



DISTANCE LEARNING APPLICATION FOR ADMISSION

The University of Delaware seeks to attract academically ambitious and creative applicants from a variety of cultural and racial backgrounds and geographic regions. Distance Learning systems provide a greater level of flexibility to busy professionals interested in pursuing a college degree.

DEGREE OPTIONS

Distance Learning students may take selected courses for personal growth or professional development and earn a degree through the University of Delaware. Students can earn a degree in one of three areas through distance learning systems—an Associate in Arts degree, a Bachelor of Science degree in Hotel, Restaurant & Institutional Management or a Bachelor of Science degree in Nursing or a Master of Science degree in Nursing for registered nurses. In order for students to earn a degree they must submit the Distance Learning Application for Admission and meet all regular University of Delaware admission requirements. Degree completion for distance learners requires satisfying the same curriculum requirements as non-distance learners. To receive a University of Delaware bachelor's degree, admitted students must complete 90 of the first 100 credits or 30 of the last 36 credits, full- or part-time through the University of Delaware.

APPLYING FOR ADMISSION

Applicants interested in the Associate in Arts distance learning program should submit their application materials to:

Michelle Parnell, Counselor and Distance Learning Liaison
University of Delaware
Division of Professional and Continuing Studies
850 Library Avenue, Suite 200
Newark, DE 19711
Phone: 302/831-2741
Fax: 302/831-2789
E-mail: mparnell@udel.edu

Applicants interested in the Hotel, Restaurant & Institutional Management distance learning program should submit their application materials to:

Distance Education Advisor
Hotel, Restaurant & Institutional Management
University of Delaware
Raub Hall, 14 West Main Street
Newark, DE 19716
Phone: 302/831-6077
Fax: 302/831-6395
E-mail: hrim-dept@udel.edu

Applicants interested in the Nursing distance learning program should go online at <http://chico.nss.udel.edu/CHNSdistApp/> to apply. Should you prefer to complete the paper application, please submit all application materials to:

University of Delaware
School of Nursing
383 McDowell Hall
Newark, DE 19716
Phone: 302/831-3012
Fax: 302/831-2382
E-mail: FayWood@udel.edu

A complete application consists of the following items:

- Distance Learning Application for Admission
- Social Security Number—used at the University for student identification; international applicants will be assigned a special identification number.
- \$75 non-refundable application fee payable to the University of Delaware, accompanying the application.
- Official college transcript(s) forwarded by the registrar(s) of all former college(s). A final transcript must be sent upon completion of any courses in progress.
- Official high school transcripts forwarded by the high school for students with fewer than 24 college credits (**not required for RNs**)
- Copy of nursing license (**for RNs only**)

Admission into a University degree program through Distance Learning requires submitting application materials no later than May 1 for Fall and no later than November 1 for Spring admission.

SPECIAL INSTRUCTIONS FOR INTERNATIONAL STUDENTS

In addition to following the above application procedures, international students must:

- Submit scores for the Test of English as a Foreign Language (TOEFL) if English is not your native language. The minimum TOEFL score required is 550 (paper) or 213 (computer).
- For students who are enrolled in or have completed post-secondary coursework in another country, please submit an official credential evaluation of your work in addition to the official transcripts.
- Submit the \$75 application fee drawn on a U.S. bank. Other forms of payment may require that additional fees be charged to the applicant.

EVALUATING APPLICATIONS

As the Admissions Committee evaluates an application for admission, it considers all academic credentials, all previous college work and high school preparation. The Admissions Committee evaluates all of the transfer applicant's credentials including the type of institution attended, performance in courses related to the applicant's proposed field of study, and his or her cumulative grade point index. The nature of the previous course work completed in high school and Scholastic Assessment Test (SAT or SAT-I) scores are particularly important for applicants with less than one year (fewer than 24 credits) of college work completed. However, applicants who have been out of high school for a longer period of time where SATs are not appropriate will be evaluated based on their career or other life experience. Optional letters of recommendation, special talents and abilities, and extracurricular activities may be taken into consideration.

Applicants with attendance at another institution must be eligible to return to the institution from which transfer is

sought. In general, transfer applicants must have at least a 2.5 average in previous college work from an accredited institution to be considered. Applicants to the Master's degree in Nursing program must have a 3.0 minimum cumulative grade point average for consideration. It is important to note that the grade point average required for transfer applicants will be calculated according to University of Delaware grading policies.

TRANSFER CREDIT

The Admissions Office will make a preliminary evaluation of transfer credits after admission is offered. A final determination of transferable credit rests with the Dean of your college or individual department. Admitted students should be prepared to provide course descriptions for faculty review if coursework transfers as departmental elective credit. The University of Delaware accepts credits taken only from accredited institutions. For credits to be transferred, courses must have been passed with a "C" or better and must be applicable to the student's chosen degree program at the University of Delaware. There is no required minimum, nor maximum of transferable credit.

ADVANCED PLACEMENT (AP) AND INTERNATIONAL BACCALAUREATE (IB)

Students may be granted credit through the Advanced Placement Program for scores of 3, 4 or 5. Students should have their results sent to the Office of Admissions for evaluation. More information is available through the Admissions Office. The rigor of the International Baccalaureate program is recognized and the University awards college credit equivalency of up to one year's credit for scores of 4 and above for each Higher subject exam, provided the student has taken at least three Higher subject exams. No credit is awarded for subsidiary exams.

