



Policies & Procedures
for
Directors of Graduate Studies
2019-20

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Forward

The information contained within this document is intended as a general statement of “Graduate School Policies and Procedures” to assist the Director of Graduate Studies in academic advising of students and in interactions with the Graduate School. It is not intended to be a substitute for the Graduate School Bulletin which is the authoritative source of information for all graduate students. [Click here to view the official version of the Graduate School Bulletin.](#)

July 01, 2019

Brian A. Jackson, Ph.D.
Interim Dean of the Graduate School

Graduate Faculty

Guidelines for the nomination and appointment of members of the graduate faculty are detailed in the Graduate Bulletin and on-line [here](#). Addressing two very common questions:

- Faculty members in all title series are eligible for appointment to the Graduate Faculty.
- The nominee must have an academic appointment at the Assistant Professor level or higher to be eligible.

The appointment of faculty members to full graduate faculty status has typically coincided with the point at which the faculty member is promoted to the rank of associate professor, but graduate programs have the option of nominating assistant professors to Full Graduate Faculty membership if they have been employed by UK for at least two years. In such cases, the program will be expected to show clearly that the nominee has demonstrated the scholarly maturity and professional productivity that are the hallmarks of full graduate faculty status. In cases involving assistant professors within their first two years of appointment at the University, the Dean of the Graduate School will consult with the Graduate Council prior to making a recommendation to the Provost.

Graduate faculty appointment requests are submitted on-line using [this form](#). Faculty members from other institutions are eligible for short-term graduate faculty membership to serve as a voting member on a student advisory committee. In such cases it is recommended that the 4-person committee core (for doctoral students) be composed of UK faculty with the non-UK faculty serving as a fifth member. These appointment requests are made via this separate [on-line form](#).

On both forms, please make sure that *the most recent version* of the nominee's CV is uploaded.

Upon recommendation of the program Director of Graduate Studies (DGS), faculty members who have recently retired or who have taken faculty positions at other institutions may continue to serve on existing doctoral and master's committees but cannot be appointed to new committees. The DGS should submit such requests to the Dean of the Graduate School; the e-mail should include the names of all students affected and their current academic status (for example, pre- or post-qualifying; estimated degree completion date).

Directors of Graduate Studies

The Director of Graduate Studies (DGS) is the local representative of each graduate program; s/he acts as the official liaison with the Graduate School. The DGS is responsible to the Graduate Faculty of their program and to the Dean of the Graduate School for the recruitment, admission, advising, and examining of students in their program. Consequently, s/he has an important effect on the quality of graduate programs at the University of Kentucky. In addition to a DGS for each program, some colleges have designated a faculty member as Associate Dean for Graduate Studies (sometimes coupled with Research) who serves as the local extension of the Graduate School at the college level.

DGS appointments are approved by the Dean of the Graduate School. The DGS is normally a tenured faculty member, holding the rank of Associate Professor or above, and must be a full member of the Graduate Faculty. Exceptions to this policy may be made if the program DGS and/or chair can confirm that paperwork has been submitted and the appointee will be promoted to Associate Professor within several months. The standard term for a DGS is three years however each program has the option to request an appointment for up to four years if appropriate. A DGS who will be absent from the University for a semester or more must inform the Dean so that a substitute can be appointed. The on-line form for nominating a DGS can be found [here](#).

The DGS of a graduate program reports directly to the Dean of the Graduate School or to the Dean's designee on all matters relating to graduate education in the program. S/he is responsible for the administration of the graduate program, including maintenance of records, administration of graduate program funds, admission of graduate students, fellowships, program requirement changes and new programs, advising and registration, appointment of advisory and examination committees, and other degree requirements related to the graduate program. Additionally, the DGS serves as the focal point for dissemination of information from the Graduate School.

The DGS serves as program advisor to each student until the student has a thesis or dissertation director. The DGS then recommends that the thesis or dissertation director be appointed as the student's advisor or committee chair. In programs where a thesis is not required, the DGS is the advisor for all students. If it is desirable, a DGS may recommend that additional advisors in the program be appointed. A list of current Directors of Graduate Studies can be accessed [here](#).

Admissions

Admission Requirements

Baccalaureate Degree: Students seeking admission to the Graduate School must have obtained a baccalaureate degree, prior to the start of the term for which s/he is admitted, from a fully accredited U.S. institution of higher learning or from a recognized foreign institution. An accredited U.S. institution is one that is accredited by the appropriate regional agency (Middle States, New England, North Central, Northwest, Southern or Western Association of Colleges and Schools). A recognized foreign institution is an institution that is recognized by that nation's Ministry of Education or similar authority as a post-secondary, academic degree-granting institution. International applicants must hold a four-year bachelor's degree (exceptions to this rule include countries in the European Union, Canada, Australia and New Zealand), must have excellent grades and rank in the top quarter of their classes (for Indian students, a first-class record is normally expected, although high second-class holders in non-science areas may be considered).

A minimum cumulative grade point average of 2.75 on all prior undergraduate coursework and 3.00 on all prior graduate coursework is required for admission.

Graduate Record Examination (GRE): Applicants for admission to graduate degree programs must have official GRE scores sent directly from ETS which typically makes official scores available for five years after the student's test date. Submission of official GRE (or GMAT) scores cannot be waived**. An applicant can however be admitted in conditional status (see below) with the requirement that scores are presented to the Graduate School before priority registration for the second semester of study.

*** A graduate program faculty may petition the Graduate Council to exempt all applicants from the requirement to submit GRE/GMAT scores. For such a petition to be successful, the program must show that the GRE/GMAT is not useful in its admissions process. This petition should be transmitted by the Chair or Director of Graduate Studies of the program to the Graduate Council. A graduate program may also petition the Graduate Council to allow its applicants to substitute another professional standardized examination (for example the MCAT or LSAT) for the GRE/GMAT (see below). The Graduate School will continue to require GRE/GMAT scores for all Graduate School fellowship applications.*

Current exceptions to the GRE/GMAT policy include:

No GRE or GMAT is required for admission to:

- Accounting (MS for UK students only)
- Art Studio (MFA)
- Arts Administration (MA)

- Biology (MS, PhD)
- Business Administration (MBA for Greek cohort)
- Creative Writing (MFA)
- Digital Mapping (MS)
- Educational Leadership (M Ed)
- Educational Policy Studies (MS)
- Entomology (MS, PhD)
- Higher Education (MS)
- Information Communication Technology (MS)
- Instructional Systems Design (MS)
- Integrated Biomedical Sciences
- Interdisciplinary Early Childhood Education (MS Ed)
- Library Science (MS)
- Manufacturing Systems Engineering (MS)
- Music
 - Conducting (MM, DMA)
 - Music Education (MM)
 - Music Theory & Composition (MM, MA, DMA, PhD)
 - Music Therapy (MM)
 - Musicology (MA, PhD)
 - Performance (MM, DMA)
 - Sacred Music (MM)
- Rehabilitation Counseling (MRC)
- Research Methods in Education (MS)
- Retailing & Tourism Management (MS)
- Social Work (MSW.)
- Special Education (MS Ed)

For holders of M.D., D.M.D., D.D.S., Pharm.D., D.V.M., D.O., D.N.P., D.Sc., or Ph.D. degrees, no GRE or GMAT is required for admission to:

- Business Administration (MBA)
- Clinical and Translational Sciences (Ph.D)
- Dentistry (M.S. for domestic students only)
- Public Administration (for PharmD students applying to this program)
- Public Health (M.P.H.)
- Toxicology and Cancer Biology (Ph.D.)

No GRE or GMAT is required for admission in the following categories: Graduate certificate, Professional/Graduate dual degree programs (for example, Pharm.D./MPA), Post-baccalaureate, University Scholars (all programs), Fifth Year, Rank I, and other certifications.

Application Fee: For domestic students the current application fee is \$65.00 and for international students the fee is \$75.00. An application fee is required for all applicants, however programs do have the option to pay the application fee on behalf of the applicant.

Additional International Applicant Admission Requirements: When credentials are submitted in support of an application, they should be either the original documents or certified copies (certified or attested as “true copies” by a notary public). An official translation must be attached to these records if they are in a language other than English. Credentials should include a record of all degrees earned, detailing all subjects taken and grades obtained, listed in the indigenous system.

English Proficiency: For all applicants whose native language is not English, the University of Kentucky requires an internet-based score of 79 on the Test of English as a Foreign Language (TOEFL) (the equivalent paper-based TOEFL score is 550 and the computer version is 213). Applicants may also use International English Language Testing System (IELTS) scores to satisfy the language requirement. The minimum acceptable IELTS overall band score is 6.5. Admission decisions may be made based on self-reported language scores but students will remain in conditional admission status until official TOEFL or IELTS scores are received. Test scores must be sent directly to the University of Kentucky, Graduate School. Photocopies are not acceptable.

Students who do not meet the minimum TOEFL score may be granted visas to enter the U.S. to enroll in the [Center for English as a Second Language \(CESL\)](#) which is operated by the Department of English. This program provides 160 hours of intensive English instruction. A program may conditionally admit an otherwise academically qualified student to complete the CESL program and provide a TOEFL score of at least 550 paper based or 79 IBT. The CESL program is offered during the summer, fall and spring semesters.

International Application Deadlines:

For the fall semester: April 15

For the spring semester: August 15

Financial Resources Requirement for 2019-20: International graduate applicants must certify that they have at least \$51,219** available for each 12-month period of study. Students must have on-hand funds sufficient to pay for tuition, fees, room and board, and health insurance at the beginning of each registration period. Applicants must certify that \$7,350** per year is available for their spouse and \$5,040** per year for each additional dependent (this is normally proven by bank account statements).

*** Please note these charges are subject to change*

Please note that many international students receive offers of financial support (e.g. research or teaching assistantships) that are sufficient to meet the financial resources requirement. To facilitate the processing of immigration documents, the DGS should send a copy of any financial offer letter to the Graduate School at the time of the offer. This award letter should be signed by the DGS, and should specify:

- whether the support is a research assistantship (RA) or teaching (TA) assistantship,
- the total amount of the stipend and,
- start and end dates of the appointment (the appointments must encompass at least one academic year).

Health Insurance Requirements for International Students: The University of Kentucky has a mandatory health insurance program for all international students. International students who are in F-1, J-1, and J-2 visa status will be charged for the UK Student Health Insurance Plan along with their tuition and fees on their student account. The current cost of this insurance is \$2,641 per year. Any graduate student, domestic or international, who is enrolled and degree-seeking and is receiving a qualifying institutional fellowship or full time teaching, research, or graduate assistantship receives University-funded (single coverage) health insurance at no cost. The Funding Office will remove the international insurance charge after verifying student eligibility as a funded

graduate student. Removal of this charge can take one month after the first day of classes. For insurance eligibility questions contact the Student Health Insurance Coordinator [by email](#) or at 859-218-3208.

International students who already have a qualifying health insurance plan and do not wish to participate in the UK Student Health Insurance Plan must complete the [online waiver form](#) every semester by the established deadline. To qualify for a waiver or cancel the UK school health insurance plan, the insurance policy must meet or exceed ALL of UK's 2017-18 Minimum Health Insurance Requirements. These requirements can be reviewed <http://www.uky.edu/international/Insurance>.

International students on a J-1 and F-1 visa are required to purchase health insurance for all of their dependents. Students insured on the UK Student Insurance Plan can enroll their dependents on the UK plan [here](#); these purchases can only be made during the open enrollment window or with a qualifying life event. Note that the cost of health insurance for a spouse and/or dependent children is the sole responsibility of the student. International students with questions about health insurance may contact the coordinator in the Student Health Insurance Office at 218-3208.

Other Admission Categories

Post-baccalaureate: This type of admission is for students who wish to take courses in non-degree status. Post-baccalaureate (POBA) status is typically not available for international applicants, except in unusual circumstances. Applicants for POBA (or certification) status must have an undergraduate GPA of 2.50 or greater; GRE scores are not required. POBA students who subsequently wish to apply for admission to a regular academic program must have maintained a 3.00 GPA on all graduate work attempted and must have no “I” or blank (***) grades on their UK graduate transcript. If the student enters a master's or doctoral degree program, up to 9 hours (or 25% of degree requirements) of coursework may be transferred into the degree program**

**** This policy is currently under review; a proposal has been forwarded from Graduate Council to Senate Council to increase the number of hours of POBA coursework that can be transferred. Please check with the Office of Academic Services for updates.**

Graduating Senior as Part-time Graduate Student: Seniors at the University of Kentucky who otherwise meet admission requirements but who lack no more than 6 credit hours for graduation (including any in-progress correspondence courses) may be admitted in conditional status with the consent of the Undergraduate College Dean, the appropriate Director of Graduate Studies, and the Dean of the Graduate School. The total load of such students may not exceed 12 credit hours. Requirements for the undergraduate degree must be completed during the semester in which the student is allowed to register for part-time graduate work. Students applying for admission to the Graduate School under these conditions will be required to list the course or courses to be taken to complete the undergraduate requirements on the application form which can be accessed [here](#).

