

**Delaware State
University**
SINCE 1891

Graduate Studies
and Research

“MY TIME”

2017-2018 Graduate Student Orientation



Dr. Saundra F. DeLauder, Dean

Objectives

The Graduate Student NSO is designed to acquaint newly enrolled graduate students with the following:

School of Graduate Studies and Research

SGSR Staff and Roles

- Dean, Graduate Studies and Research
- Director, Enrollment Studies and Research
- Director, Graduate Student Services
- Administrative Assistant

Graduate Programs

Graduate Program Directors

Graduate Council

School of Graduate Studies Policies and Procedures

- Academic Integrity
- Enrollment policies
- Enrollment and Matriculation Processes
- Grade Policies
- Satisfactory Academic Progress and Financial Aid
- Academic Probation
- Academic Dismissal
- Degree Requirement

Student Service Offices

SGS&R Mission Statement

The School of Graduate Studies and Research supports the mission of the University by providing infra-structural 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.

SGS&R Goals

The School of Graduate Studies and Research will address four key areas necessary for the successful matriculation of graduate students at Delaware State University:

- **Admissions/ Marketing:** Implement best practices that ensure efficient and effective graduate admission processes.
- **Academic Quality:** Review and implement policies and procedures to ensure the quality of our graduate programs.
- **Student Services and Records Management:** Implement and Maintain a records management system for all currently enrolled students.
- **Co-Curricular and Professional Development:** In collaboration with GSA and academic programs, Graduate studies will implement activities providing professional development and networking opportunities.



SGSR Staff Rules and Responsibilities



Dr. Saundra F. DeLauder

Dean, SGSR Responsibilities

- ❑ Admission of Graduate Students and Admission Status
- ❑ Establishment and Approval of standards governing GS matriculation
- ❑ Approval of new Graduate Programs
- ❑ Approval GS Matriculation Milestones
 - Advisory Committees
 - Transfer credit
 - Candidacy
 - Thesis/Dissertations
 - Extension of Time
- ❑ Readmission
- ❑ Withdrawals/
Recommendations to provost
- ❑ Approval of non-degree graduate registration
- ❑ Approval of sustaining enrollment
- ❑ Annual Reporting on Graduate Programs/Milestones
- ❑ Applications for Graduation/
Graduate audits



Assistant Dean Advisor of Graduate Student Association

Mrs. Marquita Thomas Brown, M.Ed.²

- ❑ Provides support in the oversight and administration of the graduate programs and implementation of the strategic plan
- ❑ Foster's a collaborative environment between stakeholders at Dover and Wilmington sites
- ❑ Represents SGSR in the dean's absence
- ❑ Management of admissions processes and procedures, academic admissions and students services, SGSR staff
- ❑ Manages graduation application and audits, matriculation forms, and documents on behalf of Dean and SGSR
- ❑ Management of recruitment and marketing
- ❑ Oversees annual updates to graduate program policies and procedures, graduate program changes and their dissemination
- ❑ Establishes and maintains processes for annual assessments and reporting
- ❑ Oversight of graduate enrollment management and marketing



Mrs. Nancy Cotton

Data and Records Coordinator

- ❑ Management of all ERP/IT/Web processes pertaining to SGSR academic admissions, records management and student services
- ❑ Creates workflow systems and electronic forms that provide streamlined efficiency in all aspects of office management on behalf of SGSR
- ❑ Works closely with Institutional Advancement for data collection
- ❑ Also works closely with Registrar, DSU@Wilmington, IT, and other offices on campus
- ❑ Provides assessment support through the collection of data analytics and analysis of relevant data
- ❑ Management of online applications, CollegeNet, Image Now, and Degree Works for SGSR
- ❑ Maintains website on behalf of SGSR and updates of catalog, student handbook and all SGSR documents
- ❑ Designs and produces reports



Mrs. Cheryl Still

Graduate Student Support Specialist

- ❑ Provides support to the Assistant Dean and GSSR Graduate Enrollment Management team
- ❑ Point of contact SGSR
- ❑ Provides student service support
- ❑ Provides support in coordination of professional development activities
- ❑ ProQuest submission support for electronic Thesis and Dissertations
- ❑ Updating Thesis and Dissertation Handbook Coordination of all SGSR/GSA Sponsored Co-Curricular Activities
 - » New Student Orientation
 - » Graduate Symposia
 - » Graduate Student Galas



