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Mission

Delaware State University is a public, comprehensive, 1890 land-grant institution that offers access and opportunity to diverse populations from Delaware, the nation, and the world. Building on its heritage as a historically black college, the University purposefully integrates the highest standards of excellence in teaching, research, and service in its baccalaureate, master's and doctoral programs. Its commitment to advance science, technology, liberal arts, and the professions produces capable and productive leaders who contribute to the sustainability and economic development of the global community.

Vision

As one of America’s most highly respected Historically Black Colleges and Universities, Delaware State University will be renowned for a standard of academic excellence that prepares our graduates to become the first choice of employers in a global market and invigorates the economy and the culture of Delaware and the Mid-Atlantic Region.

Delaware State University

With over a century of service, Delaware State University continues to be a solid foundation for expanded horizons. Today, more than 80 majors are available through undergraduate and graduate degree programs in the areas of Liberal Arts, Sciences, Professional and Pre-Professional Studies and Aviation.

Chartered by the State of Delaware, Delaware State University is fully accredited by the Middle States Commission on Higher Education (MSCHE). The institution has national academic program accreditations from the Accreditation Commission for Programs in Hospitality Administration; Accreditation Council for Education in Nutrition and Dietetics, the National Council for Accreditation of Teacher Education, Accreditation Commission for Education in Nursing and the Council on Social Work Education. The University's College of Business is also internationally accredited by the Association to Advance Collegiate Schools of Business.
ACADEMIC CALENDAR
SPRING SEMESTER 2014 (201403)

January 9 (Thursday) .......................................................... Residence Halls Open for New Students Only
January 9-10 (Thursday-Friday) ........................................... Registration for New Students
January 11 (Saturday) .......................................................... Residence Halls Open for Returning Students at Noon
January 12-18 (Sunday-Saturday) ....................................... Welcome Week
January 13 (Monday) .......................................................... Classes Begin @ 8 am
January 13 (Monday) .......................................................... Late Registration Begins
January 16 (Thursday) ......................................................... General Faculty Meeting @ 11 am
January 20 (Monday) .......................................................... Martin Luther King Jr. Day Observance (University Closed)
January 22 (Wednesday) ..................................................... Documentation for Non-Attendance Submission
January 22 (Wednesday) ..................................................... Late Registration Ends
January 22 (Wednesday) ..................................................... Last Day to Change Courses to Audit Status
January 22 (Wednesday) ..................................................... Last Day for Adding Classes
January 23 (Thursday) ......................................................... Effective date for $10 per drop processing fee
January 23 (Thursday) ......................................................... Effective date for receiving a grade of “W” for dropped course
February 3 (Monday) ......................................................... Audit and Application for May Commencement Due
February 13 (Thursday) ....................................................... Founder’s Day
February 17-20 (Monday-Thursday) ................................. Mid-Term Evaluations Administered
February 24 (Monday) .......................................................... Mid-Term Grades Due in Chairs’ Office
February 27 (Thursday) ....................................................... Last Day to Remove Incompletes
March 3- April 4 (Monday –Friday) ...................................... Spring Course Evaluations
March 10-14 (Monday-Friday) ............................................. Spring Break
March 10-15 (Monday-Saturday) ....................................... MEAC Tournament
March 15 (Saturday) ........................................................... Priority Deadline Date for Filing FASFA
March 24-28 (Monday-Friday) ............................................ Academic Advisement Period
March 31 (Monday) .......................................................... Priority Pre-Registration
April 1-10 (Tuesday-Thursday) .......................................... Pre-Registration for Summer 2014 & Fall 2014
April 2 (Wednesday) .......................................................... Last Day to Drop Classes
April 3 (Thursday) ............................................................ Honors Day
April 10 (Thursday) .......................................................... Last Day to Withdraw from the University
April 12 (Saturday) ............................................................ Spring Open House
April 15 (Tuesday) .............................................................. Exit Interview for May Graduates Due
April 18-21 (Friday-Monday) ............................................. Easter Recess (University Closed)
May 1 (Thursday) ............................................................. Last Day of Classes
May 2 (Friday) .................................................................. Reading Day
May 5-May 9 (Monday-Friday) ............................................ Final Examinations
May 9 (Friday) ................................................................. Residence Halls close @ 8 pm
May 11 (Sunday) .............................................................. May Commencement
May 12 (Monday) ............................................................ Final Grades Due
May 15 (Thursday) .......................................................... General Faculty Meeting @ 9:30 am
ACADEMIC CALENDAR
SPRING 2014 SEMESTER ACCELERATED COURSES
DOVER, WILMINGTON AND GEORGETOWN

*8 WEEK ACCELERATED JANUARY 13, 2014 – MARCH 6, 2014
**8 WEEK ACCELERATED MARCH 10, 2014 – MAY 8, 2014

ACCELERATED SESSION I
January 13, 2014 – March 6, 2014

January 2-3 (Thursday-Friday) ................................................................. On-Site Registration
January 13 (Monday) ........................................................................... Classes Begin
January 13 (Monday) ........................................................................ Change in Class Schedule Begins (Drop/Add)
January 13 (Monday) ........................................................................ Late Registration Begins
January 20 (Monday) ........................................................................ Martin Luther King, Jr. Day-University Closed
January 21 (Tuesday) ........................................................................ Last Day to Add Classes
January 21 (Tuesday) ........................................................................ Documentation for Non-Attendance
January 20-24 (Monday-Thursday) .................................................. Pre-Registration for Spring II
January 31 (Friday) ........................................................................... Last Day to Drop Classes
March 3-6 (Monday-Thursday) ........................................................ Final Examinations
March 6 (Thursday) ........................................................................... Last Day of Classes
March 10 (Monday) ........................................................................... Grades Due

ACCELERATED SESSION II
March 10, 2014 – May 8, 2014

March 6-7 (Thursday-Friday) ................................................................. On-Site Registration
March 10 (Monday) ........................................................................... Classes Begin
March 10 (Monday) ........................................................................ Change in Class Schedule Begin (Drop/Add)
March 10 (Monday) ........................................................................ Late Registration Begins
March 17 (Monday) ........................................................................... Last Day to Add Classes
March 17 (Monday) ........................................................................ Documentation for Non-Attendance
March 27 (Thursday) ........................................................................ Last Day to Drop Classes
April 1– April 10 (Tuesday-Thursday) .............................................. Pre-Registration for Summer and Fall 2014
April 18-21 (Friday-Monday) .......................................................... Easter Recess
May 5-May 8 (Monday-Thursday) .................................................... Final Examinations
May 8 (Thursday) ........................................................................... Last Day of Classes
March 12 (Monday) ........................................................................... Grades Due

SPRING 2014 DELAWARE STATE UNIVERSITY 5
SCHOOL OF GRADUATE STUDIES AND RESEARCH

ACADEMIC CALENDAR SPRING 2014

November 1 (Friday)
Deadline for receipt of completed application for graduate admission and visa documentation (Office of International Student Services) for Spring (International)

November 1- December 1 (Please contact the School of Graduate Studies and Research or your specific program of interest for specific deadline dates)
Deadline for receipt of completed application for graduate admission for Spring (Domestic)

January 10 (Friday)
Last day to satisfy conditions of Summer and Fall 2013 provisional admission

January 17 (Friday)
Last day for Graduate Students to file Committee and Candidacy forms to School of Graduate Studies and Research for May 2014 graduation

January 29 (Wednesday)
Deadline for submission of Audits to the School of Graduate Studies and Research for May 2014 graduation.

February 3 (Monday)
Purge date for graduate students not receiving financial assistance from Departments or reimbursement from Employer

March 17 (Monday)
Last day to schedule thesis or dissertation defense with School of Graduate Studies and Research for May 2014 graduation.

March 17 (Monday)
Last day to submit comprehensive exam results to the School of Graduate Studies and Research for May 2014 graduation.

April 11 (Friday)
Last day to complete thesis or dissertation defense for May 2014 graduation. All corrections must be reviewed and approved by the Committee Chair and Program Director prior to submission to the School of Graduate Studies for approval.

April 25 (Friday)
Last day to file final copies of thesis or dissertations with School of Graduate Studies and Research for May 2014 graduation.

