General Graduate Admissions

Application Deadlines

- April 1 for Fall (August) enrollment
- November 1 for Spring (January) enrollment

Applications will be accepted at any time. However, specific graduate programs may have specific admittance deadlines. Complete applications are reviewed and evaluated by the respective Department, which recommends action to the Dean of Graduate Studies and Research. The Dean of Graduate Studies and Research provides official notification to the applicant regarding admission.

Admission Application (pdf version) **[1]**

Eligibility

For admission to graduate study, applicants must show evidence that they have earned the baccalaureate degree at an accredited college or university and possess the ability to carry out graduate work of high quality. An official transcript of all previous undergraduate and graduate work must be submitted. Applicants for degree status should have a minimum cumulative undergraduate grade point average of 2.50 (on a 4-point scale) and a scholastic average of 3.00 in their undergraduate major. They should have successfully completed specific courses at the undergraduate level in the field in which they plan to pursue a graduate degree and a minimum number of courses in a designated area approved by the specific department. For all graduate programs, official scores on the Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), or the Miller Analogies Test (MAT), or other specified examinations as specifically defined by the individual department or program are required. Individual departments and doctoral programs may have more rigorous standards. Applicants who have not taken the required test(s) can be admitted provisionally, but must satisfy this requirement during the first semester of graduate study in order to continue.

Application Procedures

Application for admission to all graduate studies programs should be made to: Graduate Program, Office of Admissions, Delaware State University, 1200 North DuPont Highway, Dover, Delaware 19901-2277. The forms can also be obtained in the graduate student section at www.desu.edu/graduate-studies [2]. Application procedures, supporting credentials, and requirements vary among the graduate programs. Prospective graduate students should contact their respective departments for additional requirements. A non-refundable application fee must accompany all applications submitted. For information on submitting the application fee, please contact the Office of Student Accounts at 302.857.6420 or the Cashier's Office at 302.857.6220.

Degree-seeking applicants must submit a completed application package that includes the application, the application fee, three letters of recommendation by persons who are acquainted with their potential for graduate study in their discipline, the standardized examination scores, one (1) official transcript from each college or university attended, and a completed essay (if required). Prospective students must arrange for the official transcript(s) and standardized examination scores to be forwarded to the above address.

In-State Permanent Resident

A student with an Alien Registration Receipt Card (Green Card) has been given permanent residence in the United States as an immigrant, refugee, or alien and, therefore, may enroll at any University location for full- or part-time study. Tuition costs are determined by location of residency. Verification of permanent residence status is required at the time of application. Any student

without appropriate identification as a permanent resident of Delaware is required to pay out-of-state tuition and fees. To apply as a student with permanent residency status, please be prepared to submit the following:

- An application for admission signed by the student;
- SAT or ACT scores;
- Sealed original transcripts from secondary and post secondary schools attended; and
- A notarized copy of permanent resident status; temporary evidence, or actual Alien Registration Receipt Card (Green Card).

To apply as a student with residency status in the State of Delaware, please be prepared to submit the following documents to be used as verification:

- A notarized copy of your Alien Registration Receipt Card (Green Card);
- If dependent, proof that your parents or guardian has maintained a continuous residence in the State of Delaware for a period of twelve (12) full consecutive months (verified by a deed or lease and/or W-2 Tax Forms) immediately prior to the first day of classes in the semester or session for which Delaware residency status is claimed;
- If independent, proof that you have maintained continuous residence in the State of Delaware for a period of twelve (12) full consecutive months (verified by deed or lease) immediately prior to the first day of classes in the semester or session for which Delaware resident status is claimed;
- PLEASE NOTE: The tax return showing proof that you (or whoever claimed you as a dependent) paid taxes to the State of Delaware for one full year.
- Independent out-of-state resident who has worked in the State of Delaware for at least twelve (12) consecutive months (excluding work study) may qualify for in-state residence classification (verified by W-2 Tax Forms); and
- A Voter Registration Card.

Applicant Classification Definitions

Delaware Resident - a student who is a resident of the State of Delaware or whose parent(s) are residents of the State of Delaware is considered a resident of the state. If a Delaware resident graduated from an out-of-state high school, proof of residency must be submitted in order to avoid out-of-state tuition. Original (or notarized copies) of two (2) of the following items can be submitted to show proof of residency:

- A completed U.S. Tax Return from the previous year;
- A State of Delaware Driver‘s License or Identification Card;
- A State of Delaware Vehicle Registration Card; and
- A State of Delaware Voter Registration Card.

Applicants should indicate residency on their application for admission to the University. Applicants who are minors are considered to be resident applicants if their parent(s) or legal guardian(s) have been residents of Delaware for at least one year. Adult applicants (at least 24 years of age) are considered to be residents of Delaware if they have been residents of the State for at least one year prior to the date of their initial quest for admission to the University.

