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Graduate Studies and Research

MISSION

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

VISION

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

GOALS AND OBJECTIVES

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

Admissions Processes – Establish an efficient and effective admissions process resulting in timely responses to graduate applicants.

Academic Quality – Review and implement policies and procedures to ensure the quality of our academic programs.

Student Services and Records Management – Implement and maintain a records management system for all currently enrolled graduate students consisting of admissions data, student progress to degree, admission to candidacy, defense of thesis or dissertation, time to degree, and graduation.

Co-curricular and Professional Development Activities – In collaboration with the Graduate Student Association and academic programs, Graduate Studies and Research will provide services and implement activities for graduate students that provide professional development and networking opportunities.

GRADUATE STUDENT LEARNING GOALS

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

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

MISSION

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

GOALS

Goals of the DSU Graduate Student Association shall be:

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

Objectives that meet goals:

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

STUDENT LEARNING OUTCOMES AND COMPETENCIES

Participants will display proficiencies in the following areas:

Verbal and Written Communication Skills – Participants in the graduate symposium will submit an abstract of their research or scholarly activity that will meet a content and formatting standard for acceptance. Symposium participants discuss their findings via a formal or poster presentation.

Critical Thinking Skills – Participants will be expected to develop strategies to address issues that impact their community of scholars and provide feedback in a timely fashion.

Team-building/Interpersonal Skills – Participants will be expected to plan networking activities that will provide a positive impact for their community of scholars.

Scholarship – Participants will be expected to plan co-curricular activities that positively impact the intellectual climate at Delaware State University and surrounding community.
Graduate Studies and Research Staff, Roles and Responsibilities

Dr. Patrice Gilliam-Johnson, Dean
- Admission of graduate students and admission status
- Establishment and approval of standards governing GS matriculation
- Approval of new graduate programs
- Approval of GS matriculation milestones
- Advisory committees
- Transfer credit
- Candidacy
- Thesis/dissertations
- Extension of time
- Readmission
- Withdrawals/recommendations to provost
- Approval of non-degree graduate registration
- Approval of sustaining enrollment
- Annual reporting on graduate programs/milestones
- Applications for graduation/graduate audits

Marquita Thomas Brown, Assistant Dean
- Advises GSA and coordinates co-curricular activities
- Reviews/updates curriculum information for the catalog
- Develops/maintains Graduate Student Handbook
- Develops/maintains Program Directors Handbook
- Reviews all matriculation documents
- Reviews all graduation audits
- Reviews thesis/dissertations

Data and Records Coordinator
- Member of the University Enrollment Management Team
- Management and support of ERP/IT/Web processes
- Data reporting for Graduate School
- Management of Image Now for Graduate School
- Report and dashboard development
- Management of admissions processes
- Management of College NET
- Workflow creation to establish efficiency for Graduate School
- Maintain/update school website

Cheryl Still, Graduate Student Support Specialist
- Provides support to the Assistant Dean and Graduate Enrollment Management Team
- Provides student services support
- Provides support in coordination of professional development activities
- Designs and produces reports as needed
- Provides assistance with coordination of Graduate Symposia, Research Day, and Student Galas
- Coordinates Orientations, Open Houses, etc.
- ProQuest administrator for thesis and dissertation submissions

LeAndrea Johnson, Graduate Admissions Counselor
- Participate on University Enrollment Management Council
- Development and maintenance of University-wide comprehensive recruitment plan
- Establish marketing and recruitment strategies
- Coordinate student prospecting processes
- Guidance on application completion and enrollment processes
- Graduate program representative at various events
- Prepare and review admission application data for admission committee review
- Coordinate new Graduate Student Orientation activities
Graduate Program Directors Key Areas of Responsibility

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

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

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

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

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

**The Graduate Council**

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

Academic Programs
Co-curricular Activities
Student Services
Fall 2018 Academic Calendar

**May 1** (Tuesday).......................... International Applicants: Deadline for Receipt of Complete Graduate Applications for Fall 2018

Please review all requirements via sgs.desu.edu/admissions. The applicant is encouraged to contact his or her program(s) of interest via sgs.desu.edu/about/graduate-program-directory as some have earlier deadlines.

**June 30** (Saturday).......................... Domestic Applicants: Deadline for Receipt of Complete Graduate Applications for Fall 2018

Please review all requirements via sgs.desu.edu/admissions. The applicant is encouraged to contact his or her program(s) of interest via sgs.desu.edu/about/graduate-program-directory as some have earlier deadlines.

**July 27** (Friday).......................... Graduate Orientation — Dover

All first-time graduate enrollees are expected to participate in this activity. Details will be posted at the School of Graduate Studies website: sgs.desu.edu.

**August 2** (Thursday)..........................Graduate Orientation — DSU/Willmington

**August 5** (Sunday).......................... Fall 2018 Billing Due Date

**August 23** (Thursday).......................... Residence Halls Open for New Students Only

**August 24** (Friday).......................... Faculty & Staff Institute

**August 25** (Saturday).......................... Residence Halls Open for Returning Students

**August 27** (Monday).......................... Classes Begin at 8 a.m.

**August 27** (Monday).......................... Late Registration Begins

**September 3** (Monday).......................... Labor Day (University Closed)

**September 5** (Wednesday).......................... Last Day for Graduate Students to Meet Financial Obligations

**September 5** (Wednesday).......................... Last Day for Adding Classes

**September 5** (Wednesday).......................... Last Day to Change Course(s) to Audit Status

**September 5** (Wednesday).......................... Late Registration Ends

**September 6** (Thursday).......................... Effective Date for $10 Per Drop Processing Fee

**September 6** (Thursday).......................... Effective Date for Receiving a Grade of "W" for Dropped Courses

**September 6** (Thursday).......................... General Faculty Meeting

**September 6-11** (Thursday-Tuesday).......................... Documentation for Non-Attendance Submission Period

**September 7** (Friday).......................... Last Day for Submission of Committee Forms to School of Graduate Studies and Research for Approval.

Thesis students should establish committees no later than the end of the 2nd semester of full-time enrollment; Ed.D. students should meet this milestone by the end of the 3rd semester of full-time enrollment; Ph.D. students, by the 5th semester of full-time enrollment.

**September 7-28** (Friday-Friday).......................... Academic Early Alert

**September 13** (Thursday).......................... Convocation

**September 21** (Friday).......................... Applications & Audits for December 2018 Commencement due to Graduate Studies for review and approval prior to submission to the Registrar’s Office by September 28

**October 1-5** (Monday-Friday).......................... Midterm Evaluations Administered

**October 4** (Thursday).......................... Last Day to Remove Incompletes

**October 8** (Monday).......................... Mid-Term Grades Due in Chairs' Offices

**October 12** (Friday).......................... Last Day to Schedule a Thesis or Dissertation Defense with School of Graduate Studies and Research for December 2018 Graduation

**October 12** (Friday).......................... Last Day for Submission of Candidacy Forms along with supporting documentation to the School of Graduate Studies and Research for approval. Students must be in academic good standing in order to meet this milestone. Students must complete the requisite number of course requirements (as noted in the Program of Study) with minimum GPA of 3.0 (some programs may have more stringent requirements) along with identified activities designated to meet the culminating activity. Graduate students must meet candidacy requirements (as determined in your Program of Study) no later than one semester prior to graduation. Doctoral students must meet candidacy requirements no later than two semesters prior to graduation (or sooner if noted in your program of study).

**October 15-November 2** (Monday-Friday).......................... Academic Advisement Period

**October 20** (Saturday).......................... Fall Open House

**October 20-28** (Saturday-Sunday).......................... Homecoming Week

**October 27** (Saturday).......................... Homecoming Game

**October 28-November 23** (Sunday-Friday).......................... Fall Course Evaluations

**October 31** (Wednesday).......................... Financial Aid SAP Appeal Due for Spring 2019

**November 2** (Friday).......................... Financial Aid 60% Completion Date

**November 2** (Friday).......................... Last Day to Complete the Thesis or Dissertation Defense for December 2018 Graduation

**November 2** (Friday).......................... Exit Interview for December 2018 Graduates

**November 5** (Monday).......................... Priority Pre-Registration

**November 6** (Tuesday).......................... Election Day (University Closed)

**November 7-November 21** (Tuesday-Wednesday).......................... Pre-registration for Winter, Spring and Summer

**November 9** (Friday).......................... Last Day for December 2018 Graduates to File thesis or dissertation outcome reports to the School of Graduate Studies and Research

**November 16** (Friday).......................... Last Day to Submit Final Copies of the Thesis or Dissertation via ProQuest with the School of Graduate Studies and Research for Review/Approval.