Mrs. Charlett Handy

Graduate Admissions Counselor

- ❑ Member of the University Enrollment Management Team
- ❑ Develops and implements marketing and enrollment plans for the School of Graduate Studies and Research.
- ❑ Oversees Recruitment/Admission Processes on behalf of the School of Graduate Studies and Research.
 - Recruitment
 - Open Houses
 - Information Sessions
 - New Student Orientation(s)
 - BANNER Processes
 - Enrollment Reporting
- ❑ Coordinates enrollment processes in collaboration with Academic Colleges/University Registrar



Graduate School Office Assistants

❑ LeAndrea Johnson

- Received B.A. in Mass Communications (Convergence Journalism) & Music Industry from DSU
- Currently working on Master's degree in Sport Administration at DSU

❑ Brianna Butler

- Senior at DSU majoring in Chemistry

❑ Jamila Davis

- Senior at DSU majoring in Chemistry Pre-Professional

❑ Tyra Smallwood

- Senior at DSU majoring in Biological Sciences

Graduate Program Directors

Key Areas of Responsibility



Program Leadership:

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

Graduate Curriculum:

- Maintenance of the program's curriculum guide
- Graduate catalog entries
- Maintenance of web-site information

Program Planning & Assessment:

- Coordinate program goals and strategies from the departmental strategic plan;
- Assessment of graduate program outcomes and submission of the Annual report, which will discuss annual goals and budgetary needs for the program.

Student Recruitment, Marketing, and Retention:

- Development and maintenance of materials
- Program oversight of processes that promote graduate student recruitment and retention,
- Oversight of the thesis/dissertation submission processes
- Report of culminating outcomes reports.

Outreach:

Representing the academic program's interests in both internal and external endeavors.

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

SGSR Policies and Procedures

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, the Graduate Program Director, the Dean of the Academic unit in which the infraction occurred, and the Dean, School of Graduate Studies and Research within 24 hours of the alleged infraction.
- The alleged infraction will be addressed through established Departmental/Academic College processes and will come to the School of Graduate Studies and Research only if a resolution cannot be reached.
- A memorandum will be forwarded to the School of Graduate Studies and Research within 2 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 dissolved 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 Studies and Research. 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) do not agree that they are guilty of the alleged infraction and/or the sanction proposed by the faculty member, then the committees findings and recommendation should be included in the summary report.
- The Dean, School of Graduate studies and research will submit a recommendation in writing to the Provost and Vice Chancellor, Academic Affairs whose decision will be final. The findings will be replayed in writing to the student(s) in question and copied the Program Director, Department Chairperson, and Academic Dean.
- 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.

Graduate Enrollment Policies

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 should maintain their enrollment status throughout the duration of their program of study. All students must register 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.

Enrollment Deferral

Students who have met all admission standards and have therefore been unconditionally admitted to a graduate program of study may request a deferral of up to one academic year subject to the approval of the program changes that have been implemented during the deferral and any funding offers made at the time of the initial offer are no longer binding.

Leave of Absence

Students who have an extenuating circumstance may request a leave of absence for up to one academic year. The student will submit their request in writing to the Chair of their advisory committee. The committee will meet with the student and render a decision. 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 granted, the leave of absence will stop the clock for the enrolled student but it does not extend the enrollment timeline. Students requiring an extension will request an extension of time via their Advisory committee.

Minimum Registration Requirements

- ❑ Full-time enrollment is defined as 6 credit hours/semester
- ❑ The number of credits required for enrollment may vary based upon the program of study.
- ❑ International students must remain enrolled full-time throughout the duration of their program of study in order to maintain their visa status.
- ❑ Students receiving financial assistance in the form of an extramurally funded grant will be held to the enrollment requirements stipulated by the grant or funding agency.
- ❑ Students receiving funding via university scholarships, graduate assistantships or work-study will be held to enrollment standards defined by these programs.