University Scholars Program (Combined Master's or Doctoral/Bachelor's Degree): This program is designed for undergraduate students at the University of Kentucky whose well-defined academic and career plans include graduate or professional study. The University Scholars Program offers these students the opportunity and the challenge of integrating their undergraduate and graduate courses of study in a single continuous program, culminating in both a baccalaureate degree and a master's or doctoral degree. This option exists only in those programs that have submitted a plan of study for approval by the Graduate Council and Senate. A list of the currently approved University Scholars Programs is provided in the Graduate School Bulletin [here](#). Programs wishing to establish a new University Scholars program should use the Senate form available [here](#).

Applicants to the University Scholars Program will follow current procedures and rules for admission to the Graduate School with the following additions:

- An application to the program should be submitted at the end of the student's junior year.
- Applicants must have completed at least 90 credit hours of work toward the bachelor's degree, or be eligible for senior standing in the semester they are admitted to the program.
- The master's/doctoral program should be in the field of the undergraduate major (there are select program pairings where this is not a requirement, for example applicants to Diplomacy and International Commerce and to Public Administration; such pairings require Graduate Council approval).
- The undergraduate GPA must be at least 3.50 in the applicant's major field and 3.20 overall.
- GRE/GMAT scores are not required for admission to this program unless the program has opted out of this waiver.

Degree requirements for both bachelor's and master's or doctorate are as follows:

- The total number of credit hours completed for the combined program may be 12 less than the total required for both the bachelor's and master's or doctoral degrees (the

requirements for the bachelor's degree are unchanged).

- Students must register in the Graduate School for all work taken following admission to the University Scholars Program.
- Students may take no more than 16 credit hours per semester except by recommendation of the Director of Graduate Studies and approval by the Dean of the Graduate School.
- Students must have an undergraduate advisor and a graduate advisor. A jointly planned program must be prepared for each student.
- The primary classification of University Scholars students will be undergraduate until they have completed all requirements for their undergraduate degree, and
- Undergraduate tuition rates will be applied to the 12 hours (or less) of graduate level coursework designated for dual credit in this program.
- Please note that USP students cannot receive Graduate School support (assistantships or fellowships) until they have completed the requirements for their undergraduate degree.

Visiting Students: Students who are enrolled in a graduate program at another institution and plan to attend the University of Kentucky as Visiting Students need not submit transcripts. Students must, however, request a Visiting Student form from the Graduate School office when filing an application. Visiting Student admission is for one semester only and credit earned in that status is not applicable to a University of Kentucky degree. Students may be “invited” by a University of Kentucky faculty member to carry out research related to their study or internship experiences may apply as “Invited Visiting Student”.

The Application Process

All applications for graduate study at the University of Kentucky, Graduate School must be submitted on-line. We are part of the Campus Management (ApplyYourself) Application Network, a system used by over 700 colleges and universities that provides an opportunity to submit all Graduate School and program requirements in one application, including letters of recommendation. Students may apply for as many programs as they wish, but each application requires completion of a separate application form and a separate application fee. There are several important features of the application review process:

Transcripts: The applicant is required to upload copies of transcripts from all higher education institutions from which they received a degree and to self-report cumulative GPA's for each institution. Admission decisions may be made based on these unofficial transcripts; the applicant will be required to submit official transcripts to the Graduate School only if s/he is admitted and decides to enroll.

Test Scores: The applicant is required to self-report test scores on the application (GRE, GMAT, TOEFL, IELTS) or they can supply a future date for taking the test(s). Admission decisions may be

made based on these self-reported scores, but we do require timely submission of official scores from the reporting agency. These scores are incorporated into the student application record and compared against self-reported scores by the admissions officers to ensure consistency.

Program-Specific Requirements: Many graduate programs at the University of Kentucky require additional information from applicants. This may include a curriculum vita, personal statement, writing sample or an assistantship application. These documents must also be uploaded to the application prior to submission. Program-specific requirements are listed [here](#).

Letters of Recommendation: As part of the application students are asked to supply contact information for the number of recommenders required by their program of interest. The system will contact each person identified and their recommendations will be incorporated into the application. Students can check back into their application at any time to see who has submitted a recommendation.

Types of Admission

Regular: Regular admission is granted when all requirements have been met.

Conditional: Domestic and international applicants wishing to pursue an advanced degree who are temporarily ineligible for regular graduate admission status may be recommended by the Director of Graduate Studies for conditional admission status in the following cases:

- Receipt of a final undergraduate transcript showing an awarded bachelor's degree.
- Receipt of official GRE (or equivalent) scores.

These requirements will be monitored by the Graduate School and must be met prior to the date set for priority registration in the first semester of enrollment. Students will not be allowed to priority register if these requirements are not met.

Programs will also have the option of recommending that students be admitted “conditionally” for other reasons including:

- Completion of deficiencies, such as taking specific required undergraduate courses.
- Program review upon completion of a specified number of hours of coursework.

These requirements are monitored by the program; the Graduate School should be notified when they have been met so that the student's status can be changed to regular admission. Approval to proceed with the doctoral qualifying examination or the master's final examination as appropriate will not be granted to students remaining in conditional status.

Leave of Absence: Enrolled graduate students at the University of Kentucky who sit out for one or more semesters will need to complete a new application and pay the application fee to be considered for readmission. In many instances this requirement can be avoided by requesting a “leave of absence”. In addition to avoiding the application process, this status will allow the student to priority register in preparation for their return to UK. Procedurally, students should contact their Director of Graduate Studies (DGS) to seek approval for the leave prior to the

beginning of the semester in question. If approved, the DGS will contact their Graduate School admissions officer who will modify the record accordingly. No more than two consecutive and four total semesters in leave of absence status may be requested. International students considering a leave of absence are strongly encouraged to discuss their plans with the International Center, Department of Immigration Services prior to making a formal request.

Modifying the Date of Admission: If a student has received a letter of admission to a graduate program and wishes to change entry to a different term they should communicate with their Director of Graduate Studies (DGS) as soon as possible**. If approved, the DGS should e-mail their assigned admissions officer requesting the change (students who need to change their application term and/or year prior to receipt of an offer of admission from the Graduate School should e-mail their admissions officer directly).

If the request is for an earlier semester, the officer should be notified no later than one week prior to the beginning of the requested semester. If the request is for a future semester, the officer should be notified no later than one week prior to the beginning of the semester for which you initially received admission. The deferral period cannot be longer than one academic year. If the student fails to request the deferral within this time-frame, they will need to reapply for admission and pay the application fee.

***Post baccalaureate students who need to modify their date of admission should contact their admissions officer directly.*

Admissions Deadlines

2019:

- 03/15 Deadline for international applications to be submitted to The Graduate School for the 2019 Fall Semester
- 07/19 Deadline for applying for admission to the Graduate School for the 2019 Fall Semester
- 08/15 Deadline for international applications to be submitted to the Graduate School for the 2020 Spring Semester
- 12/09 Deadline for applying for admission to the Graduate School for the 2020 Spring Semester

2020:

- 02/01 Deadline for international applications to be submitted to the Graduate School for the 2020 Fall Semester
- 04/11 Deadline for applying for admission to the Graduate School for the 2020 Summer Session
- 07/24 Deadline for applying for admission to the Graduate School for the 2020 Fall Semester

Academic Policies

Registration

All graduate student registration is carried out using myUK. Please refer to the university registrar's website for all dates. The only exception to this policy is registration in the zero-hour residency course XXX-748, which is administered by the Office of Academic Administration upon recommendation of the program DGS.

Priority (Advance) Registration: This is for continuing students only. Current students must priority register; failure to do so results in a \$40 fee for late registration. This rule applies to students in post-baccalaureate status as well as to students in degree programs. All students are assigned a three-day registration window (see the [Schedule of Classes](#) for designated priority registration times). Registration priority is based on student status (i.e., doctoral, master's, post-baccalaureate) and the number of graduate hours completed. The DGS should meet with all students prior to the registration period to advise and arrange class schedules. An advisor's signature is not required by the Graduate School.

Opening of the Term Registration: New and readmitted students for the fall semester can register from July 01 onwards. For the spring semester registration is open during the week prior to the start of classes (see the Schedule of Classes for dates for each semester). New students are informed of the dates at the time of acceptance. Students who were enrolled in the previous semester may not register at this time.

Add/Drop: After the first week of classes, all ADD requests must be made at the Graduate School, 201 Gillis Building using this form: <https://ris.uky.edu/gs/StudentPortal/Login.aspx>. Generally, any request for a change in schedule that falls after the stated deadlines in the University Calendar must bear the signature of both the instructor and the DGS. Late requests to add XXX-748 or 767 require only the signature of the DGS. Before the mid-term deadline, a student wishing to withdraw from individual classes may do so using myUK. Students wishing to drop all courses for the term must obtain Graduate School approval. After mid-term, a student wishing to drop a course or withdraw from the term must petition the Senior Associate Dean of the Graduate School. Such requests are approved only for urgent non-academic reasons, and typically require the unanimous approval of the instructor(s), the DGS and the Dean of the Graduate School. The request form for post midterm withdrawal is required and can be found [here](#).

Post Mid-term Withdrawal: A student may withdraw from a class during the latter half of the term upon approval by the Dean of the Graduate School of a petition certifying urgent non-academic reasons including but not limited to 1) injury or illness of the student 2) serious personal or family problems 3) serious financial difficulties. Before acting on such a petition, the Dean will consult with

the instructor of the class. If such a petition is approved by the Dean, s/he shall inform in writing the instructor of the class of the action taken. The request form can be accessed [here](#).

Retroactive Withdrawals: Students may request a retroactive withdrawal up to two calendar years from the last day of class for the semester for which the withdrawal is requested. Retroactive withdrawals are considered by the Retroactive Withdrawal Appeals Committee of the University Senate. [Click here for forms and information about Retroactive Withdrawal Appeals](#). Completed forms and all relevant supporting documentation should be submitted to the Senior Associate Dean of the Graduate School who will review the case and make a recommendation to the committee. Cases are typically decided within 30 days after the submission of the petition. Approvals are granted only in cases of serious non-academic circumstances and must have thorough documentation.

Academic Load: The total semester or term load of a student is the sum of all credits and credit equivalents (e.g. graduate language courses, undergraduate courses, courses audited, etc.) being carried. The normal load of a graduate student for the summer, fall and spring semesters is 9 credit hours or equivalent. Students undertaking short courses are subject to the term load limits outlined above. Two short courses of four weeks or less may not be taken simultaneously (see the Graduate School Bulletin).

Course loads exceeding 15 credit hours or equivalent must be approved by the Dean. Students wishing to request a credit overload should complete a [Credit Overload request form](#). Students must provide a detailed listing of all proposed course registrations and must obtain the signature of the DGS.

Students satisfactorily completing 9 course credits or equivalent during a semester are classified as full-time students. Students enrolled in XXX 748 (0 hr), 749 (0 hr) or 767 (2 hr) are also classified as full-time. Full-time students who fall below the minimum full-time equivalent as the result of dropping one or more courses are reclassified as part-time students for that semester. Note that international students may be in violation of their visa conditions if they do not maintain full-time status.

For full-time teaching assistants and for students whose service to the University requires approximately 20 hours per week, the academic load should not exceed 10 hours. This maximum may be increased to 12 hours for students with lighter service loads upon recommendation of the DGS and approval of the Dean of the Graduate School. International students must be enrolled for 9 course credits or the equivalent for fall and spring. Exceptions to this rule are managed by the Office of Academic Administration and the International Center.

Course Repeatability: It is important to be familiar with the repeatability limits of courses. If a student exceeds the limit, no academic credit will be assigned for the course by the Registrar's Office. Effective fall 2019, the Graduate School will no longer support petitions for exceptions to this policy.

