the program, students must be recommended by their high school principal. Interested students should contact their high school counselor for instructions, obtain a letter of recommendation from their principal, and have a written approval from their parents. A cumulative grade point average of 2.5 or better is also required. Early Bird applicants may enroll for no more than six (6) credit hours per semester. Students whose cumulative high school grade point averages are 3.0 or better on a 4.0 scale are entitled to six (6) hours of free tuition per semester. All students will still be responsible for fees—technology, parking, etc. Students cannot enroll in the Early Bird program if they have graduated from high school or will graduate within the term. Early Bird students must apply each semester and submit an updated high school transcript. All applications should be directed to the Office of Admissions.

Returning Applicants
Students wishing to return to the University after voluntary or involuntary absence of three (3) or more years must re-apply. All other returning students should contact the appropriate academic department chairperson in the major declared at the time of voluntary separation for academic advisement and registration procedures. For those returning from involuntary separation, the dean of your college should be contacted. Returning Delaware State University students who have attended other colleges since their last enrollment at Delaware State University must have official copies of those transcripts forwarded to the Office of Admissions.

Part-time Applicants
Those part-time students seeking credits but not a degree must furnish proof of graduation from high school or college to the Office of Records and Registration instead of submitting proof to Admissions. A copy of the high school diploma or college transcript will be sufficient evidence. Degree seeking part-time students must follow the same procedures as full-time applicants. Teacher Certification—only applicants are not required to submit high school transcripts. Proof of a baccalaureate degree will be sufficient.

Transfer Applicants
Applicants must earn 12 credits hours of transferable coursework with a cumulative G.P.A. of 2.0 or higher from an accredited institution. Only grades of C or higher will transfer. Grades of C- do not transfer. Applicants attempting to transfer to DSU with less than 12 credit hours will need to provide SAT or ACT test scores, in addition to high school transcripts, if 30 college level credits have not been earned, before being reviewed by the Office of Admissions.
International Applicants

The University will consider international students whose transcripts are cleared by the Office of Admissions. International students are encouraged to begin the admissions process no later than ninety (90) days prior to the start of classes for the semester for which they are applying. Please understand that failure to comply with the following policies could interfere with the timely processing of a student’s application. Students desiring to enter the University should have official copies of their transcripts forwarded to the World Educations Service (WES), the Educational Credential Evaluators (ECE), or the American Association of Collegiate Registrars and Admissions Officers (AACRAO) for evaluation. International students must take the Test of English as a Foreign Language (TOEFL) which is required if English is not the applicant’s native language. Submit a satisfactory score of a minimum of 550 (paper-based test), or a 79 (new internet based TOEFL). International students are wholly responsible for all of their financial obligations (which include but are not limited to tuition, fees, housing and meals if applicable) prior to their arrival at D.S.U. International students must contact the International Affairs Office at (302) 857-6474 to get further details.

For more details please visit our website at www.desu.edu/admissions/
Graduate Programs

Graduate Admission Policies and Procedures

Please review all academic policies governing graduate admissions, enrollment and matriculation in its entirety in the Graduate Catalog http://www.desu.edu/sites/default/files/u1336/GraduateCatalogUpdate_2016-2017_final_092316.pdf

Graduate Application Processes

Application Deadlines and Processes

APPLICATION DEADLINES (Domestic)

- June 30 for Fall (August) enrollment
- September 1 for Fall Session II (October) enrollment
- November 15 for Spring (January) enrollment
- February 1 for Spring Session II (March) enrollment
- April 15 for Summer (May) enrollment

APPLICATION DEADLINES (International)

- May 1 for Fall (August) enrollment
- August 1 for Fall Session II (October) enrollment
- November 1 for Spring (January) enrollment
- January 15 for Spring Session II (March) enrollment
- April 1 for Summer (May) enrollment

*The MBA, MPA, and MSA Programs offered at the Wilmington location feature rolling admissions. Enrollment is contingent upon receipt of all required documents no later than two weeks prior to the enrollment period for domestic applicants and four weeks for international applicants.

