

Graduate Student
HANDBOOK

2021-2022

Delaware State University
Graduate Studies and Research

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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 – Provide services and implement activities for graduate students that provide professional development and networking opportunities (in collaboration with the Graduate Student Association and academic programs).

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 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

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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:

Maintain the program's curriculum guide, graduate catalog entries and website information

Program Planning & Assessment:

Coordinate program goals and strategies from the departmental strategic plan
Assess graduate program outcomes and submit the Annual Report which discusses annual goals and budgetary needs for the program

Student Recruitment, Marketing and Retention:

Develop and maintain materials
Handle program oversight of processes that promote graduate student recruitment and retention
Oversee thesis/dissertation submission processes
Report on culminating outcomes reports

Outreach:

Represent 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 2021 Academic Calendar

Delaware State University Graduate Studies and Research

May 1 (Saturday).....International Applicants: Deadline for Receipt of Complete Graduate Applications for Fall 2021. *Please review all requirements via sgaes.desu.edu/admissions. The applicant is encouraged to contact his or her program(s) of interest via sgaes.desu.edu/about/graduate-program-directory as some have earlier deadlines.*

June 30 (Wednesday).....Domestic Applicants: Deadline for Receipt of Complete Graduate Applications for Fall 2021. *Please review all requirements via sgaes.desu.edu/admissions. The applicant is encouraged to contact his or her program(s) of interest via sgaes.desu.edu/about/graduate-program-directory as some have earlier deadlines.*

July 16 (Friday).....Fall 2021 Payment Due Date

July 27 (Tuesday).....New Graduate Student Orientation
All first-time graduate enrollees are expected to participate in this activity. Details will be posted at the Graduate Studies website: sgaes.desu.edu.

August 23-28 (Monday-Saturday)Residence Halls Open for All Students

August 26-29 (Thursday-Sunday)Welcome Days

August 27 (Friday)Opening Institute (Virtual)

August 29-September 4 (Sunday-Saturday)I Love DSU Week

August 30 (Monday)Classes Begin at 8 a.m.

August 30 (Monday)Accelerated Session I Classes Begin at 8 a.m.

August 30 (Monday)Late Registration Begins

September 3 (Friday)Last Day for Submission of Committee Forms to 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 6 (Monday).....Labor Day (University Closed)

September 8 (Wednesday)Last Day for Adding Classes

September 8 (Wednesday)Last Day to Change Course(s) to Audit Status

September 8 (Wednesday)Late Registration Ends

September 8 (Wednesday)SAP Appeal Due Date for Spring 2022

September 9 (Thursday)Effective Date for \$10 Per Drop Processing Fee

September 9 (Thursday)Effective Date for Receiving a Grade of "W" for Dropped Courses

September 9 (Thursday)General Faculty Meeting (Virtual)

September 9-13 (Thursday-Monday).... Documentation for Non-Attendance Period

September 16 (Thursday).....Last Day to Drop Accelerated I Course

September 17 (Friday).....Academic Early Alert Begins

September 23 (Thursday)Constitution Day

September 23 (Thursday)Convocation

September 24 (Friday).....Applications & Audits for December Commencement due to Graduate Studies for review and approval prior to submission to the Registrar's Office by October 1

October 4-8 (Monday-Friday)Midterm Evaluations Administered

October 6 (Wednesday)Residency Status Audit

October 7 (Thursday).....Last Day to Remove Incompletes

October 8 (Friday).....Last Day to Schedule a Thesis or Dissertation Defense with Graduate Studies and Research for December 2021 Graduation

October 8 (Friday).....Last Day for Submission of Candidacy Forms along with supporting documentation to Graduate Studies and Research for approval. *Students must be in academic good standing in order to meet this milestone. Students must complete the requisite number of course requirements (as noted in the Plan of Study) with*

minimum GPA of 3.0 (some programs may have more stringent requirements) along with identified activities designated to meet the culminating activity. Graduate students must meet candidacy requirements (as determined in your Program of Study) no later than one semester prior to graduation. Doctoral students must meet candidacy requirements no later than two semesters prior to graduation (or sooner if noted in your program of study).

October 18-November 12 (Monday-Friday).....Academic Advisement Period

October 22 (Friday)Accelerated Session I Last Day of Classes

October 23 (Saturday).....Homecoming

October 25 (Monday).....Accelerated Session II Classes Begin

October 25 (Monday).....Mid-Term Grades Due

October 25-26 (Monday and Tuesday).....Priority Pre-Registration

October 27-November 24 (Wednesday-Wednesday).....Preregistration for Spring and Summer

October 29 (Friday).....Last Day to Complete the Thesis or Dissertation Defense for December 2021 Graduation

October 30 (Saturday).....Fall Open House

November 3 (Wednesday).....Financial Aid 60% Completion Date

November 4 (Thursday)Census Date

November 5 (Friday).....Last Day for December 2021 Graduates to File thesis or dissertation outcome reports to Graduate Studies and Research

November 8-December 9 (Monday-Thursday).....Fall Course Evaluations

November 12 (Friday).....Last Day to Submit Final Copies of the Thesis or the Dissertation via ProQuest with Graduate Studies and Research for Review/Approval
Please review the Thesis/Dissertation Handbook: sgaes.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 12 (Friday).....Last Day to Submit the Thesis/Dissertation Approval Page to Graduate Studies and Research

November 19 (Friday).....Last Day to Drop Accelerated II Course

November 21 (Sunday).....Exit Interview for December Graduates

November 24 (Wednesday).....Residence Halls Close at 5 p.m. for Fall 2021

November 25-28 (Thursday-Sunday)Thanksgiving Recess

December 1 (Wednesday)Last Day to Drop/Withdraw from the University

December 9 (Thursday)Last Day of Classes

December 10 (Friday).....Reading Day

December 10 (Friday).....Residency Status Final Audit

December 13-17 (Monday-Friday).....Final Examinations

December 17 (Friday)Winter Recess Begins (Students)

December 17 (Friday)Accelerated Session II Last Day of Classes

December 17 (Friday)Spring/Winter Payment Due Date

December 20 (Monday).....Non-thesis Outcomes Reports Due to Graduate Studies for December 2021 graduation

December 20 (Monday)Final Grades Due

December 23-January 2 (Thursday-Sunday).....Winter Recess (University Closed)

**If you are enrolled in an accelerated program, please refer to the Accelerated Academic Calendar for other important dates.

ACADEMIC CALENDAR

FALL 2021 (202201)

DOVER, WILMINGTON AND GEORGETOWN

*** 8 WEEK ACCELERATED SESSIONS ***

ACCELERATED SESSION I

August 30, 2021 – October 22, 2021

August 25-28 (Thursday-Sunday).....Registration
August 30 (Monday).....Classes Begin @ 8:00 am
August 30 (Monday).....Late Registration Begins
September 2 (Thursday).....Last Day to Add Classes
September 3 (Friday).....Effective date for receiving a grade of "W" for dropped course
September 3-7 (Friday-Tuesday).....Documentation for Non-Attendance Period
September 6 (Monday).....Labor Day Recess (University Closed)
September 13 (Monday).....Academic Early Alert Begins
September 16 (Thursday).....Last Day to Drop Accelerated I Course
September 16 (Thursday).....Census Date
September 27 (Monday).....Mid-Term Grades Due
September 30 (Thursday).....Financial Aid 60% Completion Date
September 30-October 24 (Thursday-Sunday).....Registration for Accelerated Session II
October 1-22 (Friday-Friday).....Accelerated II Fall Course Evaluations
October 18-22 Monday-Friday.....Final Examinations
October 22 (Friday).....Last Day of Classes
October 25 (Monday).....Final Grades Due

ACCELERATED SESSION II

October 25, 2021 – December 17, 2021

October 21-22 (Thursday-Friday).....Registration
October 25 (Monday).....Classes Begin
October 25 (Monday).....Late Registration Begins
October 27-November 24 (Wednesday-Wednesday).....Pre-Registration for Spring & Summer
October 28 (Thursday).....Last Day to Add Classes
October 29 (Friday).....Effective date for receiving a grade of "W" for dropped course
October 29-November 1 (Friday-Monday).....Documentation for Non-Attendance Period
November 8 (Monday).....Academic Early Alert Begins
November 15-December 9 (Monday-Thursday).....Accelerated II Fall Course Evaluations
November 19 (Friday).....Last Day to Drop Accelerated II Course
November 19 (Friday).....Census Date
November 24 (Wednesday).....Financial Aid 60% Completion Date
November 25-28 (Thursday-Sunday).....Thanksgiving Recess
November 29 (Monday).....Midterm Grades Due
December 11 (Saturday).....Commencement
December 13-17 (Monday-Friday).....Final Examinations
December 17 (Friday).....Last Day of Classes
December 20 (Monday).....Final Grades Due
December 23-January 2 (Thursday-Sunday).....Winter Recess Begins (University Closed)

Spring 2022 Academic Calendar

Delaware State University Graduate Studies and Research

November 1 (Monday).....International Applicants: Deadline for Receipt of Complete Graduate Applications for Spring 2022. *Please review all requirements via [sgaes.desu.edu/admissions](https://desu.edu/admissions). The applicant is encouraged to contact his or her program(s) of interest via sgaes.desu.edu/about/graduate-program-directory as some have earlier deadlines.*

November 15 (Monday).....Domestic Applicants: Deadline for Receipt of Complete Graduate Applications for Spring 2022. *Please review all requirements via [sgaes.desu.edu/admissions](https://desu.edu/admissions). The applicant is encouraged to contact his or her program(s) of interest via sgaes.desu.edu/about/graduate-program-directory as some have earlier deadlines.*

December 10 (Friday)Winter/Spring Payment Due Date

January 6 (Thursday)Residence Halls Open for New Students Only

January 6-7 (Thursday-Friday)New Student Registration

January 8 (Saturday at noon)Residence Halls Open for Returning Students

January 10 (Monday)Classes Begin at 8 a.m.