Grades: The official grades of graduate students are recorded in the Office of the Registrar. The grading in graduate courses is done according to the following scale:

- A High Achievement (4 grade points per credit)
- B Satisfactory Achievement (3 grade points per credit)
- C Minimum passing grade (2 grade points per credit)
- E Failure (0 grade points per credit)
- I Incomplete (see explanation below)
- S Satisfactory (see explanation below)
- UN Unsatisfactory (see explanation below)

I (incomplete) Grade: A grade of “I” may be assigned to a graduate student if a part of the work of a course remains undone and there is a reasonable possibility that a passing grade will result from completion of the work. All “I” grades must be replaced by a regular final letter grade within 12 months of the end of the academic term in which the “I” grade was awarded or prior to the student’s graduation, whichever occurs first. If an “I” grade has not been replaced within the allowable period, the University Registrar shall change the “I” grade to a grade of “E” on the student’s permanent academic record and adjust the student’s grade-point standing accordingly, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School on recommendation of the DGS in the student’s program. In exceptional circumstances, the Dean of the Graduate School will consider one semester extensions of “I” grades beyond the 12 month period only. In order to request the extension, the student must obtain the recommendation of both the course instructor and the DGS in the student’s program and complete the [Extension of Incomplete \(“I”\) Grade form](#). In addition, the instructor must specify the remaining work necessary for the satisfaction of the course requirements, and the time frame over which this work will be completed. All work must be completed, and the grade assigned by the last day of final exams for the semester in which the extension is granted. Note that there are certain courses (seminars, independent work courses, research courses) in which a grade of “S” (see below) may be more appropriate than an incomplete; the grade of “S” is not affected by the policy described above.

S (satisfactory) Grade: A grade of “S” may be recorded for students in graduate courses which carry no credit and in graduate seminars, independent work courses, and research courses which extend beyond the normal limits of a semester or summer term. The grade may not be given to a student in a course carrying credit if the student has done unsatisfactory work or failed to do a reasonable amount of work. The project must be substantially continuous in its progress. When the work has been completed, a final grade will be substituted for the “S”. Students who show “S” grades in credit-bearing courses will not be permitted to sit for qualifying examinations or final examinations prior to the conversion of the “S” grade(s) to a final letter grade.

UN (unsatisfactory) Grade: A grade of “UN” may be recorded in credit-bearing seminars, independent work courses, or research courses if these courses extend beyond the normal limits of a semester or summer term. This grade is given to a student who has done unsatisfactory work or

to one who has failed to do a reasonable amount of work. All “UN” grades in credit-bearing courses must be replaced by a regular final letter grade before a candidate for a graduate degree is permitted to sit for a Qualifying or Final Examination. Grade “UN” may be recorded as a permanent mark only in courses carrying no academic credit or graduate residence courses.

An overall average of “B” (3.00) on all graduate work in the program must be attained before an advanced degree may be awarded. No student who is on academic probation (see below) may be awarded a degree. All graduate level courses (400G - 799) are included in the graduate grade point average computation, except for 400G courses in the student’s program. Once a grade (other than “I” or “S”) has been reported to the Registrar’s Office, it may not be changed unless an error was made at the time the grade was given. The grade may be changed then only upon the written unanimous approval of the instructor, the Registrar, and the Dean of the Graduate School.

The Repeat Option: A graduate student may elect to repeat a graduate course and count only the second grade as part of the graduate grade point average. This action is not retroactive to a time prior to Fall 1981. A graduate student may exercise the Repeat Option only once in a degree program. The student must file a Repeat Option Form using the [Request for Repeat Option form](#). The Repeat Option Form is held in the Graduate School and the change of grade is recorded when the course has been completed for the second time. The original grade does not figure in to the GGPA. A request to exercise the repeat option must be made prior to graduation from the program. The repeat option cannot be used to remove an “E” grade assigned as the result of an academic offense.

Scholastic Probation: When students have completed 12 or more semester hours of graduate course work with a cumulative GPA less than 3.00, they will be placed on scholastic probation. Students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 (overall) average. If probation is not removed, the student will be subject to dismissal from the Graduate School. In this situation, the Dean of the Graduate School will consult with the DGS prior to undertaking the dismissal action.

Students who have been dismissed from the Graduate School may apply for readmission after two semesters. Readmission is contingent upon the approval of the student’s program. Exceptions to this policy can be made only by the Dean of the Graduate School upon the recommendation of the DGS. Students on academic probation are not eligible to sit for the doctoral qualifying exam, or masters or doctoral final examinations, and are not eligible to receive tuition scholarships administered by the Graduate School.

Special Considerations When Advising International Students

Limitation on Online Coursework*

For F-1 visa holders, no more than the equivalent of one class or three credits hours of online coursework may be counted toward the full-time enrollment requirement. If an F-1 student is in the final semester and requires one course to complete the program of study, the course must be in person or a hybrid course.

For J-1 visa holders, no online or hybrid courses may count towards the full-time enrollment requirement. Additionally, some sponsored students require special permission by sponsors who may also limit the number of online courses based on the length of the program. International students in other visa categories (e.g. H-4, L2) are exempt from the online course limitation. For both F-1 and J-1 students, the online course restrictions apply only to the number of credit hours required to meet a student's full course of study requirement. When students meet these requirements, they are permitted to enroll in additional online or distance-learning courses as needed.

NOTE: Hybrid courses are not considered online courses when there is a requirement of physical attendance for the class, examination or other purposes integral to course completion. It is strongly recommended that students submit the course syllabus for review by ISSS in advance of taking any hybrid courses.

** Additional rules may apply to sponsored students.*

Reduced Course Load (RCL)

F-1 students are eligible to drop below full-time for valid academic and medical reasons. A Reduced Course Load (RCL) must be approved in SEVIS by an Immigration Specialist before the student drops the course(s) to maintain F-1 status. SEVIS limits the reasons for which an RCL may be granted. An immigration specialist must select one of these choices to process the RCL approval:

- Initial academic difficulties due to unfamiliarity with American teaching methods, English difficulties, or improper course level placement (one semester only).
- Students in their final semester of course work.
- Students who have a medical problem certified by a physician or clinical psychologist (maximum of two semesters; number of course hours determined by physician).

Final Program Requirements and Grace Period

An international student's F-1 or J-1 visa program ends upon the completion of all final program requirements or the visa document (I-20/DS-2019) end date, whichever is earlier. For many international students the final requirement is the acceptance of the dissertation, thesis or capstone project by the Graduate School. In this case, the F-1 or J-1 visa program ends on the acceptance date.

NOTE: F-1 students have a 60-day grace period following completion of the final program requirements and J-1 students have a 30-day grace period. These grace periods may be different from graduate school policies. F-1 and J-1 students are prohibited from employment pursuant to the on-campus employment rules during the grace period.

Internships As Part of Dissertation

All off-campus employment must be approved by ISSS in advance. Graduate international students may request authorization to engage in off-campus employment as part of their dissertation or thesis. F-1 graduate students who have completed coursework are only eligible for Curricular Practical Training (CPT) authorization if the employment is required and contributes materially and substantially to the successful completion of their dissertation or thesis as established under the direction of their dissertation or thesis advisor and committee. J-1 students may be eligible for Academic Training (AT).

Students approved for CPT in the research only phase of a program are not required to take any additional coursework beyond dissertation or thesis residency credit. The practical training in this case is already considered an “integral part of the established” curriculum.

Restrictions on Enrolling in Coursework Outside of Program

F-1 students aren’t permitted to take any additional coursework outside of what is listed on the Form I-20/DS-2019 to meet the full-time enrollment requirement. If at any time it becomes clear that an F-1 international student is unable to pursue a full course load of classes required for the specific program level or field of study listed on the Form I-20, the student immigration specialists in ISSS should be notified immediately.

Registration Deadlines

2019:

07/13-08/25	Add/drop for registered students
08/07	Last day for students in the Employee Educational Program registered through August 7 to submit EEP form to Human Resource Services to confirm 2019 registration and tuition waiver
08/19-08/23	Registration for new graduate students
08/19-08/23	Fall registration for new undergraduate and new graduate students who entered the University in the 2019 Summer Session
08/20-08/23	Fall registration for new post-baccalaureate students admitted for the 2019 Summer Session or the 2019 Fall Semester
08/22	Payment deadline of registration fees and/or housing and dining fees – if total amount due is not paid as indicated on the account statement, a late payment fee of 1.5 percent of the amount past due will be assessed
08/25	Last day a student may officially drop a course or cancel registration with the University Registrar for a full refund of fees
08/26-08/30	Late registration for returning students who did not priority register and new applicants cleared late for admission. A late fee is assessed for students who register late.
09/04	Last day for students in the Employee Educational Program who registered and/or changed schedules after August 7 to submit EEP form to Human Resource Services to confirm 2019 Fall Semester registration and tuition waiver
11/04/2019- 01/14/2020	Priority registration for the 2020 Spring Semester. Add/drop for registered students for the 2020 Spring Semester.
12/11	Last day for students in the Employee Education Program registered through December 11 to submit EEP form to Human Resource Services to confirm 2020 Spring Semester registration and tuition waiver

2020:

01/08-01/13	Registration for new graduate students
01/09-01/13	Registration for new post-baccalaureate students
01/14	Last day a student may officially drop a course or cancel registration with the University Registrar for a full refund of fees
01/15-01/22	Late registration for returning students who did not priority register and new applicants cleared late for admission. A late fee is assessed for students who register late.
01/22	Last day for students in the Employee Educational Program who registered and/or changed schedules after December 11 to submit EEP form to Human Resource Services to confirm 2020 Spring Semester registration and tuition waiver

01/22	Payment deadline of registration fees and/or housing and dining fees – if total amount due is not paid as indicated on the account statement, a late payment fee of 1.5 percent of the amount past due will be assessed.
03/30-06/21	Priority registration for the 2020 Fall Semester and the 2020 Summer Session. Add/drop period for all students registered for Fall 2020.
04/28-05/11	2020 Summer Session registration and add/drop continue for students enrolled in the 2020 Spring Semester
05/12	Last day a student may officially drop a course or cancel registration with the University Registrar for a full refund of fees
05/12-05/13	Late registration for returning student not already registered and new applicants cleared late for admission. A late fee is assessed to students who register late.
05/22	Payment deadline of registration fees and/or housing and dining fees – if total amount due is not paid as indicated on the account statement, a late payment fee of 1.5 percent of the amount past due will be assessed.
08/06	Last day for students in the Employee Educational Program registered through August 6 to submit EEP form to Human Resource Services to confirm 202 Fall Semester registration and tuition waiver

Master's Degrees

Coursework Requirements

Graduate students are eligible to take regular courses which meet as organized classes and independent-study or research courses in which each student carries on investigations independent of class meetings. Independent study or research courses must not duplicate thesis work; thesis work must be done in addition to the minimum course requirements. At least two-thirds of the minimum requirements for the master's degree must be in regular courses, and at least half of the minimum course requirements (excluding thesis, practicum, or internship credit) must be in 600- or 700-level courses. Exceptions to this rule may be made only with the approval of the Graduate Council.

Candidates for the master's degree must have a major area (defined usually as an academic department) and must take at least two-thirds of the course work in this area; the other one-third may be taken in this area or in related graduate areas. In Agriculture, Communications, Education and Human Environmental Sciences, only one-half of the work must be in the major area. When the establishment of major topics seems to require it, the Graduate Council may, on recommendation of the appropriate DGS, authorize courses taught outside the major to count toward the major.

Course Substitutions: Depending on the circumstances, a DGS may request certain graduate course substitutions in a master's degree curriculum for individual students. All such requests must be approved by the Senior Associate Dean of the Graduate School. Approval of such requests is contingent upon the student earning a grade of "A" or "B" in any course to be used as a substitute. Course substitutions that imply a curriculum change for the program require the approval of the Graduate Council.

Transfer of Credit: Upon request of the DGS, a total of 9 hours (or 25% of regular course degree requirements) may be transferred into a master's degree program. These hours include all post-baccalaureate work**, graduate work taken at another regionally-accredited university or as a student in another graduate program at the University of Kentucky (not international credits). The following rules also apply to credit transfer:

- Course credits applied toward a previously awarded graduate degree cannot be transferred.
- Transfer of independent work, research, thesis, or dissertation credit is not permitted.
- Short courses lasting fewer weeks than the number of credits may not be transferred.
- A student must have been in graduate status at the time the courses were taken.
- A student must be in good academic standing at the time of transfer.
- Only courses assigned a B grade or better can be transferred.
- Courses must have been taken no more than 10 years prior to the semester the transfer is requested.

The on-line transfer of credit request form can be accessed [here](#). Please note that transfer of external credit cannot be applied to a graduate certificate unless it is specified and justified in the initial request to establish the certificate (or at the time of renewal).