For admission to graduate study, applicants must show evidence that they have earned the baccalaureate degree at an accredited college or university and possess the ability to carry out graduate work of high quality. An official transcript of all previous undergraduate and graduate work must be submitted. To be considered for unconditional admissions, applicants should have a minimum cumulative undergraduate grade point average of 2.5 (on a 4-point scale) and a scholastic average of 3.0 in their undergraduate major. The applicant should have successfully completed requisite courses or a specified degree program at the undergraduate level as determined by the recommending program.

Please note that all application materials are to be received by the deadline noted. Incomplete applications will not be reviewed. Some graduate programs have earlier deadlines and more stringent admission requirements than noted for the School of Graduate Studies and Research. Also note that some programs only admit once
per year. Please contact your program of interest prior to submission of your application. Complete applications are reviewed and evaluated by the respective Department, which recommends action to the Dean of Graduate Studies and Research. The Dean of Graduate Studies and Research reviews all recommendations along with application materials; renders an admission decision and extends an offer of admission to the applicant. The online application must be used by all students seeking graduate admission to Delaware State University. A non-refundable application fee of $50 must accompany all submitted applications. For all graduate programs, official scores on the Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), the Miller Analogies Test (MAT), or other specified examinations, writings, documents, or productions as defined by the individual department or program are required. Students scoring below the 50th percentile on the verbal and/or analytical writing section of their standardized examination may be required to demonstrate additional proficiency. Please note that all graduate programs reserve the right to note more stringent admission guidelines and earlier deadlines than the School of Graduate Studies and Research. It is therefore advisable to discuss program requirements with the program director prior to submission of application materials.

Prospective students must arrange for the official transcript(s) and standardized examination scores to be forwarded to:

Office of Graduate Admissions and Extended Programs
3931 Kirkwood Highway
Wilmington, DE 19801
Telephone: (302) 857-8200
Fax: (302) 254-5350

Application procedures, supporting credentials, and requirements vary among graduate programs and therefore, prospective graduate students are encouraged to contact the School of Graduate Studies (302-857-6800) or the program director representing the area of interest. Please contact the Office of Graduate Admissions at gradstudieswilm@desu.edu or 302.857.8200 with any questions regarding completion of the graduate application.

In addition to the requirements noted above, non-English speaking international students applying for admission to graduate study must demonstrate a satisfactory level of proficiency in the English language. This proficiency requirement may be satisfied by meeting the criteria in any one of the following categories:

- Foreign applicants who hold the baccalaureate degree from a regionally accredited college or university within the United States are presumed to be proficient in the English language.

- Foreign applicants who hold the baccalaureate degree or its equivalent from a foreign institution in which English is the language of instruction are presumed to be proficient in English.

- Foreign applicants who do not meet the requirements outlined in 1 and 2 above must take the Test of English as a Foreign Language (TOEFL). Applicants should attain a score of at least 550 on the TOEFL (paper-based test), or a 79-80 (new internet based TOEFL) or a 5.5 minimum IELTS score. Official scores should be submitted to Office of Graduate Admissions. Have transcripts evaluated by the World Education Service (WES), Educational Credential Evaluators (ECE), Global Credential Evaluations, Inc. (GCE), or the Association of Collegiate Registrars and Admissions Officers (AACRAO) and then forwarded by the evaluating organization to the Office of Graduate Admissions at the address noted above. All academic records must be converted into their U.S. education equivalents by a University-recognized credential agency, to obtain transfer credit for education completed at non-U.S. postsecondary institutions. Transcript evaluations must be submitted sealed from the evaluating organization.
NOTE: The School of Graduate Studies and Research reserves the right to request that transcripts from international English speaking institutions be evaluated by WES or any of the other recognized credential agencies if educational equivalency cannot clearly be determined by the Office of Admissions.

International students must place an Affidavit of Support Form on file with Ms. Candace Moore, Director of the Office of International Student Services upon submission of the graduate application. Questions regarding this process should be directed to the Office of International Student Services.