May 2 (Friday)
Last day to submit thesis or dissertation to the library for binding for May 2014 graduation.
# TELEPHONE DIRECTORY

## ADMINISTRATIVE OFFICES (AREA CODE 302)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Dr. Harry Williams</td>
<td>857-6001</td>
</tr>
<tr>
<td>Provost</td>
<td>Dr. Alton Thompson</td>
<td>857-6100</td>
</tr>
<tr>
<td>Vice President of Student Affairs</td>
<td>Mr. Kemal Atkins</td>
<td>857-6363</td>
</tr>
<tr>
<td>Assistant Vice President for Distance Education</td>
<td>Dr. Peter Cookson</td>
<td>857-6597</td>
</tr>
<tr>
<td>Dean of Agriculture &amp; Related Sciences</td>
<td>Dr. Dyremple Marsh</td>
<td>857-6410</td>
</tr>
<tr>
<td>Dean of the University Libraries</td>
<td>Dr. Rebecca Batson</td>
<td>857-6191</td>
</tr>
<tr>
<td>Dean of the College of Math, Natural Sciences &amp; Technology</td>
<td>Dr. Noureddine Melikechi</td>
<td>857-6500</td>
</tr>
<tr>
<td>Interim Dean of the College of Business</td>
<td>Mr. Amir Mohammadi</td>
<td>857-6200</td>
</tr>
<tr>
<td>Dean of the College of Arts, Humanities &amp; Social Sciences</td>
<td>Dr. Marshall Stevenson</td>
<td>857-6628</td>
</tr>
<tr>
<td>Interim Dean of the College of Education, Health &amp; Public Policy</td>
<td>Dr. Marsha Horton</td>
<td>857-6700</td>
</tr>
<tr>
<td>Dean of the School of Graduate Studies &amp; Research</td>
<td>Dr. Saundra F. DeLauder</td>
<td>857-6800</td>
</tr>
<tr>
<td>Executive Director of Admissions</td>
<td>Mrs. Erin Hill</td>
<td>857-6351</td>
</tr>
<tr>
<td>Executive Director of Financial Aid</td>
<td>Mrs. Lynn Iocono</td>
<td>857-6250</td>
</tr>
<tr>
<td>Director of Records, Registration, and Registrar</td>
<td>Mr. Terrell Holmes</td>
<td>857-6375</td>
</tr>
<tr>
<td>Executive Director of Student Accounts</td>
<td>Ms. Wanda Curry-Brown</td>
<td>857-6240</td>
</tr>
<tr>
<td>Interim Executive Director for Adult &amp; Cont. Ed</td>
<td>Mrs. Tamara Crump</td>
<td>254-5340</td>
</tr>
<tr>
<td>Associate Director of Sussex</td>
<td>Ms. Lisa Perelli</td>
<td>500-7011</td>
</tr>
<tr>
<td>Director of Wilmington Site</td>
<td>Mrs. Serena Parker</td>
<td>254-5334</td>
</tr>
</tbody>
</table>

## ACADEMIC DEPARTMENTS

### STUDENT SUPPORT OFFICES

- Admissions: 857-6531
- Athletic Director: 857-6030
- Band Director: 857-6696
- Bookstore: 857-6225
- Campus Police: 857-6290
- Career Planning & Placement: 857-6120
- Cashier: 857-6220
- Choir/Choral Activities: 857-6680
- Adult & Continuing Education: 857-6820
- Counseling: 857-7381
- Financial Aid: 857-6250
- Georgetown Campus Site: 856-5397
- Health Services: 857-6393
- International Student Services: 857-6474
- Library: 857-6176
- Military Science (ROTC): 857-7363

## ACADEMIC DEPARTMENTS

- Accounting & Finance: 857-6911
- Agriculture & Natural Resources: 857-6410
- Aviation: 857-6710
- Applied Mathematics & Theoretical Physics: 857-6646
- Biological Sciences: 857-6510
- Chemistry: 857-6530
- Computer & Information Sciences: 857-6640
- Education: 857-6738
- English & Foreign Languages: 857-6560
- Family & Consumer Sciences: 857-6640
- Sports Sciences: 857-6600
- History, Political Science & Philosophy: 857-6621
- Management: 857-6931
- Mass Communications: 857-6584
- Mathematics: 857-7051
- Nursing: 857-6750
- Physics & Pre-Engineering: 857-6659
- Psychology: 857-6060
- Social Work: 857-6771
- Sociology (& Criminal Justice): 857-6670
- Undeclared: 857-7203
- Art & Art Education: 857-6680
- Music: 857-6682
Enrollment Policies and Procedures

General Registration Facts
Students are officially registered for courses only when they have complied with all of the procedures applying to registration, including the full payment of tuition and fees, and the validation of the student I.D. **Tuition and applicable fees are payable at the time of registration** for all students. Delaware State University uses an e-mailing method to send bills (e-bills) to students’ D.S.U. e-mail address, but cannot assume responsibility for them viewing the bills. If students do not receive bills on or before the published removal for non-payment date, it is the student’s responsibility to contact the Office of Student Accounts at (302) 857-6240 to obtain information relative to their bill or go online at my.desu.edu to view their Account Summary by Selected Term.

Early Registration
All students returning to Delaware State University following the current semester of residence should pre-register during the period prescribed in the Academic Calendar. **Returning students who do not pre-register prior to the on-site registration will be assessed a $50.00 failure to pre-register fee. An additional $50.00 will be assessed if students register during the late registration period.**

On-Site Registration
Each year, one week prior to the start of classes for the fall and spring semesters, Delaware State University gives non-enrolled students an opportunity to register in person. During this three-day period, new students who did not enroll during one of the Summer New Student Orientation sessions and returning students who did not register prior to this period are advised by their academic departments' designees and permitted to register. **All billing issues must be handled during this period to avoid being removed from courses on the removal for non-payment date and the non-payment and reinstatement fees must be assessed.**

Late Registration
Any student who did not pre-register or participate in on-site registration may register during the Late Registration Period. The Late Registration period starts for the spring semester 2014 on January 13, 2014 and ends on January 22, 2014. **The Late Registration fee is $50.00.**

Drop/Add
To drop or add a course, students may obtain approval from their advisor or department chair and go online and adjust their schedule or obtain a DROP/ADD form from the department’s chair. The form is to be turned in to the academic department through the late registration period and to the Registrar’s Office thereafter, bearing the required signatures. Students may drop or add courses as indicated on the Academic Calendar. **A drop fee of $10.00 per course will be assessed after late registration. Students who DROP courses which result in a credit on their student account will receive a refund in accordance with the University and federal regulations/policies. Students requesting to drop or add classes after the last day to drop or add courses must obtain the signature of the academic dean as well as their instructor and advisor/chair.**

Web Registration & Drop/Add
It is required that all degree-seeking students consult with an advisor prior to registering or making changes to their existing schedules. Students may have their academic departments continue to enter their registration and schedule changes (drop/adds) or they may register and make schedule adjustments on-line. **To obtain their “alternate pin number” for registering on-line, students must see their academic advisor after building their course schedule.**

The University’s Student Services website is at my.desu.edu.

Official Withdrawal (302-857-6375)
All withdrawals from the University are initiated in the Office of Records and Registration, Administration Building, first floor.

Academic Computing Office (302-857-7028)
In order to use any computer resources (including PCs, labs, printers, network connections and hard disk storage) on campus, students will need to have a valid D.S.U. student computer account (login name and password). They may apply for an account in the Bank of America Building, Room 313. The hours are from 8:30 a.m. to 4:30 p.m. Students should allow five business days for the Academic Computing Office to process their application.
Overload Fee Policy
For all course overloads, undergraduates will be assessed a fee equivalent to the cost-per-credit for each hour that exceeds 19 credit hours each semester.

Non-Payment Date
Bills for the spring semester are due by December 10, 2013. If a student is not paying in full, satisfactory payment arrangements made with the Tuition Pay Plan must be in place. Any student who does not adhere to this date will be assessed a “Non-payment Fee” of $150.00 and a hold will be placed on their student’s account.

Removal for Non-Payment
Students’ registrations, housing and meal assignments will be removed due to non-payment of room, board, tuition and fees in accordance with the Academic Calendar. The removal for Non-payment Date is December 13, 2013 for the spring 2014. Once students are removed for non-payment, a hold will be placed on their student account to prevent them from registering and they will be required to pay a “Reinstatement Fee” of $150.00 and $150 “Non-Payment Fee” for each session in which they are removed.