Extension of Time

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 programs candidates' petition, render a decision, and forward their recommendation to the 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. Options include the following:

- ❑ **Examination:** The department program may elect to examine the student (orally or in writing) and report the results to the School of Graduate Studies and Research.
- ❑ **Independent study:** The Department or Program may elect to design an independent study if no course currently exists by which the study may update course content.
- ❑ **Repeat the Course:** The student may repeat expired course work if the content has changed significantly since previous enrollment.
- ❑ **Additional Hours:** The Department of Program may assign additional hours of course work to ensure currency of knowledge in rapidly changing content areas

Sustaining Credit

Students that are in a good standing, having successfully completed all course and candidacy requirements, must register for sustaining credit until their degree is awarded. While designed as zero credit, sustaining credit will carry with it the designation of full-time enrollment. Sustaining Credit will be designated as thesis, dissertation, or non-thesis. These courses will replace existing sustaining graduate credit courses. Sustaining credit enrollment will be subject to the approval of the Dean, School of Graduate Studies and Research. Successive enrollment will require meeting established milestones from the previous term and will be designated with the grade of Q.

Grade Policies

Grade/Interpretation	Quality Points
A- Excellent	4.0
B- Good	3.0
C- Fair	2.0
D- Poor	1.0
F- Failure	0.0
WF- Withdrawal/Fail	0.0
Incomplete*	N/A
Symbol/Interpretation	Quality Points
Q- In Progress*	N/A
S/U- Satisfactory Progress	N/A
U- Unsatisfactory Progress	N/A
WA- Administrative Withdrawal	N/A

Graduate students are issued grades at the end of each term. For each course in which the graduate student was enrolled, either a letter 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 progressing 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 to the final grade that the number of graded thesis/dissertation credits is equal to the number required for the degree.

An “I” will automatically convert to an “F” if you not removed within the first six (6) weeks of the following term. An Incomplete Documentation Form must be submitted by the course instructor to the respective Graduate Program Director.

Unsatisfactory Academic Progress

Academic Probation: 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.

Academic 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(2) terms; or
- Receiving three (3) grades of “C”

Financial Aid Guidelines

- Delaware State University applicants for financial aid must use the Free Application for Federal Student Aid (FAFSA). The FAFSA is used to determine the need for financial assistance and as a mechanism for non-need based and need based loan certification. Further, all students applying for scholarships, grants and tuition fee waivers must file and complete the financial aid process before any form of aid can be applied to the students accounts.
- Graduate students must meet the minimum cumulative DSU grade point average (excludes transfer work) requirement of 3.00 by the end of their second full semester. **In addition, all graduate students must earn 67% of their hours attempted and must not exceed 150% of the hours required for degree completion.** There is a one-time only appeal procedure for the graduate student. Graduate students must attain a 3.0 at the end of that semester to remain eligible to receive Federal Financial Aid preceding the appeal.
- The following types of grades **cannot** be used to fulfill financial aid probation, suspension, or re-matriculation or re-matriculation requirements: credits by audit or special examination, grades earned from advancement placement or CLEP exams for which prior approval was not obtained; withdrawal or incomplete grades; and grades earned with zero credit. Students who do not meet the criteria for Satisfactory Academic Progress may appeal in writing to the SAP Committee for reconsideration of any special circumstances (e.g. medical records, accident report, medical bills, change in program of study, etc.) which may have interfered with meeting eligibility. An academic success plan is also required by the committee for consideration of reinstatement.

Academic Withdrawal Policies

- After the last day to drop courses, withdrawal from a course requires a graduate student to obtain the advisors approval and then to petition the Dean of Graduate Studies and Research, explaining that they are interested in withdrawing from the course due to extenuating circumstances beyond their 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 from all courses or the graduate program must obtain and complete a Withdrawal Form for Graduate Students from the Register’s Office. Withdrawal is complete when all necessary signatures have been obtained and the form has been received in and processed by the Registrar’s Office. A student who withdraws from the University will receive a grade of “W” in each course enrolled that term. **All withdrawals must be completed on or before the last day to withdraw from the University as indicated on the Academic Calendar for the term.**
- **For graduate courses offered on a schedule different from the standard academic terms, the last day to withdraw from a course is prior to completion of sixty (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 Withdrawals

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

- ❑ The student must submit a written request for administrative withdrawal from the University, to the Dean of Graduate Studies and Research. The request must state the compelling reason, specify the term to be withdrawn, and be accompanied by documentation of the validity of the reason.
- ❑ The Dean of Graduate Studies and Research reviews the request and submits his or her **recommendation** in writing to the Provost and Vice President for Academic Affairs, along with the request and documentation from the student.
- ❑ If the Provost and Vice President for Academic Affairs approves the request, the student is reported to the Registrar's Office as "Administratively Withdrawn," and a grade of "WA" is assigned for all courses taken during that semester. The Provost and Vice President for Academic Affairs also inform the student in writing of the decision.
- ❑ The student must reapply, in order to reenter the graduate program for a subsequent term.

