

Check sheet for Master's Thesis Students (Plan A)

The semester you intend to graduate:

Application for Degree: _____ (Date Submitted)
<https://myuk.uky.edu/> Click on Student Services / myRecords / Apply for Degree

Due the semester in which you intend to graduate:

- May degree – March 20
- August degree – July 1
- December degree – November 1

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

A minimum of 2 weeks prior to examination:

Request for Final Master's Examination: _____ (Date Submitted)
https://ris.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm

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

- You have completed or are in progress to complete the required number of earned hours for the degree in your program of study.
- You do not have any missing or "I" grades.
- Your GPA is 3.00 or higher.

The final examination must take place no later than eight days prior to the last day of classes of the semester in which you expect to graduate. Final examinations may not be scheduled during the period between semesters. Check the Graduate School Calendar <http://gradschool.uky.edu/key-dates> for semester deadlines for the scheduling of final examinations.

Committee Info:

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

Thesis:

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