Please review the Thesis/Dissertation Handbook: sgs.desu.edu/admissions/current-students. Questions regarding general formatting of theses/dissertations may be forwarded to gradstudies@desu.edu for review. Outcomes reports must have been submitted by the noted deadline for review and approval of all submissions.

**November 16** (Friday).......................... Last Day to Submit the Thesis/Dissertation Approval Page to the School of Graduate Studies and Research

**November 21** (Wednesday).......................... Residence Halls Close at 8 p.m.

**November 22-25** (Thursday-Sunday).......................... Thanksgiving Reces

**November 28** (Wednesday).......................... Last Day to Drop/Withdraw from the University

**December 6** (Thursday).......................... Last Day to Classes

**December 6** (Thursday).......................... Plan of Study Due for Fall 2018 Enrollies

**December 7** (Friday).......................... Reading Day

**December 10-14** (Monday-Friday).......................... Final Examinations

**December 13** (Thursday).......................... Spring 2019 Billing Due Date

**December 14** (Friday).......................... Winter Recession Begins (Students)

**December 14** (Friday).......................... Residence Halls Close at 8 p.m.

**December 15** (Saturday).......................... December Commencement

**December 17** (Monday).......................... Non-thesis Outcomes Reports Due to the School of Graduate Studies for December 2018 Graduation

**December 17** (Monday).......................... Final Grades Due

**December 22-January 1** (Saturday-Tuesday).......................... Winter Recession (University Closed)
Spring 2019 Academic Calendar

November 1 (Thursday)................................. International Applicants: Deadline for Receipt of Complete Graduate Applications for Spring 2019. Please review all requirements via sgs.desu.edu/admissions. The applicant is encouraged to contact his or her program(s) of interest via sgs.desu.edu/about/graduate-program-directory as some have earlier deadlines.

November 15 (Thursday).............................. Domestic Applicants: Deadline for Receipt of Complete Graduate Applications for Spring 2019. Please review all requirements via sgs.desu.edu/admissions. The applicant is encouraged to contact his or her program(s) of interest via sgs.desu.edu/about/graduate-program-directory as some have earlier deadlines.

December 13 (Thursday)............................ Spring 2019 Billing Due Date

January 3 (Thursday).................................. Residence Halls Open for New Students Only
January 3-4 (Thursday-Friday).................. New Student Registration
January 3-5 (Thursday-Saturday).............. I Love DSU Week
January 5 (Saturday at noon)...................... Residence Halls Open for Returning Students

January 7 (Monday)................................. Classes Begin at 8 a.m.
January 7 (Monday)................................. Late Registration Begins
January 10 (Thursday).............................. General Faculty Meeting
January 16 (Wednesday)............................ Last Day to Add Classes
January 16 (Wednesday)............................ Last Day to Change Course(s) to Audit Status

January 17 (Thursday).............................. Documentation for Non-Attendance Submission Begins
January 17 (Thursday).............................. Effective Date for $10 Per Drop Processing Fee

January 17 (Thursday).............................. Effective Date for Receiving a Grade of “W” for Dropped Courses

January 18-February 8 (Friday-Friday)........ Academic Early Alert
January 18 (Friday)................................. Plans of Study Due for Fall 2018 Enrollees
January 18 (Friday)................................. Deadline for Submission of Committee Forms to School of Graduate Studies and Research for Approval. Thesis students should establish committees no later than the end of the 2nd semester of full-time enrollment; Ed.D. students should meet this milestone by the end of the 3rd semester of full-time enrollment; Ph.D. students, by the 5th semester of full-time enrollment.

January 21 (Monday)............................... Martin Luther King Jr. Observance (University Closed)
January 25 (Friday)................................. Last Day for Graduate Students to Meet Financial Obligations

January 25 (Friday)................................. Applications & Audits for May 2019 Commencement due to Graduate Studies for review and approval for submission to the Registrar’s Office by February 8

February 7 (Thursday).............................. Founders Day
February 11-15 (Monday-Friday)................ Midterm Evaluations Administered
February 14 (Thursday).............................. Last Day to Remove Incompletes
February 18 (Monday).............................. Mid-term Grades Due in Chairs’ Offices
February 25-March 29 (Monday-Friday)........ Spring Faculty Evaluations

February 25-March 23 (Monday-Friday)........ Academic Advisement Period

March 11-15 (Monday-Friday)...................... Spring Break (MEAC)
March 13 (Wednesday)................................ Financial Aid 60% Completion Date
March 13 (Wednesday).............................. Deadline for Submission of Candidacy Forms along with supporting documentation to the School of Graduate Studies and Research for approval. Students must be in academic good standing in order to meet this milestone. Students must complete the requisite number of course requirements (as noted in the Plan of Study) with minimum GPA of 3.0 (some programs may have more stringent requirements) along with identified activities designated to meet the culminating activity. Graduate students must meet candidacy requirements (as determined in your Program of Study) no later than one semester prior to graduation. Doctoral students must meet candidacy requirements no later than two semesters prior to graduation (or sooner if noted in your program of study).
March 15 (Friday)................................. Last Day to Schedule a Thesis or Dissertation Defense with School of Graduate Studies and Research for May 2019 Graduation
March 27 (Wednesday)............................ Last Day to Drop/Withdraw from the University

April 1 (Monday)....................................... Priority Pre-Registration
April 2-12 (Tuesday-Friday)...................... Pre-Registration for Summer, Fall, Winter
April 5 (Friday)................................. Last Day to Complete the Thesis or Dissertation Defense for May 2019 Graduation
April 6 (Saturday)................................. Spring Open House
April 11 (Thursday)............................... Exit Interview for May 2019 Graduates Due
April 12 (Friday)................................. Third Annual Delaware State University Research Day
April 12 (Friday)................................. Last Day for May 2019 Graduates to File Thesis or Dissertation Outcome Reports to the School of Graduate Studies and Research

April 18 (Thursday)............................... Last Day to Submit Final Copies of the Thesis or the Dissertation via ProQuest with the School of Graduate Studies and Research for review/approval.

Please review the Thesis/Dissertation Handbook: sgs.desu.edu/admissions/current-students. Questions regarding general formatting of theses/dissertations may be forwarded to gradstudies@desu.edu for review. Outcomes reports must have been submitted by the noted deadline for review and approval of all submissions.

April 18 (Thursday)............................... Last Day to Submit the Thesis/Dissertation Approval Page to the School of Graduate Studies and Research

April 19-22 (Friday-Monday)..................... Easter Recess (University Closed)
April 25 (Thursday)................................. Last Day of Classes
April 26 (Friday)................................. Reading Day

April 29-May 3 (Monday-Friday).................. Final Examinations
May 2 (Thursday)................................. Summer 2019 Billing Due Date
May 3 (Friday)................................. Residence Halls Close at 8 p.m.

May 6 (Monday)................................. Non-thesis Outcomes Reports Due to the School of Graduate Studies for May 2019 Graduation

May 6 (Monday)................................. Final Grades Due
May 7 (Tuesday)................................. Assessment Summit
May 9 (Thursday)................................. General Faculty Meeting
May 11 (Saturday)................................. May Commencement
May 31 (Friday)................................. Financial Aid SAP Appeals Due for Fall 2019
Graduate Academic and Enrollment Policies and Regulations

ACADEMIC MISCONDUCT

Academic misconduct may encompass any combination of the following:

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

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

ACADEMIC INTEGRITY POLICY

All graduate faculty should discuss the importance of academic integrity to the graduate education and research process. Academic misconduct should clearly be defined on course syllabi and graduate handbooks along with the consequences to academic infractions.

