

## Check sheet for Master's Non-Thesis Students (Plan B)

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 – June 1
- December degree – November 1

If you submitted a degree application for a previous term, but did not graduate you must complete a new degree application for the current term.

A minimum of 2 weeks prior to examination:

**Request for Final Master's Examination:** \_\_\_\_\_ (Date Submitted)  
[https://ris.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection\\_Screen.cfm](https://ris.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm)

Conduct a review of your transcript and Degree Audit if available for your program to ensure the following:

- You have completed or are in progress to complete the required number of earned hours for the degree in your program of study and all additional degree requirements are being met.
- You do not have any missing or "I" grades prior to the current semester.
- Your GPA is 3.00 or higher. Anything still 'red' in the audit during the final semester will need to be resolved. Contact DGS/advisor as soon as possible.
- Use MyGPS degree audit to review your progress towards earning your degree!

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

### **Committee Info:**

The examining committee should consist of at least three qualified faculty members recommended by the Director of Graduate Studies and appointed by the Dean of the Graduate School. At least two committee members (including the chair or co-chair) must be members of the Graduate Faculty, and at least one of the two must be a Full member of the Graduate Faculty. It is expected that at least two members of the committee will be from the student's program/department.