January 10 (Monday).....Accelerated Session I Classes Begin at 8 a.m.

January 10 (Monday).....Late Registration Begins

January 11-14 (Tuesday-Friday)I Love DSU Week

January 12 (Wednesday)Late Registration Ends

January 12 (Wednesday)Last Day to Change Course(s) to Audit Status

January 13 (Thursday).....General Faculty Meeting (Virtual)

January 17 (Monday).....Martin Luther King Jr. Observance (University Closed)

January 19 (Wednesday)Last Day to Add Classes

January 20-24 (Thursday-Monday).....Documentation for Non-Attendance Period

January 20 (Thursday)Effective Date for \$10 Per Drop Processing Fee

January 20 (Thursday).....Effective Date for Receiving a Grade of "W" for Dropped Courses

January 21 (Friday)Last Day to Drop Accelerated Session I Course

January 21 (Friday)Deadline for Submission of Committee Forms to 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 28 (Friday).....Applications & Audits for May Commencement due to Graduate Studies for review and approval for submission to the Registrar's Office by February 4

February 1 (Tuesday).....Academic Early Alert Begins

February 10 (Thursday)Founders Day

February 14 (Monday).....Residency Status Audit

February 18 (Friday).....Last Day to Remove Incompletes

February 28-March 4 (Monday-Friday)Midterm Evaluations Administered

February 28-April 1 (Monday-Friday).....Academic Advisement Period

March 4 (Friday).....Residence Halls Close at 5 p.m. for Spring Break

March 4 (Friday).....Accelerated Session I Last Day of Classes

March 7-11 (Monday-Friday).....Spring Break

March 7-11 (Monday-Friday).....MEAC

March 7 (Monday).....Mid-Term Grades Due in Chairs' Offices

March 14 (Monday).....Accelerated Session II Classes Begin

March 15 (Tuesday).....Deadline for Submission of Candidacy Forms along with supporting documentation to 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 16 (Wednesday).....Financial Aid 60% Completion Date

March 16 (Wednesday)Census Date

March 18 (Friday).....Last Day to Schedule a Thesis or Dissertation Defense with Graduate Studies and Research for May 2022 Graduation

March 18 (Friday).....Last Day to Drop Accelerated II Course

March 23-April 28 (Wednesday-Thursday).....Spring Course Evaluations

April 1 (Friday).....Exit Interview for May Graduates Due

April 4-5 (Monday and Tuesday).....Priority Pre-Registration

April 6-22 (Wednesday-Friday).....Preregistration for Fall 2022

April 8 (Friday).....Last Day to Complete the Thesis or Dissertation Defense for May 2022 Graduation

April 9 (Saturday)Spring Open House

April 13 (Wednesday)Last Day to Drop/Withdraw from the University through the Office of Records and Registration

April 13 (Wednesday)Annual Delaware State University Research Day

April 15 (Friday).....Last Day for May 2021 Graduates to File Thesis or Dissertation Outcome Reports to Graduate Studies and Research

April 15-18 (Friday-Monday).....Easter Recess (University Closed)

April 21 (Thursday)Last Day of Classes

April 21 (Thursday)Last Day of Work Study

April 22 (Friday).....Last Day to Submit Final Copies of the Thesis or the Dissertation via ProQuest with Graduate Studies and Research for Review/Approval

Please review the Thesis/Dissertation Handbook: sgaes.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 22 (Friday).....Last Day to Submit the Thesis/ Dissertation Approval Page to Graduate Studies and Research

April 22 (Friday).....Residency Status Final Audit

April 22 (Friday).....Reading Day

April 25-29 (Monday-Friday)Final Examinations

May 2 (Monday).....Final Grades Due

May 2 (Monday).....Non-thesis Outcomes Reports Due to Graduate Studies for May 2022 Graduation

May 4 or 5 (Wednesday or Thursday).....Assessment Summit

May 5 (Thursday)General Faculty Meeting

May 6 (Friday).....Residence Halls Close at 5 p.m.

May 6 (Friday)Accelerated Session II Last Day of Classes

May 6 (Friday).....Summer Payment Due Date

May 14 (Saturday).....Commencement

May 27 (Friday).....SAP Appeals Due for Fall 2021

July 5 (Tuesday).....Fall Payment Due Date

****If you are enrolled in an accelerated program, please refer to the Accelerated Academic Calendar for other important dates.**

ACADEMIC CALENDAR

SPRING 2022 (202203)

DOVER, WILMINGTON AND GEORGETOWN

*** 8 WEEK SESSIONS ***

ACCELERATED SESSION I

January 10, 2022 – March 4, 2022

January 6-7 (Thursday-Friday).....Registration
January 10 (Tuesday).....Classes Begin
January 10 (Tuesday).....Late Registration Begins
January 13 (Thursday).....Last Day to Add Classes
January 14 (Friday).....Effective date for receiving a grade of “W” for dropped course
January 14-18 (Friday-Tuesday).....Documentation for Non-Attendance Period
January 17 (Monday).....Martin Luther King, Jr. Day-University Closed
January 18 (Tuesday).....Academic Early Alert Begins
January 21 (Friday).....Last Day to Drop Accelerated I Course
January 21 (Friday).....Census Date
February 7 (Monday).....Mid-Term Grades Due
February 10 (Thursday).....Financial Aid 60% Completion Date
February 14- March 4 (Monday-Friday).....Accelerated Session I Course Evaluations
March 4 (Friday).....Last Day of Classes
March 7 (Monday).....Final Grades Due

ACCELERATED SESSION II

March 14, 2022 – May 6, 2022

March 7-11 (Monday-Friday).....Spring Break
March 7-11 (Monday-Friday).....MEAC
March 10-13 (Thursday-Sunday)Registration
March 14 (Monday).....Classes Begin
March 14 (Monday).....Late Registration Begins
March 17 (Thursday).....Last Day to Add Classes
March 18 (Friday).....Effective date for receiving a grade of “W” for dropped course
March 18-21 (Friday-Monday).....Documentation for Non-Attendance Period
March 18 (Friday).....Last Day to Drop Accelerated II Course
March 18 (Friday).....Census Date
March 21 (Monday).....Academic Early Alert Begins
March 29- April 14 (Tuesday-Thursday).....Accelerated Session II Course Evaluations
April 11 (Monday).....Mid-Term Grades Due
April 14 Thursday).....Financial Aid 60% Completion Date
April 15-18 (Friday-Monday).....Easter Recess (University Closed)
May 6 (Friday).....Last Day of Class
May 9 (Monday).....Final Grades Due
May 14 (Saturday)Commencement

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, School of Graduate, Adult and Extended Studies. If the student admits to the infraction and agrees with the proposed sanction, then these actions will constitute the summary report. 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, School of Graduate, Adult and Extended Studies, 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

It is a requirement that all degree-seeking graduate students maintain their enrollment status throughout the duration of their Program of Study. All students must be registered in the semester (or term) in which the degree is officially awarded. This will require enrollment during fall and spring semesters until all degree requirements are completed. Only students seeking to graduate during the summer must enroll during the summer session. Students out of compliance will be required to reapply to their program and if readmitted, will be subject to any program changes or admission standards implemented during their lapse of enrollment.

HEALTH RECORDS

The University requires that all graduate students who intend to live on campus must fill out a Student Health Form. If a student does not live on campus, he or she does not have to complete a health form. If a 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: <https://www.desu.edu/student-life/student-health-services>.

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 Office of Records and Registration 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 Records and Registration as often as changes are made or may update their personal data on the myDESU website listed above. In order for a student to request a change in his or her program, the student must be in good academic standing (at least a 3.0 GPA) in the existing program. Students must fill out the Change of Program application and obtain the signatures of the former Program Director and the new Program Director. A Plan of Study is submitted to the Office of Graduate Studies and Research. Students may be subject to providing supplemental documentation. 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.

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 Records and Registration 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" ("Q") on his/her transcript.

The grading system at Delaware State University is shown below:

Grade	Quality Points	Explanation
A	4.00	Excellent
B	3.00	Good
C	2.00	Fair
D	1.00	Poor
F	0.00	Failure
WF	0.00	Withdrawal/Fail
I	Not Computed in GPA	Incomplete
W	Not Computed in GPA	Withdrew
WA	Not Computed in GPA	Administrative Drop
AU	Not Computed in GPA	Audit – Not Taken For Credit
S	Not Computed in GPA	Satisfactory
U	Not Computed in GPA	Unsatisfactory
P	Not Computed in GPA	Pass
Q	Not Computed in GPA	Thesis/Dissertation in progress proceeding satisfactorily

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 Delaware State University 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. 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 "Withdraw" (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, School of Graduate, Adult and Extended Studies, 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 Office of Records and Registration. Withdrawal is complete when all necessary signatures have been obtained and the form has been received in and processed by the Records 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, School of Graduate, Adult and Extended Studies. 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, School of Graduate, Adult and Extended Studies, 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 Office of Records and Registration 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 Office of Records and Registration.

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 admitting the student to his or her graduate program, this information is forwarded to the Office of Records and Registration 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, School of Graduate, Adult and Extended Studies, 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.