Any faculty observing any graduate student involved in academic misconduct should submit a memorandum summarizing the alleged infraction(s) along with any documentation and proposed sanctions in writing to the student, copying the department chair (graduate program director), the dean of the academic unit in which the infraction occurred, and the dean, School of Graduate, Adult and Extended Studies, within 24 hours of the alleged infraction.

The alleged infraction will be addressed through established departmental/academic college processes and will come to Graduate Studies and Research only if a resolution cannot be reached.

A memorandum will be forwarded to Graduate Studies and Research within two business days following any decision made at the program, department or college level and placed in the student’s file. If the situation cannot be resolved, then the student(s) in question must appear before the Graduate Studies Academic Misconduct Committee within five business days from receipt of the college’s final decision. The committee chair will submit a summary report within 48 hours of the hearing to the dean, Graduate Studies and Research. If the student(s) does not agree that he or she is guilty of the alleged infraction and/or the sanction proposed by the faculty member, then the committee’s findings and recommendation should be included in the summary report. Any graduate student observing academic misconduct will notify a department faculty member, graduate program director or department chair who will submit to the previously described process within 24 hours of receiving any pertinent information.

The dean, Graduate Studies and Research, will submit a recommendation in writing to the provost and vice president, Academic Affairs, whose decision will be final. The findings will be relayed in writing to the student(s) in question and copied to the program director, department chairperson and academic dean.

DEGREE COMPLETION TIMING

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

All doctoral programs must be completed within seven years from the time of first enrollment.

CONTINUOUS ENROLLMENT

Once admitted, graduate students are required to remain enrolled throughout their matriculation. Students not meeting this requirement must reapply for admission and will be subject to any changes in admission standards as well as changes in the plan of study that has transpired during the student’s lapse of enrollment. Students who have received an offer of admission from Graduate Studies and Research are eligible to register for the upcoming semester or session.
HEALTH RECORDS
The University requires that all international graduate students as well as all U.S. graduate students who will be living on campus must fill out a Student Health Form. If a U.S. student does not live on campus, he or she does not have to complete a health form. If a U.S. graduate student decides that he or she wants to receive treatment from the Student Health Center and does not live on campus, the student must fill out the Student Health Form. These forms are available at the following link: Student Health Form.

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

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

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

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

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

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

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

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

A grade is reported for each course in which a student is enrolled. The grade is an indication of the quality of the student's performance in a course.

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

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

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

REMOVAL OF INCOMPLETES

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

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

The grading system at Delaware State University is shown below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Fair</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failure</td>
</tr>
<tr>
<td>WF</td>
<td>0.00</td>
<td>Withdrawal/Fail</td>
</tr>
<tr>
<td>I</td>
<td>Not Computed in GPA</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Not Computed in GPA</td>
<td>Withdrawed</td>
</tr>
<tr>
<td>WA</td>
<td>Not Computed in GPA</td>
<td>Administrative Drop</td>
</tr>
<tr>
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<tr>
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<td>Thesis/Dissertation in progress proceeding satisfactorily</td>
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</table>
GRADUATE COURSE LEVELS

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

COURSE LOADS

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

AUDITING CLASSES

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

DOCUMENTATION FOR NON-ATTENDANCE (No Show Policy)

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

ADDING AND DROPPING CLASSES ONLINE

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

Adding Classes

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

- Obtain a Notice of Class Change form (Drop/Add Slip) from their academic department.
- Complete the student and class information portions of the form.
- Obtain the signatures of the appropriate instructor, the appropriate advisor/chair and Graduate Studies and Research.
- Submit the completed form to the Office of Records and Registration. The effective date of the drop is the date the slip is filed in the Records Office.

The deadline for adding of classes is outlined in the Academic Calendar. For courses offered on a schedule different from the regular fall, spring and summer terms, the add period is the shorter of one week or the calendar equivalent of 13 percent of the instructional time. For such courses that meet only once per week, the add period ends on the day before the second meeting of the class. The last day to drop such a course is prior to completion of 60 percent of the instructional time.
Dropping Classes

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

**Through the End of Late Registration:**

- Obtain the Notice of Class Change Form (Drop Slip) from the academic department.
- Have instructors and advisors/chairs sign and date the form.
- Submit the form to the Office of Records and Registration.

The effective date of the drop is the date the slip is filed in the Records Office. Courses dropped prior to the end of the Late Registration Period will not appear on the student's grade report or transcript (a current Refund Policy statement may be obtained from the Office of Student Accounts to determine the student's financial responsibility).

**After Late Registration through the Scheduled Last Day for Dropping Classes:**

- Obtain the Notice of Class Change Form (Drop Slip) from the academic department.
- Have instructors and advisors/chairs sign and date the form.
- Submit the form to the Office of Records and Registration.

The effective date of the drop is the date the slip is filed in the Records Office. The dropped course will appear on the grade report and transcript with a grade of "W" for "Withdrawn" (a current Refund Policy statement may be obtained from the Office of Student Accounts to determine the student's financial responsibility for courses dropped during this period).

**After the Scheduled Last Day for Dropping Classes and up to the Last Week of Classes:**

- Obtain the Notice of Class Change Form (Drop Slip) from the academic department.
- Have instructors and advisors/chairs sign and date the form.
- Obtain the signature of the dean of the school/college.
- Submit the form to the Office of Records and Registration. The course will appear on the grade report and transcript with a grade of “WA” for “Administrative Withdrawal.”

The dean is the only University official who may approve the dropping of a class at this point in the semester. The appropriate dean shall permit students who officially request to drop specific classes from their academic schedules to do so only in cases involving extraordinary circumstances that are clearly beyond the control of the students making such a request. In no case shall a student be permitted to drop a class for any reason that relates exclusively to academic performance.

**WITHDRAWAL FROM COURSES OR UNIVERSITY**

After the last day to drop courses, withdrawal from a course requires a graduate student to obtain the advisor’s approval and then to petition the dean of Graduate Studies and Research, explaining that he or she is interested in withdrawing from the course due to extenuating circumstances beyond the student’s control. Such a petition must contain conclusive evidence, properly documented, of the situation that prevents completion of the course.

Acceptable reasons do not include dissatisfaction with performance in a course, with instruction, or with an expected grade. If the petition is approved, the graduate student will receive a grade of “WA” (Administrative Withdrawal) in the course.

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

For graduate courses offered on a schedule different from the standard academic terms, the last day to withdraw from a course is prior to completion of 60 percent of the instructional time. The last day to withdraw from the University is prior to the final week of the student’s classes.
To re-enter the graduate program after withdrawing from the University, a graduate student must reapply for admission.

Administrative Withdrawal from the University

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

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

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

If the provost and vice president for Academic Affairs approves the request, the student is reported to the Registrar’s Office as “Administratively Withdrawn,” and a grade of “WA” is assigned for all courses taken during that semester. The provost and vice president for Academic Affairs also informs the student in writing of the decision.

Please Note: If a student has received financial aid, including a refund, from Title IV funds and completed less than 60 percent of the semester from which he or she wishes to withdraw, then that student must refund the percentage of financial aid corresponding to the percentage of the semester the student has not completed.

ACADEMIC PROBATION, SUSPENSION AND DISMISSAL

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

DISMISSAL

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

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

TRANSCRIPT REQUESTS

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

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

Transcripts submitted by the student from other institutions become the property of Delaware State University and are not reissued or copied for release. Requests for other institutions’ transcripts must be made directly to the respective institutions.
NOTIFICATION OF RIGHTS UNDER FERPA FOR DELAWARE STATE UNIVERSITY STUDENTS

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

The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Student should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the record is not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision, and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Delaware State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office,
U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-4605
DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act permits the release of directory-type information to third parties outside the institution without written consent of the student provided the student has been given the opportunity to withhold such disclosure.