TUITION AND FEES

The current tuition rate for distance learners is available at www.pcs.udel.edu/info/tuition.html. Students enrolling in courses NOT delivered via distance learning at the University will be assessed the appropriate tuition based upon their residency classification. Qualification as a Delaware resident for tuition purposes requires a domicile and residence in Delaware for consecutive 12 months prior to the date of proposed enrollment. This requirement applies to the parent(s) or legal guardian(s) if the applicant is economically dependent (i.e. qualifies as an exemption for Federal Tax purposes). Foreign applicants holding a visa are not eligible for Delaware residency, but may be eligible for the site participant tuition rate.

CREDIT BY EXAMINATION

The University provides to all students the opportunity to obtain college credit by examination for demonstrated competence attained through professional experience or some similar learning experience. General inquiries concerning credit by examination should be directed to the department offering the course for which the student seeks credit. Credit by examination is not allowed in experimental courses, independent study courses, or BSN nursing courses. A credit-by-examination form, available at the Service Desk, Student Services Building, must be completed. For additional information, please contact the University Registrar's Office at 302/831-2131.

VETERANS ASSISTANCE

The University of Delaware is approved for veterans' assistance under chapters 30, 31, 32, 34, 35 and 106 of Title 38, code of Federal Regulations. Veterans interested in obtaining benefits under these regulations should contact the University Veterans Affairs Clerk at 302/831-8987.

IMPORTANT TELEPHONE NUMBERS

(all numbers are area code 302)

| | |
|---|----------------|
| Distance Learning | 1-800-597-1444 |
| Local calls | 831-1053 |
| Admissions – Undergraduate..... | 831-8125 |
| Financial Aid | 831-8761 |
| Foreign Student Advisor | 831-2115 |
| Associate in Arts Online | 831-2741 |
| Hotel, Restaurant, and Institutional Management | 831-6077 |
| Nursing – Div. Of Special Programs | 1-800-UOD-NURS |
| Local calls | 831-0442 |
| Professional and Continuing Studies ACCESS Center (Student Advisement) | 831-2741 |

AN EQUAL OPPORTUNITY EMPLOYER—The University of Delaware is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, creed, color, gender, genetic information, age, religion, national origin, veteran or disability status, or sexual orientation in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes. Inquiries concerning the above should be referred to the Office of Equity and Inclusion, (302) 831-8735, located at 305 Hulliher Hall.

Statement of Responsibility
The University of Delaware community values both personal and academic freedom. All members of the campus community have the personal responsibility to promote an atmosphere of civility in which the free exchange of ideas and opinions can flourish. We do so by learning from individual and collective differences and respecting every human being.

Statement of residence in Delaware: Delaware residents must complete.

An applicant who is financially independent and self-supporting should complete the section below. If you are economically dependent, qualify as an exemption on federal income tax, then the person contributing to the applicant's support is required to complete the section below.

1. Person claiming Delaware residency: Self Other (Specify) _____

2. I have maintained a domicile and continuous residence in Delaware from

| | | | | | | |
|-------|-----|------|----|-------|-----|------|
| Month | Day | Year | To | Month | Day | Year |
| | | | | | | |

3. The latest year for which I have filed a Delaware state income tax return

| | | | |
|---|---|---|---|
| C | C | Y | Y |
| | | | |

 Type of return filed: Resident Nonresident

4. I plan to file a return for the current year Yes No 5. I am a registered voter in the state of

| | |
|--|--|
| | |
|--|--|

 6. I am employed in the state of

| | |
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I certify that this residence status information is correct. (To be signed by the person completing statements 2 through 7.) 7. U.S. Citizen/Immigrant Yes No

Signature _____ Date _____

The following two sections must account for all of your time since leaving high school. Attach extra sheets if needed.

Transfer credit: All applicants who have taken college courses give name and location of ALL colleges other than the University of Delaware. List every school attended, whether or not credit was earned or desired for transfer, and dates attended. Failure to indicate at the time of application previous registration at another college or university invalidates the admission. Attach extra sheets if needed.

| Name and location | Dates of Attendance | | | Degree attained | Office use only | | | | | |
|-------------------|---------------------|---------------|--|-----------------|-----------------|---|---|--|--|--|
| | From month/year | To month/year | | | 1 | 0 | 0 | | | |
| | | | | | 1 | 0 | 0 | | | |
| | | | | | 1 | 0 | 0 | | | |
| | | | | | 1 | 0 | 0 | | | |
| | | | | | 1 | 0 | 0 | | | |

Post-high school experience: List all periods of employment/unemployment/military service since leaving high school. Attach extra sheets if needed.

| Name and address of employers or military branch | Position/duties | From month/year | To month/year |
|--|-----------------|-----------------|---------------|
| | | | |
| | | | |
| | | | |

Courses currently in progress: Transfer students—list all courses in which you are currently enrolled including Distance Learning Courses.

| Course | Credits | Term | Course | Credits | Term |
|--------|---------|------|--------|---------|------|
| | | | | | |
| | | | | | |
| | | | | | |

High school last attended:

Name _____ Address: city, state, and zip code _____ Year graduated _____

Personal statement (optional): If you believe additional information about yourself would be helpful to our Admissions Committee, you may attach a statement that best describes your interests and abilities and gives evidence of your potential.

Applicant's signature:

I certify the above to be correct and authorize the secondary schools and/or colleges I have attended to release transcripts, test scores, recommendations, and other information required by the University of Delaware. I understand that all credentials submitted in support of this application become the property of the University and are not returnable. I have not omitted any previous colleges of attendance. Furthermore, I will become familiar with regulations relating to academic honesty and student behavior at the University of Delaware and I will fully comply with these regulations during my enrollment at the University.

Signature of applicant _____ Date _____