Documentation for Non-Attendance
All enrolled students are required to attend each class at least once during the first week of classes in order to verify attendance in the class. Failure to verify attendance in a class before the end of the first week of classes will result in the course being deleted from the students’ schedule.

Academic Credit
Credit will not be granted for a course in which the student is not officially registered.

Bookstore (302-857-6225)
The University Bookstore will be open from 8:30 a.m. to 5:00 p.m. on Monday and Thursday; from 8:30 a.m. to 6:00 p.m. on Tuesday and Wednesday; from 8:30 a.m. to 4:00 p.m. on Friday and from 12:00 p.m. to 4:00 p.m. on Saturday, during the academic semesters. During the summer, the bookstore is open from 9:00 a.m. to 3:00 p.m. Monday through Friday.

Student I.D. (302-857-7345)
Returning students needing a replacement I.D. may obtain one for $50 (they should make a payment at the Cashier’s Office, and take the receipt to the Office of Student Accounts) before reporting to be photographed. Only those students who have satisfied all financial obligations to the University may have their student I.D. validated. A validated I.D. card is required for entrance to the dining hall and for access to library resources. All University officials are required to have a validated I.D. card.

Course Numbering
Undergraduate course numbers are 000-499. Graduate course numbers are 500 and above.

SECTION/CRN NUMBERS
Main campus section numbers are 00-39 for day classes and 90-95 for evening classes (e.g., classes offered at or after 4:00 p.m.). Courses with section numbers 79 (undergraduate) and 62 (graduate) indicate courses that are offered at the Georgetown site. Sections 86, 87 or 88 (undergraduate) and 62, 63 or 65 (graduate) indicate course offerings at the Wilmington sites.

CRN #       DEPT. CODE       CRSE. #       SECTION #
 XXXXX       XX-             XXX-           XX

CRN Number
Unique System-generated number assigned to each course.

New Room Selection Policy
Effective Fall 2001, students cannot obtain a residence hall room assignment if they are not registered and have not made satisfactory payment arrangements with the University, including filing the FAFSA, when applicable.
INSTRUCTIONAL BUILDING CODES

AC/G  ----------  ART CENTER GALLERY
AG  ------------  W.W.BAKER AGRICULTURE &
               NATURAL RESOURCE CENTER
CLN  -----------  CLINICAL SITE (NURSING MAJORS)
PB  --------------  JOHN R. PRICE BUILDING
DH  --------------  DELAWARE HALL
EH  -----------------  EDUCATION AND HUMANITIES CENTER
SCS  --------------  LUNA I. MISHOE SCIENCE CENTER SOUTH
TBA  --------------  TO BE ANNOUNCED
ETV  -------------  ETV BUILDING
GH  -------------  GROSSLEY HALL
BOA  ------------  BANK OF AMERICA BUILDING
APT  --------------  AIRPORT
CAPE  ----------  CAPE HENLOPEN HIGH SCHOOL (SUSSEX COUNTY)
AWY CTTG  ------  AIRWAY SCIENCE COTTAGE
PS  -----------  PUBLIC SCHOOLS EDUCATION TECHNOLOGY
WCB  -----------  WILLIAM A. CARTER PARTNERSHIP CENTER (SUSSEX COUNTY)
MKT  ----------  MARKET STREET, WILMINGTON DE
SC  -------------  LUNA I. MISHOE SCIENCE CENTER NORTH
LB  -------------  WILLIAM C. JASON LIBRARY LEARNING CENTER
MH  ------------  MEMORIAL HALL
NGE  ------------  NORTH GEORGETOWN ELEMENTARY (SUSSEX COUNTY)
Delaware State University Withdrawal/Refund Policy

Students who have registered for courses and no longer wish to attend the University must obtain a Withdrawal Form from the Office of Records and Registration, Administration Building 1st floor. The student I.D. card and mailbox key must be returned to the Office of Student Accounts. If you received a Stafford Subsidized, Unsubsidized or Parent Plus loan, you must complete an exit interview. Log on to: www.studentloans.gov to complete the process. If you have received a Nursing or Perkins loan, you must complete an exit interview. Log on to: mycampusloan.com to complete the process. Please note you may be required to register with this site. Students who do not adhere to the withdrawal process will forfeit their rights to a refund.

The effective date used in computing refunds is the date the Withdrawal Form is received in the Records Office. STOP PAYMENT ON A CHECK, FAILURE TO PAY THE SEMESTER BILL OF FAILURE TO ATTEND CLASSES DOES NOT CONSTITUTE AN OFFICIAL WITHDRAWAL FROM THE UNIVERSITY. Withdrawal refunds will be processed in accordance with the schedule below. STUDENTS WHO DO NOT ADHERE TO THE DROP/WITHDRAWAL PROCESS WILL FORFEIT THEIR RIGHTS TO A REFUND.

Period from the First Day of Instruction for fall/spring semester(s)

<table>
<thead>
<tr>
<th>Period from the First Day of Instruction</th>
<th>Refundable Tuition</th>
<th>Percentage Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-registration to Last Day to Add Classes</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Second Week</td>
<td>80%</td>
<td>0%</td>
</tr>
<tr>
<td>Third Week</td>
<td>60%</td>
<td>0%</td>
</tr>
<tr>
<td>After Three Weeks</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Period from the First Day of Instruction for summer session(s)

<table>
<thead>
<tr>
<th>Period from the First Day of Instruction</th>
<th>Refundable Tuition</th>
<th>Percentage Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-registration to Last Day to Add Classes</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Six Days or less</td>
<td>80%</td>
<td>0%</td>
</tr>
<tr>
<td>Nine Days or less</td>
<td>60%</td>
<td>0%</td>
</tr>
<tr>
<td>After Nine Days</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Meal charges are refunded on a pro-rated weekly basis. Room charges are refunded on a pro-rated basis not to exceed 50% of the total charges for the semester at any time a student withdraws from the University or from residence hall after classes begin. Advance room deposits are non-refundable except in cases where the University was unable to provide space or the student is academically ineligible. Students may contact the Office of Student Accounts for the weekly rate(s) that will be calculated.

Title IV Recipients

The 1998 Reauthorization of the Higher Education Act requires Delaware State University to calculate the Return of Title IV Funds on all Federal Aid recipients who withdraw (OFFICIALLY OR UNOFFICIALLY) from classes on or before the 60 percent attendance point in the semester.

The federal formula requires a return of Title IV Aid, if the student received Federal Financial Assistance in the form of a Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Academic Competitive Grant, SMART Grant, Teach Grant, Federal Plus Loan, Perkins Loan, Federal Subsidized Stafford Loan or a Federal Unsubsidized Stafford Loan, if a student withdraws on or before completing 60 percent of the semester. The percentage of Title IV Aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded.

If funds are to be returned after completing the return of Title IV Aid calculation, Delaware State University is required to return its portion of unearned Title IV Aid to the appropriate federal programs within 45 days from the date the student

SPRING 2014 DELAWARE STATE UNIVERSITY II
withdraws from classes. A hold will be placed on the account and all University services will be withheld if the account reflects a balance. DSU will only return grant funds required by the student.

STUDENTS WHO STOP ATTENDING ALL CLASSES WITHOUT OFFICIALLY WITHDRAWING WILL BE SUBJECT TO THE RETURN OF TITLE IV FUNDS AT THE END OF THE SEMESTER, BASED ON THE LAST DATE OF ATTENDANCE.
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:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.
   Students 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 University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request an amendment of the student’s education records for which 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 to 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.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception that 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 an 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.

4. 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, S.W.
   Washington, DC  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 includes name, address, telephone number, college, class, major, dates of attendance, and degree and honors and awards conferred. Students may withhold directory information by going to the Office of Records & Registration.