*** This policy is currently under review; a proposal has been forwarded from Graduate Council to Senate Council to increase the number of hours of POBA coursework that can be transferred. Please check with the Office of Academic Services for updates.*

Foreign Language Requirement: If the program requires a foreign language, it may be satisfied in one of the following ways:

- Completion of one of the accelerated graduate level (“011”) courses with at least a “B” grade.
- Completion of the fourth semester (or equivalent) of a modern foreign language with a grade of “B” or better as an undergraduate at an accredited college or university.
- Completion of Special Examinations given for the foreign language graduate reading courses with a grade of “B” or better (forms may be obtained from the Registrar’s Office).
- Transfer of a language taken to satisfy the requirements for a master’s degree at another university (this information must appear on the student’s transcript from the institution awarding the master’s or the Graduate School must receive a letter from that Graduate Dean confirming when and how the foreign language requirement was satisfied).
- With program approval, international students who are non-native speakers of English may satisfy the foreign language requirement by presenting a TOEFL score of 550, 213 (computer), 79 (internet) or better or an IELTS score of 6.5 or better.

The Graduate School automatically credits a student as having met the foreign language requirement if s/ he has obtained a “B” or better in the special foreign language reading courses (“011” courses). All other modes require a written recommendation to the Graduate Dean by the DGS.

Registration in 748 (0 Credits): Registration in XXX-748 is limited to Plan A master’s students who have completed all course requirements and have taken all hours of XXX-768 that the degree program may require. Registration in 748 guarantees that a student is in full-time status for the purposes of student financial aid and loan deferments. The DGS must certify that the student is working at least half-time (i.e., 20 hours per week) on the thesis. Registration in 748 is limited to a maximum of six semesters (not counting the summer semester). All 748 registrations are processed in the Graduate School (contact Patricia Bond, the Senior Assistant Dean for Academic Administration).

Final Examination for the Master's Degree

Scheduling the Examination: The DGS must notify the Graduate School of the intent to schedule a master's (or specialist) Final Examination at least two weeks prior to the examination date. This is accomplished by submission of the on-line [“Final Masters or Specialist Degree” form](#). Master's students will be eligible to sit for the Final Examination only if they have completed all coursework requirements for the degree, or if the remaining course work is in progress at the time of the examination. Students with “I” grades or “S” grades in credit-bearing courses are not eligible to sit for the final examination. The overall graduate GPA of the student must be 3.00 or better to sit for the examination. The final examination must be conducted no later than eight days before the last day of classes for the degree to be awarded at the end of that term (see the University Calendar or the Graduate School Graduation Deadlines at the end of this section).

The Master's Thesis: After successful completion of the examination, the student has 60 days to submit a final copy of the thesis to the Graduate School; otherwise, a second Final Examination may be required. Requests for exceptions to the 60-day policy should be in the form of an e-mail from the student's advisor to the [Assistant Dean for Graduate Academic Services](#).

Composition of the Master's Committee: The examining committee consists of a minimum of three faculty members. At least two committee members (including the chair or co-chair) must be members of the graduate faculty; and at least one of these 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. The committee is recommended by the DGS using the [“Final Master's Degree Examination” form](#). Questions regarding the eligibility of individuals without graduate faculty status to serve on master's committees should be directed to the [Assistant Dean for Graduate Academic Services](#).

In all decisions the majority opinion of the committee prevails. If the committee is evenly divided, the candidate fails. If the candidate fails the final examination, the committee may recommend to the Dean of the Graduate School the conditions under which a second examination may be administered. The minimum time between examinations is four months. Insofar as it is practicable, the same examining committee gives this examination. A second examination must be taken within one year after taking the first examination; a third examination is not permitted.

Electronic Thesis & Dissertations (EDTs): All master's theses must be submitted in electronic format. [Click here for instructions](#). To view the current collection of EDTs, go to <http://uknowledge.uky.edu/gradschool/>.

Application for Degree: To be eligible to receive a degree, master's/specialist students must submit an on-line “Application for Degree” form via [myUK](#). Applications must be received in the Graduate School within 30 days of the start of the semester in which the student expects to complete their work (or within 15 days of the start of the Summer Session).

Time Limit for Degree: Master's/specialist students have 6 years to complete all requirements for the degree, but extensions up to an additional 4 years may be requested for a total of 10 years**. Extensions up to 2 years may be approved by the Dean of the Graduate School or designate. Requests for extensions longer than 2 years must be considered by Graduate Council. Requests should be initiated by the Director of Graduate Studies and submitted to the [Senior Associate Dean](#) of the Graduate School.

*** Programs may opt to shorten or extend this required time to complete the master's/specialist program. Petitions must be submitted to Graduate Council for approval. The program should be able to demonstrate that the 6-year time limit would be detrimental to the progress of their students or to the program itself. If the request is to extend the time limit, the program must demonstrate how students will remain current in the field over this extended time-period. Any approved change in the time limit would apply to all students in the program.*

A program may submit an appeal to the Graduate Council to allow a time-to-degree terminated student to be readmitted and pursue the degree without re-taking all required coursework. The appeal should:

- Provide an explanation for the failure to initially complete the degree on-time.
- Provide a detailed description of the requirements that must be fulfilled in order to receive the degree.
- Provide confirmation that the appeal was approved by the majority of the program graduate faculty.

Concurrent Degree Programs: Concurrent enrollment for degree purposes in more than one master's program is permitted with the approval of the student's Graduate Advisor(s), the DGS's in both programs, and the Dean of the Graduate School. In concurrent programs, up to 9 hours of coursework may be counted toward both degrees. Students requesting concurrent status must complete the [Concurrent Master's Degree request form](#). A request for concurrent enrollment in a master's and doctoral degree program requires the [Concurrent Master's and Doctoral Degrees request form](#).

Graduate Certificates: A Graduate Certificate is an integrated group of courses that is designed to have a very clear and focused academic topic or competency as its subject area. Often, a Graduate Certificate may meet a clearly defined educational need of a constituency group, such as continuing education or accreditation for a specific profession, respond to a specific state mandate, or provide a basic competency in an emerging, usually interdisciplinary, area. A Certificate is not a graduate degree program (it is typically between 9 and 18 credits), but it does provide the student formal recognition of the mastery of a clearly defined academic topic. Admission to or award of a graduate certificate does not guarantee subsequent admission to a graduate degree program; that is a separate process, and different criteria may apply. All certificate-seeking students must submit an on-line application to the Graduate School via [ApplyYourself](#); this applies even if they are already enrolled in a graduate program at UK. If enrolled, there is no application fee; those who are not

enrolled in graduate school at UK must pay the standard application fee of \$65.00. For currently enrolled students there is no limit to the number of hours that can be applied to both the degree and the certificate (unless the program/certificate owners specify otherwise).

Although formal admission to a specific Graduate Certificate is handled by the Director of the Certificate, a student seeking to pursue a Graduate Certificate must also apply to the certificate and be enrolled as a graduate student at the University of Kentucky. To be awarded a certificate, the Director must sign and submit to the Graduate School a [Graduate Certificate Completion Form](#) certifying that all Certificate requirements have been met.

Programs or groups of faculty who wish to establish a new graduate certificate at the University of Kentucky should consult the [Guidelines for Graduate Certificate Curricula](#). Questions regarding new certificates should be directed to the [Assistant Dean for Graduate Academic Services](#). Programs wishing to develop a new certificate should use the Senate form [accessed here](#).

Doctoral Degrees

Residence Requirements

Students must complete the equivalent of two years of residency prior to the qualifying examination and one year of post-qualifying residency. Specifics of these requirements are detailed below.

Pre-Qualifying Residency: Students must complete 36 credit hours of graduate coursework** to be eligible to take the qualifying examination. 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. Such requests should be made by the DGS to the Senior Associate Dean of the Graduate School. For students with extensive prior graduate work, a waiver of additional pre-qualifying residency hours may be appropriate. Requests should be submitted in writing (e-mail) by the DGS to the Senior Associate Dean of the Graduate School and should include a detailed justification and evidence that the student's Major Professor and Advisory Committee support the request.

*** Some programs require more than 36 hours of graduate coursework prior to the qualifying examination.*

Post-Qualifying Residency: Students are required to enroll in a 2-credit hour course, XXX-767; Dissertation Residency Credit, after successfully completing the qualifying examination. This constitutes full-time enrollment. The Graduate School will provide a scholarship for the out-of-state portion of the (2) credit hours associated with a 767 course and the student will only be responsible for the in-state tuition rate plus mandatory fees. Students must remain continuously enrolled in this course every fall and spring semester until they have completed and defended the dissertation. The student need not be physically present on campus while enrolled for credit after the qualifying examination. Students are required to complete a minimum of two semesters of 767 before they can graduate.

Scheduling the Qualifying Examination for Residence Credit: 767 residence credit may be applied to the semester of the qualifying examination if the examination is passed during the semester of initial enrollment in this course. However, if the student subsequently fails the qualifying examination or elects not to take it, registration in 767 must be removed and can be replaced with 2 credit hours of an alternative course.

Transfer of Credit: A total of 9 hours (or 25% of the credit hours needed to fulfill the pre-qualifying residency requirement) may be transferred into a doctoral degree program upon request of the DGS. These hours include all post-baccalaureate work**, graduate work taken at another

regionally-accredited university or as a student in another graduate program at the University of Kentucky. The doctoral transfer policy would NOT apply in cases where a prior master's degree is being used to satisfy 18 hours of the pre-qualifying residency requirement. The following rules apply to credit transfer:

- Course credits applied toward a previously awarded graduate degree cannot be transferred.
- Transfer of independent work, research, thesis or dissertation credit is not permitted.
- Short courses lasting fewer weeks than the number of credits may not be transferred.
- A student must have been in graduate status at the time the courses were taken in order for the courses to be transferable.
- A student must be in good academic standing at the time of transfer.
- Only courses assigned a B grade or better can be transferred.
- Courses must have been taken no more than 8 years prior to the semester the transfer is requested.

The following form should be completed: <http://www.research.uky.edu/gs/TOCDoctoral.pdf>

*** This policy is currently under review; a proposal has been forwarded from Graduate Council to Senate Council to increase the number of hours of POBA coursework that can be transferred. Please check with the Office of Graduate Academic Services for updates.*

The Advisory Committee: The Advisory Committee should ideally be formed and appointed no later than the point at which 18 credit hours of graduate work have been accumulated and at least one year prior to the Qualifying Examination. 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.

*** Faculty members from other institutions may serve on dissertation committees if they meet the requirements for appointment as associate members of the UK Graduate Faculty.*

When faculty members retire or leave the University, they may continue their service on previously established doctoral Advisory Committees but may not be appointed to new committees. Continued service requires the approval of the Dean of the Graduate School. In the case of a faculty retirement or departure, the DGS should inform the Dean of the Graduate School in writing if continued service on Advisory Committees is requested for the faculty member. The DGS should specify all student committees for which continued service is requested.

Online Form Submission

A web-based process is used for submitting the following forms required for doctoral students:

- Advisory committee formation.
- Modifications to advisory committee composition.

- Request to schedule the Qualifying Examination.
- Notification of Intent to Schedule the Final Examination.
- Request for Final Examination**.

Each form must initially be completed by the student. Pressing the “Submit” button sends the form to the DGS for review. If changes are required, pressing the “Reject” button will send an e-mail to the student asking them to consult with the DGS. Pressing the “Submit” button forwards the form to the Graduate School for review. All subsequent correspondence from the Graduate School will then be via e-mail. Students can access the forms through [a password-protected portal](#). Please contact the [Assistant Dean for Graduate Academic Services](#) with any questions regarding this process.

*** A signed Dissertation Approval Form is no longer required by the Graduate School. By submitting a Request for Final Examination the student is attesting that a majority of the members of the advisory committee have read the dissertation and are in favor of moving to the final examination.*

Foreign Language Requirement: The Graduate Faculty does not require a foreign language for the doctoral degree. Individual programs, however, may require one or more foreign languages. Students are expected to satisfy the requirement by one of the methods detailed in the section “Foreign Language Requirement,” above. Exceptions to this will be considered by the Dean of the Graduate School. If the requested exception represents a change in the doctoral curriculum, Graduate Council approval will be required.

The Qualifying Examination: The request to schedule the Qualifying Examination should be submitted at least two weeks prior to the date of the examination. Before scheduling the Qualifying Exam, all requirements for the degree should be completed (except the final exam and dissertation.) Students with “I” grades or “S” grades in credit-bearing courses will not be allowed to sit for the Qualifying Examination until letter grades are assigned for these courses. The Qualifying Examination card will be sent electronically to the DGS prior to the date of the examination. No exam should commence without a card. All members of the Doctoral Advisory Committee must be present at the oral qualifying examination. The results of the examination must be reported by the DGS to The Graduate School within 10 days of its conclusion. A majority vote is required to pass this examination. If the result is failure, the advisory committee determines the conditions to be met before another examination may be given. The minimum time between examinations is four months. A second examination must be taken within one year after taking the first examination; a third examination is not permitted. If a student fails the qualifying examination on the first attempt, the Advisory Committee should not be changed prior to re-examination without approval of the Dean of the Graduate School. Students are admitted to candidacy for the doctoral degree after they have successfully completed the Qualifying Examination; the date is noted on the transcript.

