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 **grad.udel.edu/policies/step-by-step-guide-to-graduation/**. 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 Graduate College upon the completion of the degree audit and official clearance for the awarding of the degree.
Updated October 29, 2019.

PLEASE NOTE:

1. **Application Deadline:** The deadline for degree application is September 16 for December degree conferral, December 2 for Winter degree conferral, February 14 for May degree conferral, and May 14 for August degree conferral. Please deliver the completed and signed degree application form with payment to the Graduate College, 234 Hullihen Hall.

2. **Payment Options** (Master's Degree Fee $50; Doctoral Degree Fee $95):
   Use the form at **commerce.cashnet.com/UD-GPE** to pay your degree application fee by online check (ACH). After submitting your payment, enter the receipt number on your degree application or attach a copy of the payment receipt to your application. You may also attach a personal check made payable to the University of Delaware or pay at the Cashier's Office, 30 Lovett Avenue.

3. To complete the application, list all registered courses for the degree including courses in which you are currently registered. The Graduate College 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.

4. 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 with the Graduate College.

5. 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 Graduate College.

6. 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.

7. Departmental notification of "pass" on comprehensive examinations, colloquia, research papers, portfolio, foreign language examinations, and/or approved course substitutions must be on file with the Graduate College. **Be sure to mark these items as requirements for the program in the appropriate space on the application form.**

8. Please update UDSIS with your Diploma Name and Diploma Address. Students are responsible for ensuring that their names and addresses are listed correctly. To specify a Diploma Name click the Add a New Name button on the UDSIS Names page and choose the Name Type of Diploma. After you add a diploma name, its display will convert to a "Firstname Lastname" format, but your diploma will appear as you entered it. Addresses are specified in UDSIS-Student Center at: Personal Information-Demographic Data / Addresses. To specify a Diploma Address, click the Add a New Address button on the UDSIS Addresses page. Enter the address and then you will be prompted to specify the Address Type. Click Diploma. 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

INSTRUCTIONS: Complete this form and acquire required signatures. Submit signed application to the Graduate College along with or proof of payment.

FOR OFFICE USE ONLY

DATE OF PAYMENT: _____

CHECK #: _____ AMOUNT: $_____

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?
☐ Yes ☐ No ☐ Doctoral ☐ Master's

Please specify your major if you plan on continuing another degree program.
Major :

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.

DEGREE ABBREVIATION:	DEGREE GRANTING INSTITUTION (Full Title):	LOCATION:	DATE AWARDED:
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SECTION 3: IDENTIFY DEGREE TO BE EARNED:

IDENTIFY DEGREE:

☐ DNP Doctor of Nursing Practice
☐ DPT Doctoral Physical Therapy
☐ EdD Educational Leadership
☐ EdS Education Specialist
☐ MA Master of Arts
☐ MAP Master of Accounting Practice
☐ MAS Master of Applied Sciences
☐ MBA Master of Business Administration
☐ MCHE Master of Chemical Engineering
☐ MCE Master of Civil Engineering
☐ MEd Master of Education
☐ MEEP Master of Energy & Envir. Policy
☐ ME Master of Engineering

☐ 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
☐ MPP Master of Public Policy
☐ 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
☐ Teaching Requirement for Degree
☐ Praxis Score
☐ Exposition or Recital
☐ Internship
☐ Defense
☐ Completing Dual Degree
☐ Other: _____

SECTION 5: LIST ALL COURSES AND 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

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

_____ GRADUATE COLLEGE	☐ APPROVED ☐ NOT APPROVED	_____ DATE RECORDED