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## Application for Advanced Degree

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*Please call the Office of Graduate and Professional Education if you have questions about your degree requirements*

Information about deadlines and other degree related items can be found on the web at the “Getting Ready to Graduate” 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 completion of the degree audit and official clearance for the awarding of the degree.

**Please update UDSIS with address changes after the submission of the Application Form.**

Please take note of the following items:

1. The deadline for degree application is September 15 for December degree conferral, December 15 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 to the *Office of Graduate and Professional Education* with payment (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 only the courses that are required 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 in the Ph.D. program after completing a Master’s degree, you must indicate this on the application form in the appropriate box. Verification of this continued status at UD must be submitted to the Office of Graduate and Professional Education using the Change of Classification form.
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 required for Master’s thesis degree candidates; a maximum of 9 credits of 969 (Dissertation) is required for Ph.D. candidates; and a maximum of 12 credits of 969 (Dissertation) is required for Ed.D. candidates.
6. **Departmental notification of “pass” on comprehensive examinations, colloquia, research papers, portfolio, and/or foreign language examinations 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.**

