



## Application for Advanced Degree

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*. 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 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 appropriate address for your diploma and degree completion letter.

Paid Date: \_\_\_\_\_

Ck#: \_\_\_\_\_ Amt \$ \_\_\_\_\_

### Application for Advanced Degree

**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. (Form revised: September 2011)

SECTION 1: Student Information											
STUDENT DIPLOMA NAME: First name, middle name or initial, last name (indicate capitalization and special punctuation).								GRADUATION YEAR: 20 _____			
								MONTH: ( ) December            ( ) February ( ) May                    ( ) August			
STUDENT ID #			TOTAL # CREDITS REQUIRED FOR DEGREE:			MAJOR			CONCENTRATION		
DO YOU PLAN TO CONTINUE IN ANOTHER DEGREE PROGRAM NEXT SEMESTER AT THE UNIVERSITY OF DELAWARE? <input type="checkbox"/> NO / <input type="checkbox"/> YES								EMAIL ADDRESS			
(If YES, please specify Major _____ <input type="checkbox"/> MASTER'S / <input type="checkbox"/> DOCTORAL											
ADDRESS FOR LETTER OF DEGREE CLEARANCE AND DIPLOMA (may NOT be a Departmental address)								CITY, STATE, ZIP			
SECTION 2: List all degrees earned prior to this degree. If more than two previous degrees, attach a memo.											
DEGREE (ABBREVIATION)		DEGREE GRANTING INSTITUTION (FULL TITLE)					LOCATION		DATE AWARDED		
SECTION 3: Identify degree								Check degree requirements			
( ) EdD     Doctor of Education		( ) MEM     Master of Engineering: Mechanical		( ) Master's Thesis		( ) EdS     Education Specialist		( ) MFA     Master of Fine Arts		( ) Dissertation/Exec. Position Paper	
( ) DPT     Doctor of Physical Therapy		( ) MI        Master of Instruction		( ) Non-Thesis Option		( ) MA        Master of Arts		( ) MM        Master of Music		( ) Research Paper	
( ) MAS     Master of Applied Science		( ) MMP     Master of Marine Policy		( ) Comprehensive Exam		( ) MBA     Master of Business Administration		( ) MMSE    Master of Materials Sc. & Engineer.		( ) Language Exam	
( ) MBA/MA Master of Bus. Admin. /Master of Arts		( ) MPA     Master of Public Administration		( ) Colloquium		( ) MBA/MS Master of Bus. Admin. /Master of Sc.		( ) MS        Master of Science		( ) Portfolio	
( ) MCHE    Master of Chemical Engineering		( ) MSME    Master of Science in Mech. Engineer.		( ) Exposition		( ) MCE     Master of Civil Engineering		( ) MSN     Master of Science in Nursing		( ) Internship	
( ) MEd     Master of Education		( ) PSM     Professional Science Masters		( ) Defense		( ) MEd     Master of Education		( ) PhD      Doctor of Philosophy		( ) Animal/ Human Subjects Board Approval	
( ) MEPP    Master of Energy & Envir. Policy		( ) PhD      Doctor of Philosophy		( ) Other _____		( ) MEPP    Master of Energy & Envir. Policy					
SECTION 4: List ONLY courses & transferred courses claimed for this degree (GRADED or NOT GRADED).											
YEAR/ TERM	COURSE #	GR	CR	YEAR/ TERM	COURSE #	GR	CR	YEAR/ TERM	COURSE #	GR	CR
(EX) 05 Summer	XXXX 601	A	3								
SECTION 5: Required Signatures											
ADVISOR						DATE			( ) APPROVED ( ) NOT APPROVED		
GRADUATE PROGRAM DIRECTOR						DATE			( ) APPROVED ( ) NOT APPROVED		
DEPARTMENT CHAIR						DATE			( ) APPROVED ( ) NOT APPROVED		
FOR OFFICE USE ONLY:											
OFFICE OF GRADUATE & PROFESSIONAL EDUCATION						( ) APPROVED FOR DEGREE ( ) NOT APPROVED FOR DEGREE			DATE RECORDED		