

ADVANCED DEGREE APPLICATION

Information about deadlines and other degree related items can be found on the web at the “Step-by-Step Guide to Graduation” section at <http://www.udel.edu/gradoffice>. Graduate degrees are awarded at the end of Fall, Winter, Spring and Summer sessions. All degree candidates will receive an official “letter of degree completion” from the Office of Graduate and Professional Education upon the completion of the degree audit and official clearance for the awarding of the degree.

PLEASE NOTE:

1. The deadline for degree application is September 15 for December degree conferral, December 2 for Winter degree conferral, February 15 for May degree conferral, and May 15 for August degree conferral. Please deliver the completed and signed degree application form with payment to the Office of Graduate and Professional Education, 234 Hullihen Hall. You may attach a personal check made payable to the University of Delaware or pay at the Cashiers Office. The Master’s fee is \$50; Ph.D., D.P.T. and Ed.D. fee is \$95.
2. To complete the application, list all registered courses for the degree including courses in which you are currently registered. The Office of Graduate and Professional Education will record the grades for courses not yet graded when it reviews your application in the degree audit process. Grades below C- will not apply to the degree.
3. If you plan to continue as a student after completing your current degree program, you must indicate this on the application form in the appropriate box. Verification of this continued status at UD must be on file in the Office of Graduate and Professional Education.
4. All students must be registered in the semester that the degree is awarded including Summer and Winter sessions. If you need assistance with registration in sustaining status, contact the Office of Graduate and Professional Education.
5. A maximum of 6 credits of 869 (Master’s Thesis) is permitted for Master’s thesis degree candidates; a maximum of 9 credits of 969 (Dissertation) is permitted for Ph.D. candidates; and a maximum of 12 credits of 969 (Dissertation) is permitted for Ed.D. candidates.
6. Departmental notification of “pass” on comprehensive examinations, colloquia, research papers, portfolio, foreign language examinations, and/or approved course substitutions must be on file in the Office of Graduate and Professional Education. Be sure to mark these items as requirements for the program in the appropriate space on the application form.
7. Please update UDSIS with your desired Diploma Name and Diploma Address. Your Letter of Degree Clearance will be sent to this address as well. For more information about diplomas please reference <http://www.udel.edu/registrar/graduation-diplomas/diplomas.html> or email registrar@udel.edu.



ADVANCED DEGREE: APPLICATION FORM

FOR OFFICE USE ONLY
DATE OF PAYMENT:
CHECK #: AMOUNT: \$

INSTRUCTIONS: Complete this form and acquire required signatures. Submit signed application to the Office of Graduate and Professional Education along w/payment (checks only) or proof of payment from cashier's office.

SECTION 1: STUDENT INFORMATION

STUDENT NAME: STUDENT ID #: GRADUATION YEAR:
MONTH: Dec Feb May Aug
STUDENT EMAIL: MAJOR: CONCENTRATION: TOTAL CREDITS REQUIRED FOR DEGREE:
Do you plan to continue in another degree program next semester at UD?
Please specify your major if you plan on continuing another degree program.

ADDRESS FOR LETTER OF DEGREE CLEARANCE (May not be a department):

STREET: CITY: STATE: ZIPCODE:

SECTION 2: PRIOR DEGREES EARNED: List all degrees earned prior to this degree. If more than two previous degrees, attach a memo.

Table with 4 columns: DEGREE ABBREVIATION, DEGREE GRANTING INSTITUTION (Full Title), LOCATION, DATE AWARDED.

SECTION 3: IDENTIFY DEGREE TO BE EARNED:

- IDENTIFY DEGREE:
DPT Doctoral Physical Therapy
EdD Educational Leadership
EdS Education Specialist
MA Master of Arts
MAS Master of Applied Science
MBA Master of Business Administration
MBA/MA Master of Bus. Admin./Master of Arts
MBA/MS Master of Bus. Admin./Master of Sc.
MCHE Master of Chemical Engineering
MCE Master of Civil Engineering
MEd Master of Education
MEEP Master of Energy & Envir. Policy
ME Master of Engineering
MEM Master of Engineering: Mechanical
MFA Master of Fine Arts
MM Master of Music
MMP Master of Marine Policy
MMSE Master of Materials Sc. & Engineering
MPA Master of Public Administration
MS Master of Science
MSME Master of Science in Mech. Engineering
MSN Master of Science in Nursing
PSM Professional Science Masters
PhD Doctor of Philosophy

SECTION 4: DEGREE REQUIREMENTS

- IDENTIFY DEGREE REQUIREMENTS:
Master's Thesis
Dissertation/Education Leadership Portfolio
Non-Thesis Option
Research Paper
Comprehensive Exam
Language Exam
Colloquium
Praxis Score
Exposition
Internship
Defense
Animal / Human Subjects Board Approval
Other:

SECTION 5: LIST ALL COURSES AND TRANSFERRED COURSES CLAIMED FOR THIS DEGREE: (Graded or NOT Graded).

Table with 12 columns: YEAR/TERM, COURSE #, GR, CR, YEAR/TERM, COURSE #, GR, CR, YEAR/TERM, COURSE #, GR, CR.

SECTION 6: SIGNATURES FOR APPROVAL

ADVISOR SIGNATURE DATE APPROVED NOT APPROVED
GRADUATE PROGRAM SIGNATURE DATE APPROVED NOT APPROVED
DEPARTMENT CHAIR/DIRECTOR SIGNATURE DATE APPROVED NOT APPROVED

FOR OFFICE USE ONLY

OFFICE OF GRADUATE AND PROFESSIONAL EDUCATION
APPROVED NOT APPROVED
DATE RECORDED