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.
EARLY REGISTRATION
Spring 2014:
October 22, 2013 - November 20, 2013
October 22, 2013 – October 23, 2013 Student-athletes and seniors only

WEB REGISTRATION

Report to your academic advisor to obtain your “Alternate Pin” for Web registration

How to Register for Classes Online:
- Go to: my.desu.edu
- In the left column of the MY DESU page click “Login”.
- Enter your D # as your “User ID” and personal pin number (not alternate pin #)
- Click on “Registration” link
- Click on “Add/Drop Classes”
- Select a term and click “Submit”
- Enter alternate pin number (provided by academic advisor)
- Enter CRN if provided or “Class Search” by subject

MAIL-IN REGISTRATION (See pg. 15 for Mail-In and On-Site Registration Form)

LATE REGISTRATION

Please note: Payments or satisfactory payment arrangements with Tuition Pay Plan should be in place.
3931 Kirkwood Highway/New Castle County Location

Pre-Registration
October 22, 2013 – November 20, 2013
Tuesday – Wednesday
10:00 a.m. – 6:00 p.m.

On-Site Registration
October 22, 2013 – January 22, 2014
Tuesday – Wednesday
10:00 a.m. – 6:00 p.m.

Late Registration
Tuesday – Wednesday
10:00 a.m. – 6:00 p.m.

For more information contact:

Mrs. Serena Y. Parker, Director
3931 Kirkwood Highway
Wilmington, DE 19801
Telephone: (302) 254-5334 or 254-5340
Fax: (302) 254-5350

Georgetown/Sussex County Location

Pre-Registration
October 22, 2013 – November 20, 2013
Tuesday – Wednesday
10:00 a.m. – 6:00 p.m.

On-Site Registration
October 22, 2013 – January 22, 2014
Tuesday – Wednesday
10:00 a.m. – 6:00 p.m.

Late Registration
Tuesday – Wednesday
10:00 a.m. – 6:00 p.m.

For more information contact:

Ms. Lisa Perelli, Associate Director
Georgetown/Sussex County Location
William A. Carter Partnership Center
21225 College Drive
Georgetown, DE 19947
Telephone: (302) 500-7011

Students enrolled in courses in Georgetown and Wilmington may participate in mail-in, fax and web registration.

Please note: Payments or satisfactory payment arrangements with Tuition Pay Plan should be in place.
MAIL-IN & ON SITE REGISTRATION FORM

Mail-In Registration: Complete both sections of this form and fax or mail to: Office of Records & Registration
Delaware State University
1200 N. DuPont Highway
Dover, DE 19901-2277

On-Site Registration: In-person Registration at the Dover Campus will be held until the last day to add classes. Please visit our website regarding important registration deadlines. The fees below are applicable to fall 2013 and spring 2014 only. All tuition and fees are due upon registration. Undergraduate Non-Degree Seeking Students may take up to 12 credit hours. Graduate Non-Degree Seeking Students may take up to 9 credit hours.

Fees are due upon registration

For Undergraduate Registration, Senior Citizens (62 & over) must pay:
Registration fees
Lab fees (if any)
Books and supplies

Undergraduate Fees*

*During the summer sessions, students can only take as many as 10 credit hours for each session.

In-State: $272.00/credit hour
Out-of-State: $620.00/credit hour
Registration fee: $50.00
Technology fee: $55.00
Wellness fee: $225.00 (Pro-rated based on total number of credit hours)
(Plus any lab fees that may apply)

Graduate Fees

In-State: $417.00/credit hour
Out-of-State: $920.00/credit hour
Registration fee: $60.00
Technology fee: $55.00
Wellness fee: $225.00 (Pro-rated based on total number of credit hours)
(Plus any lab fees that may apply)

Make check or money orders payable to:
Delaware State University

Make payments online at my.desu.edu and click on QuickPay

Go to my.desu.edu -> Select QuickPAY -> Select: Make a payment -> Select: I am a Student (Account Type) -> Enter Student ID #: & Pin -> Select: Payment Method: You have options, click on the drop down arrow -> Connection Confirmed: Select yes [connecting to NelNet] -> Select: Make a payment Select Payment Options -> Tuition/Traditional Housing/click pay -> Enter Payment Amount: ->Select Term; enter payment amount -> Provide Information -> Complete by providing your credit card, bank information or both (must use the option you choose in step 5).

Office of the Registrar (Main Campus)
3931 Kirkwood Hwy
Georgetown

Phone: (302) 857-6375 (302) 254-5334 (302) 500-7011
Fax: (302) 857-6379 (302) 254-5350 (302) 856-5388
SECTION 1 - PERSONAL DATA
*Mandatory Fields. This form will not be processed if fields are not completed.

First: _________________________  *Middle: ______________________  Last: ________________________________

Address: ____________________________________  *City/State/Zip: _______________________________________

Student ID#:___________________  *Social Security#:_________________  *Phone: ( )_________________

DOB: _____/_____/______  *Sex: _____M_____F  *Email Address: ________________________________

Race: Are you Hispanic or Latino? ___ Yes ___ No
Please select one or more of the following categories: ___American Indian or Alaska Native ___Asian ___Black or African American ___ Native Hawaiian or Other Pacific Islander ____White

*Are you a returning Delaware State University student? Check one: _____Yes _____No
If yes, give last date of attendance: ____________________

*Enrollment Status- Check the Appropriate Box Below:
□ Currently enrolled student (Register @ my.desu.edu) after obtaining alternate pin from Academic Advisor
□ NON-degree seeking student (Undergraduate students may take up to 12 credit hours. Graduate students may take up to 9 credit hours only).
□ New Student – Still in High School
□ Adult and Continuing Education (ACE)
□ Senior Citizen (62 and over)
□ Distance Learning
□ Delaware Teachers (Summer Only)

*STATEMENT OF RESIDENCE MUST BE COMPLETED by applicants who are residents of the state of Delaware:
I have maintained continuous residence in the state of Delaware from ________________ to ________________.
The latest year for which I have filed a federal tax form (1040) as a Delaware Resident is ____________________.

*SECTION 2 - COURSE SELECTION The University reserves the right to cancel courses due to insufficient enrollment

<table>
<thead>
<tr>
<th>CRN/Dept#/Course/Section</th>
<th>Credit</th>
<th>Title of Course</th>
<th>Time</th>
<th>Day</th>
<th>Registration Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ □</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ □</td>
</tr>
</tbody>
</table>

*Student Signature _____________________________ Date: _____________________________

1. *Chair’s Signature ___________________________ Date _____________________________
2. *Chair’s Signature ___________________________ Date _____________________________
3. *Chair’s Signature ___________________________ Date _____________________________

1. *Instructor’s Signature ___________________________ Date _____________________________
2. *Instructor’s Signature ___________________________ Date _____________________________
3. *Instructor’s Signature ___________________________ Date _____________________________

Office Comments: ____________________________

Undergraduate Application Instructions

Applicants must have certificates or a diploma from an accredited four-year school or senior high school. It is recommended that applicants seeking admission to the University follow the College Preparatory Course in high school.

Admissions Time Line
Candidates for undergraduate admission may apply as early as the end of their junior year of high school. For priority consideration, we encourage applicants to submit applications no later than February 1 for the fall semester and November 1 for the spring semester. Admission decisions are made competitively as applications are complete, until no space is available. Please understand that applications will not be reviewed until all of the following steps have been completed:

Step 1. Apply
Complete and sign the application for Undergraduate Admissions or apply online at desu.edu.

Step 2. Pay the Application fee
Include a $35.00 check or money order made payable to Delaware State University. The application fee is non-refundable. Applicants may pay the application fee over the telephone by contacting the Cashier’s Office at 302.857.6220, but are encouraged to apply and pay online at www.desu.edu/apply-now. Application fee waivers from the College Board and NACAC will be honored.

Step 3. Submit SAT/ACT Scores
Your Scholastic Assessment Test (SAT) or American College Test (ACT) scores are required for undergraduate admission to Delaware State University. Please be sure to submit your test scores with your completed application. If you have not taken the SAT or ACT, register to do so with your high school (not applicable to transfer students, high school graduates who have been out of school for five or more years, and high school GED diploma recipients). International students from non-English speaking countries must submit TOEFL scores. Scores should be forwarded to the Office of Admissions. GED diploma recipients must provide an official copy of their GED test scores.

Step 4. Send Transcript(s)
A high school transcript is required for admission to DSU. Complete and sign section I of the High School Transcript Request and Evaluation Sheet attached to the application (page 5) and submit it to your high school guidance counselor. Your school counselor will generate an official transcript for you to submit with your application. Be sure that your transcript is submitted to the Office of Admissions in a sealed envelope. Transfer applicants are required to submit an official high school transcript as well as an official transcript from each college attended.