The University releases, upon inquiry to third parties outside the University, directory information without written consent of the student. Directory information at Delaware State University includes:

Name
Address (including email address)
Telephone number
College/school
Classification
Major field of study
Dates of attendance
Enrollment status
Academic honors
Degree(s) conferred (including dates)

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

Please Note: While the withholding request may be made at any time, students wishing to have directory information withheld from the student directory should submit their requests no later than three weeks prior to the first day of fall semester classes.
MATRICULATION DOCUMENTS /PROCESSES

CHANGE OF ADMISSION STATUS

All provisionally admitted students must be fully admitted by the end of the first year of enrollment or as noted on their offer of admission in order to continue with their program of study. Only fully admitted students are eligible to receive federally funded financial aid. Once the change of status is approved, fully admitted the student to his or her graduate program, this information is forwarded to the Office of the Registrar and the Office of Financial Aid.

PLAN OF STUDY

The program director or assigned advisor should review the general program of study with each student. An individual plan should be submitted to Graduate Studies and Research by the end of the student’s first semester of enrollment. This document should be signed by the student, program advisor, program director and chairperson prior to submission to the dean, Graduate Studies and Research, for approval. This process signifies that the student has been advised and is aware of all requirements for successful matriculation. This document will be used for audit purposes as the student matriculates through the program of study. Any revisions to the plan should be submitted to Graduate Studies and Research.

Requests for transfer of credit should be noted on this form as well and accompanied with an official transcript. This information once approved by the office of Graduate Studies is forwarded to the Office of Registration and Records and noted on the student’s transcript.
**ADVISORY COMMITTEE**

The program director (or designated advisor) is responsible for fostering the committee appointment process. The committee should be formulated no later than the end of the second semester of enrollment for master’s programs, the end of the third semester of enrollment for the Doctor of Education program, or the fifth semester of enrollment for Doctor of Philosophy programs. The program director (or designee) will schedule an initial meeting with the student during the first semester of enrollment to develop a plan of study at which time the process for establishment of an Advisory Committee will be discussed. A meeting will be called in which all committee members will assemble to discuss the responsibilities of the committee, the student’s capstone project, and frequency (and mode) of meeting. The chair of the Advisory Committee should hold faculty rank in the same department/program of the student. All committee signatures are will gathered at this meeting; a copy will be submitted to the office of Graduate Studies and Research, one retained by the student, and one copy retained in the department office. The program director will monitor student progress via this committee once established. Programs not requiring a thesis or dissertation but requiring a culminating activity requiring committee approval should forward this document to Graduate Studies and Research, or the program director may submit a memorandum noting the decision process for their program.

**APPLICATION FOR ADVANCEMENT TO CANDIDACY**

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

**THESIS SUBMISSION PROCESSES**

A master’s degree student who elects or is required to complete a thesis must have a Thesis Committee established no later than the end of the second semester of full-time residency (as previously noted). The committee shall consist of a minimum of four members equivalent to the rank of assistant professor or above, at least one of whom shall be from outside the department (some programs have more stringent requirements). External members are prohibited from serving as chair. The committee membership must be approved by the research advisor, graduate program director, college dean and dean of Graduate Studies and Research. A graduate student initiating a thesis project should select a topic in consultation with the research advisor and the graduate program director. The graduate student must file for and receive approval from the Thesis Committee during the semester prior to beginning work on the thesis. At a minimum, this request will require the student to submit a brief written thesis proposal to the committee for its approval. Graduate programs may have additional requirements, including but not limited to, oral presentation of the project proposal. This document is submitted with the Candidacy Application as noted.

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

A graduate student preparing a thesis must present and satisfactorily defend the thesis in an oral presentation and examination to the Thesis Committee during the student’s final semester. All members of the committee shall be given a copy of the final draft of the thesis at least one week (7 days) prior to the examination for master’s theses. The completed thesis should be submitted to the respective committee for review, and if deemed acceptable, an oral examination consisting principally of a defense of the thesis/dissertation will be scheduled. Only students admitted to candidacy are eligible to schedule a defense. The Defense Scheduling Form is used for this purpose. The document must be submitted to Graduate Studies and Research no later than 4 weeks prior to the requested date. It is the responsibility of Graduate Studies and Research to inform the University community of the pending defense via publication in eNews so that interested persons can attend the presentation portion.
The thesis defense has four components:

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

The Committee has five alternatives:

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

The Defense Outcomes Form is a report to Graduate Studies and Research on the candidate’s performance (as the oral examination is in partial fulfillment of the degree) and is expected within 5 business days following the defense. No thesis will be reviewed by Graduate Studies and Research without receipt of this documentation. With the exception of accepting the document without any changes, the chairperson will attach a summary of expectations and/or processes required for completion of all revisions/corrections as well as the expected timeline for completion. If the candidate fails the defense, the chairperson will attach a summary and if/when a second examination (defense) will be scheduled. A document approved by the committee is submitted to the dean of the college and finally to the dean, Graduate Studies and Research, for final approval. Graduate Studies and Research is not responsible and will not provide editorial services for candidates.

Documents not adhering to general guidelines will be sent back to the academic college for review. Graduate Studies and Research reviews general formatting and the following content areas:

- Introduction including background, significance and scope of the study undertaken;
- Review of the literature;
- Research methodology or experimental procedure;
- Discussion of research findings;
- Conclusion(s) and suggested future work.


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

The thesis and all related procedures must be completed as noted in the Academic Calendar for those planning to graduate at the conclusion of the fall or spring semester. The finished thesis, which includes changes resulting from the oral examination along with a completed approval form, must comply with criteria described in the Thesis Handbook. The finished document must be submitted online to ProQuest at http://www.etdadmin.com/cgi-bin/school?siteId=801. Prior to submission, all students will be required to view the ProQuest Submission Tutorial. The distribution of bound copies will be as follows at the expense of the student:

- One bound original (8.5" x 11.0") to the University Library;
- Personal copy(ies) at your discretion.

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

**DISSERTATION SUBMISSION PROCESSES**

A doctoral degree student must have a Dissertation Committee established not later than the end of the third semester of full-time residency or before his or her dissertation project begins. For a doctoral dissertation, the committee will be augmented by an additional expert member from outside the University at the time of dissertation defense. The committee shall consist of five members equivalent to the rank of assistant professor or above, at least one of whom shall be from outside the department. External members are prohibited from serving as chair. The committee membership must be approved by the research advisor, graduate program director, college dean and dean of Graduate Studies and Research.

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

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

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

The completed dissertation should be submitted to the respective committee for review and if deemed acceptable, an oral examination, consisting principally of a defense of the dissertation, will be scheduled. All members of the committee shall be given a copy of the final draft of the dissertation three weeks (21 days) prior to the examination for a doctoral dissertation. Defense will be conducted with a maximum of two presentations, one open to the general public and one closed session. The number of question(s) will be determined by the program director. Only students admitted to candidacy are eligible to schedule a defense. The Defense Scheduling Form is used for this purpose. The document must be submitted to Graduate Studies and Research no later than 4 weeks prior to the requested date. It is the responsibility of Graduate Studies and Research to inform the University community of the pending defense via publication in eNews so that interested persons can attend the presentation portion.

The dissertation defense has four components:

- Presentation of the work by the student;
- Defense of the thesis by the student through questioning in an open session by the committee members and others in attendance and, if requested by the committee, at a closed session for the committee and the student only;
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- Accept the thesis, subject to the student making the recommended changes, with all committee members except the chairperson signing the approval page, and the chairperson responsible for checking the revised thesis to ensure the changes were made and signing approval at that time;
- Recommend revision to the thesis, but not to sign until the revised thesis has been submitted to and reviewed and approved by the committee members;
- Recommend revision of the thesis and a second meeting of the committee with the student to review the thesis and complete the defense; or
- The thesis, including its defense, is determined to be unsatisfactory, and therefore the student fails.
The Defense Outcomes Form is a report to Graduate Studies and Research on the candidate’s performance (as the oral examination is in partial fulfillment of the degree) and is expected within 5 business days following the defense. No dissertation will be reviewed by Graduate Studies and Research without receipt of this documentation. With the exception of accepting the document without any changes, the chairperson will attach a summary of expectations and/or processes required for completion of all revisions/corrections as well as the expected timeline for completion. If the candidate fails the defense, the chairperson will attach a summary and if/when a second examination (defense) will be scheduled. A document approved by the committee is submitted to the dean of the college and finally to the dean, Graduate Studies and Research, for final approval. Graduate Studies and Research is not responsible and will not provide editorial services for candidates.

