

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

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.

At least 2 weeks prior to examination, submit this form:

**Request for Final Master's Examination:** \_\_\_\_\_ (Date Submitted)

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

**(The Thesis Approval form is incorporated into the above online form)**

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 for the exam if you have unresolved academic issues.

The final examination must take place no later than eight days prior to the last day of classes of the semester in which the student expects to graduate. Final examinations may not be scheduled during the period between semesters or between the end of the eight-week summer session and the beginning of the fall semester. Consult the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>) for deadlines for the scheduling of final examinations.

### **Thesis:**

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 thesis 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.

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

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.

At least 2 weeks prior to examination, submit:

**Request for Final Master's Examination:** \_\_\_\_\_ (Date Submitted)

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

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 for the exam if you have unresolved academic issues.

The final examination must take place no later than eight days prior to the last day of classes of the semester in which the student expects to graduate. Final examinations may not be scheduled during the period between semesters or between the end of the eight-week summer session and the beginning of the fall semester. Consult the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>) for deadlines for the scheduling of final examinations.