Pre-Qualifying Time Limit: Students are required to take the qualifying examination within five years of entry into the program**. Extensions up to an additional three years may be requested.

Extensions up to twelve months may be approved by the Dean of the Graduate School upon receipt of a request from the DGS. Requests for extensions longer than twelve months must be considered by Graduate Council and will require the positive recommendation of the DGS and the chair of the student's doctoral advisory committee. If the qualifying examination has not been passed at the end of five years, or at the end of all approved time extensions the student will be dismissed from the program.

*** This new time limit applies to all programs, but the graduate faculty of a doctoral program (or group of programs) has the option to petition Graduate Council for a shorter or longer time limit. If approved, this modification will then apply to all doctoral students in that program.*

Application Deadline: To be eligible to receive a degree, doctoral students must submit an on-line "Application for Degree" form via : <https://myuk.uky.edu/irj/portal..> Applications must be received in the Graduate School within 30 days of the start of the semester in which the student expects to complete their work.

Doctoral Final Examination: The Graduate School must receive a "Notification of Intent to Schedule a Final Doctoral Examination" form in order to initiate the doctoral final examination process. The "Notification of Intent" form must be submitted to the Graduate School at least eight weeks before the exam is to be scheduled. Upon submission of the form, the Dean of the Graduate School appoints an Outside Examiner. Note that the minimum eight week lead time is required to secure a suitable outside examiner and to perform the necessary audit of the student's academic record (a student will not be allowed to sit for the Final Examination until any remaining "I" or "S" grades in credit-bearing courses have been assigned letter grades).

Following the appointment of the Outside Examiner, the final examination date may be set by submitting the "Request for Final Examination" at least two weeks before the scheduled date for the Final Exam. The Graduate School will send announcements of the examination to each committee member and to the student. Doctoral Final Examinations may only be scheduled when classes are in session (fall and spring semesters, and summer session). Requests for exceptions to this policy should be submitted by the DGS to the [Senior Associate Dean](#) of the Graduate School. Examination and degree conferral deadlines can be found in the University Calendar.

The following are Graduate School procedures for conducting the Final Examination:

- At the outset of the Examination, the DGS or committee chair should verify that the Examination Card has been brought to the examination room. If this is not the case, the committee chair or DGS must call the Senior Associate Dean's office at the Graduate School (257.2411) to determine if the examination may proceed.
- The Examination may not begin until all voting members of the committee are present (these names are listed on the examination card).
- One or more members of a doctoral (or master's) committee may participate remotely in an Examination if a video-conference connection can be established (this option does not apply to the Outside Examiner assigned to final doctoral defenses). The DGS should identify the

committee members participating in this fashion on the qualifying or final examination request form.** Under exceptional circumstances, the remote participation option may also be extended to the student.

- An Examination may be cancelled prior to its official start for substantive reason with no permanent consequences for the student. The student has not failed the examination in this case because it was never officially begun. Substantive reasons can include a missing committee member, a sudden difficulty in the candidate's personal life that may affect performance, or a (late) opinion on the part of one or more committee members, for example that the dissertation is not ready to defend. In such cases, the committee may hold an open or closed discussion to review the issues at hand and reach a decision on whether to hold the examination or not. Furthermore, the candidate does have the right to cancel the examination prior to its start. If the examination is cancelled, it must be formally re-scheduled with the Graduate School in the standard fashion. A minimum two-week interval is required for re-scheduling the examination.
- Once the examination has begun, all committee members must remain present for the duration of the process. In cases in which a committee member is participating remotely, if the connection is lost, the examination process should be immediately suspended and not re-started until connection is again fully established.
- Once the examination has begun, it must be carried through until its end. A formal vote must be taken and recorded on the examination card, along with the signatures of all (voting) members. There are only two outcomes possible; by majority vote, Pass or Fail. The examination may not be suspended for an extended period to permit the candidate to correct deficiencies, and subsequently re-convened. The only suspensions permitted are short ones to permit the candidate or committee members to refresh themselves.
- If an emergency situation should arise during the course of an examination, the committee chair or DGS should immediately call the Graduate School (257.4905 or 257.1759) to seek guidance.

** Remote participants may record their vote in one of two ways; a copy of the examination card may be faxed/e-mailed to them for decision and signature and returned to the DGS OR they may e-mail the [Assistant Dean for Graduate Academic Services](#) directly with their vote.

Outside Examiner on Final Examination: The Graduate Dean will independently appoint the outside examiner to the Final Examination Committee. Care will be taken to appoint outside examiners who have some understanding of and interest in the topic of the dissertation. When the Notification of Intent is submitted, the DGS or advisor should identify two or more programs whose members are likely to satisfy these conditions. When feasible, the appointment will be made from one of these programs. The Graduate School will not appoint a particular outside examiner on the basis of a student's (or Committee's) desire to hold the Final Examination on a specific date, or at a specific time. For selected dissertations, the Dean of the Graduate School may appoint a faculty member from another institution to serve as the outside examiner (see Visiting Distinguished Faculty program).

The role of the outside examiner on the Final Examination Committee includes (a) assurance that only qualified candidates receive degrees and (b) assurance that the examination is administered in a fair, impartial and professional manner. At the time of appointment, the outside examiner on each examination will be given access to an on-line questionnaire addressing (a) the quality of the dissertation, (b) the adequacy of the student's defense, and (c) the administration of the examination. The outside examiner should complete the questionnaire and return it to the Graduate School. Summaries of reports are provided to programs periodically (every 2–3 years).

The student must deliver to the Outside Examiner a complete, approved copy of the dissertation at least two weeks in advance of the examination. Questions concerning the assignment of the outside examiner for doctoral final examinations should be directed to the [Assistant Dean for Graduate Academic Services](#).

The Dissertation: The final copy of the dissertation must be approved by the Graduate School within 60 days of the Final Examination or on the last day to present a dissertation for a graduating candidate, if a specific graduation date is desired. Failure to present the dissertation within 60 days may result in the student having to be re-examined. Requests for exceptions to the 60-day policy should be in the form of an e-mail from the student's advisor to the [Senior Associate Dean](#) of the Graduate School.

Electronic Theses & Dissertations (ETDs): Effective fall 2013, all doctoral dissertations must be submitted in electronic format. [Click here for instructions](#). To view the current collection of ETD's, go to <http://uknowledge.uky.edu/gradschool/>.

Post-Qualifying Time Limit: All degree requirements for the doctorate must be completed within five years following the semester or summer session in which the candidate successfully completes the qualifying examination, but extensions up to an additional 5 years may be requested for a total of 10 years. All requests should be initiated by the Director of Graduate Studies and accompanied by a letter of support from the student's advisor. Extensions up to one year may be approved by the Senior Associate Dean of the Graduate School. Requests for extensions longer than one year must be considered by Graduate Council. All requests should be initiated by the Director of Graduate Studies and must include a recommendation on whether or not a retake of the qualifying examination should be a requirement of the extension. If requested, failure to pass the re-examination will result in the termination of degree candidacy; a second re-examination is not permitted. Failure to complete all degree requirements within 10 years of initially taking the qualifying examination will also result in the termination of degree candidacy.

A program may submit an appeal to the Graduate Council to allow a time-to-degree terminated student to be readmitted and pursue the degree without re-taking all required coursework. The appeal should:

- Provide an explanation for the failure to initially complete the degree on-time.
- Provide a detailed description of the requirements that must be fulfilled in order to receive

the degree.

- Provide confirmation that the appeal was approved by the majority of the program graduate faculty.

Assessment of Good Progress for Doctoral Students: The Graduate Faculty of each doctoral program is required to define good progress toward completion of the doctoral degree. This information should be included in the program's Graduate Student Handbook (it is recommended that the consequences of lack of good progress are also included in the handbook). Each doctoral student's progress toward the degree will be reviewed (at least) annually by either the Graduate Faculty in the program, the doctoral advisory committee, or the graduate education committee. Students will be informed in writing of the results of that meeting by the Director of Graduate Studies or the chair of the advisory committee, or their designee. These reports do not need to be forwarded to the Graduate School.

Graduation Deadlines

2019:

06/22-09/20	Approved time period to apply online in myUK for a December 2019 degree from the Graduate School
09/20	Last day for doctoral candidates for a December degree to submit a Notification of Intent to schedule a final examination in the Graduate School
09/22/2019-02/26/2020	Approved time period to apply in myUK for a May 2020 degree from the Graduate School
11/01	Last day for filing an application for a December 2019 graduate degree online in myUK
11/14	Last day candidates for a December 2019 degree can schedule a final examination in the Graduate School
12/05	Last day candidates for a December 2019 graduate degree can sit for a final examination
12/13	Last day candidates for a December 2019 degree to submit final revised thesis/dissertation (EDT) for format review to the Graduate School via UKnowledge
12/20	Last day for candidates for a December 2019 degree to submit final revised thesis/dissertation (EDT) for acceptance by the Graduate School for those students who first submitted December 13

2020:

02/20	Last day for doctoral candidates for a May 2020 degree to submit a Notification of Intent to schedule a final examination in the Graduate School
03/20	Last day for filing an application for a May 2020 graduate degree online in myUK
04/09	Last day for candidates for a May 2020 degree to schedule a final examination in the Graduate School
04/23	Last day for candidates for a May 2020 graduate degree to sit for a final examination
05/01	Last day for candidates for a May 2020 degree to submit thesis/dissertation (ETD) for format review to the Graduate School via UKnowledge
05/08	Last day for candidates for a May 2020 degree to submit final revised thesis/dissertation (EDT) for acceptance by the Graduate School for those students who first submitted May 1
02/22-06/20	Saturday through Saturday - Approved time period to apply online in myUK for an August 2020 degree from the Graduate School
06/20	Last day to submit application for degree to receive an August 2020 degree in the

	Graduate School
06/20	Last day for doctoral candidates for the August 2020 degree to submit a Notification of Intent to schedule a final exam
07/01	Last day for filing an application for an August 2020 graduate degree online in myUK
07/09	Last day candidates for an August 2020 degree can schedule a final examination in the Graduate School
07/23	Last day candidates for an August degree to sit for the final examination in the Graduate School
07/30	Last day for candidates for an August 2020 degree to submit thesis/dissertation (ETD) for format review to the Graduate School via UKnowledge
08/06	Last day for candidates for an August 2020 degree to submit final revised thesis/dissertation (EDT) for acceptance by the Graduate School for those students who first submitted July 30

Student Funding

The Graduate School administers a broad range of student support programs including tuition scholarships, fellowships, and awards for under-represented students, research and dissertation enhancement awards, and student health insurance. The details of these various programs are provided below and on the [Graduate School website](#). After reading the information below and on the web site above, if you have further questions please contact the [Office of Graduate Finance, Funding, and Analytics](#).

Tuition Scholarships

Graduate Assistant Tuition Scholarships: TAs, RAs and GAs receive tuition scholarships paid at the standard graduate tuition rate for both the in-state and out-of-state portions of tuition; these tuition scholarships are paid directly by the Graduate School for all qualifying students. Full-time TAs, RAs, and GAs receive a full tuition scholarship and half-time assistantships receive a half scholarship. Graduate students are responsible for the payment of the health service fee and the recreation center fee. In the cases of RAs and GAs, a corresponding in-state tuition charge is invoiced back to the academic program in which the RA or GA is enrolled. For the 2019-2020 academic year the standard graduate tuition in-state rate is \$6,702 per semester for a full-time student; a pro-rated charge is applied for part-time students (in-state tuition scholarships for RAs and GAs are available for the fall and spring semesters only). The awarding of tuition scholarships for TAs, RAs and GAs involves:

- Notice of Appointment to Graduate Student Academic Staff (GSAS) Form: The DGS is required to complete a GSAS Form for each student in their program hired as a graduate assistant (GA, TA, RA), if an assistant is hired outside of their academic department the hiring unit will need to submit the GSAS form. This form is submitted [on-line at myUK](#) via the Enterprise Service Tab → workflow → Graduate School Appointment Form. GSAS forms must be submitted for each semester that the student is engaged in the assistantship work may (e.g., Fall semester, August 15-December 15 or similar).