Documents not adhering to general guidelines will be sent back to the academic college for review. Graduate Studies and Research reviews general formatting and the following content areas:

- Introduction including background, significance and scope of the study undertaken;
- Review of the literature;
- Research methodology or experimental procedure;
- Discussion of research findings;
- Conclusion(s) and suggested future work.


Doctoral students must have the dissertation completed, defended, approved and submitted to ProQuest prior to the date noted in the Academic Calendar. Students whose final theses/dissertations are not submitted to ProQuest before the noted deadline will not be eligible to participate in Commencement ceremonies.

The dissertation and all related procedures must be completed as noted in the Academic Calendar for those planning to graduate at the conclusion of the fall or spring semester. The finished thesis, which includes changes resulting from the oral examination along with a completed approval form, must comply with criteria described in the Thesis/Dissertation Handbook. The finished document must be submitted online to ProQuest at http://www.etdadmin.com/cgi-bin/school?siteId=801. Prior to submission, all students will be required to view the ProQuest Submission Tutorial. The distribution of bound copies will be as follows at the expense of the student:

- One bound original (8.5" x 11.0") to the University Library;
- Personal copy(ies) at your discretion.

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

Please review application processes and international student admission deadlines at the following link: https://sgsr.desu.edu/admissions.
Deadlines noted below are for domestic enrollment only.

COLLEGE OF AGRICULTURE, SCIENCE AND TECHNOLOGY (CAST)

<table>
<thead>
<tr>
<th>Dean's Office</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Dyremple B. Marsh</td>
<td>Dean</td>
<td><a href="mailto:dmarsh@desu.edu">dmarsh@desu.edu</a>; 302.857.6400</td>
<td>Ag/Baker Annex Building, Room 108C</td>
</tr>
<tr>
<td>Dr. Charlie Wilson</td>
<td>Associate Dean for Academics</td>
<td><a href="mailto:cwilson@desu.edu">cwilson@desu.edu</a>; 302.857.6500</td>
<td>Science Center, Room 300</td>
</tr>
<tr>
<td>Karen Holland</td>
<td>Grants Office Administrator</td>
<td><a href="mailto:kholland@desu.edu">kholland@desu.edu</a>; 302.857.6465</td>
<td>Ag/Baker Annex Building, Room 108D</td>
</tr>
<tr>
<td>Shanina D. Harris</td>
<td>Secretary</td>
<td><a href="mailto:sdharris@desu.edu">sdharris@desu.edu</a>; 302.857.7865</td>
<td>Ag/Baker Annex Building, Room 108E</td>
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</table>

DEPARTMENT OF AGRICULTURE AND NATURAL RESOURCES

MS in Agriculture — Concentrations: Animal Science and Plant Science
MS in Natural Resources

APPLICATION DEADLINES: Fall — June 30 | Spring — November 15
APPLICATION REQUIREMENTS: 3 Professional Letters of Recommendation, GRE, Resume and Personal Statement

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

MS in Biological Sciences, MS in Molecular and Cellular Neuroscience and PhD in Neuroscience

APPLICATION DEADLINE: Fall Admission Only — April 15
APPLICATION REQUIREMENT: 2 Professional Letters of Recommendation, GRE and Personal Statement

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</tr>
</thead>
<tbody>
<tr>
<td>Dr. Sabrina McGary</td>
<td>Department Chairperson</td>
<td><a href="mailto:smcgary@desu.edu">smcgary@desu.edu</a>; 302.857.6510</td>
<td>Science Center, Room 122</td>
</tr>
<tr>
<td>Dr. Y. Hwan Kim</td>
<td>Program Director</td>
<td><a href="mailto:yhkim@desu.edu">yhkim@desu.edu</a>; 302.857.6524</td>
<td>Science Center, Room 122B</td>
</tr>
<tr>
<td>Tiffany Harris</td>
<td>Administrative Secretary</td>
<td><a href="mailto:tharris@desu.edu">tharris@desu.edu</a>, 302.857.6510</td>
<td>Science Center, Room 122</td>
</tr>
</tbody>
</table>
## DEPARTMENT OF CHEMISTRY

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

**APPLICATION DEADLINE:** Fall Admission Only — April 15  
**APPLICATION REQUIREMENT:** 2 Professional Letters of Recommendation, GRE, Personal Statement and Cumulative Undergraduate GPA of 3.0

<table>
<thead>
<tr>
<th>Department Contacts</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Cherese Winstead</td>
<td>Department Chairperson</td>
<td><a href="mailto:cwinstead@desu.edu">cwinstead@desu.edu</a>; 302.857.6521</td>
<td>Science Center, Room 314</td>
</tr>
<tr>
<td>Dr. Qiquan Wang</td>
<td>Program Director</td>
<td><a href="mailto:qwang@desu.edu">qwang@desu.edu</a>; 302.857.6547</td>
<td>Science Center, Room 246</td>
</tr>
<tr>
<td>Shanah Roberts</td>
<td>Administrative Secretary</td>
<td><a href="mailto:sroberts@desu.edu">sroberts@desu.edu</a>; 302.857.6530</td>
<td>Science Center, Room 314</td>
</tr>
</tbody>
</table>

## DEPARTMENT OF HUMAN ECOLOGY

**MS in Food Science and Biotechnology** — Concentrations: Food Chemistry and Food Microbiology

**APPLICATION DEADLINES:**  
Fall — June 15  |  
Spring — November 15  |  
Summer — April 15  
**APPLICATION REQUIREMENT:** 3 Professional Letters of Recommendation, GRE and Personal Statement

<table>
<thead>
<tr>
<th>Department Contacts</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Samuel Besong</td>
<td>Department Chairperson/ Program Director</td>
<td><a href="mailto:sbesong@desu.edu">sbesong@desu.edu</a>; 302.857.6440</td>
<td>Ag/Baker Annex Building 47, Room 102A</td>
</tr>
<tr>
<td>Sherry Garrison</td>
<td>Senior Secretary</td>
<td><a href="mailto:sgarrison@desu.edu">sgarrison@desu.edu</a>; 302.857.6440</td>
<td>Ag/Baker Annex Building 47, Room 102A</td>
</tr>
</tbody>
</table>

## DEPARTMENT OF PHYSICAL AND COMPUTATIONAL SCIENCES

**MS in Computer Science**

**APPLICATION DEADLINE:** Fall Admission Only — April 15  
**APPLICATION REQUIREMENT:** 2 Professional Letters of Recommendation, GRE, Personal Statement and 3.0 Undergraduate GPA  
(with emphasis on computer science and mathematics courses)

<table>
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<tr>
<th>Department Contacts</th>
<th>Title</th>
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<th>Location</th>
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<tbody>
<tr>
<td>Dr. Marwan F. Rasamny</td>
<td>Department Chairperson</td>
<td><a href="mailto:mrasamny@desu.edu">mrasamny@desu.edu</a>; 302.857.7896</td>
<td>Science Center, Room 330</td>
</tr>
<tr>
<td>Dr. Gary F. Holness</td>
<td>Program Director</td>
<td><a href="mailto:gholness@desu.edu">gholness@desu.edu</a>; 302.857.7932</td>
<td>Science Center, Room 342</td>
</tr>
<tr>
<td>Sherron Stevens</td>
<td>Senior Secretary</td>
<td><a href="mailto:sstevens@desu.edu">sstevens@desu.edu</a>; 302.857.6640</td>
<td>Science Center, Room 330</td>
</tr>
</tbody>
</table>

**MS in Mathematics, and PhD in Interdisciplinary Applied Mathematics and Mathematical Physics**

**APPLICATION DEADLINE:** Fall Admission Only — April 15  
**APPLICATION REQUIREMENT:** 2 Professional Letters of Recommendation, GRE and Personal Statement

