

## Check sheet for Doctoral Students

One year prior to qualifying exam:

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

[http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm)

The advisory committee has a core of four members. This core consists of the major professor as chair, two other members from the major area, and at least one representative from any minor area(s). At least one representative must be from outside the academic program (department). 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.

At least two weeks prior to qualifying exam date:

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

[http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm)

-Students must have the equivalent of 2 years of residency (36 hours)

- Conduct a review of your transcript to insure you don't have any missing grades; I grades and your GPA is 3.00 or higher. Graduate School policy will not allow you to sit if you have unresolved academic issues.

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

The semester you intend to graduate:

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

<http://myuk.uky.edu/> Click on Student Services / myRecords / Graduate Degree Application

Due 30 days after the beginning of the semester (15 days for 2<sup>nd</sup> summer session). Please see

<http://www.uky.edu/Registrar/AcademicCalendar.htm> for specific deadlines. You must resubmit the application for degree the following semester if you do not graduate.

At least eight weeks prior to expected final exam date:

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

[http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm)

Once submitted, the graduate school will appoint an outside examiner. There must be a two week window given in order to find and appropriate outside examiner. Assigning the outside examiner typically takes 4-5 weeks and you will receive an email when an outside examiner has been found.

At least 2 weeks prior to examination:

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

[http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection\\_Screen.cfm](http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm)

**Dissertation Approval form (no longer required by the Graduate School)**

**Dissertation:**

You have 60 days following the date of your defense to submit your final, accepted document to the Graduate School. You will not have the entire 60 days if you defend late in the semester and need to graduate that semester (check <http://www.uky.edu/Registrar/AcademicCalendar.htm> for submission deadlines). Prior to final submission you must have your dissertation reviewed by the Graduate School for a first format check. This process takes about 48 hours but may take longer during peak periods, especially during the end of the semester. Please plan accordingly.