

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 Office of Graduate and Professional Education upon the completion of the degree audit and official clearance for the awarding of the degree. Updated February 26, 2019.

PLEASE NOTE:

- 1. Application Deadline:** 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 from with payment to the Office of Graduate and Professional Education, 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 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.
- 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 in the Office of Graduate and Professional Education.
- 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 Office of Graduate and Professional Education.
- 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 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.**
- 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

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 with or proof of payment.

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. Two rows for data entry.

SECTION 3: IDENTIFY DEGREE TO BE EARNED: SECTION 4: DEGREE REQUIREMENTS

IDENTIFY DEGREE:
DNP Doctor of Nursing Practice
DPT Doctoral Physical Therapy
EdD Educational Leadership
EdS Education Specialist
MA Master of Arts
MAS Master of Applied Sciences
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
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
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. Multiple rows for course listing.

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