The Affidavit must include: Official bank statements in U.S. Dollars no less than two (2) months old; a letter from the bank on letterhead stationary which states the date the account was opened and current balance in U.S. Dollars; or an award letter from Program or Department (Delaware State University Program) stating the length of time and amount of the award. Affidavits along with supporting documentation should be submitted to:

Ms. Candace Moore, Director
International Student Services
Delaware State University
Office of International Affairs
Grossley Hall, Room 116
Dover, DE19901

Graduate Registration and Enrollment

Students are officially registered for courses only when they have complied with all of the procedures applying to registration, including a full payment of tuition and fees as well as the validation of the student I.D. Students not officially registered for courses will not be permitted to attend the classes in session and will not receive any credit for the courses at the end of the semester.

Tuition and applicable fees are payable at the time of registration for all students. All fees must be paid in full or satisfactory payment arrangement with Tuition Pay Plan must be made; otherwise, students will be removed from their course(s) on the removal for non-payment date as communicated in the pre-purge letters.

Delaware State University uses an e-mailing method to send bills (e-bills) to students, but cannot assume responsibility for their receiving the bills. If students do not receive bills on or before the beginning of each semester, it is the student’s responsibility to contact the Office of Student Accounts or to go online to obtain information relative to the bill address on the MyDESU (Student Services website).

Students who add or drop courses that result in a credit on their student account will receive a refund through the Office of Student Accounts in accordance with University and federal regulations/policies. Courses dropped after late registration ends will be assigned a final grade of “W” if the course is dropped on or before the last day to drop classes. Course drops approved after this date will be assigned a grade of “WA” (Administrative Drop). Please refer to the University catalog for more information.

Health Records

The University requires that all degree-seeking 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:

FINANCIAL AID GUIDELINES FOR GRADUATE STUDENTS

Delaware State University applicants for financial aid must use the Free Application for Federal Student Aid (FAFSA). The FAFSA is used to determine the need for financial assistance and as a mechanism for non-need based and need based loan certification. Further, all students applying for scholarships, grants and tuition fee waivers must file and complete the financial aid process before any form of aid can be applied to the students account.

Financial Aid at the University is made available for graduate students through tuition fee waivers, research fellowships via departmental grant funding, departmental assistantships, loans and part-time employment opportunities. Please consult your program of interest regarding availability of funding. 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 Office of Academic Enrichment 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. Students who do not meet the criteria for Satisfactory Academic Progress may appeal in writing to the Director of Financial Aid for reconsideration of reinstatement. The student must provide documentation with the statement of appeal indicating any special circumstances (e.g. medical records, accident report, medical bills, change in program of study, etc.) which may have interfered with meeting eligibility.

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 GPA Criteria

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. 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.

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 from should contain an explanation of what caused the progress issue, an outline of future goals and any supporting documentation of extenuating circumstances attached**. This form (along with all supporting documentation and a revised plan of study form) must be submitted by the deadline contained in 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

SPRING & SUMMER 2017 DELAWARE STATE UNIVERSITY 25
be found by accessing the DSU Office of Financial Aid website: [www.desu.edu/financialaid](http://www.desu.edu/financialaid) or in the DSU Graduate Handbook located at [http://www.desu.edu/graduate-studies/current-students](http://www.desu.edu/graduate-studies/current-students).

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

### Tuition and Fees

For current information on Graduate Student Tuition and Fees, please review the information at the following link: [http://www.desu.edu/financial-aid/tuition-and-fees](http://www.desu.edu/financial-aid/tuition-and-fees)

### Graduate Academic

#### MASTER OF ARTS
- Teaching English as a Second Language - Available Fall 2017

#### MASTER OF SCIENCE
- Agriculture
- Applied Optics
- Applied Chemistry
- Biological Sciences
- Computer Science
- Food Science and Biotechnology
- Mathematics
- Molecular and Cellular Neuroscience
- Natural Resources
- Physics
- Sport Administration

#### DOCTOR OF EDUCATIONAL LEADERSHIP

#### DOCTOR OF PHILOSOPHY
- Applied Chemistry
- Interdisciplinary Applied Mathematics & Mathematical Physics
- Neuroscience
- Optics

#### MASTER OF SOCIAL WORK

#### MASTER OF BUSINESS ADMINISTRATION

#### MASTER OF EDUCATIONAL LEADERSHIP

#### MASTER OF PUBLIC ADMINISTRATION
Financial Aid

Procedures for Applying for Financial Aid

Candidates for admission to the University who wish to apply for financial aid should begin the process by filling out the Free Application for Federal Student Aid (FAFSA). In order to qualify for any of the U. S. Department of Education’s (ED) grant, loan, or work-study programs, borrowers must complete the FAFSA.

