

Hello,

The Office of Graduate and Professional Education has received your application for advanced degree showing that you plan to submit a master's thesis for the degree to be awarded in the Spring 2015 semester.

Please note that the link to our thesis/dissertation manual and templates is located on the web at <http://www.udel.edu/it/research/files/publish/udthesis/index.html>. We encourage you to use these tools that are easy to download and follow. These templates will save you considerable time and effort in meeting the university's format requirements. The IT help center at 302-831-6000 is available to provide assistance using these templates if you have formatting issues.

If you prefer, you can email your title page and signature page to eburget@udel.edu so as to review them before you acquire any actual signatures on these pages. This will prevent acquiring the signatures on pages that are not correct causing you to have the faculty sign a second time.

To process the approval of your degree in time for Spring 2015, your thesis must be submitted to our office no later than April 29, 2015. You should contact eburget@udel.edu to schedule an appointment time. All appointment times must be set by April 22, 2015. If you cannot submit your thesis by these deadlines, your degree completion term will be changed to summer 2015 and you will be registered in master's sustaining in summer. Graduate students are required to be registered in the term the degree is awarded. If you want to change your completion term to Summer 2015 or Fall 2015, please email eburget@udel.edu and we will move your application for the degree to that term date.

Bring the following to your thesis check-in appointment:

- 1 **Title page:** 3 copies on bond paper
- 2 **Signature page:** 3 copies on bond paper (original signatures on each page)
Note: Do not contact Dr. Richards to sign as he will do this for you when your paper is approved by our office.
- 3 **Abstract:** 3 copies on bond paper
- 4 **Permission Letters:** 1 copy of each permission
- 5 Review your transcript and contact your advisor to post grades for the thesis and or research credits. Students cannot graduate with "S" grades on their transcript.

Important: There is one last step for you to do to complete your degree requirements. UD requires that students complete a web-based exit survey so as to gather information about the university. The IT department tracks by email address if you complete this anonymous response. A hold is placed on your transcript showing the awarding of the degree if this survey is not completed. You may complete this survey at this time by going to www.udel.edu/002220

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