Step 5. Submit a Completed Application
Please remember that your application will not be processed until all of the following items are submitted:
- Your completed application
- Official Transcripts
- High School Transcript Request and Evaluation Sheet
- Test Scores
- $35.00 Application Fee

Releases are not required when photographing people in a public place, such as walking across campus or attending a college graduation ceremony. By completing an application for admission to Delaware State University, you authorize the use of your name, statements and likeness, without charge, for promotional purposes in college publications, advertising, video, web, new media, or other formats.
Delaware State University may use the address provided on the application for admission to contact you regarding the status of your application or enrollment with the University. Submission of an e-mail address authorizes Delaware State University and its affiliates to contact you electronically.

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Admissions Requirements

General Education Development (GED) Test Applicants

The University will consider for admission applicants who have satisfied high school graduation requirements with the General Education Development (GED) test, once they have completed 12 semester hours of transferrable college coursework and met the University transfer admission requirements. Applicants must submit a notarized copy of their GED certificate with their application and fee to be considered for admission.

Early Bird Applicants

The Early Bird Program is for juniors and seniors attending a high school in the State of Delaware who wish to earn college credit while still attending high school. In order to qualify for the program, students must be recommended by their high school principal. Interested students should contact their high school counselor for instructions, obtain a letter of recommendation from their principal, and have a written approval from their parents. A cumulative grade point average of 2.5 or better is also required. Early Bird applicants may enroll for no more than six (6) credit hours per semester. Students whose cumulative high school grade point averages are 3.0 or better on a 4.0 scale are entitled to six (6) hours of free tuition per semester. All students will still be responsible for fees—technology, parking, etc. Students cannot enroll in the Early Bird program if they have graduated from high school or will graduate within the term. All applications should be directed to the Office of Admissions.

Returning Applicants

Students wishing to return to the University after voluntary or involuntary absence of three or more years must re-apply. All other returning students should contact the appropriate academic department chairpersons for academic advisement and registration procedures. Returning DSU students who have attended other colleges since their last enrollment at DSU must have official copies of those transcripts forwarded to the Office of Admissions.

Part-time Applicants

Those part-time students seeking credit but not a degree must furnish proof of graduation from high school to the Office of Admissions. A copy of the high school diploma or college transcript will be sufficient evidence. Degree seeking part-time students must follow the same procedures as full-time applicants. Teacher Certification-only applicants are not required to submit high school transcripts. Proof of a baccalaureate degree will be sufficient.

Transfer Applicants

Applicants must earn 12 credits hours of transferable coursework with a cumulative G.P.A. of 2.0 or higher from an accredited institution. Only grades of C or higher will transfer. Grades of C- do not transfer. Applicants attempting to transfer to DSU with less than 12 credit hours will need to provide test scores, in addition to high school transcripts, before being reviewed by the Office of Admissions.

International Applicants

The University will consider international students whose transcripts are cleared by the Office of Admissions. Students desiring to enter the University should have official copies of their transcripts forwarded to the World Education Service (WES), the Educational Credential Evaluators (ECE), or the American Association of Collegiate Registrars and Admissions Officers (AACRAO) for evaluation. International students are wholly responsible for all of their financial obligations (which include but are not limited to tuition, fees, housing and meals if applicable) prior to their arrival at D.S.U. International students must contact the International Affairs Office at (302) 857-6474 to get further details.

For more details please visit our website at www.desu.edu/admissions/
Graduate Application Process

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. To be considered for unconditional admissions, applicants should have a minimum cumulative undergraduate grade point average of 2.5 (on a 4-point scale) and a scholastic average of 3.0 in their undergraduate major. The applicant should have successfully completed the requisite undergraduate courses in the field in which they plan to pursue a graduate degree. Academic credentialing is subject to approval by the specific department. A recommendation of graduate admission is submitted to the School of Graduate Studies by the Program Director for each applicant. The offer of admission is submitted by the Dean, School of Graduate Studies and Research to each applicant.

The online application (https://www.applyweb.com/apply/desug/) must be used by all students seeking graduate admission to Delaware State University. A non-refundable application fee of $50 must accompany all submitted applications. For all graduate programs, official scores on the Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), the Miller Analogies Test (MAT), or other specified examinations, writings, documents, or productions as defined by the individual department or program are required. For programs that allow provisional admission, applicants who have not taken the required test(s) must satisfy this requirement during the first semester of graduate study or they will be dropped from the program.

Prospective students must arrange for the official transcript(s) and standardized examination scores to be forwarded to:

Office of Admissions
Delaware State University
1200 North DuPont Highway
Dover, Delaware 19901-2277

Application procedures, supporting credentials, and requirements vary among graduate programs and therefore, prospective graduate students are encouraged to contact the School of Graduate Studies (302-857-6800) or the program director representing the area of interest (http://www.desu.edu/sites/default/files/Program%20Directory.pdf). Please contact the Office of Admissions at 302.857.6351 or 800.845.2544 with any questions regarding completion of the graduate application.

Requirements regarding graduate admission for international students may be found at the following link:
http://www.desu.edu/graduate-studies/international-students-admission.

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.

International students must place an Affidavit of Support Form on file with Ms. Candace Moore, Director of the Office of International Student Services upon submission of the graduate application. Questions regarding this process should be directed to the Office of International Student Services.

The Affidavit must include: Official bank statements in U.S. Dollars no less than two (2) months old; a letter from the bank on letterhead stationary which states the date the account was opened and current balance in U.S. Dollars; or an award
letter from Program or Department (Delaware State University Program) stating the length of time and amount of the award. Affidavits along with supporting documentation should be submitted to:

Ms. Candace Moore, Director  
International Student Services  
Delaware State University  
Office of International Affairs  
Grossley Hall, Room 116  
Dover, De 19901

Enrollment & Academic Policies

Students are officially registered for courses only when they have complied with all of the procedures applying to registration, including a full payment of tuition and fees as well as the validation of the student I.D. Students not officially registered for courses will not be permitted to attend the classes in session and will not receive any credit for the courses at the end of the semester.

Tuition and applicable fees are payable at the time of registration for all students. All fees must be paid in full or satisfactory payment arrangement with Tuition Pay Plan must be made; otherwise, students will be removed from their course(s) on the removal for non-payment date as communicated in the pre-purge letters.

Delaware State University uses an e-mailing method to send bills (e-bills) to students, but cannot assume responsibility for their receiving the bills. If students do not receive bills on or before the beginning of each semester, it is the student's responsibility to contact the Office of Student Accounts or to go online to obtain information relative to the bill address on the MyDESU (Student Services website), my.desu.edu.

Students who add or drop courses that result in a credit on their student account will receive a refund through the Office of Student Accounts in accordance with University and federal regulations/policies. Courses dropped after late registration ends will be assigned a final grade of "W" if the course is dropped on or before the last day to drop classes. Course drops approved after this date will be assigned a grade of "WA" (Administrative Drop). Please refer to the University catalog for more information.

Graduate Student Fees

Tuition

In-State Student (per credit hour) $417.00  
Out-of-State Student (per credit hour) $920.00  
Doctorial (per credit hour) $528.00

Special Fees

Technology Fee* $55  
Application Fee $50  
Registration Fee (per term) $60  
Late Registration Fee (per term) $50  
Sustaining Fee*** (per term) varies  
Graduation Fee $175  
ID Card Replacement Fee $50  
Non Payment Fee $150  
Reinstatement Fee $150  
Activity Fee  
  Part Time $30  
  Full Time $60

All Tuition & Fees Are Subject To Change Effective July 1, 2014.

*Entitles full-time students to the same benefits as undergraduate students (except medical); entitles part-time students to receive a card for use of the library.

**Includes the activity fee and entitles graduate students residing on campus to all benefits as undergraduate students, including health services and insurance. Fee does not include regular room charges.