Health Forms

All students must have their Student Health Form submitted to the Student Health Center in order **to complete the registration process, receive clearance to move into campus housing, and receive health care services.**

- ❑ All full-time incoming freshmen, transfer, and **graduate students living on campus**, are required to provide proof of the following immunizations/screenings: Measles, Mumps, and Rubella; Tetanus-Diphtheria-Pertussis; Meningococcal Meningitis; and a recent Tuberculosis (TB) risk assessment screening and/or the Tuberculin Skin Test or blood test (refer to the [Student Health Form](#) for additional information). Additional coverage for spouses and children are available for an additional cost.

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 and program approval.]
- The applicant is subject to any changes in admission standards that have occurred during his/her lapse in enrollment.
- A request for readmission based upon academic dismissal will require a recommendation from the program, a success plan, and revised Plan of Study.

Non-Degree Seeking Students

- ❑ 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:
 - To complete certification requirements;
 - Too many hours beyond the Master's degree;
 - To enrich their professional development; or
 - To transfer earned credits to a degree program at another institution.
- ❑ A student classified as non-degree who is subsequently accepted into a Delaware State University Graduate Degree Program may petition to carry forward **not more than nine (9) semester hours of credit** earned as a non-degree seeking student. This request is subject to the approval of the Chairperson and Dean, SGSR.

Degree Seeking Student

- Unconditional Admission- The applicant meets all graduate admission requirements and is to enroll.
- Provisional Admission- The applicant must meet the conditions (provision(s)) started in the offer of admission in order to be admitted to the SGSR.
 - Official Transcript
 - Requisite Courses/GPA- Enroll in required courses and earn minimum GPA 3.0 to show the student can perform Graduate work.
 - Higher Standardized Test score
- **Students who are not fully admitted are limited to taking no more than nine (9) credit hours of graduate courses toward a graduate degree.**
- **Only fully admitted students are eligible to receive federally funded financial aid.** 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. Approved documents are submitted to office Admissions, Office of the Registrar and the Office of Financial Aid.

Degree Requirements

- In order to earn a master's or a doctorate degree, graduate students must satisfy all of the institutional requirements as well as the well specified requirements of the program in which they are enrolled
- At a minimum to earn a master's degree, student must have earned at least thirty (30) credits of which no more than six (6) may be thesis, internship or other special project .
- At a minimum to earn a doctoral degree, a student must have earned at least sixty (60) graduate credits (including those previously applied toward a Master's degree and accepted as part of the doctoral curriculum), of which not more than twelve may be for the dissertation.
- To earn a graduate degree, the graduate student must have a cumulative grade point average of 3.0 or higher (on a 4.0 scale) for all work taken on the graduate level.
- Graduate Students who expect to graduate (Fall, Spring, or Summer) must file an Application and Audit along with evidence of enrollment with the Dean of Graduate Studies and Research as noted on the Academic Calendar. Approved documents will be submitted to the Office of the Registrar.

Academic Advisement and 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. Course lists are published each semester by the Registrar's Office and are available for viewing at the my DESU student services portal.
- ❑ Every Student is expected to complete registration before the first day of classes each semester. 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.

MyDESU Student Portal

Account Information

- Manage Email/Computer/Blackboard Account
- Reset Email/Computer/Blackboard Account
- Banner Self Service
- Create/Reset PIN
- Enable/Unlock PIN

Academic Calendars

- Spring 2017 Calendar
- Spring 2017 Accelerated Calendar
- Spring 2017 Final Exam Schedule
- Summer 2017 Calendar
- Fall 2017 Calendar
- Spring 2018 Calendar

Financial Aid

- Financial Aid Homepage
- Important Dates
- Enrollment Process
- Questions and Answers

