



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 <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 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 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 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.
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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 NAME (Type name exactly as it should appear on your diploma – first name, middle name or initial, last name. Indicate capitalization and special punctuation.)			GRADUATION YEAR 20____ MONTH AUGUST FEBRUARY DECEMBER MAY
STUDENT ID #	EMAIL	MAJOR	CONCENTRATION
DO YOU PLAN TO CONTINUE IN ANOTHER DEGREE PROGRAM NEXT SEMESTER AT THE UNIVERSITY OF DELAWARE? NO YES (If Yes, Please specify Major _____ MASTER'S DOCTORAL)			TELEPHONE NUMBER
ADDRESS FOR LETTER OF DEGREE CLEARANCE AND DIPLOMA (may not be a Departmental Address)		CITY, STATE, ZIP CODE	

SECTION 2: List all degrees earned prior to this degree			
DEGREE (ABBREVIATION)	DEGREE GRANTING INSTITUTION (FULL TITLE)	STATE IN WHICH INST. LOCATED	DATE AWARDED

SECTION 3: Identify Degree and Degree Requirements (Please check all items that apply)				
DEGREE				DEGREE REQUIREMENTS
MAS	Master of Applied Science	MM	Master of Music	Master's Thesis Dissertation/Exec. Position Paper Non -Thesis Option Research Paper Comprehensive Exam Language Exam Colloquium Portfolio Exposition Internship Defense Animal/Human Subjects Board Approval Other _____
MA	Master of Arts	MMM	Master of Marine Management	
MBA	Master of Business Administration	MMP	Master of Marine Policy	
MBA/MA	Master of Bus. Admin. /Master of Arts	MMSE	Master of Materials Sc. & Eg.	
MBA/MS	Master of Bus. Admin. /Master of Sc.	MPA	Master of Public Administration	
MCHE	Master of Chemical Engineering	MS	Master of Science	
MCE	Master of Civil Engineering	MSME	Master of Science in Mech. Eg.	
MEd	Master of Education	MSN	Master of Science in Nursing	
MEEP	Master of Energy & Environmental Policy	PhD	Doctor of Philosophy	
MEM	Master of Engineering: Mechanical	EdD	Doctor of Education	
MFA	Master of Fine Arts	DPT	Doctor of Physical Therapy	
MI	Master of Instruction	EdS	Education Specialist	
COLLEGE: _____				

SECTION 4: List all courses claimed for your degree (*Office of Graduate and Professional Education will record grades for course(s) with current enrollment)								
COURSE NUMBER	CREDIT HOURS	GRADE*	COURSE NUMBER	CREDIT HOURS	GRADE*	COURSE NUMBER	CREDIT HOURS	GRADE*
Total Credit Hours Required For Degree								

SECTION 5: Required Signatures			
ADVISER _____	DATE _____	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
DEPARTMENT CHAIR _____	DATE _____	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
FOR OFFICE USE ONLY:			
OFFICE OF GRADUATE AND PROFESSIONAL EDUCATION _____	<input type="checkbox"/> APPROVED FOR DEGREE	DATE RECORDED _____	
	<input type="checkbox"/> NOT APPROVED FOR DEGREE		