



Application for Advanced Degree

Please call the Office of Graduate Studies if you have questions about your degree requirements.

Information about deadlines and other degree related items can be found on the web 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 Studies upon the completion of the degree audit and official clearance for the awarding of the degree. **Please notify the Office of Graduate Studies of 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 degree application form to the Office of Graduate Studies with payment. (You may attach a personal check 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 Studies 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 Studies.
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 Studies.
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 Studies. 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 Studies.
(Form revised: June 1, 2005)

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| 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) | | | | | | EMAIL | | | |
| DO YOU PLAN TO CONTINUE IN ANOTHER DEGREE PROGRAM NEXT SEMESTER AT THE UNIVERSITY OF DELAWARE? <input type="checkbox"/> NO <input type="checkbox"/> YES (If Yes, Please specify Major _____ <input type="checkbox"/> MASTER'S <input type="checkbox"/> DOCTORAL) | | | | | | TELEPHONE NUMBER | | | |
| ADDRESS FOR LETTER OF DEGREE CLEARANCE AND DIPLOMA | | | | | CITY, STATE, ZIP CODE | | | | |
| GRADUATION YEAR 20 _____ MONTH <input type="checkbox"/> AUGUST <input type="checkbox"/> DECEMBER <input type="checkbox"/> FEBRUARY <input type="checkbox"/> MAY | | | MAJOR | | | CONCENTRATION | | | |
| SECTION 2: List all degrees earned prior to this degree | | | | | | | | | |
| DEGREE (ABBREVIATION) | DEGREE GRANTING INSTITUTION (FULL TITLE) | | | | | STATE IN WHICH INST. LOCATED | DATE AWARDED | | |
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| SECTION 3: Identify Degree and Degree Requirements (Please check all items that apply) | | | | | | | | | |
| DEGREE | | | | | | DEGREE REQUIREMENTS | | | |
| <input type="checkbox"/> MAS | Master of Applied Science | <input type="checkbox"/> MM | Master of Music | <input type="checkbox"/> Master's Thesis | <input type="checkbox"/> Dissertation/Exec. Position Paper | | | | |
| <input type="checkbox"/> MA | Master of Arts | <input type="checkbox"/> MMM | Master of Marine Management | <input type="checkbox"/> Non -Thesis Option | <input type="checkbox"/> Research Paper | | | | |
| <input type="checkbox"/> MBA | Master of Business Administration | <input type="checkbox"/> MMP | Master of Marine Policy | <input type="checkbox"/> Comprehensive Exam | <input type="checkbox"/> Language Exam | | | | |
| <input type="checkbox"/> MBA/MA | Master of Bus. Admin. /Master of Arts | <input type="checkbox"/> MMSE | Master of Materials Sc. & Eg. | <input type="checkbox"/> Colloquium | <input type="checkbox"/> Portfolio | | | | |
| <input type="checkbox"/> MBA/MS | Master of Bus. Admin. /Master of Sc. | <input type="checkbox"/> MPA | Master of Public Administration | <input type="checkbox"/> Exposition | <input type="checkbox"/> Internship | | | | |
| <input type="checkbox"/> MCHE | Master of Chemical Engineering | <input type="checkbox"/> MS | Master of Science | <input type="checkbox"/> Defense | <input type="checkbox"/> Animal/Human Subjects Board Approval | | | | |
| <input type="checkbox"/> MCE | Master of Civil Engineering | <input type="checkbox"/> MSME | Master of Science in Mech. Eg. | <input type="checkbox"/> Other _____ | | | | | |
| <input type="checkbox"/> MEd | Master of Education | <input type="checkbox"/> MSN | Master of Science in Nursing | | | | | | |
| <input type="checkbox"/> MEEP | Master of Energy & Environmental Policy | <input type="checkbox"/> PhD | Doctor of Philosophy | | | | | | |
| <input type="checkbox"/> MEM | Master of Engineering: Mechanical | <input type="checkbox"/> EdD | Doctor of Education | | | | | | |
| <input type="checkbox"/> MFA | Master of Fine Arts | <input type="checkbox"/> DPT | Doctor of Physical Therapy | | | | | | |
| <input type="checkbox"/> MI | Master of Instruction | <input type="checkbox"/> EdS | Education Specialist | | | | | | |
| COLLEGE: | | | | | | | | | |
| SECTION 4: List all courses claimed for your degree (*Office of Graduate Studies will record grades for course(s) with current enrollment) | | | | | | | | | |
| COURSE NUMBER | CREDIT HOURS | GRADE* | COURSE NUMBER | CREDIT HOURS | GRADE* | COURSE NUMBER | CREDIT HOURS | GRADE* | |
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| | | | | | 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 STUDIES _____ | | | | | <input type="checkbox"/> APPROVED FOR DEGREE | | | | |
| | | | | | <input type="checkbox"/> NOT APPROVED FOR DEGREE | | DATE RECORDED _____ | | |