A student who wishes to have credits transferred into Delaware State University should fill out the Transfer Graduate Credits form. Requests should be accompanied **with an official transcript**. This information once approved by the Office of Graduate Studies and Research is forwarded to the Office of Records and Registration 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 to be 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 his or her 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 the School of Graduate, Adult and Extended Studies.

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
- Determine the thesis, including its defense, is 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, School of Graduate, Adult and Extended Studies, 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.

An extensive review is provided in the Thesis/Dissertation Handbook found at the following link:

https://sgaes.desu.edu/sites/sgsr/files/document/6/thesis_and_dissertation_handbook.pdf

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, School of Graduate, Adult and Extended Studies, 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, School of Graduate, Adult and Extended Studies.

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;
- 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
- Determine the thesis, including its defense, 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, School of Graduate, Adult and Extended Studies, 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.

An extensive review is provided in the Thesis/Dissertation Handbook found at the following link:

https://sgaes.desu.edu/sites/sgsr/files/document/6/thesis_and_dissertation_handbook.pdf.

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, School of Graduate, Adult and Extended Studies, approval of all registrations for the sustaining thesis beyond one semester.

SIGNING MATRICULATION FORMS

Effective October 1, 2019, all matriculation forms must be submitted via DocuSign. DocuSign is an electronic platform that electronically routes documents through the signature process. Initiators of a particular form are responsible for providing the contact information of each person required to sign each form. Forms and directions for using DocuSign are located on the Graduate Studies and Research website at <https://sgaes.desu.edu/admissions/current-students#formsdocs>.

Instructions and sample templates of each form are below. (Some programs and disciplines have forms specifically for their students.)

DocuSign PowerForm Initiation/Completion Instructions

1. If you received an email to complete a DocuSign form, please skip to step #6. If you are initiating a DocuSign PowerForm from a link, please start at step #2.
2. A "PowerForm" is a DocuSign form that you begin using a link. An "initiator" is the person who starts the PowerForm. Each "role" refers to a person that needs to sign the document, and each role has specific things to do on the form (filling in information, reviewing, approving/declining, signing, etc.) **Make sure you are the correct party to initiate the PowerForm.** The PowerForm initiator is responsible for filling in the names and email addresses of any blank roles on the form. **Please make sure to route the form to the proper people.**
3. Click on the PowerForm link to initiate the form.
4. When the PowerForm page appears, complete any blank name and email information of any roles on the form.
If you don't see a role, it is likely because that role has been hard-coded and locked on the back end. For example, if a form is always supposed to be signed by a certain person, it will be locked to prevent changes. You will not see it on the PowerForm, but it will route appropriately.
5. Click Begin Signing
6. If you are the first person that is supposed to receive the form (or you received an email from DocuSign requesting you to review/sign a document), another window should open up giving you the option to complete your part of the form.
7. Check the box to agree to use electronic signatures.
8. Select Continue

9. Press Start at the top left and it will take you to the first required field to complete. Each role has actions to perform, which may include filling out information, simply signing off, or approving/declining. Complete the actions required for your role. Any items that are mandatory are outlined in red and you will not be able to sign the document without completing those fields. **Also keep in mind that you may need to complete *optional* fields depending on the form, so review carefully before signing. Once a form has been signed and closed, that signer cannot change any of the information submitted on the form.**
10. If you are not the initiator and are required to sign or approve/decline the form, please review it carefully. If the form is filled out incorrectly and should not be signed, please select **Decline to Sign** at the top right. **That will void the form**, and parties who were required to sign will receive an email notifying them that the form has been declined (a box will appear that will allow you to enter a reason why you declined to sign it).

If you receive a form for signature but are not the proper signer, please do not sign it. Close the form out and contact the sender to ask them to have your name changed to the proper signer. The sender may have to contact their DocuSign administrator to change the signer. (Please note if the signers are "locked" or hard-coded, they cannot be changed.)
11. If you come across a field that you cannot complete because you don't have the necessary information at your fingertips, you can click the Finish Later option at the top right.

You can then receive an email that will allow you to re-enter the document and finish completion. Please do not sign before you complete all information.
12. After you have completed filling in all of the required information and providing your signature if necessary, click FINISH.
13. You will be given the option to save/print the document (all parties will receive a completed copy after the last signature, so you don't necessarily have to keep a copy at this point).
14. You will receive a message stating your document is complete. Click CLOSE.
15. The form will automatically be forwarded to the next person required to sign.
16. Once everyone signs the form, all parties will receive a PDF copy of the form to download and/or print.

FAQs

What if I realize I provided incorrect information after I have signed and closed out the form?

If you know who the next person receiving the form is, you can contact him/her and ask the person to decline to sign it. That will void the form, and you can start another one. Please do not start another form without making sure the original form is voided. If you do not know who the next person receiving the form is, contact the Graduate Studies and Research office at gradstudies@desu.edu.

What if I received a form for signature, but I am not the proper signer?

Do not sign it. Close the form out and contact the sender of the form to ask him/her to have your name changed to the proper signer. The sender can contact the Graduate Studies and Research office at gradstudies@desu.edu to have the change made. (Please note if the signers are "locked" or hard-coded, they cannot be changed.)

**DELAWARE STATE UNIVERSITY
GRADUATE STUDIES AND RESEARCH
PLAN OF STUDY***

Student Name:

Student D100#:

Date of Enrollment:
(MM/DD/YYYY format)

Date of Revision:
(MM/DD/YYYY format)

Program Name (Concentration) and Degree:

Required Courses Total Hours Required =

Course Number and Course Title	Credit Hours	Semester or Session to be completed	Course Number and Course Title	Credit Hours	Semester or Session to be completed

Elective Courses Total Hours Required =

Course Number and Course Title	Credit Hours	Semester or Session to be completed	Course Number and Course Title	Credit Hours	Semester or Session to be completed

I have verified that the total credit hours for the courses entered above (excluding transfer credits) meet the total credit hour requirement for the program.

Transfer Credits – To transfer credits, an Application for Transfer of Graduate Credits must be submitted concurrently with the Plan of Study. An official transcript must be on file for 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.

I am requesting to transfer credits (please select Yes or No). If Yes is selected, please complete an Application for Transfer of Credits form concurrently with this Plan of Study. If requesting transfer credits and the additional application is not completed and submitted for approval, the Plan of Study will be rejected.

Provisional Admission Requirements:	
Candidacy Requirements:	
Capstone Requirements:	
Additional Proficiencies/Comments:	

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

Student Signature

Date

Advisor Signature

Date

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

Date

Revised 2/20

**DELAWARE STATE UNIVERSITY
GRADUATE STUDIES AND RESEARCH
PLAN OF STUDY for
Satisfactory Academic Progress Appeal***

Student Name:

Student D100#:

Date of Enrollment:

(MM/DD/YYYY format)

Date of Revision:

(MM/DD/YYYY format)

Program Name (Concentration) and Degree:

Required Courses Total Hours Required =

Course Number and Course Title	Credit Hours	Semester or Session to be completed	Course Number and Course Title	Credit Hours	Semester or Session to be completed

Elective Courses Total Hours Required =

Course Number and Course Title	Credit Hours	Semester or Session to be completed	Course Number and Course Title	Credit Hours	Semester or Session to be completed

I have verified that the total credit hours for the courses entered above (excluding transfer credits) meet the total credit hour requirement for the program.

Provisional Admission Requirements:	
Candidacy Requirements:	
Capstone Requirements:	
Additional Proficiencies/Comments:	

*(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/her files and a copy should be maintained in the Department/Program Office.

Student Signature

Date

Program Director Signature

Date

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

Date

Revised 2/20

**DELAWARE STATE UNIVERSITY
OFFICE OF GRADUATE STUDIES AND RESEARCH**

**THE APPOINTMENT OF AN ADVISORY COMMITTEE FOR GRADUATE DEGREE
(STUDENTS REQUIRING A DISSERTATION)**

Student's Name:

D#:

Admission Term and Year:

Major and Degree Program:

Concentration:

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

The members of the student's advisory committee as indicated below were designated during a conference
with the student on _____

Date

Program Director Signature

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

Committee Names (Please Type):

Committee Signatures:

Chair, Advisory Committee/Affiliation

Phone Number/Email

Signature

Date Signed

Committee Member/Affiliation

Phone Number/Email

Signature

Date Signed

Committee Member/Affiliation	Phone Number/Email	Signature	Date Signed
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Committee Member/Affiliation	Phone Number/Email	Signature	Date Signed
------------------------------	--------------------	-----------	-------------

External Committee Member/Affiliation	Phone Number/Email	Signature	Date Signed
---------------------------------------	--------------------	-----------	-------------

External Committee Member – Please Attach Resume/CV here if not already on file with Office of Graduate Studies and Research:

Already on file? Please type Yes or No:
(if No, please be sure to attach)

Department Chair (or Designee) Signature	Date Signed
--	-------------

College Dean (or Designee) Signature	Date Signed
--------------------------------------	-------------

Approved

Not Approved

Dean, School of Graduate, Adult and Extended Studies (or Designee) Signature	Date Signed
--	-------------

**DELAWARE STATE UNIVERSITY
OFFICE OF GRADUATE STUDIES AND RESEARCH**

**THE APPOINTMENT OF AN ADVISORY COMMITTEE FOR GRADUATE DEGREE
(STUDENTS REQUIRING A THESIS)**

Student's Name:

D#:

Admission Term and Year:

Major and Degree Program:

Concentration:

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

The members of the student's advisory committee as indicated below were designated during a conference
with the student on _____

Date

Program Director Signature

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

Committee Names (Please Type):

Committee Signatures:

Chair, Advisory Committee/Affiliation

Phone Number/Email

Signature

Date Signed

Committee Member/Affiliation

Phone Number/Email

Signature

Date Signed

Committee Member/Affiliation	Phone Number/Email	Signature	Date Signed
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External Committee Member/Affiliation	Phone Number/Email	Signature	Date Signed
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External Committee Member – Please Attach Resume/CV here if not already on file with Office of Graduate Studies and Research:

Already on file? Please type Yes or No:
(if No, please be sure to attach)

Department Chair (or Designee) Signature	Date Signed
--	-------------

College Dean (or Designee) Signature	Date Signed
--------------------------------------	-------------

Approved

Not Approved

Dean, School of Graduate, Adult and Extended Studies (or Designee) Signature	Date Signed
--	-------------

**DELAWARE STATE UNIVERSITY
OFFICE OF GRADUATE STUDIES AND RESEARCH**

**THE APPOINTMENT OF AN ADVISORY COMMITTEE FOR GRADUATE DEGREE
(NON-THESIS STUDENTS)**

Student's Name:

D#:

Admission Term and Year:

Major and Degree Program:

Concentration:

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

The members of the student's advisory committee as indicated below were designated during a conference
with the student on _____

Date

Program Director Signature

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

Committee Names (Please Type):

Committee Signatures:

Chair, Advisory Committee/Affiliation	Phone Number/Email	Signature	Date Signed
Committee Member/Affiliation	Phone Number/Email	Signature	Date Signed

Committee Member/Affiliation	Phone Number/Email	Signature	Date Signed
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Department Chair (or Designee) Signature	Date Signed
--	-------------

College Dean (or Designee) Signature	Date Signed
--------------------------------------	-------------

Approved	Not Approved
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Dean, School of Graduate, Adult and Extended Studies (or Designee) Signature	Date Signed
--	-------------

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 concurrently with this document.** *Prescribed time limit is seven years for receipt of a doctoral degree.

Committee Chair Signature	Date
----------------------------------	-------------

Program Director Signature	Date
-----------------------------------	-------------

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

****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.**

**DELAWARE STATE UNIVERSITY
OFFICE OF GRADUATE STUDIES AND RESEARCH**

**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	

Please attach results of qualifier examination if applicable:

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

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

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

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 concurrently with this document.** *Prescribed time limit is five years for receipt of a graduate degree.

Committee Chairperson Signature

Date

Program Director Signature

Date

Dean, School of Graduate Studies and Research or Designee Signature

Date

**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.

DELAWARE STATE UNIVERSITY
OFFICE OF GRADUATE STUDIES AND RESEARCH

DEFENSE SCHEDULING FORM*

Candidate's Name: _____ **Today's Date:** _____

D#: _____

Degree Program: _____

Thesis/Dissertation Title: _____

Defense Date: _____

Defense Location: _____

Defense Time: _____

Flyer is Attached (Type Yes or No):

If Yes, Upload Flyer Here:

Candidate's Signature **Date**

Committee Chairperson Name **Signature** **Date**

Department Chairperson or Designee Name **Signature** **Date**

Dean of Graduate, Adult and Extended Studies or Designee Name **Signature** **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.*

DELAWARE STATE UNIVERSITY
OFFICE OF GRADUATE STUDIES AND RESEARCH
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 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.

I understand that if option b, c, d, or e is selected I must also concurrently complete the Revisions for Doctoral Outcomes form. This form will not be accepted without the revisions document unless the selection is option a.

Approval:

Professor of Record (Print)

Signature

Date

Program Director(Print)

Signature

Date

Department Chairperson or Designee(Print)

Signature

Date

College Dean or Designee(Print)

Signature

Date

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

Date

DELAWARE STATE UNIVERSITY
OFFICE OF GRADUATE STUDIES AND RESEARCH

REPORT OF DEFENSE OUTCOME

Submission Date: _____ Defense Date: _____

Candidate's Name: _____ D#: _____

Degree and Major (Concentration): _____

Department and College: _____

Thesis/Dissertation/Paper/Project Title: _____

Defense Outcome Alternatives (check one):

- (a) Accept the document without any changes or revisions as noted by signature of all committee members on the approval page immediately following the defense;
- (b) Accept the document subject to the candidate making the recommended changes as noted by signature of all committee members on the approval page immediately following the defense with the exception the committee chairperson. The chairperson will be responsible for reviewing the revised document to ensure that the recommended changes were made; signing the approval page upon completion;
- (c) Revision of the document is recommended; withholding all signatures until the revised document has been reviewed and approved by all committee members;
- (d) Revision of the document is recommended along with a second meeting of the committee where the student will review the document and complete the defense; or
- (e) The document as well as its defense is determined to be unsatisfactory resulting in the student's failure of the oral examination.

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

Approval:

_____ External Committee Member (Print)	_____ Signature	_____ Date
_____ Committee Chairperson (Print)	_____ Signature	_____ Date
_____ Department Chairperson or Designee (Print)	_____ Signature	_____ Date
_____ College Dean or Designee (Print)	_____ Signature	_____ Date
_____ Dean, School of Graduate, Adult and Extended Studies or Designee Signature Date		

DELAWARE STATE UNIVERSITY
OFFICE OF GRADUATE STUDIES AND RESEARCH
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;
- (b) Accept the capstone document subject to the candidate making the recommended changes as noted by 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	_____ Date
_____ Program Director(Print)	_____ Signature	_____ Date
_____ Department Chairperson or Designee(Print)	_____ Signature	_____ Date
_____ College Dean or Designee(Print)	_____ Signature	_____ Date
_____ Dean, School of Graduate, Adult and Extended Studies or Designee Signature Date		

**DELAWARE STATE UNIVERSITY
OFFICE OF GRADUATE STUDIES & RESEARCH
REVISIONS FOR THESIS/DISSERTATION**

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

Submission Date: _____ Defense Date: _____

Candidate's Name: _____ D#: _____

Degree and Major (Concentration): _____

Thesis/Dissertation Study Title: _____

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

Changes/Revisions

Type in below or upload attachment here:

Graduate Candidate (Print)

(Signature)

(Date)

Committee Chairperson (Print)

(Signature)

(Date)

Timeline for Completion: _____

**DELAWARE STATE UNIVERSITY
OFFICE OF GRADUATE STUDIES & RESEARCH
REVISIONS FOR DOCTORAL CAPSTONE**

This form will accompany the Report of Doctoral 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.

Changes/Revisions

Type in below or upload attachment here:

Graduate Candidate (Print)

(Signature)

(Date)

Professor of Record (Print)

(Signature)

(Date)

Timeline for Completion: _____

DELAWARE STATE UNIVERSITY
OFFICE OF GRADUATE STUDIES & RESEARCH
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.

Changes/Revisions

Type in below or upload attachment here:

Graduate Candidate (Print)

(Signature)

(Date)

Professor of Record (Print)

(Signature)

(Date)

Timeline for Completion: _____

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.
- Applicants that do not graduate in the semester intended must re-apply for graduation with a new application and audit.
- All graduates are assessed a graduation fee regardless of their participation in commencement.
- Enroll and successfully complete all course, program and candidacy requirements, satisfy all financial obligations and complete an exit interview/survey.

1. Name to Appear on Diploma: _____

2. Student D#: _____

3. Major: _____

4. Concentration: _____

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

Degree Requirements to be Completed and Year:

FALL _____ SPRING _____ SUMMER _____

I have entered the correct graduation semester and year above

5. Address to Mail Diploma:

6. Phone: _____

E-mail: _____

Student's Signature: _____ Date: _____

To Be Completed By the Student's Advisor:

Admission Date _____ Candidacy Requirements Completed _____ Date Admitted to Candidacy _____

Total Credit Hours Transferred _____ Total Credit Hours Waived _____

Culminating Activity Select One:

Upload PDF of Student's Degree Works Information Here:

Comprehensive Examination Thesis Paper/Project/Presentation Dissertation Other

Other Requirements as noted: _____

Department Chairperson or Designee Signature: _____ Date: _____

Date: _____

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

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

Advisor Signature Department Date

Member Signature Department Date

Member Signature Department Date

External Member Signature Department Date

Approved

Department Chairperson or Designee Signature Department Date

Academic Dean or Designee Signature Department Date

Dean, School of Graduate, Adult and Extended Studies Signature Date

To: Dr. Patrice Gilliam-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

Advisor Signature Department Date

Member Signature Department Date

Member Signature Department Date

External Member Signature Department Date

Additional Member Signature Department Date

Approved

Department Chairperson or Designee Signature Department Date

Academic Dean or Designee Signature Department Date

Dean, School of Graduate, Adult and Extended Studies Signature Date

**DELAWARE STATE UNIVERSITY
OFFICE OF GRADUATE STUDIES AND RESEARCH
CHANGE OF PROGRAM APPLICATION**

Application Term:

Last Name	First Name	Middle Initial	D#
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Permanent Address:

Street Address

City	State	Zip
------	-------	-----

Local Address:

Street Address

City	State	Zip
------	-------	-----

Former Name (if applicable)	Home Telephone Number	Cell Number
-----------------------------	-----------------------	-------------

Birth Date (in DD/MM/YYYY format)	Sex	Email Address
-----------------------------------	-----	---------------

Citizenship

U.S. Citizen:

Are you an international applicant?

Do you currently hold a valid U.S. visa?

Is English your native language?