The Financial Aid Office awards scholarships to undergraduate and graduate students on the basis of financial need, residency status and other criteria specific to the scholarship program. If you have not done so already, complete or update the 2016-2017 FAFSA using 2015 income data and DSU’s school code (001428) immediately to secure any aid eligibility you may have for the remainder of the 2016-2017 Aid year.

You may file the FAFSA electronically on the web at http://www.fafsa.ed.gov. Make sure that you and/or your parents sign the FAFSA using your Federal Student Aid ID. You can apply for an FSA ID at the FAFSA website.


Satisfactory Academic Progress

Federal regulations require Delaware State University to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act.

Before you register, review the Satisfactory Academic Guidelines for receiving Federal Financial Aid found on http://www.desu.edu/satisfactory-academic-progress-sap.

Types of Aid Available

- **Grants**-Federal Pell Grants are for students enrolled in a degree program for at least six semester hours of credit. In some cases students may be eligible for Pell Grants for less than half-time attendance. This grant from the federal government does not have to be repaid.

- **Federal Supplemental Education Opportunity Grants (FSEOG)**-are only for students in a degree program at least six (6) credit hours or more. This grant, administered by Delaware State University, does not have to be repaid. First come first served awarding.

- **Aid to Needy Students**-The Aid to Needy Students grant is available to Delaware residents who attend Delaware State University as a full-time student and have an un-met need. The applicant must submit the Free Application for Federal Student Aid results to the Financial Aid Office by the priority deadline. This grant does not have to be repaid. First come, first served awarding.

- **Federal Work-Study** is a federal part-time employment program for full-time or part-time students. To be eligible for Federal Work Study, students must complete the Free Application for Federal Student Aid (FAFSA).

- **Federal Student Loan Program** allows students to borrow money to pay for their education. The three types of loans are:

  - **Federal Direct Subsidized Loans**- These are subsidized loans, that the federal government will pay the interest on the loan while the student is in school and during specified deferments, but the student must demonstrate financial need to receive the loan. Students are required to be enrolled at least half-time or 6 credit hours or more. To be eligible, students must complete the Free Application for Federal Student Aid (FAFSA).

  - **Federal Direct Unsubsidized Loans**-Students can get these unsubsidized loans regardless of need but will have to pay all interest charges from the time of disbursement. Students are
required to be enrolled at least half-time or 6 credit hours or more. To be eligible, students must complete the Free Application for Federal Student Aid (FAFSA).

✓ **Federal Direct PLUS Loans** - Parents of a dependent student with an approved credit application can borrow a PLUS Loan to pay for the student’s education. Students are required to be enrolled at least half-time or 6 credit hours or more. To be eligible, students must complete the Free Application for Federal Student Aid (FAFSA).

**If Aid Exceeds Tuition and Fees**

When federal grants and/or loans awarded for the semester through the Financial Aid Office cover more than tuition and fees, the DSU Student Accounts Office prepares a check approximately 14 days after the drop for non-payment period. The funds are to be used for books, supplies and other related expenses. **Refer to the Refund Policy Section on Page 11 or contact the Office of Student Accounts at (302) 857-6240.** Institutional and state funds that exceed the tuition, fees and book charges are not released to the student. **These funds are reduced.**

**Before Registration**

1. Undergraduates should submit the results of the Free Application for Federal Student Aid (FAFSA) by the priority deadline dates of March 15, 2016 for the fall semester (2016) and October 10, 2016 for the spring semester (2017) and submit all required documents as requested to the Financial Aid Office.
2. Students awarded scholarships from outside sources must submit the check or a scholarship notification letter to the Office of Student Accounts to have the funds credited to their account.

