

## Check Sheet for Doctoral Students

### One year prior to qualifying exam:

**Formation of advisory committee:** \_\_\_\_\_ (Date Submitted)

[https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm)

The advisory committee has a core of four members. This core must include a minimum of two faculty members from the graduate program (with one being the major professor as chair or co-chair), and one representative from outside the graduate program. All members of the core must be members of the Graduate Faculty of the University of Kentucky and three (including the major professor) must possess full Graduate Faculty status.

### A minimum of two weeks prior to qualifying exam date:

**Qualifying Examination Request:** \_\_\_\_\_ (Date Submitted)

[https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm)

Conduct a review of your transcript to ensure the following:

- You have completed the equivalent of 2 years of residency (36 hours for most programs, but some programs require more than 36 hours). On the transcript, earned hours (EHRS) are counted toward the degree. If you have less than 36 EHRS, contact your DGS.
  - NOTE: Some programs require more than 36 EHRS to participate in the qualifying examination, insure you check your student handbook for the required hours.
  - An awarded master's degree from the University of Kentucky or from another accredited school may satisfy up to 18 of this 36-hour pre-qualifying requirement. To request master's credit, the DGS can send an e-mail to the Graduate School Dean
  - You do not have any missing or "I" grades.
  - Your GPA is 3.00 or higher.
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- When you pass the Qualifying Examination, you have five years from the end of the current semester to complete all requirements for the degree. Your program can request up to an additional five years, but please recall that if an extension is approved, you may be required to retake the qualifying examination.
  - You must remain continuously enrolled (spring and fall) in your program's Dissertation Residency credit course (XXX-767) until you have defended your dissertation. Note that although you will register for only 2 credit hours each semester, this is recognized as full-time enrollment for the purpose of satisfying visa or student loan requirements. There are consequences for not maintaining continuous enrollment. According to *Administrative Regulation 10:1 - Use of Technology Resources*: "students may access and use University technology resources until they graduate or are not enrolled for two consecutive semesters (not including summer). A student's account is disabled after one inactive semester and purged after the last enrollment period of the second semester for which the student is not enrolled. Enrollment is determined using University records." In addition, if a student is readmitted to a doctoral program, and thus requires retroactive enrollment in the 2 credit 767 course for all fall and spring semesters between the semester of readmission and the last semester they had been enrolled in 767, the Graduate School will not provide a tuition scholarship for the out of state portion of tuition for the 2 credits of 767, and the student will be required to pay

all tuition/fee costs associated with all of the semesters of retroactive 767 course enrollments.

- Your program must continue to provide you with a written progress report at least on an annual basis. Be sure to enquire with your advisor or with your Director of Graduate Studies if you do not receive this report.
- As you approach completion of your studies, remember that you will need to submit an Application for Degree request during the semester in which you intend to graduate. This on-line form can be accessed via the myUK portal ([www.myuk.uky.edu](http://www.myuk.uky.edu)). This application does not automatically roll over; if your defense is put back to a subsequent semester, you will need to resubmit the request. Consult the University Calendar for all form submission deadlines at: <https://www.uky.edu/registrar/content/academic-calendar>. If you are unable to submit the degree application request, contact the GS Student Services Officer for your program for assistance.
- Your first step in arranging the final examination is to submit the “Notification of Intent to Schedule a Final Doctoral Examination” form on-line 8 weeks prior to your expected defense date. Consult the University Calendar for these due dates. Before doing so, be sure that your advisor and all committee members have reviewed at least a draft of your dissertation and agree that you are in fact ready to defend within the semester.

The term you intend to graduate:

**Application for Degree:** \_\_\_\_\_ (Date Submitted)

<http://myuk.uky.edu/> (Click on Student Services / myRecords / Apply for Degree)

Due the term in which you intend to graduate:

- May degree – April 1
- August degree – April 1
- December degree – November 1

**Notification of Intent:** \_\_\_\_\_ (Date Submitted)

[https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm)

The graduate school will appoint an outside examiner (NOTE: An Outside Examiner is separate from your advisory committee Outside Faculty Member). The Outside Examiner (OE) is assigned to insure that the committee is upholding the standards established by the GS when it comes to academic integrity and fairness. In order to provide sufficient time for the graduate school to identify an outside examiner, you must submit the NOTIF a minimum of eight (8) weeks prior to the anticipated defense date. Assigning the OE, typically takes 4-5 weeks. You will receive an email confirmation once OE has been assigned.

**Request for Final Doctoral Examination:** \_\_\_\_\_ (Date Submitted)

**This request must be submitted a minimum of two (2) weeks prior to the scheduled dates of the examination. Your Outside Examiner should be provided with a final copy of the dissertation at this time.**

**Check the Graduate School Calendar** <http://gradschool.uky.edu/key-dates> for term deadlines for the scheduling of final examinations

**Dissertation:**

You have up to 60 days following the date of your defense OR by the end of the term in which you plan to graduate (whichever comes first) to submit your dissertation to the Graduate School via UKnowledge. Check <http://gradschool.uky.edu/key-dates> for term deadlines. Within 2-3 days of submission, the Graduate School will review your dissertation and check the format to ensure that it meets all requirements. Note, the last few weeks of the term are peak periods for dissertation submission, so it is best to submit your dissertation as soon as possible so that the final version can be accepted by the term deadline. Dissertations must be prepared in conformity with the instructions published by the Graduate School. Specific formatting instructions and sample pages can be found at <http://gradschool.uky.edu/thesis-dissertation-preparation>.