

## Check sheet for Doctoral Students

One year prior to qualifying exam:

**Formation of advisory committee:** \_\_\_\_\_ (Date Submitted)  
[https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm)

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

A minimum of two weeks prior to qualifying exam date:

**Qualifying Examination Request:** \_\_\_\_\_ (Date Submitted)  
[https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm)

Conduct a review of your transcript to ensure the following:

- You have completed the equivalent of 2 years of residency (36 hours for most programs, but some programs require more than 36 hours).
- You do not have any missing or “I” grades.
- Your GPA is 3.00 or higher.

After passing the qualifying exam, students must maintain continuous enrollment in the 767 course until their dissertation is successfully defended.

The term you intend to graduate:

**Application for Degree:** \_\_\_\_\_ (Date Submitted)  
<http://myuk.uky.edu/> Click on Student Services / myRecords / Apply for Degree

Due the term in which you intend to graduate:

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

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

A minimum of eight weeks prior to the anticipated defense date (but encouraged to submit sooner):

**Notification of Intent:** \_\_\_\_\_ (Date Submitted)  
[https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm)

The graduate school will appoint an outside examiner. In order to provide sufficient time for the graduate school to identify an outside examiner, you must submit the NOTIF a minimum of eight weeks prior to the anticipated defense date. Assigning the outside examiner typically takes 4-5 weeks. You will receive an email notification once an outside examiner has been assigned.

A minimum of 2 weeks prior to examination:

**Request for Final Doctoral Examination:** \_\_\_\_\_ (Date Submitted)  
[https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm)

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

**Dissertation:**

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