Legal Resident:

If yes, please enter country:

If yes, please select type:

In Case of Emergency

Emergency Contact Type:

If emergency contact type is guardian, name of court in which guardianship appointed	Date of Appointment
--	---------------------

Last Name of Emergency Contact	First Name
--------------------------------	------------

Street Address

City	State	Zip
------	-------	-----

Telephone Number – Cell

Telephone Number – Work

Email Address

Enrollment Information

Applying for change FROM Program (please select one):

TO Program (please select one):

Enrollment Status:

Campus Location:

I plan to (select one):

Financial Assistance Information

At Delaware State University, education is an investment in your future. The lifelong benefits of a quality education far exceed the initial expenses involved. However, you may need assistance and guidance in meeting those expenses. The Delaware State University Financial Aid Office is committed to providing the best possible service and programs to assist you in achieving your education goals.

The financial aid process at DSU primarily consists of federal funds. The definition of financial aid is "assistance given to help meet the student's cost of attendance. Grants, scholarships, loans, and work-study programs are all considered financial aid.

With the exception of some scholarships, most financial aid is awarded on the basis of demonstrated need.

Will you be requesting financial assistance to pay for the courses?

All applicants, regardless of race, creed, national origin or health conditions are given equal consideration for admission into the University. If accepted, I will abide by the rules and regulations set forth by the University. I realize that failure to do so may lead to suspension. I have carefully reviewed the information supplied in this application and certify it to be correct. Your failure to provide complete, accurate and truthful information on this application will be grounds to deny or withdraw your admission or dismiss you after enrollment.

I agree to the above statement:

Student Signature

Date

Departing Program Director Name

Signature

Date

New Program Director Name

Signature

Date

**DELAWARE STATE UNIVERSITY
OFFICE OF GRADUATE STUDIES AND RESEARCH
READMISSION APPLICATION**

Application Term:

Last Name	First Name	Middle Initial	D#
-----------	------------	----------------	----

Permanent Address:

Street Address

City	State	Zip
------	-------	-----

Local Address:

Street Address

City	State	Zip
------	-------	-----

Former Name (if applicable)	Home Telephone Number	Cell Number
-----------------------------	-----------------------	-------------

Birth Date (in MM/DD/YYYY format)	Sex	Email Address
-----------------------------------	-----	---------------

Citizenship

U.S. Citizen:

Are you an international applicant?

Do you currently hold a valid U.S. visa?

Is English your native language?

Legal Resident:

If yes, please enter country:

If yes, please select type:

In Case of Emergency

Emergency Contact Type:

If emergency contact type is guardian, name of court in which guardianship appointed	Date of Appointment
--	---------------------

Last Name of Emergency Contact	First Name
--------------------------------	------------

Street Address

City	State	Zip
------	-------	-----

Telephone Number – Cell

Telephone Number – Work

Email Address

Enrollment Information

Applying for Readmissions to DSU Graduate School Program (please select one):

Enrollment Status:

Campus Location:

I plan to (select one):

Provide last month and year attended:

Have you taken courses since the last month and year of enrollment at Delaware State University?

If yes, provide the following and supply transcripts:

College Name

City

State

Dates of Attendance:

From

To

Program of Study

Highest Level/Degree

Financial Assistance Information

At Delaware State University, education is an investment in your future. The lifelong benefits of a quality education far exceed the initial expenses involved. However, you may need assistance and guidance in meeting those expenses. The Delaware State University Financial Aid Office is committed to providing the best possible service and programs to assist you in achieving your education goals.

The financial aid process at DSU primarily consists of federal funds. The definition of financial aid is "assistance given to help meet the student's cost of attendance. Grants, scholarships, loans, and work-study programs are all considered financial aid.

With the exception of some scholarships, most financial aid is awarded on the basis of demonstrated need.

Will you be requesting financial assistance to pay for the courses?

Note: Answering the financial assistance question does not enroll you in financial services. You must complete and file the Free Application for Federal Student Aid (FAFSA) to apply for financial assistance.

All applicants, regardless of race, creed, national origin or health conditions are given equal consideration for admission into the University. If accepted, I will abide by the rules and regulations set forth by the University. I realize that failure to do so may lead to suspension. I have carefully reviewed the information supplied in this application and certify it to be correct. Your failure to provide complete, accurate and truthful information on this application will be grounds to deny or withdraw your admission or dismiss you after enrollment.

I agree to the above statement:

Student Signature

Date

Program Director Name

Signature

Date

**DELAWARE STATE UNIVERSITY
OFFICE OF GRADUATE STUDIES AND RESEARCH
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: 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.

***Students: Please provide evidence of any extenuating circumstances and provide any supporting documentation to support your request for a leave of absence. Please upload attachment(s) here:**

**DELAWARE STATE UNIVERSITY
OFFICE OF GRADUATE STUDIES AND RESEARCH
EXTENSION OF TIME REQUEST FORM**

I, _____
Candidate's Name 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:

Course Number	Course Title	Credit Hours	Semester and Year Completed

Student's Signature _____ Date _____

The Advisory Committee has discussed this request and recommends _____ denies _____ 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 Signature _____ Date _____

Department Chairperson or Designee Signature _____ Date _____

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

Extension Rejected:

Extension Approved through _____

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

REVALIDATION OF CREDIT

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

- The time limit for completion of all graduate programs is five years from the date of enrollment in the earliest course applied towards the degree, including transferred courses.
- The time limit for completion of all doctoral programs is seven years from the date of enrollment in the earliest course applied towards the degree, including transferred courses.
 - o **Examination:** The Department or Program may elect to examine the student (orally or in writing) and report the results to the School of Graduate Studies and Research.
 - o **Independent Study:** The Department or Program may elect to design an independent study if no course currently exists by which the student may update course content.
 - o **Repeat the Course:** The student may repeat expired course work if the content has changed significantly since previous enrollment.
 - o **Additional Hours:** The Department or Program may assign additional hours of course work to ensure currency of knowledge in rapidly changing content areas.
 - o **No Additional Work Assigned:** The Department or Program has evaluated the curriculum and acknowledges that no significant curricula or program change has occurred since the student's first date of enrollment and therefore no additional work is assigned.

**DELAWARE STATE UNIVERSITY
OFFICE OF GRADUATE STUDIES AND RESEARCH**

**APPLICATION FOR CHANGE FROM PROVISIONAL
TO UNCONDITIONAL ADMISSION**

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

FROM: _____
Student's Name 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:

Course Number	Course Title	Grade	Credit Hours	Semester Completed	Office Use Only

Other conditions:

GPA* _____ **GMAT Score*** _____ **GRE Score*** _____ **MAT Score*** _____

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

Student's Signature **Date**

Program Director Signature **Date**

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

2021-2022 Academic Year

GRADUATE PROGRAM

Contact Information and Application Requirements

Please review application processes and international student admission deadlines at the following link:

sgaes.desu.edu/admissions

College of Agriculture, Science and Technology (CAST)

Dean's Office	Title	Contact Information	Location
Dr. Cheresse Winstead	Interim Dean	cwinstead@desu.edu; 302.857.6400	Ag/Baker Annex Building, Room 108C
Dr. Charlie Wilson	Associate Dean for Academics/CAST Program Director	cwilson@desu.edu; 302.857.6519	Science Center, Room 300
Karen Holland	Grants Office Administrator	kholland@desu.edu; 302.857.6465	Ag Annex Building, Room 108D
Linda Milligan	Assistant to the Dean	lmilligan@desu.edu; 302.857.6328	Ag Annex Building, Room 108A

DEPARTMENT OF AGRICULTURE AND NATURAL RESOURCES

MS in Agriculture — Concentrations: Animal Science and Plant Science

MS in Natural Resources

PhD in Integrative Agriculture, Food and Environmental Sciences

APPLICATION DEADLINES:

Fall — June 30, **Spring** — November 15, **Summer** — April 15

INTERNATIONAL APPLICATION DEADLINES:

(MS): Fall — May 1 | **Spring** — November 1 | **Summer** — April 1

(PhD): Fall — May 30, **Spring** — October 15, **Summer** — March 15

APPLICATION REQUIREMENTS:

MS degrees: 3 Professional Letters of Recommendation; GRE; Resume; Statement of Intent with (a) the student's objectives in obtaining the degree, (b) area(s) of research interest, and (c) the student's interest in the Agricultural Science or Natural Resources area (maximum two pages); Cumulative Undergraduate GPA of 2.8 in Plant or Animal Science, Biology, Chemistry, Nutrition, or a closely related field (Agriculture) or in Fisheries Science, Wildlife Science, Environmental Science, Ecology, Biology, or a closely related field (Natural Resources)

PhD degree: Cumulative Undergraduate GPA of 3.0 for candidates applying with an MS degree and Cumulative Undergraduate GPA of 3.25 for candidates applying with a BS degree; GRE; Curriculum Vitae; 3 Professional Letters of Recommendation; Contact with a Potential Advisor prior to application for potential research assistantship opportunities

Department Contacts	Title	Contact Information	Location
Dr. Mingxin Guo	Department Chairperson	mguo@desu.edu; 302.857.6479	Baker Building, Room 3
Dr. Gulniha Ozbay	Director, PhD Program	gozbay@desu.edu; 302.857.6476	Ag Annex Building, Room 107D
Joseph Morton	Senior Secretary	jmorton@desu.edu; 302.857.6468	Baker Building, Room 3

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 | **INTERNATIONAL: Fall Admission Only** — March 15

APPLICATION REQUIREMENTS:

GRE score of > 100 (with a minimum of 25 percentile (MS) or 30 (PhD) in each of the 3 categories); Cumulative Undergraduate GPA of 3.0 in the major or similar fundamental STEM field; Personal Statement; 3 Professional Letters of Recommendation

