Graduate Application and Admission Policies

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.

International Students
Non-English speaking international students applying for admission to graduate study must demonstrate a satisfactory level of proficiency in the English language. This proficiency requirement may be satisfied by meeting the criteria in any one of the following categories:

1. Foreign applicants who hold the baccalaureate degree from a regionally accredited college or university within the United States are presumed to be proficient in the English language.
2. Foreign applicants who hold the baccalaureate degree or its equivalent from a foreign institution in which English is the language of instruction are presumed to be proficient in English.
3. Foreign applicants who do not meet the requirements outlined in 1 and 2 above must take the Test of English as a Foreign Language (TOEFL). Applicants should attain a score of at least 550 on the TOEFL.
4. All applicants must show evidence of medical insurance prior to admission.

Prior to acceptance, international students must place an Affidavit of Support Form on file with the Director of the Office of International Studies

Application Procedures
Click here [1] to complete an online graduate application and follow the instructions for submitting supporting documentation. Please contact the Office of Admissions at 302.857.6351 or 800.845.2544 with any questions regarding the graduate admissions process. For program-specific questions about your program of interest, please contact the program directly [2].

The forms can also be obtained in the graduate student section at www.desu.edu/graduate-studies

[3]. 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 $50 application fee must accompany all applications submitted.

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.

Application Deadlines
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.

Retention of Applications
The application and credentials of applicants, including transcripts of their academic records from other institutions, are placed in a student's admissions file. They are not returned to the student.

In cases where application materials are incomplete with respect to required credentials (including test scores), an applicant has not been accepted for admission, or an applicant does not register for the term to which she/he has been admitted, the application and its accompanying credentials will be retained for two years by the University.

Classification
Applicants for graduate degrees are considered for admission and, if admitted, classified in one of three 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

a. A bachelor's degree from a fully accredited four year college or university;
b. 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);
c. An acceptable score on the specified standardized examination;
d. Completion of all undergraduate prerequisites for the selected graduate program; and
e. 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:

a. 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;

b. 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;
c. 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 nine (9) semester hours of graduate-level course work specified by the Chairperson and/or Graduate Program Director and achieve a quality point average of 3.00 or above.

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:

a. To complete certification requirements,
b. To earn hours beyond the Masters degree;
c. To enrich their professional development; or
d. 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 10 working 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 10 working days.

Change of Status
Provisionally admitted students and non-degree students may apply for a change of status upon satisfying all admission requirements. Application for change of status 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 9 credit hours of graduate courses toward a graduate degree.

Transfer of Credit
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
An application for readmission, together with the current application fee, must be submitted to the Office of Admissions by students who wish to return after the lapse of three (3) consecutive terms between the last date of attendance and the next registration. Applicants for re-admission must update their credentials by providing information relevant to any courses taken at other institutions during their absence from the University; transfer limits apply unless other courses were approved in advance by the Graduate Program.

Source URL: http://desu.edu/admissions/graduate-application-and-admission-policies

Links:
[1] https://www.applyweb.com/apply/desug/
[2] http://desu.edu/sites/default/files/Program%20Directory.pdf
[3] http://desu.edu/graduate-studies/school-graduate-studies-and-research