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<th>Department Contacts</th>
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<th>Contact Information</th>
<th>Location</th>
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<tbody>
<tr>
<td>Dr. Matthew Tanzy</td>
<td>Program Director</td>
<td><a href="mailto:mtanzy@desu.edu">mtanzy@desu.edu</a>; 302.857.5716</td>
<td>ETV Building, Room 220</td>
</tr>
<tr>
<td>Stephanie Acty</td>
<td>Administrative Secretary</td>
<td><a href="mailto:sacty@desu.edu">sacty@desu.edu</a>; 302.857.7051</td>
<td>ETV Building, Room 107</td>
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</tbody>
</table>

## MS in Applied Optics, MS in Physics and PhD in Optics

**APPLICATION DEADLINES:**  
Fall Admission Only — April 15  |  
Optics — June 30  
**APPLICATION REQUIREMENT:** 2 Professional Letters of Recommendation, GRE and Personal Statement

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<th>Department Contacts</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
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<tr>
<td>Dr. Thomas Planchon</td>
<td>Program Director</td>
<td><a href="mailto:tplanchon@desu.edu">tplanchon@desu.edu</a>; 302.857.6526</td>
<td>OSCAR Building, Room A310</td>
</tr>
<tr>
<td>Rose Shields</td>
<td>Technical Secretary</td>
<td><a href="mailto:rshields@desu.edu">rshields@desu.edu</a>; 302.857.6659</td>
<td>Science Center, Room 216</td>
</tr>
</tbody>
</table>
MBA

Master of Business Administration — Concentrations: Business Analytics, CPA, Finance and Information Systems

APPLICATION DEADLINES: Rolling Admission — DSU@Wilmington and Online

APPLICATION REQUIREMENT: GMAT (GRE with Permission of Program Director), 2 Professional Letters of Recommendation, Resume and Personal Statement. GMAT may be waived based upon executive level work experience subject to Graduate School approval. Required GMAT score is based on the formula 200 * UG GPA + GMAT score ≥ 975.

MBA Contacts

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<tr>
<th>Name</th>
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<th>Contact Information</th>
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<tbody>
<tr>
<td>Dr. Daeryong Kim</td>
<td>Department Chairperson</td>
<td><a href="mailto:dkim@desu.edu">dkim@desu.edu</a>; 302.857.6933</td>
<td>Bank of America Building, Room 210</td>
</tr>
<tr>
<td>Dr. Jose Echeverri</td>
<td>Program Director</td>
<td><a href="mailto:jecheverri@desu.edu">jecheverri@desu.edu</a>; 302.857.8015</td>
<td>DSU@Wilmington</td>
</tr>
</tbody>
</table>

DEPARTMENT OF SPORT MANAGEMENT

MS in Sport Administration

APPLICATION DEADLINES: Rolling Admission — DSU@Wilmington and Online

APPLICATION REQUIREMENT: 3 Professional Letters of Recommendation, GRE or GMAT

Department Contacts

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<tbody>
<tr>
<td>Dr. Jan E. Blade</td>
<td>Department Chairperson/</td>
<td><a href="mailto:jblade@desu.edu">jblade@desu.edu</a>; 302.857.6607</td>
<td>Memorial Hall, Room 220</td>
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<tr>
<td></td>
<td>Program Director</td>
<td></td>
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</tr>
<tr>
<td>Cheryl McCrea</td>
<td>Senior Secretary</td>
<td><a href="mailto:cmmcrea@desu.edu">cmmcrea@desu.edu</a>; 302.857.6600/6613</td>
<td>Memorial Hall, Room 221</td>
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</table>

COLLEGE OF HEALTH AND BEHAVIORAL SCIENCES (CHBS)

DEPARTMENT OF SOCIAL WORK

MSW in Social Work

APPLICATION DEADLINES: Dover, DSU @Wilmington, Online Fall Admission Only | Advanced Standing — May 31 | Regular Admission — June 30


Department Contacts

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<th>Name</th>
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<th>Contact Information</th>
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<tr>
<td>Dr. Kelly Ward</td>
<td>Department Chairperson</td>
<td><a href="mailto:kward@desu.edu">kward@desu.edu</a>; 302.857.6775</td>
<td>Price Building, Room 205</td>
</tr>
<tr>
<td>Dr. Eleanor Kiesel</td>
<td>Program Director</td>
<td><a href="mailto:ekiesel@desu.edu">ekiesel@desu.edu</a>, 302.857.7127</td>
<td>Price Building, Room 201</td>
</tr>
</tbody>
</table>
COLLEGE OF HUMANITIES, EDUCATION AND SOCIAL SCIENCES (CHESS)

DEPARTMENT OF EDUCATION

EdD in Educational Leadership — Concentrations: K-12 and Higher Education

MEd in Educational Leadership

APPLICATION DEADLINES: Fall Admission Only — June 30

APPLICATION REQUIREMENTS: MEd in Educational Leadership — 3 Professional Letters of Recommendation, Resume, 3-5 Years of Work Experience (or internship required if no work experience). GRE or GMAT scores accepted; examination requirement may be waived based upon supervisory or managerial experience subject to Graduate School approval. Please contact Dr. Bourke for details.

MEd Contact

Title Contact Information Location
Dr. Jason Bourke Interim Program Director jbourke@desu.edu; 302.857.8002 DSU@Wilmington

Department Contacts

Title Contact Information Location
Dr. Shelly Rouser Department Chairperson srouser@desu.edu; 302.857.6720 Education & Humanities Building, Room 100
Dr. Nirmaljit Rathee Program Director; Coordinator, Special Education; Interim Coordinator, Education: Curriculum and Instruction, Educational Leadership nrathee@desu.edu; 302.857.7170 Education & Humanities Building, Room 112
Danielle Hicks Senior Secretary, Education Graduate Programs dhicks@desu.edu; 302.857.7170 Education & Humanities Building, Room 112
Dr. Yvette Pierre Coordinator, MAT ypierre@desu.edu; 302.857.7570 Education & Humanities Building, Room 110

MPA

Master of Public Administration

APPLICATION DEADLINE: Rolling Admission — DSU@Wilmington and Online

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

MPA Contact

Title Contact Information Location
Dr. Jason Bourke Interim Program Director jbourke@desu.edu; 302.857.8002 DSU@Wilmington

DEAN'S OFFICE

Dr. Francine Edwards
Dean
fedwards@desu.edu; 302.857.6628
Education & Humanities Building, Room 267

Stephanie Brown-Hardwick
Administrative Assistant/Budget Analyst
shardwick@desu.edu; 302.857.6628/7400
Education & Humanities Building, Room 267

Teresa Smith
Administrative Secretary
tsmith@desu.edu; 302.857.6628
Education & Humanities Building, Room 267

Dean's Office

Title Contact Information Location
Dr. Francine Edwards Dean fedwards@desu.edu; 302.857.6628 Education & Humanities Building, Room 267
Stephanie Brown-Hardwick Administrative Assistant/Budget Analyst shardwick@desu.edu; 302.857.6628/7400 Education & Humanities Building, Room 267
Teresa Smith Administrative Secretary tsmith@desu.edu; 302.857.6628 Education & Humanities Building, Room 267

Dr. Shelly Rouser
Department Chairperson
srouser@desu.edu; 302.857.6720
Education & Humanities Building, Room 100

Dr. Nirmaljit Rathee
Program Director; Coordinator, Special Education; Interim Coordinator, Education: Curriculum and Instruction, Educational Leadership
nrathee@desu.edu; 302.857.7170
Education & Humanities Building, Room 112

Danielle Hicks
Senior Secretary, Education Graduate Programs
dhicks@desu.edu; 302.857.7170
Education & Humanities Building, Room 112

Dr. Yvette Pierre
Coordinator, MAT
ypierre@desu.edu; 302.857.7570
Education & Humanities Building, Room 110
MA in Teaching English to Speakers of Other Languages (TESOL)/Bilingual Education

Certificate Tracks:
  a) TELL (Secondary Certification as Teacher of English Language Learners or Bilingual Teacher)
  b) Graduate Certificate in TESOL

APPLICATION DEADLINES:
  Rolling Admission; Priority given to applications received by: Fall — April 1 | Spring — October 1