**Other Guidelines**

1. All financial aid recipients are subject to the Delaware State University refund schedule in accordance with federal and state financial aid regulations (see Refund Schedule). This means that a proportionate share of the money must be returned to the Financial Aid Program(s), including the Federal Direct Stafford Student Loan Program and the Federal Direct PLUS Program, if a student withdraws or is dismissed during a refund period. Further information and applications are available in the Financial Aid Office, Administration Building 1st floor or online at [www.desu.edu/student/financialaid](http://www.desu.edu/student/financialaid).
2. Reaffirmation of loan eligibility includes establishing that the student has maintained satisfactory academic progress, has at least halftime enrollment status and has progressed to the next grade level for increased annual borrowing amounts. Students who do not progress to the next classification level must borrow at the prior year’s level. For example, a student with 0-29 earned hours is classified as a freshman. A freshman may borrow $3,500.00 per year but may not borrow at the next level ($4,500.00 per year) until he/she obtains a sophomore status (completion of at least 30 earned credit hours).
Office of Student Accounts

Undergraduate Tuition and Fees

For current information on Undergraduate Student Tuition and Fees, please review the information at the following link: http://www.desu.edu/financial-aid/tuition-and-fees. Should you have any questions, please contact the Office of Student Accounts at 302-857-6240.

*HOUSING DEPOSIT: A $200.00 housing deposit is required to secure your traditional and DSU living, learning, and Commons 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.

SENIOR CITIZENS FEE WAIVER: To obtain a senior citizen’s waiver of tuition, student must be sixty-two (62) years of age or older and must present proof of age to the Office of Student Accounts. The waiver is for tuition only and the student is responsible for any additional fees. ONLY STUDENTS ENROLLED IN UNDERGRADUATE COURSES ARE ELIGIBLE.

LABORATORY 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 Airway Science Labs vary from $5,000.00 to $20,000.00 per related course.

Laboratory fees may be applied for specific courses within the following departments:

- Accounting and Finance
- Agriculture and Natural Resources
- Airway Science
- Art
- Biology
- Biotechnology
- Business Education
- Chemistry
- Computer & Information Sciences
- English
- Family and Consumer Sciences
- Family and Consumer Sciences
- Foreign Languages
- Hospitality Management
- Nursing
- Physical Education
- Physics & Pre-Engineering
- Math
- Mass Communication
- Music

Students are fully responsible for the use of laboratory equipment. Excessive breakage of equipment or items returned in an unacceptable condition will be charged to the student’s account.

The University reserves the right to assess a special fee to cover the cost of using off-campus facilities when required in connection with any course offering.

Please note laboratory fees are from the 2016-2017 academic school year and are subject to change.

STUDENT CENTER COMPLEX FEE: Goes towards the cost of the New Strength and Conditioning Facility, Wellness Center and the Student Center.

Tuition Payment Plan: Delaware State University has partnered with Nelnet Business Solutions to offer the Tuition Pay Plan. Our payment plan will still allow you to spread your expenses over the semester as interest-free payments. Delaware State University will be sending you information as soon as it becomes available.
Honors Program

PROGRAM ELEMENTS:
Departmental Courses**, Colloquia, Seminars, Research and Community Service

GOALS OF THE DSU HONORS PROGRAM
1. To provide talented and motivated students opportunities for intellectual growth and achievement, in small, challenging classes that encourage active intellectual participation, discussion and collaboration in the search for knowledge (SLO I);
2. To enhance student skills for analytical/critical thinking, logical examination and appraisal of ideas (SLO II);
3. To enhance student skills for problem solving and decision making (SLO III);
4. To enhance student skills for clear, precise, coherent and persuasive oral communication (SLO IV) and written communication (SLO V);
5. To engage students in the creative process of formulating a hypothesis, researching those problems and drawing conclusions that lead to either original classroom assignments or larger faculty-mentored research projects resulting in contributions of scholarly work to each student’s chosen field of study (SLO VI);
6. To prepare honors students through experience with department-based honors courses, interdisciplinary colloquia and seminars, and independent study and research
   a. to ensure its students’ academic success (SPO I),
   b. to ensure its students earn Honors Program Graduate Certification (SPO II), and
   c. to prepare its students for graduate and professional schools (SPO III).