***Charged to graduate students who have completed all course work for the master’s degree except the thesis. All students in this category must register in sustaining status.
MASTER OF ARTS
Biological Sciences
Education with concentrations in:
  Adult Literacy and Basic Education
  Curriculum and Instruction
  Special Education
Historic Preservation
Science Education
Teaching
Teaching English as a Second Language

MASTER OF BUSINESS ADMINISTRATION
MASTER OF EDUCATIONAL LEADERSHIP

MASTER OF SCIENCE
Agriculture
Applied Optics
Applied Chemistry
Art Education
Biological Sciences
Biology Education
Computer Science
Chemistry
Family and Consumer Science Education
Food Science
Mathematics with concentrations in:
  Pure Mathematics
  Applied Mathematics
Mathematics Education
Molecular and Cellular Neuroscience
Natural Resources
Physics
Physics Teaching
Sport Administration

MASTER OF SOCIAL WORK
MASTER OF SPORT ADMINISTRATION

DOCTOR OF EDUCATIONAL LEADERSHIP

DOCTOR OF PHILOSOPHY
Applied Chemistry
Interdisciplinary Applied Mathematics and
Mathematical Physics with concentrations in:
  Applied Mathematics
  Mathematical Physics
Neuroscience
Optics

DOCTOR OF EDUCATION

DOCTOR OF PHILOSOPHY
Applied Mathematics
Mathematical Physics
Educational Admin, Leadership & Supervision

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Financial Aid

Procedures for Applying for Financial Aid

Candidates for admission to the University who wish to apply for financial aid should begin the process by filling out the Free Application for Federal Student Aid (FAFSA). In order to qualify for any of the U. S. Department of Education's (ED) grant, loan, or work-study programs, borrowers must complete the FAFSA. The Financial Aid Office awards scholarships to undergraduate and graduate students on the basis of financial need, residency status and other criteria specific to the scholarship program.

2013-2014 Deadlines for Priority Processing for Registration and Specific Financial Aid Programs

- Spring 2014 – October 10, 2013
- Fall 2014 - March 15, 2014

Students who do not meet the priority deadline indicated above will only be considered for the Federal Pell Grant, the Federal Stafford Loan, and for dependent students, the Federal PLUS Loan.

You may file the FAFSA electronically on the web at www.fafsa.ed.gov which is available beginning January 1st for the following year. Include Delaware State University's school code 001428 when completing the FAFSA. Make sure that you and/or your parents sign the FAFSA using your Federal Student Aid PIN. You can apply for a PIN at www.pin.ed.gov.

For more information of financial aid awards and procedure, please consult the “Financial Aid Award Guide” at www.desu.edu/financial-aid-forms-publications

Satisfactory Academic Progress

Federal regulations require Delaware State University to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act.

Before you register, review the Satisfactory Academic Guidelines for receiving Federal Financial Aid found on http://www.desu.edu/satisfactory-academic-progress-sap.

Types of Aid Available

- **Grants**- Federal Pell Grants are for students enrolled in a degree program for at least six semester hours of credit. In some cases students may be eligible for Pell Grants for less than half-time attendance. This grant from the federal government does not have to be repaid.

- **Federal Supplemental Education Opportunity Grants (FSEOG)**- are only for students in a degree program at least six (6) credit hours or more. This grant, administered by Delaware State University, does not have to be repaid. First come first served awarding.

- **Aid to Needy Students**- The Aid to Needy Students grant is available to Delaware residents who attend Delaware State University as a full-time student and have an un-met need. The applicant must submit the Free Application for Federal Student Aid results to the Financial Aid Office by the priority deadline. This grant does not have to be repaid. First come, first served awarding.

- **Federal Work-Study** is a federal part-time employment program for full-time or part-time students. To be eligible for Federal Work-Study, students must complete the Free Application for Federal Student Aid (FAFSA).

- **Federal Perkins Loans**- Funded by the federal government are available at 5% interest (for full-time students).

- **Federal Student Loan Program** allows students to borrow money to pay for their education. The three types of loans are:

- **Federal Direct Subsidized Stafford Loans**- These are subsidized loans, that the federal government will pay the interest on the loan while the student is in school and during specified deferments, but the student must demonstrate financial need to receive the loan. Students are required to be enrolled at least half-time or 6 credit hours or more. To be eligible, students must complete the Free Application for Federal Student Aid (FAFSA).

- **Federal Direct Unsubsidized Stafford Loans**- Students can get these unsubsidized loans regardless of need but will have to pay all interest charges from the time of disbursement. Students are required to be enrolled at least half-time or 6 credit hours or more. To be eligible, students must complete the Free Application for Federal Student Aid (FAFSA).
Federal Direct PLUS Loans- Parents of a dependent student with an approved credit application can borrow a PLUS Loan to pay for the student's education. Students are required to be enrolled at least half-time or 6 credit hours or more. To be eligible, students must complete the Free Application for Federal Student Aid (FAFSA).

If Aid Exceeds Tuition and Fees

When federal grants and/or loans awarded for the semester through the Financial Aid Office cover more than tuition and fees, the DSU Student Accounts Office prepares a check approximately 14 days after the drop for non-payment period. The funds are to be used for books, supplies and other related expenses. Refer to the Refund Policy Section on Page 11 or contact the Office of Student Accounts at (302) 857-6240. Institutional and state funds that exceed the tuition, fees and book charges are not released to the student. These funds are reduced.

Before Registration

1. Undergraduates must submit the results of the Free Application for Federal Student Aid (FAFSA) by the priority deadline dates of March 15, 2014 for the fall semester (2014) and October 10, 2013 for the spring semester (2014) and submit all required documents as requested to the Financial Aid Office.
2. Students awarded scholarships from outside sources must submit the check or a scholarship notification letter to the Office of Student Accounts to have the funds credited to their account.

Other Guidelines

1. All financial aid recipients are subject to the Delaware State University refund schedule in accordance with federal and state financial aid regulations (see Refund Schedule). This means that a proportionate share of the money must be returned to the Financial Aid Program(s), including the Federal Direct Stafford Student Loan Program and the Federal Direct PLUS Program, if a student withdraws or is dismissed during a refund period. Further information and applications are available in the Financial Aid Office, Administration Building 1st floor or online at www.desu.edu/student/financialaid.
2. Reaffirmation of loan eligibility includes establishing that the student has maintained satisfactory academic progress, has at least halftime enrollment status and has progressed to the next grade level for increased annual borrowing amounts. Students who do not progress to the next classification level must borrow at the prior year’s level. For example, a student with 0-29 earned hours is classified as a freshman. A freshman may borrow $3,500.00 per year but may not borrow at the next level ($4,500.00 per year) until he/she obtains a sophomore status (completion of at least 30 earned credit hours).
## FULL-TIME STUDENTS

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<th>FALL SEMESTER</th>
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<td>Student Health Insurance Fee</td>
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## TRADITIONAL RESIDENCE HALLS

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<th>Hall</th>
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</thead>
<tbody>
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<td>Conwell Hall**</td>
<td>$9,589.00</td>
<td>$9,589.00</td>
<td>$19,178.00</td>
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<tr>
<td>Evers/Jenkins**</td>
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<td>Laws Hall**</td>
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<td>Tubman**</td>
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<td>Warren Franklin Hall**</td>
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## DSU LIVING LEARNING COMMONS

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<td>Two Bedrooms</td>
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</table>

### BOARDING STUDENTS:

Normally, freshmen are assigned rooms in Harriet Tubman Hall (Co-Ed), Lydia P. Laws Hall (Co-Ed) and Samuel Conwell Hall (M). Space in Honors Dormitories (for students with a 3.25/B cumulative grade-point average or higher) may be assigned in Richard Wydner Towers (Co-Ed) and designated areas in Warren-Franklin Hall (Co-Ed). Normally, upperclassmen (minimum of 30 semester hours) normally reside in Meta Jenkins Hall (Co-Ed), Wydner Towers (Co-Ed), Medgar Evers Hall (Co-Ed), and Warren-Franklin Hall (Co-Ed). For information regarding the University Courtyard Apartments, call 302.857.7966 or the University Village Apartments, call 302.857.8511.

## STUDENT MEAL PLAN OPTIONS

(Students MUST select one option from below or the Traditional 19 Meal Plan will be assigned.)