General Information

- Computer Information
- Computer Policies
- Course Information
- DSU Events Calendar
- Exit Interview
- FAQs
- Help
- Make a Payment - QuickPAY
- NDS-AMPP Monthly Payment Plan
- Request a Transcript (online) (BOM)
- Registration Form for Non-degree seeking students
- Tuition & Fees
- UHC Health Insurance Waiver
- Course Registration Spring & Summer 2017 Guide

Student Forms & Vouchers

- Book Voucher
- Commuter Meal Plan
- Forms Library
- Funds Release Forms for Courtyard Apartments (CYA) & Village
- Laundry Voucher
- Print Voucher
- Student Academic Progress Forms

FanDyBall

- Academic Early Alert System
- Human Resources Forms
- Job Openings
- Public & Private
- Submit Book Adoptions

myDESU

Welcome to myDESU!
At Delaware State University, we have designed the myDESU site to be your One Stop Service Center.




DSU students: Are you changing majors, undecided, considering a minor or concentration, or want to know what classes to take or do GPA projections? Then you will want to learn more about how Degree Works can keep you on track. Click here for more information. Continue to watch this space for additional information on how Degree Works will keep you on track so you graduate on time.

From this page, you can:

- Create or reset your student PIN
- Get Forms and Vouchers
 - Book Voucher
 - Commuter Meal Plan
 - Funds Release Forms for Courtyard Apartments (CYA) & Village
 - Laundry Voucher
 - Print Voucher
 - Registration Form for Non-degree seeking students
- Request a Transcript (online)(form)
 - Student Academic Progress Forms
- Get help
- Make a payment
- Perform the exit interview
- Read the computer policies
- View schedule/catalog
- Review the frequently asked questions (FAQs)
- View closed courses
- View your financial aid award

If you have any questions or need technical support, please click here for Contact information.

ALEKS Math Placement

- Banner Self Service
- EMAL
- Blackboard
- DSU Event Manager
- DSU Events Calendar
- Online Book Adoptions
- Academic Early Alert System
- Emergency Alerts
- Academic Services for Student Athletes
- Library
- Bookstore
- Discipline Newsletter
- Microsoft Resources
- Assessment Data Collection System
- New Era Student Publishing







Student Services

Access to all services requires acceptance into the Program of interest and enrollment.

- Housing
- International Student Services
- Health Services
- Student Accounts
- Registrar's Office
- Library
- Public Safety
 - o Parking
 - o ID Cards

Student Email Accounts

DSU Email Accounts Student -Log-In Instructions for Delaware State University Email:

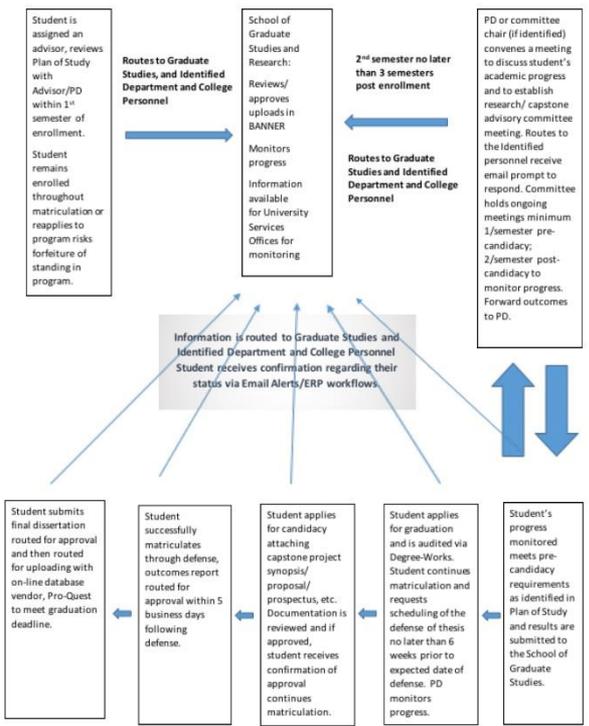
Please click on the following link: <http://www.desu.edu/technology/webmail> to log into your Delaware State University email. Log in as a students by clocking: “Login to Office365.”