The Funding Office does not provide tuition scholarships for courses taken with an audit (AU) grade type or as pass/fail, and courses taken by doctoral students who are registered for 767. This policy is enforced for all graduate assistants (TAs, RAs, GAs) and fellowship recipients. Graduate students should note that they are personally liable for tuition and fee charges associated with any of the above courses. This policy is not intended to preclude graduate students from taking remedial courses, both at the graduate and undergraduate level, required by their academic program and DGS. Nor is this policy intended to preclude graduate students from taking courses to complete certificate programs, as long as the major professor and DGS endorse enrollment in

certificate or undergraduate courses. DGSs who wish to ask for exceptions to the tuition scholarship policy for students taking remedial courses or certificate courses should send an e-mail to the Graduate School's tuition scholarship officer at GSAS@uky.edu. Please see the [Graduate School website](#) for the most recent updates.

Fellowships

In addition to website postings, email announcements will be sent in mid to late fall regarding the upcoming fellowship competition in the spring. Each fellowship has a separate application. There have been some recent changes to the fellowship procedures and criteria, including implementation of online nomination forms for competitive fellowships, including the Lyman T. Johnson Fellowship. Please see the [Graduate School website](#) for the latest fellowship updates.

Some fellowships provide tuition scholarships and/or student health insurance, as specified in the descriptions at the fellowships link above. Additional work assignments that are permitted for fellowship recipients need to be approved by the Graduate School Funding Office. Depending on the university budget and endowment pools, some fellowships may not be offered every year.

Presidential Fellowships: Presidential Fellowships are awarded on a competitive basis to qualified continuing graduate students with excellent academic credentials. The fellowship provides a \$20,000 stipend and carries a tuition scholarship.

Otis A. Singletary, W.L. Matthews Jr. and Charles T. Wethington Jr. Fellowships: The Board of Directors for the former University of Kentucky Athletics Association established funds in honor of Otis A. Singletary and in memory of W.L. Matthews Jr. and Charles T. Wethington Jr. Each of these awards is provided to a UK graduating senior who plans to continue his or her education in one of the University's graduate or professional programs. These fellowships are non-renewable for subsequent years. The Otis A. Singletary funds, provide a \$20,000 fellowship annually, plus a tuition scholarship and the student health insurance premium. The W.L. Matthew funds provide a \$12,000 fellowship annually (no tuition or student health insurance premium). Charles T. Wethington Fellowships are \$20,000 (no tuition or student health insurance premium) For the Charles T. Wethington award, preference is given to Kentucky residents who are first generation graduate students.

Jeffrey Fellowship: The Jeffrey Fellowship was established by Mrs. Helen Lasby Jeffrey in memory of her husband, Dr. Robert N. Jeffrey. The primary purpose of the Jeffrey program is to provide financial support to graduate students engaged in fundamental research on tobacco. This award includes a \$15,000 stipend and a tuition scholarship.

James Still Fellowship: A fellowship is available for graduate study in the humanities and social sciences for an entering graduate student who graduated from a high school in the Appalachian region. The fellowship carries a \$15,000 stipend and a tuition scholarship. It is potentially renewable for a second year for master's students and for a total of three years for doctoral students.

Cralle Foundation/Joan Cralle Day Fellowship: A fellowship is available for graduate or professional (law, medicine, dentistry, pharmacy) study for an entering student who is a graduate of one of the 18 four-year independent colleges and universities in the Commonwealth affiliated with the Association of Independent Kentucky Colleges and Universities. The fellowship carries a \$15,000 stipend and a tuition scholarship for graduate students.

Lexington Herald-Leader Fellowship: Endowed by a gift from the Lexington Herald-Leader, this fellowship supports one currently enrolled or newly admitted graduate student pursuing a graduate degree in a field of interest to the Herald-Leader. The aim of the fellowship is to retain excellent Kentucky students from minority and poverty backgrounds in the local community. The fellowship provides a \$6,000 stipend and a tuition scholarship for one semester. Fellows may also engage in a summer internship with the Herald-Leader.

Max Steckler Fellowships: Thanks to a generous bequest from the estate of Max Steckler, the seven graduate programs below have funding available for awards for doctoral students selected by the department, with \$3,000 as the minimum award per student. The programs are: Biomedical Engineering, Biochemistry, Business Administration, Chemistry, Economics, Mathematics, and Physics.

Lexmark Fellowship: Endowed by the Lexmark Corporation, the Lexmark Graduate Fellowship is designed to assist students who are pursuing graduate degrees in Mechanical Engineering, Electrical Engineering, or Computer Science. Preference shall be given to minorities and females so long as they remain disproportionately represented in the above disciplines. The one-semester fellowship includes a \$6,000 stipend, a tuition scholarship for one semester, and a potential summer internship.

Northern Kentucky/Greater Cincinnati UK Alumni Club Fellowship: Endowed by a gift from the Northern Kentucky/Greater Cincinnati UK Alumni Club, this fellowship will be given to support one full-time, new or currently enrolled, degree-seeking graduate student. Preference is given to residents of Northern Kentucky (defined as residents of Boone, Campbell, Gallatin, Grant, and Kenton Counties) who are considered in-state residents. The fellowship provides a \$5,000 stipend, plus a tuition scholarship and health insurance for one semester. The student may choose to receive the fellowship in the fall term or the spring term.

McNair Fellowship: The McNair Program was named in honor of Ronald E. McNair, the African-American astronaut who died in the 1986 explosion of the space shuttle Challenger. First-year UK graduate students from undergraduate universities and colleges who are in the McNair program are eligible to be nominated. The fellowship includes a \$15,000 stipend and a tuition scholarship.

University of Kentucky Woman's Club Endowed Fellowship: Graduate students are invited to apply for a \$2,000 fellowship offered by the University of Kentucky Woman's Club, in conjunction with the Graduate School. These awards are made possible by generous donations from UK Woman's Club members as well as support from the Research Challenge Trust Fund. Preference is given to female candidates age 30 or over who are underrepresented in their field of study.

Association of Emeriti Faculty Endowed Fellowship: Applications are invited to apply for \$2,000 fellowships offered by the University of Kentucky Association of Emeriti Faculty, in conjunction with the Graduate School. These awards are made possible by generous donations from UK emeriti faculty members as well as support from the Research Challenge Trust Fund. These fellowships express the commitment of emeriti faculty to the preparation of outstanding future college and university teachers. Funding Office Fellowships, 257-6051; grad.fellowships@uky.edu

Fellowships to Promote Diversity: In keeping with the institutional priorities to enhance the diversity of the graduate student body, particularly in the representation of African American, underrepresented, and first-generation college students, the Graduate School offers the Lyman T. Johnson Fellowship.

Lyman T. Johnson Academic Year Fellowships: The Lyman T. Johnson Fellowship is an academic year award for full-time graduate students, and is a matching agreement. LTJ awards made for 2016-17, 2017-18, or 2018-19 are subject to a matching requirement, as follows: The Graduate School will match up to \$7,500. The minimum amount departments may request the Graduate School to match is \$4,500. The Graduate School will provide one half in-state tuition, full out-of-state tuition, and one half student health insurance premium. Departments are responsible for the matching funds, one half in-state tuition and one half of the student health insurance premium. The match for departmental funds may be provided by an assistantship, grant, or departmental fellowship.

Effective for LTJ awards made for 2019-20 and later, the awards will be full fellowships whose stipends and tuition/SHP scholarships will be provided entirely by the Graduate School. Applicants for LTJ awards must be:

- a member of a federally recognized ethnic minority group (including Hispanic or Latino, Black or African American, American Indian or Alaskan Native, and Native Hawaiian and other Pacific Islanders) or a first-generation college student, and underrepresented in the graduate student population.
- admitted to the Graduate School in a degree-granting program (post-baccalaureate and students pursuing a certificate or rank 1 certification, are not eligible).
- For awards for periods prior to 2019-20, require matching funds (TA, RA, GA or a scholarship or grant) from the graduate program, the department or the college. While the optimum matching arrangement for the student is 50% funding from the program and 50% funding from the Graduate School during the same year, other matching configurations may be negotiated with The Graduate School Funding Office.

As with other fellowships, the LTJ nominations are now submitted on-line. Please see the [Graduate School website](#) for the latest fellowship updates. Send inquiries to grad.fellowships@email.uky.edu; please note LTJ in subject line of email. Funding is not available for May-August.

Since the Lyman T. Johnson Fellowship award is designed to give students maximum time to be successful in their graduate studies, employment outside of the ten hours permitted under the department's funding (TA, RA, GA) is not allowed. Students who wish to request a waiver of this policy should send the request to The Graduate School Funding Office via email to the [Graduate School Fiscal Officer](#); please note LTJ in the subject line of the email.

Fellowships for doctoral students are potentially renewable for three years and those for master's students, two years. Depending on the program's decision to renew a fellowship, master's students may be eligible for a total of two years of funding, and doctoral students may be eligible for a total of three years of funding. Renewal of fellowships in subsequent terms cannot be guaranteed. The maximum eligibility for the LTJ fellowship is three years for any student. Renewal nomination forms should be submitted on-line by February 1, 2019. The Funding Office should also be informed if students will be graduating or receiving funding from another source.

Lyman T. Johnson Teaching/Research Associate Fellowships: In an effort to build closer ties to Historically Black Colleges and Universities, the Graduate School has three awards for faculty from Historically Black Colleges and Universities who wish to continue their doctoral studies at UK. Funded at a post-doctoral level (\$20,000), these awards are for the academic year and include summer research support (\$3,000) and tuition. Priority will be given to new nominations received by April 2019.

Lyman T. Johnson Faculty for the Future: Through a cooperative arrangement amongst UK, U of L and Morehead State, post-master's students are permitted to enroll at other institutions for doctoral study with the intent of returning to their home institution as a faculty member when studies are completed. Funding for these individuals (\$12,000 plus tuition and health insurance) is provided by the joint institutions.

Funding Office Contact: Ossilyn McQuesten, Fiscal Officer; P: 257-9684; grad.fellowships@uky.edu

Graduate Student Support

Graduate Student Incentive Program (GSIP): The Graduate School provides a lump-sum five percent supplemental award to students who have been awarded nationally competitive fellowships. For example, a National Science Foundation fellow with a \$30,000 annual stipend will receive an additional \$1,500 from the Graduate School for each year the recipient receives the national fellowship, pending availability of funds. The student must be enrolled in degree-seeking graduate status at UK in order to receive the GSIP award. In addition, the DGS receives a one-time five percent award that is transferred to a departmental account to support programmatic activities (these awards are not automatic; students must complete an application; eligibility is determined by the Graduate School). The purposes of GSIP are (1) to help attract students who win nationally competitive fellowships to UK for graduate study, and (2) to reward graduate programs that recruit and cultivate national fellowship recipients.

Funding Office Contact: Ossilyn McQuesten, Fiscal Officer; P: 257-3261; grad.support@uky.edu

Graduate School College Block Funding Program: On June 30, 2017, the Graduate School retired a number of prior funding programs so that it could provide money to Colleges to use for support of their Graduate Students, so as to allow the colleges more flexibility in using the money as they believe best suits the needs of the college and their students. Each year the Deans will be told their Block Funding amount, and they will be responsible for deciding how the money is allocated to departments and/or for college-level programs. Thus, questions about allocations of this money to departments should be directed to the college leadership. Some colleges receive Allocated Tuition Scholarships (ATS) as part of their Block Funding package, and these ATS are utilized via the GSAS form process as described in the GSAS instructions. Block funding money may only be used for the following types of graduate student support:

- Stipends of graduate students enrolled in a UK graduate program.
- Tuition payments (via SAG form) for graduate students enrolled in a UK graduate program.
- Costs for UK graduate students to attend meetings in their field, including costs related to travel, lodging, and meeting registration.
- Costs for UK graduate students to travel to sites needed to do research or training deemed to be necessary for that student's thesis/dissertation work.

Student FICA Exemption: The Controller's Division sets the policy on FICA withholding for students based on IRS procedures. This policy applies to individuals who are enrolled graduate students who have a University payroll assignment such as a teaching assistantship, research assistantship, or graduate assistantship. Graduate students who are enrolled at least half-time who are not considered career employees of the University, qualify for the student FICA withholding exemption. Half-time enrollment corresponds to enrollment in five or more hours in each of the fall and spring

semesters. For the summer terms, the student must enroll in at least three hours of coursework. Note that students enrolled in the XXX-748 (0 hr) and 767 (2 hr) residency courses also receive the FICA exemption.