SLO = Student Learning Outcome; SPO = Student Performance Outcome

REQUIREMENTS FOR ENROLLMENT

Incoming Freshmen
Incoming freshmen may apply for admission into the Honors Program by completing the Honors Program application form included in the University application package or electronically on the University web page. Requirements for entry include:

- Admission to Delaware State University without conditions
- A GPA of 3.25 or higher (on a 4.0 scale)
- An SAT score of 1050 or higher with a minimum of 450 in each category (Mathematics and Critical Reading) or an ACT composite score of 22 or higher
- Letters of recommendation from (2) two high school instructors
- A typed essay of 400-600 words explaining the desire to be admitted into the program
- A list of academic and extracurricular achievements/awards

Transfer and Continuing Students
A transfer or continuing student may apply to the Honors Program no later than the beginning of his or her junior year. SAT requirements are waived for transfer and continuing student admission.

The requirements for entry include:

- A GPA of 3.25 or higher (on a 4.0 scale)
- Official college transcripts (unofficial transcripts for DSU students)
- Letters of recommendation from two college instructors
- A typed essay of 400-600 words explaining the desire to be admitted into the program
- A list of academic and extracurricular achievements/awards
**Six credit hours in the program may be used to satisfy the university's general education requirements for Arts, Humanities and Social Sciences electives for students who successfully complete Honors colloquia that have been approved for general education credit.

For further information, contact:
Dr. Dawn A. Lott, Director
DSU Honors Program
Martin Luther King, Jr. Student Center, Suite 310
1200 N. DuPont Highway
Dover, Delaware 19901
Phone: (302) 857-7514
Fax: (302) 857-7515
E-mail: honors@desu.edu
GOOD NEWS!

Early Bird Students
You Can Earn College Credits Now!!!

If you’re a Delaware high school junior or senior with a 2.5 (C+) or better cumulative grade point average, you can register for classes at Delaware State University. Academic achievers with a 3.0 grade point average and above automatically qualify for 6 credits hours of free tuition. Apply for admission today…and Get A Head Start On Your Future! For more information, contact: The Office of Admissions, Delaware State University, 1200 N. DuPont Highway, Dover, DE 19901-2277, (302) 857-6351

DELAWARE STATE UNIVERSITY
YOUR CHOICE, YOUR CHALLENGE
…YOUR AVENUE TO EXCELLENCE!
University College

Dr. Lisa Dunning • Associate Vice President • (302) 857-7201

First Year Academic Advisement and Individual Development Plans (IDP)
The University College academic advisors are excited to guide you through the first year of your educational journey at DSU. The University College is the point of entry for all incoming freshmen and new transfer students.

Integrated Academic Support Services
- Tutorial Center
- Writing Studio
- Quantitative Reasoning Center
- Supplemental Instruction
- Academic Programs (Student Success Sessions)

Student Accessibility Services
The mission of University College Student Accessibility Services (SAS) is to provide equal opportunities and equal access to education, programs and activities for all students with disabilities at Delaware State University.

Mentoring
- Peer Mentoring

Testing Services and Programs
The mission of the Testing Services and Programs Office is to assist DSU students and the surrounding communities in assessing their knowledge, skills and abilities relating to higher and continuing education by providing a variety of programming to engage and promote student success and testing credentialing certifications.

Summer Bridge Programs

Jumpstart
Jumpstart is an academic enrichment and leadership development program that provides a seamless transitional opportunity for first-time freshmen to get a “jumpstart” on their college career by staying on campus and taking courses during Summer Session II.

Project Success
Project Success is an intensive academic program for students who place slightly below the University’s Admission standards. The program provides students the chance to “sharpen their academic skill set” by completing courses during Summer Session II and participating in a comprehensive academic development learning community during the first year.