<table>
<thead>
<tr>
<th>Plan</th>
<th>FALL SEMESTER</th>
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<td>$100 Flex Dollars</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traditional 15 PLUS</td>
<td>$1,858.00</td>
<td>$1,858.00</td>
<td>$3,716.00</td>
</tr>
<tr>
<td>$100 Flex Dollars</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traditional 10 PLUS</td>
<td>$1,705.00</td>
<td>$1,705.00</td>
<td>$3,410.00</td>
</tr>
<tr>
<td>$100 Flex Dollars,</td>
<td>$963.00</td>
<td>$963.00</td>
<td>$1,926.00</td>
</tr>
<tr>
<td>Commuter 5 PLUS*</td>
<td>$963.00</td>
<td>$963.00</td>
<td>$1,926.00</td>
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<tr>
<td>$100 Flex Dollars</td>
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</tbody>
</table>

*(Option not available for residential students)*

## PART-TIME STUDENTS

<table>
<thead>
<tr>
<th></th>
<th>IN-STATE STUDENT</th>
<th>OUT-OF-STATE STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Hour</td>
<td>$272.00</td>
<td>$620.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$ 50.00</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$ 55.00</td>
<td>$ 55.00</td>
</tr>
<tr>
<td>Wellness Fee</td>
<td>$225.00 (Pro-rated)</td>
<td>$225.00 (Pro-rated based on total credit hours)</td>
</tr>
</tbody>
</table>

(Spring 2014 Delaware State University 25)
Students who reside in the traditional halls and have less than 12 credit hours per semester will be assessed a part-time boarder fee to adjust the student account to reflect full-time charges.

** These fees are subject to change.

**DOCTORAL & GRADUATE FEES**

<table>
<thead>
<tr>
<th></th>
<th>IN-STATE STUDENT</th>
<th>OUT-OF-STATE STUDENT</th>
<th>DOCTORAL STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Hour</td>
<td>$417.00</td>
<td>$920.00</td>
<td>$528.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$ 60.00</td>
<td>$ 60.00</td>
<td>$ 60.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$ 55.00</td>
<td>$ 55.00</td>
<td>$ 55.00</td>
</tr>
</tbody>
</table>

**GRADUATE ACTIVITY FEES**

- Full-time (6 credits or more) $60.00
- Part-time (Less than 6 credits) $30.00

**UNIVERSITY COURTYARD & UNIVERSITY VILLAGE APARTMENTS**

**UNIVERSITY COURTYARD 12 MONTH LEASE**

<table>
<thead>
<tr>
<th></th>
<th>PER MONTH</th>
<th>PER SEMESTER</th>
<th>PER YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four Bedrooms/Two Baths</td>
<td>$750.00</td>
<td>$4,500.00</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>Two Bedrooms/Two Baths</td>
<td>$874.00</td>
<td>$5,244.00</td>
<td>$10,488.00</td>
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**UNIVERSITY VILLAGE APARTMENTS – 12 MONTH LEASE**

<table>
<thead>
<tr>
<th></th>
<th>PER MONTH</th>
<th>PER SEMESTER</th>
<th>PER YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Bedroom/One Bath</td>
<td>$1,064.00</td>
<td>$6,384.00</td>
<td>$12,768.00</td>
</tr>
<tr>
<td>Two Bedrooms/Two Baths</td>
<td>$874.00</td>
<td>$5,244.00</td>
<td>$10,488.00</td>
</tr>
<tr>
<td>Two Bedrooms/One Bath</td>
<td>$787.00</td>
<td>$4,722.00</td>
<td>$ 9,444.00</td>
</tr>
<tr>
<td>Four Bedrooms/Two Baths</td>
<td>$757.00</td>
<td>$4,542.00</td>
<td>$ 9,084.00</td>
</tr>
<tr>
<td>Two Bedrooms/One Bath Suite</td>
<td>$720.00</td>
<td>$4,320.00</td>
<td>$ 8,640.00</td>
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</tbody>
</table>

**UNIVERSITY VILLAGE –MEAL PLAN OPTIONS**

(Students MUST select one option from below or the Traditional 19 Meal Plan will be assigned.)

<table>
<thead>
<tr>
<th></th>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
<th>YEARLY TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional 19 PLUS</td>
<td>$1,922.00</td>
<td></td>
<td>$3,844.00</td>
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<tr>
<td>$100 Flex Dollars</td>
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<tr>
<td>Traditional 15 PLUS</td>
<td>$1,858.00</td>
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<td>$3,716.00</td>
</tr>
<tr>
<td>$100 Flex Dollars</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traditional 10 PLUS</td>
<td>$1,705.00</td>
<td></td>
<td>$3,410.00</td>
</tr>
<tr>
<td>$100 Flex Dollars</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ITEMIZED FEES FOR THE 2013-2014 ACADEMIC YEAR**

- Application Fee
  - Undergraduate: $35.00
  - Graduate: $50.00
  - Doctoral: $50.00

- Course Overload Fee (Over 19 Credits)
<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Hour In-State</td>
<td>$272.00</td>
</tr>
<tr>
<td>Per Credit Hour Out-of-State</td>
<td>$620.00</td>
</tr>
<tr>
<td>DSU Living Learning Commons</td>
<td></td>
</tr>
<tr>
<td>One Bedroom</td>
<td>$4,995.00</td>
</tr>
<tr>
<td>Two Bedrooms</td>
<td>$3,995.00</td>
</tr>
<tr>
<td>Deposit Fee</td>
<td>$200.00</td>
</tr>
<tr>
<td>Drop Fee (Per Drop Slip)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Failure to Pre-Register</td>
<td>$50.00</td>
</tr>
<tr>
<td>Graduate Sustaining Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>$175.00</td>
</tr>
<tr>
<td>Graduate</td>
<td>$175.00</td>
</tr>
<tr>
<td>Housing Deposit</td>
<td>$200.00</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Overdue Library Fee (Per Day)</td>
<td>$1.00</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$35.00</td>
</tr>
<tr>
<td>Senior Citizen’s Registration (Undergrad Only)</td>
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</tr>
<tr>
<td>Registration Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$55.00</td>
</tr>
<tr>
<td>SMARTCARD Replacement Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Student Activity Fee (Full-Time)</td>
<td>$135.00</td>
</tr>
<tr>
<td>Student Center Complex Fee</td>
<td>$225.00</td>
</tr>
<tr>
<td>Student Teaching Fee</td>
<td>$150.00</td>
</tr>
<tr>
<td>Technology Fee (Per Semester)</td>
<td>$55.00</td>
</tr>
<tr>
<td>Traditional Residence Hall Deposit</td>
<td>$200.00</td>
</tr>
<tr>
<td>Traditional Residence Hall Fees (Per Semester)</td>
<td></td>
</tr>
<tr>
<td>Conwell Hall/Tubman Hall/Laws Hall</td>
<td>$3,488.00</td>
</tr>
<tr>
<td>Evers Hall/Jenkins Hall</td>
<td>$3,488.00</td>
</tr>
<tr>
<td>Warren-Franklin Hall/Wynder Towers</td>
<td>$3,745.00</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Tuition &amp; Fees (Per Semester)</td>
<td></td>
</tr>
<tr>
<td>In-State</td>
<td>$3,668.00</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>$7,846.00</td>
</tr>
<tr>
<td>Tuition Pay Plan Enrollment Fee</td>
<td></td>
</tr>
<tr>
<td>Per semester</td>
<td>$35.00</td>
</tr>
<tr>
<td>Tuition Pay Plan Late Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>University Courtyard Application Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>University Courtyard Deposit</td>
<td>$300.00</td>
</tr>
</tbody>
</table>
University Courtyard Late Fee (monthly) $35.00
University Village Application Fee $100.00
University Village Deposit $300.00
University Village Late Fee (monthly) $35.00
Vehicle Registration Fee
(Per Semester) $40.00
(Per Year) $70.00
(Summer) $30.00

*HOUSING DEPOSIT: A $200.00 housing deposit is required to secure your housing assignment for the academic year. Housing is available on a first-come, first-served basis. The housing deposit is non-refundable if not received by June 30.

SENIOR CITIZENS FEE WAIVER: To obtain a senior citizen’s waiver of tuition, student must be sixty-two (62) years of age or older and must present proof of age to the Office of Student Accounts. The waiver is for tuition only and the student is responsible for any additional fees. ONLY STUDENTS ENROLLED IN UNDERGRADUATE COURSES ARE ELIGIBLE.