Department Contacts	Title	Contact Information	Location
Dr. Sabrina McGary	Department Chairperson	smcgary@desu.edu; 302.857.7464	Science Center, Room 122B

DEPARTMENT OF CHEMISTRY			
MS in Applied Chemistry and PhD in Applied Chemistry APPLICATION DEADLINES: Fall — April 15 Spring — November 1 INTERNATIONAL: Fall — March 15 Spring — October 1 APPLICATION REQUIREMENTS: 2 Professional Letters of Recommendation; GRE; Interest Statement; Resume; Cumulative GPA of 3.0; Official Copy of TOEFL score (<i>no more than 2 years old; for international non-English speaking applicants only</i>)			
Department Contacts	Title	Contact Information	Location
Dr. Cherese Winstead	Department Chairperson	cwinstead@desu.edu; 302.857.6521	Science Center, Room 314
Shanah Roberts	Administrative Secretary	sroberts@desu.edu; 302.857.6530	Science Center, Room 314
DEPARTMENT OF HUMAN ECOLOGY			
MS in Food Science and Biotechnology — Concentrations: Biotechnology, Food Chemistry and Food Microbiology APPLICATION DEADLINE: Fall — June 15 Spring — November 15 Summer — April 15 APPLICATION REQUIREMENTS: 3 Professional Letters of Recommendation; GRE; Resume; Statement of Intent with (a) The student's objectives in obtaining the degree, (b) area(s) of research interest, and (c) the student's interest in the food science or biotechnology area (maximum two pages); and Cumulative GPA of 2.75 in Food Science, Biology, Chemistry, Nutrition, or a closely related field			
Department Contacts	Title	Contact Information	Location
Dr. Samuel Besong	Department Chairperson	sbesong@desu.edu; 302.857.6440	Ag/Baker Annex Building, Room 102A
Sherry Garrison	Senior Secretary	sgarrison@desu.edu; 302.857.6440	Ag/Baker Annex Building, Room 102A
DIVISION OF PHYSICS, ENGINEERING, MATHEMATICS AND COMPUTER SCIENCE			
MS in Computer Science APPLICATION DEADLINE: Fall Admission Only — April 15 INTERNATIONAL: Fall Admission Only — March 15 APPLICATION REQUIREMENTS: 3 Professional Letters of Recommendation; GRE; Undergraduate GPA of 3.0 (<i>with emphasis on computer science and mathematics courses and mathematical maturity</i>); Personal Statement and Resume (<i>accepted but not required</i>); TOEFL or IELTS score (<i>for international non-English speaking applicants only. Typical scores should be in 575 range. A telephone interview may also be required.</i>)			
Department Contacts	Title	Contact Information	Location
Dr. Marwan F. Rasamny	Department Chairperson	mrasmny@desu.edu; 302.857.7896	Science Center, Room 330
Rozena Hawkins	Administrative Secretary	rhawkins@desu.edu; 302.857.6640	Science Center, Room 330
MS in Mathematics — Pure Mathematics and Applied Mathematics PhD in Interdisciplinary Applied Mathematics and Mathematical Physics APPLICATION DEADLINE: Fall Admission Only — April 15 INTERNATIONAL: Fall Admission Only — March 15 APPLICATION REQUIREMENTS: 2 Professional Letters of Recommendation (MS), 3 Professional Letters of Recommendation from professionals in the area of interest (PhD); GRE; Cumulative Undergraduate GPA of 2.5 and Scholastic GPA of 3.0; Personal Statement (MS); Resume (PhD)			
Department Contacts	Title	Contact Information	Location
Darlene Turner	Administrative Secretary	dfturner@desu.edu; 302.857.6640	ETV Building, Room 107
MS in Applied Optics, MS in Physics and PhD in Optics APPLICATION DEADLINE: Fall Admission Only — June 30 INTERNATIONAL: Fall Admission Only — April 15 APPLICATION REQUIREMENTS: Earned baccalaureate degree in physics or a related field; 2 Professional Letters of Recommendation; GRE; Statement of Intent; Cover Letter (MS)			
Department Contacts	Title	Contact Information	Location
Rose Shields	Technical Secretary	rshields@desu.edu; 302.857.6659	Science Center, Room 216

College of Business (COB)

Dean's Office	Title	Contact Information	Location
Dr. Michael Casson	Dean	mcasson@desu.edu; 302.857.6925	Bank of America Building, Room 304
Dr. DaeRyong David Kim	Department Chairperson	dkim@desu.edu; 302.857.6933	Bank of America Building, Suite 210C

MBA

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

APPLICATION DEADLINES: **Rolling Admission — Wilmington and Online**

INTERNATIONAL APPLICATION DEADLINES: **Fall** — May 1 | **Fall Session II** — August 1

Spring — November 1 | **Spring Session II** — January 15

Summer — April 1

APPLICATION REQUIREMENTS:

GMAT (GRE with Permission of Program Director); 2 Professional Letters of Recommendation; Resume; Personal Statement; and Cumulative Undergraduate GPA of 3.0

GMAT may be waived based upon executive-level work experience subject to Graduate School approval. Required GMAT score is based on the formula $200 * \text{UG GPA} + \text{GMAT score} \geq 975$.

MBA Contacts	Title	Contact Information	Location
Mr. Jose Echeverri, MBA	Program Director	jecheverri@desu.edu; 302.857.8015/6978	Wilmington/Bank of America Building, Suite 311
Elizabeth Boakye	Administrative Assistant	eboakye@desu.edu; 302.857.7004	Bank of America Building, Suite 311

DEPARTMENT OF SPORT MANAGEMENT

MS in Sport Administration

APPLICATION DEADLINE: **Rolling Admission — Wilmington and Online**

INTERNATIONAL APPLICATION DEADLINES: **Fall** — May 1 | **Fall Session II** — July 1

Spring — November 3 | **Spring Session II** — February 1

Summer — April 1

APPLICATION REQUIREMENTS:

Cumulative Undergraduate GPA of 2.5; 2 Professional Letters of Recommendation; GRE or GMAT

Department Contacts	Title	Contact Information	Location
Dr. Janet E. Blade	Department Chairperson/ Program Director	jblade@desu.edu; 302.857.6607	Memorial Hall, Room 220
Cheryl McCrea	Senior Secretary	cmmcrea@desu.edu; 302.857.6600/6613	Memorial Hall, Room 221

Wesley College of Health and Behavioral Sciences (CHBS)

Dean's Office	Title	Contact Information	Location
Dr. Gwendolyn Scott-Jones	Interim Dean	gscottjones@desu.edu; 302.857.6664	DSU Downtown
Dr. Eleanor Kiesel	Interim Associate Dean	ekiesel@desu.edu; 302.857.7127	DSU Downtown
Dr. Robert Mason	Assistant Dean	rmason@desu.edu; 302.857.6703	DSU Downtown
Raquel Farmer	Administrative Assistant/Budget Analyst	rfarmer@desu.edu; 302.857.6700	DSU Downtown

DEPARTMENT OF NURSING

MS in Nursing (MSN) — Concentrations: Global Leadership and Nursing Education

APPLICATION DEADLINES: **Online** | Cohorts are admitted during the Fall and Spring semesters. Applications may be submitted no later than fourteen (14) days prior to the start of the academic semester.

APPLICATION REQUIREMENTS: 3 Professional Letters of Recommendation; a Copy of Unencumbered RN License; Official Transcripts from an accredited baccalaureate program; Minimum GPA of 2.5; Resume. Please see chbs.desu.edu/departments/nursing for details.

Department Contacts	Title	Contact Information	Location
Dr. Agnes Richardson	Department Chairperson	arichardson@desu.edu; 302.857.6749	Price Building, Room 103
Dr. Jennifer Akey	Program Director	jakey@desu.edu; 302.857.6760	Price Building, Suite 121
Visesh Shrawder	MSN Program Administrative Assistant	vshrawder@desu.edu; 302.857.6750	Price Building, Suite 121

DEPARTMENT OF PUBLIC AND ALLIED HEALTH SCIENCES

Master of Occupational Therapy (MOT)

APPLICATION DEADLINE: **Dover** | **Fall admission only** — April 15

APPLICATION REQUIREMENTS: Cumulative GPA of 3.0; Human Anatomy and Physiology (2 semesters with a laboratory component); English, Statistics, Physics or Human Movement, Sociology or Cultural Anthropology, General Psychology, Abnormal Psychology, Developmental Psychology or Life Span Development or Human Development (1 semester); documented observation hours with an OTR (observation of two or more client populations is recommended; three letters of recommendation, one from an OTR; Applicant Interview if determined by the occupational therapy admissions committee; Personal Statement; TOEFL scores may be requested at the discretion of the occupational therapy admissions committee (international applicants)

Department Contacts	Title	Contact Information	Location
Dr. Dawnn Thomas	Program Director	302.736.2321	Malmberg Hall, DSU Downtown
Brittney Pride	Fieldwork Coordinator	302.736.2780	Malmberg Hall, DSU Downtown
Candace Shetzler	Pro-Bono Clinic Director	302.736.2330	Malmberg Hall, DSU Downtown
Kristen Brown	Assistant Fieldwork Coordinator	302.736.2524	Malmberg Hall, DSU Downtown
Antonia Pilot	Administrative Assistant	302.736.2487	Malmberg Hall, DSU Downtown

DEPARTMENT OF SOCIAL WORK

Master of Social Work (MSW)

APPLICATION DEADLINES: **Dover, Wilmington, and Online** | **Priority Deadline for all programs: Fall** — March 15 | **Spring** — September 15
Advanced Standing: Fall — May 31 | *Spring* — September 15
Regular Admission: Fall — July 15 | *Spring* — October 30
Regular Part-time Admission: Fall — August 10 | *Spring* — November 15

APPLICATION REQUIREMENTS: 3 Professional Letters of Recommendation; Personal Statement (no more than two (2) typed pages, double spaced, 11 point Calibri); Cumulative GPA of 2.75 (Regular Admission) or 3.0 (Advanced Standing)
Please see chbs.desu.edu/departments/social-work/social-work-msw for details.

