



## 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/](http://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 15 for December degree conferral, December 3 for Winter degree conferral, February 12 for May degree conferral, and May 10 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; no charge for Certificate):  
Use the form at [commerce.cashnet.com/UD-GPE](http://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](mailto: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: <input type="checkbox"/> Dec <input type="checkbox"/> Feb <input type="checkbox"/> May <input type="checkbox"/> Aug
STUDENT EMAIL:	MAJOR:	CONCENTRATION:
		TOTAL CREDITS REQUIRED FOR DEGREE:
Do you plan to continue in another degree program next semester at UD? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doctoral <input type="checkbox"/> 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:
- |   |  |
|---|--|
| <input type="checkbox"/> CERT Certificate                       | <input type="checkbox"/> ME Master of Engineering                    |
| <input type="checkbox"/> DNP Doctor of Nursing Practice         | <input type="checkbox"/> MFA Master of Fine Arts                     |
| <input type="checkbox"/> DPT Doctoral Physical Therapy          | <input type="checkbox"/> MM Master of Music                          |
| <input type="checkbox"/> EdD Educational Leadership Education   | <input type="checkbox"/> MMP Master of Marine Policy                 |
| <input type="checkbox"/> EdS Specialist                         | <input type="checkbox"/> MMSE Master of Materials Sc. & Engineering  |
| <input type="checkbox"/> MA Master of Arts                      | <input type="checkbox"/> MPA Master of Public Administration         |
| <input type="checkbox"/> MAP Master of Accounting Practice      | <input type="checkbox"/> MPH Master of Public Health                 |
| <input type="checkbox"/> MAS Master of Applied Sciences Master  | <input type="checkbox"/> MPP Master of Public Policy                 |
| <input type="checkbox"/> MBA of Business Administration Master  | <input type="checkbox"/> MS Master of Science                        |
| <input type="checkbox"/> MCHE of Chemical Engineering Master of | <input type="checkbox"/> MSME Master of Science in Mech. Engineering |
| <input type="checkbox"/> MCE Civil Engineering Master of        | <input type="checkbox"/> MSN Master of Science in Nursing            |
| <input type="checkbox"/> MEd Education                          | <input type="checkbox"/> PSM Professional Science Masters            |
| <input type="checkbox"/> MEEP Master of Energy & Envir. Policy  | <input type="checkbox"/> 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

_____	_____	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED
ADVISOR SIGNATURE	DATE	
_____	_____	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED
GRADUATE PROGRAM SIGNATURE	DATE	
_____	_____	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED
DEPARTMENT CHAIR/DIRECTOR SIGNATURE	DATE	

#### FOR OFFICE USE ONLY

_____	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	_____
GRADUATE COLLEGE		DATE RECORDED