LABORATORY FEES: Laboratory fees are assessed for some courses to cover the cost of supplies and special facilities. Labs may vary from $10.00 to $20,000.00. The Airway Science Labs vary from $5,000.00 to $20,000.00 per related course.

Laboratory fees may be applied for specific courses within the following departments:
- Accounting and Finance
- Agriculture and Natural Resources
- Airway Science
- Art
- Biology
- Biotechnology
- Business Education
- Chemistry
- Computer & Information Sciences
- English
- Family and Consumer Sciences
- Foreign Languages
- Hospitality Management
- Nursing
- Physical Education
- Physics & Pre-Engineering
- Math
- Mass Communication
- Music

Students are fully responsible for the use of laboratory equipment. Excessive breakage of equipment or items returned in an unacceptable condition will be charged to the student’s account.

The University reserves the right to assess a special fee to cover the cost of using off-campus facilities when required in connection with any course offering.

Please note laboratory fees are from the 2013-2014 academic school year and are subject to change.

STUDENT CENTER COMPLEX FEE: Goes towards the cost of the New Strength and Conditioning Facility, Wellness Center and the Student Center.
**Tuition Pay Plan:** Delaware State University has partnered with Nelnet Business Solutions to offer the Tuition Pay Plan. Our payment plan will still allow you to spread your expenses over the semester as interest-free payments. Delaware State University will be sending you information as soon as it becomes available.
Honors Program

PROGRAM ELEMENTS:
Departmental Courses**, Colloquia, Seminars and Research

GOALS OF THE DSU HONORS PROGRAM
1. To provide talented and motivated students opportunities for intellectual growth and achievement, in small, challenging classes that encourage active intellectual participation, discussion and collaboration in the search for knowledge (SLO I);
2. To enhance student skills for analytical/critical thinking, logical examination and appraisal of ideas (SLO II);
3. To enhance student skills for problem solving and decision making (SLO III);
4. To enhance student skills for clear, precise, coherent and persuasive oral communication (SLO IV) and written communication (SLO V);
5. To engage students in the creative process of formulating a hypothesis, researching those problems and drawing conclusions that lead to either original classroom assignments or larger faculty-mentored research projects resulting in contributions of scholarly work to each student’s chosen field of study (SLO VI);
6. To prepare honors students through experience with department-based honors courses, interdisciplinary colloquia and seminars, and independent study and research
   I. to ensure its students’ academic success (SPO I),
   II. to ensure its students earn Honors Program Graduate Certification (SPO II), and
   III. to prepare its students for graduate and professional schools (SPO III).

SLO = Student Learning Outcome; SPO = Student Performance Outcome

REQUIREMENTS FOR ENROLLMENT

Incoming Freshmen
Incoming freshmen may apply for admission into the Honors Program by completing the Honors Program application form included in the University application package or electronically on the University web page. Requirements for entry include:

• Admission to Delaware State University without conditions
• A GPA of 3.25 or higher (on a 4.0 scale)
• An SAT score of 1050 or higher with a minimum of 450 in each category (Mathematics and Critical Reading) or an ACT composite score of 22 or higher
• Letters of recommendation from (2) two high school instructors
• A typed essay of 400-600 words explaining the desire to be admitted into the program
• A list of academic and extracurricular achievements/awards

Transfer and Continuing Students
A transfer or continuing student may apply to the Honors Program no later than the beginning of his or her junior year. SAT requirements are waived for transfer and continuing student admission.

The requirements for entry include:
• A GPA of 3.25 or higher (on a 4.0 scale)
• Official college transcripts (unofficial transcripts for DSU students)
• Letters of recommendation from two college instructors
• A typed essay of 400-600 words explaining the desire to be admitted into the program
• A list of academic and extracurricular achievements/awards

**Six credit hours in the program may be used to satisfy the university’s general education requirements for Arts, Humanities and Social Sciences electives for students who successfully complete Honors colloquia that have been approved for general education credit.
For further information, contact:
Dr. Dawn A. Lott, Director
DSU Honors Program
Martin Luther King, Jr. Student Center, Suite 325
1200 N. DuPont Highway
Dover, Delaware 19901
Phone: (302) 857-7514
Fax: (302) 857-7515 (TAB to make lined-up)
E-mail: honors@desu.edu
GOOD NEWS!

Delaware High School Juniors & Seniors
You Can Earn College Credits Now!!!

If you’re a Delaware high school junior or senior with a 2.5 (C+) or better cumulative grade point average, you can register for classes at Delaware State University. Academic achievers with a 3.0 grade point average and above automatically qualify for 6 credits hours of free tuition. Apply for admission today…and Get A Head Start On Your Future! For more information, contact: The Office of Admissions, Delaware State University, 1200 N. DuPont Highway, Dover, DE 19901-2277, (302) 857-6351

DELAWARE STATE UNIVERSITY
YOUR CHOICE, YOUR CHALLENGE
…YOUR AVENUE TO EXCELLENCE!
ACADEMIC ENRICHMENT SERVICES

Ms. Phyllis Brooks-Collins • Executive Director • (302) 857-7201

Enrichment Services
Supplemental Instruction
  Tutoring
  Writing Lab
  Computer Lab

Mentoring
  Peer Mentoring
  Faculty/Staff Mentoring Program for Students

Student Accessibility Services
  Reading, writing and note taking services
  Arrangements for testing accommodations
  Tutorial Services
  Interpreters for the deal
  Referrals to community agencies

Advisement
  Undeclared Majors
  Students Admitted with Conditions

Testing Services
  CLEP
  DANTES

National Tests
  PRAXIS
  GRE
  LSAT

Student Evaluation of Faculty

SPECIAL PROGRAMS

“Program Jumpstart”: A six-week residential summer bridge program for academically talented students.
“Project Success”: A pre-admittance program for students admitted with conditions.
“Staying on Course”: A program designed to assist students in academic difficulty to get back on track.
Grading in 2014?

IMPORTANT! GRADUATION 2014

1. Students who anticipate to participate in the May commencement exercises must submit the appropriate Application for Graduation and Audit to the Office of Records and Registration by February 3, 2014 (for May).

2. Students not meeting the deadline for filing may not have regalia and/or diplomas available for the graduation ceremony.

3. All degrees are conferred upon successful completion of all graduation requirements, e.g., degrees completed during Spring 2014 degrees will be awarded in May 2014; Summer 2014 degrees will be awarded on August 15, 2014 and Fall 2014 degrees will be awarded on December 15, 2014.

4. Students who complete all requirements during the Summer terms may obtain an official transcript from the Office of Records and Registration which will reflect the degree to be conferred and actual date of completion of requirements, e.g., August 15th for summer graduates.

5. One diploma will be issued for each degree earned.

6. Students may participate in a graduation exercise ONLY if they satisfy all of the following conditions:
   - They enroll in and successfully complete all courses required to graduate prior to graduation.
   - They file the application and audit got graduation by the application deadline (see application calendar).
   - They resolve all incomplete and in progress from transcript.
   - They satisfy all financial obligations to the University.
   - They complete the Financial Aid Exit Interview.
   - They satisfy all holds placed on students’ accounts.

7. Diplomas will not be issued to anyone who has not satisfied all academic requirements and met all financial obligations to the institution, including loans administered by the University.

8. Any student who has received a loan from any of the loan programs listed on page 20 must complete an exit interview.
Sample Course Request Form
COURSE SELECTION
(Use This Page to Plan Your Registration)

FIRST CHOICE COURSE SCHEDULE

<table>
<thead>
<tr>
<th>CRN</th>
<th>DEPT. #</th>
<th>COURSE #</th>
<th>SEC #</th>
<th>TITLE OF COURSE</th>
<th>CREDITS</th>
<th>DAYS</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
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TOTAL # CREDITS

ALTERNATE COURSE SCHEDULE

<table>
<thead>
<tr>
<th>CRN</th>
<th>DEPT. #</th>
<th>COURSE #</th>
<th>SEC #</th>
<th>TITLE OF COURSE</th>
<th>CREDITS</th>
<th>DAYS</th>
<th>TIME</th>
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</tbody>
</table>

TOTAL # CREDITS

SPRING 2014 DELAWARE STATE UNIVERSITY 35