- Your email username is comprised of the following: first initial, middle initial, followed by last name and the year of your first admission. For example, if you were a fall 2014 admit and your name is John E. Doe, then your username is jedoe14.
- Your password by default is your student ID number. This information was included in your offer letter. If you experience any difficulty, the University IT helpdesk should be able to assist you. They are available 24 hours/7 days a week at 302.857.7028. Please have your student identification number and your date of birth available. Let them know that you are trying to reset your email password.

GRADUATE STUDENT MATRICULATION

<http://www.desu.edu/graduate-studies/current-students>

SGSR Matriculation Unconditional Graduate/Doctoral Audit



Plan of Study

- The Program/Plan of Study is an outline of the student's matriculation plan for his/her entire enrollment.
- This plan should be discussed as a part of the initial orientation/advising process and filed with the School of Graduate Studies and Research **no later than the end of the 1st 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.

Transfer of Graduate Credit

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.

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

- Minimum grade of "B" in graduate courses taken at an accredited institution
- Credits have not been used to meet the requirements of a degree previously earned.
- Courses must be related to the proposed program of study.
- These courses will be evaluated on an individual basis by the respective Graduate Program.
- Request must accompany an official transcript(s).

Advisory Committee

All graduate students are required to establish an advisory committee to monitor progress, provide advice/direction and advocacy:

- Masters Students- End of 2nd Semester
- Doctoral Students- End of 3rd Semester

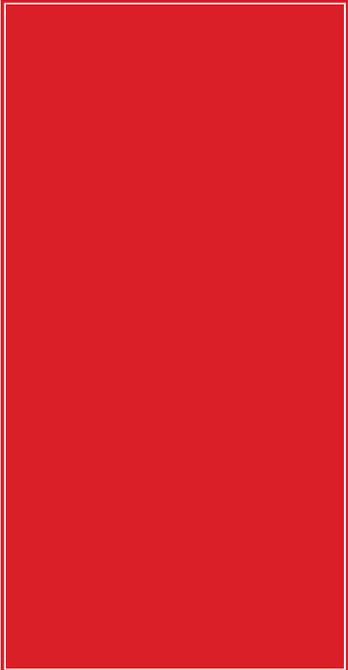
Committee Composition*

- Masters Committees - 4 Members
- Doctoral Committees - 5 Members/ 1 External member

*Some departments have more stringent requirements

- An Advisory Committee is comprised of a Chair (Advisor) whose responsibility it is to direct the student's capstone/culminating activity.
- Chair of the Advisory Committee should be tenure-track/tenured in the Department/Program of the student's enrollment
- The Chair should select additional members in collaboration with the student and Program Director. Additional members should provide complimentary expertise to the committee

Application to Candidacy

- 
- Students who are in “good standing” and who have met the prescribed pre-candidacy requirements of their program of study are eligible to apply for candidacy to the degree sought.
 - Admission to candidacy is a **requirement** of all graduate students.
 - Masters students should apply for candidacy no later than 1 semester prior to graduation.
 - Doctoral Students should apply for candidacy no later than 2 semesters prior to graduation.

Thesis/Dissertation Defense

- ❑ All doctoral programs and most graduate programs require the development of a written research document and an oral examination (defense) as the culminating activity for receipt of the graduate degree.
- ❑ Thesis/ Dissertation must have met committee and departmental approval in order to schedule the oral examination.
- ❑ Request for scheduling Thesis/Dissertation defense should be received in the SGSR 4 weeks prior to desired defense date.
- ❑ While the presentation portion may be open, the defense (oral examination portion) should be closed to committee members, with department/program administrators in exofficio status
- ❑ A record of the outcomes should be received in the SGSR no later than 5 business days following the defense.

Outcomes Reporting

Thesis/ Dissertation Outcomes

- Defense Outcomes
- Thesis/Dissertation Submission

Non-Thesis Outcomes

- Culminating Activity Reports
- Comprehensive Examination Results
- Internship/Project/Presentation
- Research Paper/ Presentation
- Culminating Project Results
- Case Study Development/ Presentation

Contact Us!

Contact Us!

Grossley Hall

Phone: 302.857.6800

Fax: 302.857.6803

Email: gradstudies@desu.edu

www.desu.edu/grad



2017-2018 Graduate Student Association

School of Graduate Studies and Research



ANNIVERSARY



Delaware State University | Graduate Studies and Research

Delaware State University was founded in 1891 and is accredited by the Middle States Commission on Higher Education (MSCHE).