Department Contacts	Title	Contact Information	Location
Dr. Ezekiel Ette	Department Chairperson	eette@desu.edu; 302.857.6775	DSU Downtown
Dr. Tana Connell	Program Director	tconnell@desu.edu; 302.857.6784	DSU Downtown

College of Humanities, Education and Social Sciences (CHESS)

Dean's Office	Title	Contact Information	Location
Dr. Francine Edwards	Dean	fedwards@desu.edu; 302.857.6628	Education & Humanities Building, Room 267
Dr. Akwasi Osei	Associate Dean	aosei@desu.edu; 302.857.6625	ETV Building, Room 110
Stephanie Brown-Hardwick	Administrative Assistant/ Budget Analyst	shardwick@desu.edu; 302.857.7631/6628	Education & Humanities Building, Room 267
Vacant	Administrative Secretary	302.857.6628	Education & Humanities Building, Room 267

MPA

Master of Public Administration (MPA)

APPLICATION DEADLINES:

Rolling Admission — Wilmington and Online

APPLICATION REQUIREMENTS:

2 Professional Letters of Recommendation; Resume; 3-5 Years of Work Experience (or internship required if no work experience); and Cumulative GPA of 2.5

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

DEPARTMENT OF EDUCATION

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

MEd in Educational Leadership

MA in Teaching

APPLICATION DEADLINES:

Rolling Admission

APPLICATION REQUIREMENTS:

MEd in Educational Leadership — Earned Bachelor's Degree with a Minimum Cumulative GPA of 3.0; 3 Professional Letters of Recommendation (2 Academic/Professional and 1 Character); GRE/MAT (40th Percentile) or On-campus Writing Sample; Resume; Statement of Purpose/Intent that must be content specific, focused on educational leadership and why the candidate wants to be admitted to the program, with the following specifications: 1-2 pages, double-spaced, APA format, and grammatical error free; a valid Delaware Initial, Continuing, or Advanced License or a Limited Standard, Standard or Professional Status Certificate issued by the Department prior to August 31, 2003, OR a such or similar licensure from another state.

MA in Teaching — Earned Bachelor's Degree with a Minimum Cumulative GPA of 3.0; 2 Professional Letters of Recommendation (one of which must be an evaluation of the applicant's instructional ability and attitude toward the teaching/learning process. Applicants who lack teaching experience should ask for a recommendation from a college instructor in their major discipline or an employer familiar with their teaching potential); Resume; Personal Statement of philosophy of teaching and learning; Official Copies of Passing Praxis II scores (DE) in your content area

EdD — Earned master's degree with Minimum Cumulative GPA of 3.0; 2 Professional Letters of Recommendation (2 Academic/Professional and 1 Character); GRE (40th Percentile and a score of 3.0 or better on the Analytical Writing component), MAT (400), OR writing an essay; Resume; Personal Statement focused on concentration specific educational leadership with the following specifications: 2-5 pages, double-spaced, APA style, and grammatical error free; Sample of Scholarly Work; Optional: Copies of earned teaching/administrative certificates. Please see chess.desu.edu/departments/education/educational-leadership-edd for specific concentration requirements.

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, Education Graduate Programs	nrathree@desu.edu; 302.857.6597	Education & Humanities Building, Room 112
Dr. Tina Mitchell	Program Director, MAT	tmitchell@desu.edu; 302.857.7570	Education & Humanities Building, Room 110C
Danielle Hicks	Administrative Secretary, Education Graduate Programs	dshicks@desu.edu; 302.857.7170	Education & Humanities Building, Room 112

College of Humanities, Education and Social Sciences (CHESS)

DEPARTMENT OF LANGUAGES AND LITERATURES

MA in Teaching English to Speakers of Other Languages (TESOL)/Bilingual Education

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

APPLICATION DEADLINES:

Fall — April 1 | **Spring** — October 1

APPLICATION REQUIREMENTS:

Earned Bachelor's Degree and Meet Language Proficiency Requirements for English (and target language for those pursuing bilingual education) or be a current undergraduate student with senior status and a minimum overall GPA of 3.0 (*may apply during junior year, and must submit a letter of recommendation from student's advisor, in addition to the two required letters of recommendation. Must complete Bachelor's Degree prior to beginning the final semester of study in the MA program*); Official Transcripts; 2 Letters of Recommendation; Statement of Purpose indicating educational career goals and experience. Non-native speakers of English without a college degree from a U.S. or English-speaking institution must also have a minimum TOEFL score of 90 (iBT) 576 (paper) or IELTS of 6.5. Applicants pursuing K-12 certification (only) — completion or concurrent enrollment in a primary teacher education program.

Department Contacts	Title	Contact Information	Location
Dr. Brody Bluemel	Department Chairperson/Program Director	bbluemel@desu.edu; 302.857.6560	Education & Humanities Building, Room 213
Angie Cosey	Administrative Assistant, TESOL	acosey@desu.edu; 302.857.6579	Education & Humanities Building, Room 205
Dawn Gibson	Administrative Secretary, Department of Languages & Literatures	dbordley@desu.edu; 302.857.6560	Education & Humanities Building, Room 213

DEPARTMENT OF EDUCATION | DEPARTMENT OF LANGUAGES AND LITERATURES

Dual MA TESOL/MEd in Educational Leadership

APPLICATION DEADLINES:

Rolling Admission

APPLICATION REQUIREMENTS:

Earned Bachelor's Degree with a cumulative GPA of 3.0 or be a current undergraduate student with senior status with a minimum undergraduate cumulative grade point average of 3.0. (*Undergraduate applicants may apply during their junior year, and must also submit a letter of recommendation from their advisor in addition to the two required letters of recommendation. Undergraduate admits may complete the TESOL/Bilingual Education course requirements during their senior year, but must complete their bachelor's degree prior to beginning the MEd Educational Leadership coursework.*) Official Transcripts; 2 Letters of Recommendation; Statement of Purpose indicating educational career goals and experience. Applicants pursuing K-12 certification (only) must have completed, or be concurrently enrolled in, a primary teacher education program. 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 TOEFL score of 90 (iBT), 576 (paper), or an IELTS of 6.5.

Department Contacts	Title	Contact Information	Location
Dr. Nirmaljit Rathee	Program Director, Education Graduate Programs	nrathee@desu.edu; 302.857.6597	Education & Humanities Building, Room 112
Danielle Hicks	Administrative Secretary, Education Graduate Programs	dshicks@desu.edu; 302.857.7170	Education & Humanities Building, Room 112
Dr. Brody Bluemel	Department Chairperson/Program Director	bbluemel@desu.edu; 302.857.6560	Education & Humanities Building, Room 213
Angie Cosey	Administrative Assistant, TESOL	acosey@desu.edu; 302.857.6579	Education & Humanities Building, Room 205
Dawn Gibson	Administrative Secretary, Department of Languages & Literatures	dbordley@desu.edu; 302.857.6560	Education & Humanities Building, Room 213

DEPARTMENT OF SOCIOLOGY AND CRIMINAL JUSTICE

MA in Justice Studies

APPLICATION DEADLINES:

Fall Admission Only — June 30

APPLICATION REQUIREMENTS:

3 Professional Letters of Recommendation; Official Transcripts from an accredited baccalaureate program; Personal Statement of approximately 2 pages in length; Writing Sample (a paper of approximately 10 pages from an upper-level undergraduate major course, senior capstone, or Honors Thesis); Cumulative GPA of at least 3.0 overall and 3.25 in the undergraduate major.

Dr. Raymond Tutu	Department Chairperson	rtutu@desu.edu; 302.857. 7510	Delaware Hall, Room 120
Dr. Kevin Ralston	Graduate Program Committee Chair	kralston@desu.edu; 302.857.7616	Delaware Hall, Room 118

WESLEY COLLEGE/DELAWARE STATE UNIVERSITY TEACH OUT POLICY

University Area(s) Responsible: Office of the Provost, University Registrar, Office of General Counsel

Policy Number & Name: Wesley College/Delaware State University Teach-out Plan and Teach Out Agreements for Wesley Legacy Students

Subject: Policy and Procedure to Teach-out Wesley Legacy Students

I. Introduction

Delaware State University and Wesley College are institutions of higher learning accredited by the Middle States Commission on Higher Education. Pursuant to the acquisition of Wesley College (Wesley) by Delaware State University (DSU), Middle States Commission on Higher Education (MSCHE) solicits a writing to ensure that Wesley has a teach-out plan in conjunction with the acquisition to provide for the equitable treatment of Wesley students who desire to complete a degree after Wesley closes. As part of the acquisition, DSU has agreed to teach-out the Wesley students. These students will be classified as Wesley Legacy students at DSU. This policy outlines the process DSU has in place to allow Wesley Legacy students complete a degree at DSU.¹

II. Policy Statement

Both member institutions, DSU/Wesley, have developed joint teach out plans and one teach out agreement. This policy ensures the equitable treatment of all Wesley Legacy students, graduate and undergraduate, with a reasonable opportunity for the students to complete their program of study within a specified teach-out period from July 1, 2021 until July 1, 2023.² While the focus is on the Wesley Juniors and Seniors, all credits earned at or accepted by Wesley for all Wesley students will be accepted by DSU.

