## **Application for Advanced Degree**

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 <a href="http://www.udel.edu/gradoffice">http://www.udel.edu/gradoffice</a>. 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.

## **Application for Advanced Degree**

INSTRUCTIONS: Please type all the information and print the form. Send the original copy with required signatures to the Office of Graduate and Professional Education. (Form revised: April 2008)

SECTION 1: Student Information													
STUDENT NAMI initial, last name.			First name, middle name or GRADUA MONTH			тн 🗆	TION YEAR 20  AUGUST FEBRUARY DECEMBER MAY						
STUDENT ID #	EMAI	EMAIL				MAJOR			CONCENTRATION				
DO YOU PLAN TO CONTINUE IN ANOTHER DEGREE PROGRAM NEXT DELAWARE?  NO YES (If Yes, Please specify Major													
			of the a Departmental Address) CITY, STATE, ZIP CODE										
SECTION 2: List all degrees earned prior to this degree													
DEGREE (ABBREVIATION)		DEGREE GRANTING INSTITUITION (FULI						TITLE)			ATE IN CH INST. CATED	DATE AWARDED	
SECTION 3: Identify Degree and Degree Requirements (Please check all items that apply)													
DEGREE  DEGREE REQUIREMENTS												NTS	
MAS MA MBA MBA/MA MBA/MS MCHE MCE MEd MEEP MEM MFA MI COLLEGE:	Maste Maste Maste Maste Maste Maste Maste Maste Maste Maste	Master of Applied Science Master of Arts Master of Business Administration Master of Bus. Admin. /Master of Arts Master of Bus. Admin. /Master of Sc. Master of Chemical Engineering Master of Civil Engineering Master of Education Master of Energy & Environmental Policy Master of Engineering: Mechanical Master of Fine Arts Master of Instruction  MMM MMSM MSM MSM  MSM  MSM  DPD  Master of Engineering: Mechanical Master of Fine Arts Master of Instruction  MSM  DPT  EdS				Master of Public Administration Master of Science Master of Science in Mech. Eg. Master of Science in Nursing Doctor of Philosophy Doctor of Education Doctor of Physical Therapy Education Specialist			n				
SECTION 4: List			1					<del></del>			1	1	
COURSE NUMBER		CREDIT HOURS	GRADE*	COURSE	NUMBER	HOURS		E* COU	RSE NU	MBER	CREDIT HOURS	GRADE*	
								Total Credit Hours Required For Degree					
SECTION 5: Required Signatures													
ADVISER									PROVED NOT APPROVED				
DEPARTMENT CHAIR DATE						☐ APPROVED ☐ NOT APPROVED					PPROVED		
FOR OFFICE USE ONLY:   APPROVED FOR DEGREE													
OFFICE OF GRADUATE AND PROFESSIONAL EDUCATION							NOT APPROVED FOR DEGREE  DATE RECORDED						