University Health Service Fee and Student Health Plan

Not all graduate students are required to pay the health fee. Only full-time students in nine hours or more pay the mandatory health fee via their student account. For all other students, including those in zero and two-credit hour courses, the health fee is optional. Full-time graduate students who have paid the health fee have access to University Health Service (Student Health) at little or no cost. Part-time and zero or two-credit hour students may access University Health Service by voluntarily paying a health fee or by being seen on a fee-for service basis. To use University Health Service in the summer, all students must pay the summer health fee or pay on a fee-for-service basis. All voluntary requests for the health fee should be made to Student Account Services by the established deadlines. Services related to hospitalization, surgical procedures, accident care and any other health care provided outside University Health Service, are not covered by the health fee. The University, including University Hospital, assumes no responsibility for a student's medical expenses.

Health insurance coverage is provided to all enrolled and degree-seeking graduate students with full-time teaching, research, or graduate assistantships, qualifying institutional fellowship recipients, or a combination of these positions. The Student Health Plan Office Graduate School Funding Office oversees this program. The health plan is provided to eligible graduate students at no cost. The student health plan is a preferred provider organization (PPO), and UK Hospital and UK College of Medicine physicians are the in area preferred providers. When receiving treatment away from UK, students can expect higher out-of-pocket costs. Below are some of the most frequently asked questions about this program:

How do I know if one of my graduate students is eligible for University-funded health insurance?

There are three criteria used to determine eligibility for University-funded health insurance. Students must be 1) currently enrolled in the Graduate School 2) degree seeking and 3) on UK payroll with an assignment as a full-time (50% Employment FTE%) TA, RA, GA, as an institutional fellowship recipient or a full combination of these positions (full-time generally means an assignment of 20 hours a week or a fellowship of \$9000 or more). For eligible students to be enrolled in the Student Health Plan department staff must correctly execute actions in payroll.

What action do students need to take to apply for the insurance?

None. Students meeting eligibility requirements will be enrolled automatically by staff in the Student Health Plan Office each semester (fall and spring), as long as department staff have correctly executed the payroll actions necessary for eligibility.

When will students receive an enrollment card and plan description?

The plan brochure is available online. Paper copies of the brochure are available from the insurance coordinator by request. Students will receive an email notification when their digital ID card is available to be downloaded from insurance website.

Because my graduate students have health insurance, are all their health care costs covered?

No. There are several areas for which your students are responsible for payment, including, but not limited to: the deductible, coinsurance or the patient's portion of covered medical expenses, and medical costs for services not covered by the plan. Use of the preferred provider (UK Hospital/College of Medicine physicians) or an out-of-network provider will also affect a student's out-of-pocket expenses. The insurance plan includes benefits for sickness and injury, including in-patient and out-patient care, as well as a prescription drug benefit. It is the student's responsibility to review the plan description carefully. A full copy of the plan brochure is available on-line.

Who may students, staff, or directors of graduate studies contact to verify coverage?

To verify coverage, contact the Student Health Plan Office at StudentHealthPlan@uky.edu

What are the insurance coverage periods?

These are shown below for the different Assistantship/Fellowship terms. Please note: For new graduate students, regardless of the effective date of their assistantship, insurance coverage cannot begin prior to the August 15 start date. Students are responsible for their own health insurance until the start of their university-provided coverage. Please see the chart below for further clarification:

Assistantship or Fellowship Term	Periods of Coverage
August-December	August 15 to December 31
August-April or beyond	August 15 to August 14
January-April or beyond	January 1-August 14

How much is the annual premium?

For 2017-2018, the premium is \$2,166.

Who pays the premium for health insurance for my graduate students?

TAs: The Graduate School

RAs: Account from which they receive their stipend

GAs: Account from which they receive their stipend

Graduate School fellows: Graduate School or RCTF account, as appropriate

Departmental fellows or traineeships: Account from which they receive their stipend

How is the insurance premium charged to my grant account?

Once each semester, the Funding Office processes insurance premiums for funded graduate students. In most cases, these charges appear on grant account ledgers in October and March. If a student's stipend is paid from a single grant account, then the entire premium for that semester is charged to the account. If a student has multiple assignments, and is paid from more than one grant account, then the premium is divided by the percent of time the student is assigned to each grant account (Employment Percentage).

What action do directors of graduate studies need to take to make sure eligible graduate students receive health insurance coverage?

Be sure graduate student payroll assignments are completed in HR as quickly as possible with the appropriate employment percentage. This is especially important during the spring semester. For example, students with split assignments that end in December and start again in January may have their insurance discontinued if a payroll assignment is not completed by late December or early January.

What happens if a student's assignment ends?

The three criteria for funded health insurance coverage are verified each semester; only students meeting eligibility requirements will continue to have their insurance premiums provided by the University. Changes made mid-semester to assignments, fellowships or status may affect program eligibility. Please contact the Student Health Plan Office in the event of a mid- semester change to discuss the implications of the specific situation.

Can students continue their coverage on their own, even though the University is no longer paying their premiums?

Yes. Graduate students not meeting eligibility criteria for spring semester insurance have until January 14 to continue their coverage at their own expense. Domestic students may contact the student insurance coordinator at University Health Service, 323-5823, ext. 83208. International students (F-1, J-1, or J2 visa) are automatically enrolled in the UK Student Insurance Plan upon classes.

Can dependents be enrolled in the insurance plan?

Yes, via the insurance company's website.

May a funded graduate student decline the coverage?

Domestic Funded Graduate Students may decline coverage by completing a Health Insurance Declination Form. Return the form to the Funding Office, 203 Gillis Building, by the first day of class for the semester(s) for which they are declining coverage. Health insurance coverage for international students is mandatory.

Is graduate student health insurance the same as the mandatory Student Health Fee?

No. These are two different health services for students. The Health Fee enables students to be seen for unlimited visits at University Health Service. The fee is mandatory for all students enrolled for 9 or more credit hours. The student health insurance is an injury and sickness plan that includes

hospitalization benefits. Since UK is the preferred provider for the student health insurance plan, University Health Service and student health insurance work well together. For example, students who receive treatment at University Health Service for medical services not covered by the health fee may file their claims with the insurance company. In these instances, expenses incurred at the University Health Service will not count against the insurance benefits available for that injury or sickness.

Who should funded graduate students contact when they have questions about their insurance?
The Graduate School does not handle the Student Health Plan. Insurance questions and claims issues are managed by the Student Health Plan Office at StudentHealthPlan@uky.edu

Parking: Fellows and graduate assistants are eligible to apply for parking permits. [Click here for more information.](#)

Student Recreation Fee: All students are charged a mandatory recreation (“Johnson Center”) fee each semester. This fee is not covered by Graduate School tuition scholarships. Therefore, full-time graduate students with tuition scholarships are liable for this fee and the student health fee each semester. Students should make every effort to pay the fees by the deadline for tuition and fees each semester. Students who do not pay by this time risk late charges for nonpayment of fees, or may have a hold placed on their academic record.

Uniform Resolution on Graduate Student Offers: The University of Kentucky conforms to the Council of Graduate Schools resolution on offers made to graduate students:

“Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which the commitment has been made. Similarly, an offer made by an institution after April 15 is conditional on presentation by the student of a written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.”

Graduate Student Support Deadlines

2019:

- 08/15 Student insurance effective date for eligible funded graduate students.
- 09/01 Last day to enter GSAS information for RA/GA/TA for Fall 2019 semester.
- 10/21 Mid-term; grants must be active to re-charge for RA tuition and health insurance.

2020:

- 01/01 Student insurance effective date (spring/summer) for eligible funded graduate students
- 01/22 Last day to enter GSAS information for RA/GA/TA for spring 2020 semester.
- 03/09 Mid-term; grants must be active to re-charge for RA tuition and health insurance.

Program Support

Institutional Research Office

Services provided by the Graduate School's Institutional Research Office (GS-IRO) include completing external surveys and meeting internal reporting needs. Examples of external surveys include the NSF-NIH Graduate Student Survey, US News and World Report Survey and the Council of Graduate School's International Graduate Admissions Survey. Examples of internal reports include the UK Graduate Student Productivity Survey and the UK Doctoral Placement Survey.

Enrollment Data: Official (CPE, IPEDS) fall enrollment headcounts by college and program can be found on [Institutional Research's web site](#). Unique Academic Year (summer I and II, fall, and spring) enrollment headcounts can be found on the GS-IRO web site, Graduate School Reports. Choose "Annual Statistical Report" and then choose the academic year of interest. Please note that these reports are for internal reporting functions only. For external reporting use the Official Student Data located on the Institutional Research web site or contact the GS-IRO at 257.5851.

A number of Data Tableau views related to graduate education can be accessed through the Graduate Data Portal [at this link](#). For external reporting use the Official Student Data located on the Institutional Research's web site or contact the GS-IRO at 257.5851.

Degrees Awarded Data: Official (CPE, IPEDS) counts of degrees by college and program can be found on the Office of Institutional Research's web site. Counts of degrees awarded can also be found on the GS-IRO web site, Graduate School Reports. Choose "Annual Statistical Report" and then choose the Academic Year of interest. As above, please do not use these data for external reporting.

Ad-Hoc Student Data Requests: If the DGS cannot find the data needed on either the Institutional Research's web site or the GS-IRO web site, Graduate School Reports, please contact your college's Tableau Superuser, as these individuals are the starting point for generation of new data. [Click here to find your college's superuser\(s\)](#).

For both external and internal reporting, the GS-IRO will periodically need to request information from the Directors of Graduate Studies. Several common situations are presented below.

- **External Surveys:** For external reporting that is program specific (e.g., NSF-NIH Graduate Student Survey), the GS-IRO will pre-populate survey forms using available data sources, then send the results to the DGS. The DGS will be asked to verify that the data are correct and to reply to the GS-IRO by a deadline. Meeting the verification deadline set by the GS-IRO is extremely important!

- **Internal Surveys:** The GS-IRO annually administers two internal surveys, the Doctoral Placement Survey and the Graduate Student Productivity Survey. **Graduate Student Productivity Survey:** The purpose of the Graduate Student Productivity Survey is to collect citation information on UK's graduate students' professional presentations, publications, and juried creative products. DGS's will receive an email request to complete the survey during the spring semester. The deadline for completion is the last of classes of each spring semester. The method of data collection is currently by submission of an electronic document containing the citation information. The survey results are posted on the GS-IRO web site, Graduate School Reports. Choose "Graduate Student Productivity" and then choose the Calendar Year of interest.

Program Financial Support

Myrle E. and Verle D. Nietzel Visiting Distinguished Faculty (VDF) Award: This award program provides funding to bring a nationally recognized scholar to campus to serve as the Graduate School Outside Examiner for an outstanding doctoral student's Final Examination. The distinguished visitor will give a colloquium on his or her research that will enrich the scholarly environment for the program in which the student is enrolled. The award carries a \$500 honorarium to the distinguished faculty and up to \$1000 in travel/colloquium expenses. Requests for support should be submitted at least two months in advance of the anticipated defense date. Additional details and a list of past award winners are available at: www.gradschool.uky.edu/VisitingDistinguishedFacultyProgram.html.

Graduate Student Recruitment Funds: The Graduate School annually budgets funds for individual programs to use for the recruitment of graduate students. A call for funding requests is sent out each spring; requests should be returned to the Graduate School by April 15 for the following academic year. The DGS is requested to submit a one-page proposal for recruitment funds. Generally, these funds may be used for funding recruitment activities that support campus visits for outstanding prospective students. Check with the Assistant Dean for Admissions and Recruitment, Pat Bond, for other possible fund uses. Travel, accommodation expenses as well as refreshments for an on-campus meeting may be reimbursed by submitting the Recruitment Expenditure Reimbursement form available on the Graduate School website. In order to process reimbursement payments from these funds, print the reimbursement form and send to the Graduate School's Fiscal Affairs Office, #4 Gillis Building. If you need assistance with completion of the form, call 257-4121.

Graduate School Enrichment Funds: The Graduate School has available modest funds for program enrichment to support special seminars or symposia that may be planned for the academic year. The Dean of the Graduate School will entertain requests (usually not exceeding \$1,000, total) to pay honoraria, travel expenses, lodging and meals for speakers. Priority in determining awards will be based on the following criteria:

- Is the proposal interdisciplinary or is it supported by the mutual interests of two or more graduate programs or other university entities?
- Will the seminar, symposium, or forum for which funding is requested be of interest to and

open to the university community?

- Have matching or supplementary funds been committed from other sources to share a portion of the expenses?
- What long-term scholarly benefits are expected from the sponsored event?

A “Request Form: Graduate Program Enrichment Funds” is available on the Graduate School website. Awards are made on a rolling basis during the fall and spring semesters. While every effort will be made to make funding available across the entire academic year, programs are encouraged to submit their requests as early as possible to ensure full consideration.