APPLICATION REQUIREMENT:
  Earned Bachelor's Degree, Official Transcripts, 3 Letters of Recommendation, Official GRE Scores (May be waived for those with substantial professional and academic experience), Statement of Purpose indicating educational career goals and experience. Have native or near native fluency in English. Non-native speakers of English without a college degree from a U.S. or English-speaking institution must also have a minimum of TOEFL score of 95 (iBT) 585 (paper) or IELTS of 7.0

Department Contacts

<table>
<thead>
<tr>
<th>Department Contacts</th>
<th>Title</th>
<th>Contact Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Joe Amoako</td>
<td>Department Chairperson</td>
<td><a href="mailto:jamoako@desu.edu">jamoako@desu.edu</a>; 302.857.6560</td>
<td>Education &amp; Humanities Building, Room 213</td>
</tr>
<tr>
<td>Dr. Brody Bluemel</td>
<td>Program Director</td>
<td><a href="mailto:bbluemel@desu.edu">bbluemel@desu.edu</a>; 302.857.6579</td>
<td>Education &amp; Humanities Building, Room 220</td>
</tr>
<tr>
<td>Dawn Bordley</td>
<td>Administrative Secretary</td>
<td><a href="mailto:dbordley@desu.edu">dbordley@desu.edu</a>; 302.857.6560</td>
<td>Education &amp; Humanities Building, Room 213</td>
</tr>
</tbody>
</table>
APPLICATION FOR ADVANCEMENT TO CANDIDACY
FOR A DOCTORAL DEGREE

Student Name: ___________________________ D # ___________________________

Mailing Address: _______________________________________________________________________________________

Degree Program and Concentration (if applicable): _______________________________________________________________________________________

University Email: ___________________________________________________________ Expected Degree Conferral Date: _______________

Program Revisions: _____

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

Comprehensive Exam/Qualifier Exam Results

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Oral</th>
<th>Written</th>
<th>Date Completed</th>
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</thead>
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</tbody>
</table>

Proposal Defense

Literature Review

Other

Applicant Signature ___________________________ Date ___________________________

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

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

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

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

Dean, School of Graduate, Adult and Extended Studies or Designee ___________________________ Date ___________________________

Dissertation Plan: Attach a 5- to 10-page planning document containing the following information:

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

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

Student Name: ____________________________ D# ____________________

Mailing Address: ____________________________

Degree Program and Concentration (if applicable): ____________________________

University Email: ____________________________ Expected Degree Conferral Date: __________

Pre-Candidacy Requirements:

Revisions to Plan of Study*: □

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

Applicant Signature: ____________________________ Date: __________

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

Committee Chairperson (Print) ____________________________ (Signature) ____________________________ Date __________

Department Chairperson or Designee (Print) ____________________________ (Signature) ____________________________ Date __________

Academic Dean or Designee (Print) ____________________________ (Signature) ____________________________ Date __________

Dean, School of Graduate, Adult and Extended Studies or Designee ____________________________ Date __________

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

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

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

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

Submission Date: _______________   Defense Date: _______________

Candidate’s Name: ___________________________   D#: ___________________________

Degree and Major (Concentration): ____________________________________________

Department and College: ____________________________________________________

Thesis/Dissertation/Paper/Project Title: _______________________________________

Defense Outcome Alternatives (check one):

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

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

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

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

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

The committee chairperson will communicate the decision to the candidate. With the exception of alternative (a), the chairperson will attach a summary of expectations and/or processes required for completion of all revisions/corrections as well as the expected timeline for completion. In the case of alternative (e), the chairperson will attach a summary of the circumstances by which the student failed the oral examination.

Approval:

External Committee Member (Print) ___________________________ (Signature)

Committee Chairperson (Print) ___________________________ (Signature)

Department Chairperson or Designee (Print) ___________________________ (Signature)

College Dean or Designee (Print) ___________________________ (Signature)

Dean, School of Graduate, Adult and Extended Studies or Designee

Revised 7/1/18
DEFENSE SCHEDULING FORM*

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

D# ____________________________

Degree Program: ____________________________________________

Thesis/Dissertation Title: ____________________________________________

_____________________________________________________________

Defense Date: ____________________________

Defense Location: ____________________________

Defense Time: ____________________________

_____________________________________________________________

Candidate’s Name (Print) ____________________________________ (Signature) ____________________________ Date ________________

Committee Chairperson (Print) ____________________________ (Signature) ____________________________ Date ________________

Department Chairperson or Designee (Print) ____________________________ (Signature) ____________________________ Date ________________

Dean of Graduate Studies & Research or Designee ____________________________ Date ________________

* This form should be submitted a minimum of 4 weeks prior to the candidate’s desired thesis/dissertation defense date.

A flyer announcing the upcoming defense can be attached for advertisement purposes. *
To: Dr. Patrice Gillam-Johnson, Dean, School of Graduate, Adult and Extended Studies

The members of the Committee approved the Dissertation of ________________________________

Candidate’s Name

as presented on __________________________.

Date

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

_____________________________ in ________________________________

Degree Name  Major/Program Name

_____________________________ Date

Department  Advisor

_____________________________ Date

Department  Member

_____________________________ Date

Department  Member

_____________________________ Date

Affiliation  External Member

_____________________________ Date

Affiliation  Additional Member

Approved

_____________________________ Date

Department  Department Chairperson or Designee

_____________________________ Date

College  Academic Dean or Designee

_____________________________ Date

Dean, School of Graduate, Adult and Extended Studies or Designee

Revised 7/1/18
EXTENSION OF TIME REQUEST FORM

I, ________________________________                        D#

Hereby request an extension of time through ___________ to complete requirements for the ____________________________

Major (and Concentration if applicable)

Candidacy Admission Date: __________________________

The following courses are outside the matriculation limit: __________________________

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester and Year Completed</th>
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Student’s Signature ___________________________ Date ______________

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

Chair, Advisory Committee ___________________________ Date ______________

Department Chairperson or Designee ___________________________ Date ______________

__________________________ ___________________________

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

Extension Rejected:

__________________________ ___________________________

Extension Approved through

__________________________ ___________________________
DEGREE AUDIT

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

Candidate Name: ________________________________

Student ID Number: D ____________________________

Graduate Program and Degree and Concentration: ________________________________

Admission Date: ________________________________

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

Additional Requirements

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

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

Candidate’s Signature ____________________________ Date __________

Advisor (Print) ____________________________ (Signature) ____________________________ Date __________

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

Dean, School of Graduate, Adult and Extended Studies or Designee ____________________________ Date __________

Revised 7/1/18
GRADUATE APPLICATION FOR GRADUATION
DELAWARE STATE UNIVERSITY
OFFICE of RECORDS & REGISTRATION
1200 North DuPont Highway Dover, DE 19901
Tel: 302-857-6375  |  Fax: 302-857-6379
Email: Registrar@desu.edu

GRADUATION POLICY

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

1. Name to Appear on Diploma: ____________________________________________________________

2. Student ID#: _________________________________________________________________


Degree: MA  ___ MAT _____ MBA _____ MED _____ MPA _____ MS _____ MSW _____ Ph.D. _____ Ed.D. _____

Degree Requirements to be Completed and Year:

FALL ___________  SPRING ___________  SUMMER ___________

5. Address to Mail Diploma:

________________________________________________________________________________________

6. Phone: ___________________________ E-mail: ___________________________

Student’s Signature: ___________________________ Date: ___________________________

To Be Completed By the Department Chairperson/Program Director:

Admission Date ___________ Candidacy Requirements Completed ___________ Date Admitted to Candidacy ___________

Total Credit Hours Transferred ___________ Total Credit Hours Waived ___________

Culminating Activity Select One:

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

Other Requirements as Noted: __

Department Chairperson or Designee: ___________________________ Date: ___________

__________________________________________ Date: ___________

Dean, School of Graduate, Adult and Extended Studies or Designee

Revised 7/1/18
LEAVE OF ABSENCE REQUEST FORM

I, ________________________________ ________________________________
Student Name D#

hereby request a leave of absence* through ___________, 20__ from the __________________________________________
(Major/Concentration/Degree Program)

I understand that a leave of absence does not extend the time allowed for completion of the degree.