III. Intent

The intent of this policy is to ensure equitable treatment to Wesley students who are transitioning to DSU after the acquisition of Wesley College as per MSCHE requirements.

IV. Definitions

Member Institution. All institutions that are accredited by MSCHE and all institutions that have been granted Candidate for Accreditation Status by MSCHE, that are in good standing with respect to payment of dues and fees, shall be institutional members of MSCHE. Accreditation and candidacy shall be established according to the standards for accreditation, requirements of affiliation, policies and Teach-Out Plans and Agreements Policy Page 3 procedures, and applicable federal regulatory requirements adopted by the Commission.³

Teach-Out. A process during which an institution or institutional location that provides 100 percent of at least one program engages in an orderly closure or when, following the closure of an institution or location, another institution provides an opportunity for the students of the closed school to complete their program, regardless of their academic progress at the time of closure (34 CFR § 600.2, slightly modified to remove the word “program”).³

¹ See also, the Commission’s Substantive Change Policy and Procedures. (Some substantive changes require the submission of a teach-out plan in conjunction with the substantive change request [MSCHE Teach-Out Plans and Agreements Policy, 2020]).

² Under certain circumstances, students may be permitted to complete their program of study after the July 1, 2023 deadline, for example, if they choose to sit out for up to two years, pursuant to DSU policy and V.1.d. below.

³ MSCHE Teach-out Plan and Agreement Policy, 9/1/2020

Teach-Out Agreement. A written agreement between two or more institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution, or an institutional location that provides 100 percent of at least one program offered, ceases to operate before all enrolled students have completed their program of study. (34 CFR § 600.2)³

Teach-Out Period. The start and end date for the full implementation of the teach out plan and any teach-out agreements.³

Teach-out plan. A written plan developed by the institution that provides for the equitable treatment of students to complete their education, including any teach-out agreements that the institution has entered into or intends to enter into with another institution. (34 CFR § 600.2)³

Course Waiver. The course requirement is no longer relevant for the student. No credit hours are applied.

Course Substitutions. The course requirement is met through the substitution of a different course, regardless of content, with equal or more credit hours.

Course Equivalencies. The course requirement is met by a course that is considered equivalent in content to the required course with equal or more credit hours.

Curriculum Alignment/Mapping. The process of comparing curricula taken at Wesley with Delaware State curricula for congruence to support the ultimate goal of graduating the Wesley legacy students in a timely basis. To support the curriculum alignment process, all departments must sequentially list and align DSU courses to their Wesley equivalent, per the teach-out agreement. The focus is on determining what courses Wesley Legacy Juniors and Seniors have to complete on the Wesley curriculum and finding appropriate courses to use in the DSU curriculum to graduate the Wesley students. Wesley Legacy Freshmen and Sophomores will be integrated into the DSU curriculum but still get waiver or substitution credit for courses from Wesley.

Wesley New Admits Transitioning to DSU. Admitted new undergraduate and graduate students to Wesley will follow DSU curriculum.³

Wesley Legacy Students – All students, undergraduate and graduate, previously enrolled at Wesley College prior to the acquisition by DSU who choose to transition to DSU.

- Currently enrolled Wesley students in a degree program who have 60 or more credit hours (Juniors and Seniors) applicable to the major in their program of study;
- Currently enrolled students in a degree program who have less than 60 credit hours (Freshman and Sophomores) applicable to the major in their program of study; and,
- Graduate students currently enrolled in a graduate degree program who have been granted an opportunity at DSU to complete the program (Substantive change request (MSCHE Teach-Out Plans and Agreements Policy, 2020).
- Former Wesley students who have not completed their degree because they stopped attending Wesley within three-years prior to July 1, 2021 and wish to complete their degree at DSU.
 - After the three-year period has expired these students will be considered transfer students.

V. Academic Requirements for the Teach Out Plans

1. Wesley Legacy Junior and Seniors who need to complete their major or minor degree requirements will use the Wesley Major or Minor Curriculum and DSU/Wesley Curriculum Mapping/Alignment.
 - a. Wesley Legacy students who come to DSU will have credits taken at Wesley accepted by DSU, including transfer credits previously accepted by Wesley.
 - b. No courses will be added for Wesley Legacy Junior and Seniors because of differences in DSU and Wesley curriculum.

³ MSCHE Teach-out Plan and Agreement Policy, 9/1/2020

- c. Wesley Legacy Junior and Seniors will transition to DSU based on their Wesley majors and minors and following that Wesley curriculum.
 - i. If the Wesley Legacy Junior or Senior desires to change their major either at transition to or while at DSU, the student will have to use the new major's DSU program curriculum using the DSU/Wesley Curriculum Mapping/Alignment to determine what courses will be accepted under the DSU program curriculum.
 - ii. This change of major may add time to the Wesley Legacy students progress to degree completion.
- d. Wesley Legacy Juniors and Seniors have three years from July 2021 to enroll at DSU and follow the Wesley curriculum to complete their degree with the DSU/Wesley Curriculum Mapping/Alignment.
 - i. After the three years has lapsed, the Wesley Legacy students will be considered as transfer students and therefore will have to follow the DSU curriculum.
- 2. Wesley Legacy Freshmen and Sophomores who need to complete their major or minor degree requirements will use DSU Program Curriculum and the DSU/Wesley Curriculum Mapping/Alignment for courses in the identified major and/or minor.
 - a. Wesley Legacy Freshmen and Sophomores will follow DSU policies regarding stop-out.
- 3. Wesley Legacy Graduate students have three years from July 2021 to enroll at DSU and follow the Wesley curriculum to complete their degree with the DSU/Wesley Curriculum Mapping/Alignment.
 - a. After the three-year period has expired these students will be considered transfer students

VI. Additional Considerations: Teach Out Agreements and Advisement

- 1. General Education
 - a. If a Wesley student has completed their Wesley General Education (GE) (i.e. Wesley College Core Curriculum), then they have completed DSU's GE requirements.
 - b. If a D is acceptable for Wesley's GE (i.e. Wesley College Core Curriculum) then it is acceptable for DSU.
 - c. Consult the Curriculum Mapping/Alignment in the GE articulation agreement for substitution recommendations.
 - d. Whenever applicable, Level 3 courses in the Wesley College Core Curriculum will be accepted for General Education credits in the respective areas of the appropriate academic departments.
- 2. Procedures for curriculum alignment: Review Wesley's current continuing academic program curricula
 - a. Determine the courses left on the student's Wesley plan and find appropriate course substitutions at DSU.
 - b. Identify potential equivalency gaps in the curriculum sequence
 - c. Develop equivalencies/substitutions for the gaps
 - d. Ensure synchronization of core content and competencies
 - e. Develop curricula for new academic programs
- 3. Advisement Procedures Wesley Legacy Undergraduate Students
 - a. Assigned professional advisors/faculty mentors according to students' last name per academic program
 - b. Continuing students will meet with professional advisors for advisement and complete registration.
 - c. All first-year students are required to take the ALEKS Math Placement.
 - d. All first-year students are registered according to their program requirements and receive their semester schedules at new student orientation.
 - e. Individual Development Plans (IDP) completed for all students by professional advisors each semester.
 - f. Degree audits for graduating seniors completed by Department Chair or Director.
 - g. Course drops, withdrawals and leave of absence initiated by professional advisors and student.
 - h. All students on academic probation are required to take learning strategies and be restricted to 13 credits.
 - i. All students with at-risk indicators (i.e., provisional admits, GPA of 2.3 and below, non-residential, SAP and SAP warnings, low course completion rate/ frequent courses drop) will be assigned to Intervention caseload.
 - j. Students are expected to adhere to university policies and deadlines
- 4. Advisement Procedures for Wesley Legacy Graduate Students
 - a. The Wesley Legacy Graduate students work with the respective Department Chairs or Program Directors to determine applicable plans of study for completing their degree.

VI. Criteria for Discipline Specific Accreditation Programs

1. Accredited programs are:
 - a. Nursing – Accreditation Commission for Education in Nursing, Inc (ACEN)
 - b. Education – Council for the Accreditation of Educator Preparation (CAEP)
 - c. Occupational Therapy (MOT) – Accreditation Council for Occupational Therapy Education (ACOTE)
 - d. Law Studies – American Bar Association (ABA approved)
2. Students enrolled in these programs need to work closely with the Department Chairs or Program Directors to develop course schedules.
3. Programs may include special modules to ensure coverage of topics on licensure exam.

VII. Criteria for Certificate Programs and Graduate Students

1. MSCHE approved DSU to provide a certificate program as long as it is less than one year in duration.
 - a. Faculty Senate approval is required.
 - b. Certificate programs eligibility for Title IV funds are dependent on the program listing and approval by the Delaware State University Program Participation Agreement (PPA). The Process to list with PPA for approval:
 - i. Approval by VP of Strategic Enrollment Management; Executive Director, Student Financial Aid; University Registrar.
 - ii. MSCHE documentation indicating approval to DSU to provide program from Institutional Effectiveness.
 - iii. Documentation from DE State Higher Education indicating DSU is authorized and approved to provide the program.
2. Matriculating undergraduate, graduate, and postbaccalaureate students interested in certificate programs at DSU should consult with Adult and Continuing Education (ACE).

VIII. Effective Date: July 1, 2021

IX. Approved by the Delaware State University Board of Trustees on June 17, 2021