Administrative Policies

Faculty Teaching at the Graduate Level

In response to regulations from the accrediting agency of the University of Kentucky, the Southern Association of Colleges and Schools (SACS), we require the following:

- Courses intended for graduate studies at the University must be taught by faculty members who have a terminal degree in the discipline or a closely related discipline. These courses are designated by the numbers 400G-799. The terminal degree in most cases is the doctorate. Ideally, these courses should be taught by Graduate Faculty members. If a program needs to assign a person without a terminal degree to teach a graduate level course, the program's chair must first petition the Dean of the Graduate School, explaining the unique circumstances and qualifications supporting this assignment. A copy of the transcript of each faculty member must be kept in the personnel file.
- Courses that have both undergraduate and graduate students in the courses are usually designated as 400G or 500 level courses. In all courses with a mixed student population, there must be a clear differentiation in the syllabus of differing course requirements and grading criteria for graduate students and undergraduates. Copies of syllabi must be retained by the College.

Parental Leave for Graduate Students

Teaching, Research, and Graduate Assistants, as well as Graduate Fellows, will be entitled to up to two weeks of parental leave without loss of stipend immediately following the birth of a child, or upon either the initial placement or the legal adoption of a child under eighteen years of age. Eligible Graduate Assistants and Fellows are those students who have an appointment form on file in the Graduate School and who hold an active appointment at the time the parental leave is to be taken. Graduate students who hold only an hourly appointment are not eligible for paid paternal leave.

Graduate Assistants and Fellows will also be entitled to unpaid parental leave, up to a maximum total period of leave (paid and unpaid) of twelve weeks. Within a given academic year contract, the student's department will make every effort to ensure the continuity of assistantship funding; the terms of specific teaching and/or research arrangements will be determined by the Director of Graduate Studies in consultation with the student and the hiring unit, if separate from the student's academic department. As with any leave, students should make every effort to communicate with their units regarding the timing of the proposed leave; a minimum of 30 days notice should be provided if possible. Please note that units may request documentation of the birth or adoption.

Provost's Policy on TA Credentials

The Graduate School oversees the provost's policy regarding the teaching credentials and support activities required for Teaching Assistants (TAs). The policy is based on the Southern Association of Colleges and Schools (SACS) teaching credentials guidelines for graduate teaching assistants in primary roles, as follows:

- An earned master's in the teaching discipline or 18 graduate semester hours completed in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

For the purpose of this policy, primary teaching responsibility is defined as a teaching assignment assumed by an individual who functions autonomously to carry out teaching and learning activities, evaluate student performance, and assign final grades.

In addition to TAs with primary responsibility for teaching a class, the University employs TAs in three other major ways:

- To teach a section of a course under a course coordinator who closely supervises all aspects of the teaching and learning process. In this type of teaching assignment, TAs deliver the course by using a common textbook, common syllabus, and common exams and grading procedures. The course coordinator establishes the grading methodology and criteria. The TA recommends a final grade to the course coordinator who reviews the recommendation and takes responsibility for assigning final grades;
- To support a primary instructor within the classroom setting, such as a recitation leader or lab instructor; and
- To provide out-of-classroom support, such as grading, to a primary instructor.

The criteria below describe the credentials and support necessary for each TA type:

Type 1: A Teaching Assistant who has primary responsibility for teaching a class must:

- meet the following educational attainment criteria: an earned master's degree in the teaching discipline or 18 graduate semester hours completed in the teaching discipline. The faculty member making a teaching assignment is responsible for ensuring a match between the TA's educational credentials and the teaching area;
- have access to a faculty member who will provide supervision and support;
- participate in regular orientation and development programs provided by the Graduate School and the primary college and/or department for which she/he is teaching;
- participate in the Teacher Course Evaluation process, or other formal teaching evaluation process as required by the college, and have an opportunity to discuss results with the faculty supervisor in order to plan for improvements; and
- achieve a Category 1 status (a score of 3.5 or above) on the University's oral language screening if English is not the TA's native language (AR II-1.09).

Type 2: A TA who teaches a class under the direct supervision of a course coordinator must:

- be enrolled as a graduate student in the teaching area;
- participate in required supervision for all teaching activities;
- participate in regular orientation and development programs provided by the Graduate School and the primary college and/or department for which she/he is teaching;
- participate in the teaching evaluation process as required by the Graduate School and college, and have an opportunity to discuss results with the faculty supervisor in order to plan for improvements;
- achieve a Category 1 status (a score of 3.5 or above) on the University's oral language screening if English is not the TA's native language (AR II-1.09).

Type 3: A TA who serves in a supporting classroom role to a primary instructor must:

- be enrolled as a graduate student in the teaching area or a related teaching area;
- have access to a faculty member who will provide supervision and support;
- participate in regular orientation and development programs provided by the Graduate School and the primary college and/or department for which she/he is teaching;
- participate in the teaching evaluation process as required by the Graduate School and college, and have an opportunity to discuss results with the faculty supervisor in order to plan for improvements; and
- achieve at least a Category 2 status (a score of 3.0 or above) on the University's oral language screening if English is not the TA's native language (AR II-1.09).

Type 4: A TA who serves in a supporting role outside the classroom (e.g. grader) must:

- be enrolled as a graduate student in the teaching area or a related teaching area;
- have access to a faculty member who will provide supervision and support;
- participate in regular orientation and development programs provided by the Graduate School and the primary college and/or department for which she/he is teaching;
- participate in a periodic performance evaluation with his/her supervisor; and
- achieve at least a Category 2 status (a score of 3.0 or above) on the University's oral language screening if English is not the TA's native language (AR II-1.09).

Policy on TAs Employed in Graduate-Level Courses: The Dean of the Graduate School must approve all cases in which TAs are to be employed in graduate-level courses.

- TAs must not be employed in primary-instructor roles (TA Types 1 or 2) in courses in which graduate students are enrolled. If employed in such courses, TAs will be Type 3 (e.g., lab assistant).
- TAs employed in a graduate-level course must have post-qualifying exam status or a master's plus 18 graduate hours completed in the discipline. Exceptions may be made in cases of established national practice in this discipline.
- TAs must not be in the position of assigning final course grades. TAs may assign grades on daily work, quizzes, notebooks, lab participation, but only if such grades and comments are

regularly reviewed by the instructor of record.

- A graduate-level course in which a TA is employed must not enroll students who are within the TA's programmatic cohort.
- The DGS in the assigned discipline must see that appropriate faculty oversight of a TA employed in a graduate-level course is in place and maintained throughout the course.

Policy Implementation Process: Each semester of a TA's assignment, departments provide credentialing details and verification to the TA Credentials database. The Office of Institutional Research, Planning, and Effectiveness periodically analyzes the teaching credentials in relation to courses taught by TAs. If credentials information is missing or inappropriate, or if the TA has not completed the required university-wide orientation sessions, then the TA will be coded as not meeting the minimum guidelines. Results will be forwarded to the Provost.

TA Supervision & Feedback: The training and mentoring of TAs is a great investment in the future of the professoriate and in the lives of individual students. It is, moreover, the faculty's responsibility to ensure that undergraduate instruction is the highest quality possible. The system described below of faculty-TA interaction will help the University of Kentucky meet two vital goals of graduate education: preparing future faculty and improving undergraduate instruction. The TA Evaluation and Feedback process is summarized on the [Graduate School website](#).

To fulfill SACS requirements and to foster a mechanism of structured departmental feedback to TAs, each semester The Graduate School collects the following items documenting each TA's performance:

TA Class Observation Form: A faculty member in the program (one who holds a terminal degree in the discipline or a closely related discipline) must observe at least one class session of each TA (except Type 4) in the program once a semester. If the program is small (fewer than 10 TAs), the program's designated TA coordinator (or course coordinator, lab supervisor, etc.) may serve as the observer; if the pool of TAs is large, numerous program faculty should assist. The Graduate School has developed a simple form for this purpose, the TA Class Observation Form, which should be shared with, discussed with, and signed by the TA. After reading and discussing the observation, the TA is encouraged to respond to the observation in the space allotted on the form and may continue his/her commentary on an attachment. One copy of this form should be placed in the TA's file in the department. In addition, the department should collect all observations and semester evaluations into a group and then scan and forward them as a single pdf attachment to Erin Shoot no later than February 1 for fall terms or June 1 for spring terms to hold for review and SACS documentation.

Two Observation/Feedback Forms are available below for departmental use. Departments may also use these as templates to design their own form, provided it focuses on a single class or lab session.

[Option A](#) [Option B](#)

In large classes with multiple sections, faculty must help the course coordinators with class observations. These faculty visits to TA instruction include discussion sections led by TAs under supervision of a course coordinator, lab sections under a lab supervisor, and independently taught

sections of a course. TA instruction includes night courses and courses or sections held off campus; summer teaching by TAs; and courses in other media such as blackboard and other electronic delivery systems. TAs who assist directly in the classroom of a faculty member should be evaluated by him/her. TAs who are graders (and other Type 4s) are not observed but should be monitored by the supervisor for accuracy and consistency.

TA Supervisor's Evaluation of Overall Performance: The TA supervisor/coordinator should submit a semester-end evaluation of overall TA or lab assistant performance in the following areas for all TA Types, as applicable: reliability in group activities and in classroom; punctuality in assignments and grading; accuracy in presentation; knowledge of subject matter, and other items specific to the assignment. See below for a sample form. This evaluation should also be included in the TA's file and a copy submitted to the Dean of the Graduate School (submit at the same time as the Observation Forms as one pdf).

Please keep this to one page if possible. [TA Semester Evaluation Form](#) (use as is or adapt appropriately). A department may also choose to provide a narrative instead of a form.

Teacher/Course Evaluation: The third item in the TA's folio is the Teacher/Course Evaluation, if the TA's assignment is TCE eligible. Please make sure that each TA (Types 1 and 2 are required; Type 3 is optional) receives a TCE and that it is kept in the departmental file. All three documents above should be kept in the student's departmental file for SACS scrutiny. The Graduate School needs only the first two items (Observation/Feedback Form and the End-of-Semester Performance Evaluation) for its files. [Click here for a one-page overview of the TA Evaluation/Feedback Process at UK.](#)

Mandatory Ongoing Training for TAs: Continuing TAs are required to attend departmental or college-level professional development activities each term they are employed, at least one of which should be held at or near the beginning of the term. TA Coordinators may ask the most experienced TAs to present on their own pedagogical experiences or best practices in the classroom, if they have been guided by faculty in that project. Coordinators may also combine this activity with other departments in related disciplines or with similar pedagogy. If your College is small, you may hold a College-wide activity. For the spring term, you may make this a 2-3 hour workshop for all TAs. The course organization meetings for multi-section courses would serve as such an activity if they have a pedagogical component, if all TAs are required to attend, and if attendance is recorded. Each TA, new and returning, is required to attend.

The beginning-of-semester in-service activity should be held separately from the department's or college's New TA Orientation. These activities usually occur consecutively and should be scheduled to coordinate with the dates of the university-wide Orientation for New TAs conducted by The Graduate School.

In addition to the beginning-of-semester activity for all TAs, each program is required to hold at least one mandatory in-service training event for TAs—continuing and new—during the semester.

Attendance should be required and recorded. For in-service training, some current practices will work, for example:

- special one-to-three-hour pedagogy courses, where they exist
- ongoing course meetings which give guidance in pedagogical problems (for all TAs, not just multi-section courses)
- one departmental event on teaching practices
- presentations by TAs themselves about their work, if faculty are present and have guided them in the presentation
- attendance (required by the department) at some of The Graduate School's scheduled teaching-related workshops.

Recommended TA Mentoring System: Each TA should have at least one departmental faculty member to whom he/she can go for informal guidance and feedback. This mentor may or may not be the TA's supervisor or course coordinator. The Graduate School recommends that colleges, departments, or programs establish and implement a set of guidelines for the roles and responsibilities of faculty mentors and the means of pairing them with TAs.

Pre-Employment Background Checks: All new graduate assistants (RA/TA/GA) are required by KY state law to undergo a pre-employment background check prior to beginning work as a graduate assistant. This includes all new hires that have not worked in some capacity for UK within the past five years. To facilitate this process, Human Resources is requiring each academic hiring unit to set up open positions for graduate assistants through the HR on-line job applicant system. These position numbers can then be used to communicate with new hires and ask them to log onto the Direct User website where they will submit the required information for the background check.

Graduate School Forms: The Graduate School relies on a variety of standard forms for the processing of academic actions (e.g., credit transfer, exam scheduling), as well as for fellowships and scholarships, appointments, student support, etc. Many of these forms can now be submitted on-line via the following pages on the Graduate School website: [Degree Forms](#), [Student Forms](#), and [Faculty & Staff Forms](#).

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