First semester registered in Current Program of Study: __________________________________________

Semester(s) Requesting Leave of Absence: __________________________________________

Semester of Return: __________________________________________

______________________________________________________________________________
Student Signature Date

The Advisory Committee has discussed this request and recommends / denies (circle one) its approval. Please add any comments below:

______________________________________________________________________________
Chair, Advisory Committee Date

Department Chairperson or Designee+ Date

______________________________________________________________________________
(For use by the office of Graduate Studies and Research)

Leave Request Denied (provide comments below):

______________________________________________________________________________
______________________________________________________________________________

Leave Request Approved through ____________, 20__

______________________________________________________________________________
Dean, School of Graduate, Adult and Extended Studies or Designee Date

* Student requests should be supported with documentation of extenuating circumstances along with all supporting documentation for the request for leave (see below).

+ Programs should provide a revised Plan of Study with this form if recommending approval of leave request.
# PLAN OF STUDY*

**Student Name:**

**Student ID #:** D

**Date of Enrollment:** __________

**Date of Revision:** __________

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

**Is this a Success Plan for the Satisfactory Academic Progress Appeal?**

Yes** ☐ or No ☐

## Required Courses Total Hours Required =

<table>
<thead>
<tr>
<th>Course Number and Course Title</th>
<th>Credit Hours</th>
<th>Semester or Session to be completed</th>
<th>Course Number and Course Title</th>
<th>Credit Hours</th>
<th>Semester or Session to be completed</th>
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## Elective Courses Total Hours Required =

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<th>Course Number and Course Title</th>
<th>Credit Hours</th>
<th>Semester or Session to be completed</th>
<th>Course Number and Course Title</th>
<th>Credit Hours</th>
<th>Semester or Session to be completed</th>
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## +Transfer Credit - Please list graduate courses that you wish considered for transfer toward your graduate degree

<table>
<thead>
<tr>
<th>Course Number and Course Title</th>
<th>Credit Hours</th>
<th>College or University</th>
<th>Grade Earned</th>
<th>DSU Comparable Course Number and Title</th>
<th>Credit Hours</th>
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## Provisional Admission Requirements

## Candidacy Requirements

## Capstone Requirements

## Additional Proficiencies/Comments

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

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

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

---

**Student (Print) **

**Signature**

**Date**

---

**Program Director (Print) **

**Signature**

**Date**

---

**Department Chairperson or Designee (Print) **

**Signature**

**Date**

---

**Dean, School of Graduate, Adult and Extended Studies or Designee (Print) **

**Signature**

**Date**

---

Revised 7/1/18
APPLICATION FOR CHANGE FROM PROVISIONAL TO UNCONDITIONAL ADMISSION

TO: Dean, School of Graduate, Adult and Extended Studies

FROM: 

Student's Name (please type or print) D #

DATE: _______________ STUDENT'S EMAIL: ________________________________

I was admitted provisionally to the ____________________________ for _________________.

Program Name Semester Year

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

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

Other conditions:

GPA*_________ GMAT Score*_________ GRE Score*_________ MAT Score*_________

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

Student's Signature Date

Program Director Date

Dean, School of Graduate, Adult and Extended Studies or Designee Date

Revised 7/1/18
REPORT OF DOCTORAL CAPSTONE OUTCOMES

Submission Date: _______________  Presentation Date: _______________

Candidate’s Name: _______________________________  D#: _______________________

Degree and Major (Concentration): ________________________________

Department and College: _____________________________________________

Paper/Project Title: _________________________________________________

Non-Thesis Outcome Alternatives (check one):

(a)  [ ] Accept the capstone document without any changes or revisions as noted by signature of all approval members immediately following the presentation or paper/project submission;

(b)  [ ] Accept the capstone document subject to the candidate making the recommended changes as noted by the signature of the Professor of Record and Program Director on the approval page immediately following the submission of said project or presentation. The Professor of Record will be responsible for reviewing the revised document to ensure that the recommended changes were made;

(c)  [ ] Revision of the capstone document is recommended; withholding all signatures until the revised document has been reviewed and approved by the Professor of Record and Program Director;

(d)  [ ] Revision of the document is recommended along with a second meeting where the student will review the document and complete the paper/project/presentation;

(e)  [ ] The document or presentation is determined to be unsatisfactory resulting in the student’s failure of the capstone.

The Professor of Record will communicate the decision to the candidate. With the exception of alternative (a), the Professor of Record will attach a summary of expectations and/or processes required for completion of all revisions/corrections as well as the expected timeline for completion. In the case of alternative (e), the Professor of Record will attach a summary of the circumstances by which the student failed the capstone.

Approval:

Professor of Record (Print) __________________________ (Signature) __________________________

Program Director (Print) __________________________ (Signature) __________________________

Department Chairperson or Designee (Print) __________________________ (Signature) __________________________

College Dean or Designee (Print) __________________________ (Signature) __________________________

Dean, School of Graduate, Adult and Extended Studies or Designee __________________________ __________________________

Revised 7/1/18
REPORT OF GRADUATE CAPSTONE OUTCOMES

Submission Date: ________________  Presentation Date: ________________

Candidate’s Name: ________________  D#: ______________________

Degree and Major (Concentration): ______________________________________

Department and College: _______________________________________________

Paper/Project Title: _____________________________________________________

Non-Thesis Outcome Alternatives (check one):

(a) ☐ Accept the capstone document without any changes or revisions as noted by signature of all approval members immediately following the presentation or paper/project submission;

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Approval:

Professor of Record (Print) ________________________________ (Signature)

Program Director (Print) ________________________________ (Signature)

Department Chairperson or Designee (Print) ________________________________ (Signature)

College Dean or Designee (Print) ________________________________ (Signature)

Dean, School of Graduate, Adult and Extended Studies or Designee

Revised 7/1/18
To: Dr. Patrice Gilliam-Johnson, Dean, School of Graduate, Adult and Extended Studies

The members of the Committee approved the Thesis of __________________________

Candidate’s Name

as presented on __________________________.

Date

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

________________________________________ in __________________________

Degree Name Major/Program Name

________________________________________ Department ________________ Date _____________

Advisor

_____________________________ Department ________________ Date _____________

Member

_____________________________ Department ________________ Date _____________

Member

_____________________________ Affiliation ________________ Date _____________

External Member

Approved

_____________________________ Department ________________ Date _____________

Department Chairperson or Designee

_____________________________ College ________________ Date _____________

Academic Dean or Designee

________________________________ Date _____________

Dean, School of Graduate, Adult and Extended Studies or Designee
REVISIONS FOR THESIS/DISSERTATION
This form will accompany the Report of Defense Outcomes form, with the exception of alternative (a).

<table>
<thead>
<tr>
<th>Submission Date:</th>
<th>Defense Date:</th>
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<tbody>
<tr>
<td>Candidate’s Name:</td>
<td>D#:</td>
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<td>Degree and Major (Concentration):</td>
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<td>Thesis/Dissertation Study Title:</td>
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Final recommended changes or revisions to capstone document by chairperson to graduate candidate.

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<th>Changes/Revisions</th>
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Please use additional pages if necessary

Graduate Candidate (Print) (Signature) (Date)

Committee Chairperson (Print) (Signature) (Date)

Timeline for Completion: ____________________
# REVISIONS FOR DOCTORAL CAPSTONE

This form will accompany the Report of Doctoral Capstone Outcomes form, with the exception of alternative (a).

<table>
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<th>Submission Date:</th>
<th>Defense Date:</th>
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<th>Candidate’s Name:</th>
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<th>Graduate Candidate (Print)</th>
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<th>Professor of Record (Print)</th>
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REVISIONS FOR GRADUATE CAPSTONE
This form will accompany the Report of Graduate Capstone Outcomes form, with the exception of alternative (a).

Submission Date: ___________________________  Defense Date: ___________________________
Candidate’s Name: ___________________________  D#: ___________________________
Degree and Major (Concentration): ______________________________________________________
Case/Project Study Title: _______________________________________________________________

Final recommended changes or revisions to capstone document by chairperson to graduate candidate.

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Please use additional pages if necessary

Graduate Candidate (Print) ___________________________ (Signature) (Date)
Professor of Record (Print) ___________________________ (Signature) (Date)

Timeline for Completion: ___________________________