A student, who may have been admitted into the University at non-residency or out-of-state status, may apply for a change in residency status after being enrolled at the University for twelve (12) consecutive months. A student seeking a change in residency status should complete a Request for Change of Residence Form and submit an original or notarized copy of two (2) of the following supporting documents to the Office of the Registrar:

- A completed U.S. Tax Return from the previous year;
- A State of Delaware Driver‘s License or Identification Card;
- A State of Delaware Vehicle Registration Card; and
- A State of Delaware Voter Registration Card.

Note: The aforementioned does not apply to international students.

Non-Resident - a student who is not a resident, or whose parent(s) are not residents, of the State of Delaware.

International - a student who is not a citizen or immigrant (permanent resident) of the United States of America. International students who are not U.S. citizens or immigrants should have a completed admission application on file three (3) months prior to the beginning of the term in which they intend to enroll.

Admission Classification

Applicants for graduate degrees are considered for admission and, if admitted, classified in one (1) of three (3) categories: Unconditional Admission, Provisional Admission, and Non-Degree Admission. Successful applicants are notified of their classification at the time of admission.

Unconditional Admission to graduate study requires:

1. A bachelor's degree from a fully accredited four year college or university.

2. A minimum of 2.50 cumulative quality point average (G.P.A.) on a 4.00 point system of grading (or the equivalent in another grading system).

3. An acceptable score on the specified standardized examination.

4. Completion of all undergraduate prerequisites for the selected graduate program.

5. Acceptance in the program selected for graduate study.

Requirements for unconditional admission to a doctoral program or certain graduate programs may be more rigorous.

Provisional Admission includes:

1. An applicant who has a limited number of deficiencies in undergraduate course prerequisites but who has attained a baccalaureate degree from a fully accredited four-year college or university. These deficiencies must be removed before enrollment in graduate courses of the same series.

2. A graduate of an accredited college or university who has a cumulative undergraduate G.P.A. of 2.5 or higher, but who has not taken the specified standardized examination before admission. Applicants admitted to degree programs must take the specified standardized examination in the first semester and prior to admission to candidacy.

3. A graduate of an accredited college or university who presents a cumulative undergraduate grade point average of less than 2.50 at the time of application, along with specified standardized examination scores at an acceptable level as determined by the respective graduate program. To be considered for full admission, those students are required to take six (6) semester hours of graduate-level coursework specified by the Chairperson and/or Graduate Program Director and achieve a quality point average of 3.00 or above.

Non-degree Admission:

Non-degree admission is granted to those who wish to enroll in courses but who do not intend to qualify for a degree. The non-degree admission category includes those enrolling in graduate study for any of the following purposes:

1. To complete certification requirements;

2. To earn hours beyond the Masters degree;

3. To enrich their professional development; or

4. To transfer earned credits to a degree program at another institution.

If a student classified as non-degree is subsequently accepted into a Delaware State University graduate degree program, the student may petition to carry forward not more than nine (9) semester hours of credit earned as a non-degree seeking student. Approval/authority rests with the Chairperson and/or Graduate Program Director of the degree program.

Submitting an Appeal Regarding Admission

Appeals concerning denial of admission to a graduate program should be submitted as follows:

1. Graduate students should file, in writing, the appeal to the appropriate Chairperson or Graduate Program Director for resolution. The Chairperson or Graduate Program Director shall reply in writing to the student within ten (10) business days.

2. If the disposition is not favorable, graduate students may submit a final written appeal to the Dean of Graduate Studies and Research, accompanied by copies of the original appeal and the response. The Dean of Graduate Studies and Research shall provide the final decision in writing to the student and the Chairperson or Graduate Program Director within ten (10) business days.

Change of Status

Provisionally admitted students and non-degree students may apply for a change of status upon satisfying all admission requirements. The Change from Provisional to Unconditional Admission form must be submitted to the respective Graduate Program Director, who recommends action to the Dean of Graduate Studies and Research, who notifies the student. Students who are not fully admitted are limited to taking no more than nine (9) credit hours of graduate courses toward a graduate degree.

Transfer of Credits

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

Transfer credits for applicants admitted to doctoral programs with an earned master's degree from an accredited institution will be evaluated on an individual basis by the department and approved by the Dean of the respective College. Supporting documentation must be provided by the student with the request for transfer of credit. The respective Graduate Program Director and Department Chairperson, and the Dean of Graduate Studies and Research must give written approval at the time of admission for the transfer credits.

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

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

Readmission

A break in continued pursuit (registered for one course minimum) of a degree extending past a full academic year (fall and spring) will invoke dismissal. Readmission will require a new application with application fee, unless specified by the graduate program.

Source URL: http://desu.edu/graduate-studies/general-graduate-admissions

Links
[1] http://www.desu.edu/sites/default/files/GraduateAdmission.pdf
[2] http://www.desu.edu/graduate-studies