The Graduate School

GRADUATE BULLETIN

2020-2021

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Vision, Mission, & Value Statement

Mission

The University of Kentucky is a public, land grant university dedicated to improving people's lives through excellence in education, research and creative work, service, and health care. As Kentucky's flagship institution, the University plays a critical leadership role by promoting diversity, inclusion, economic development, and human well-being.

Vision

The University of Kentucky will be one of the nation's 20 best public research universities.

Values

The University of Kentucky is guided by its core values:

- Integrity
- Excellence
- Mutual Respect and Human Dignity
- Diversity and Inclusion
- Academic Freedom
- Shared Governance
- Work-life Sensitivity
- Civic Engagement
- Social Responsibility

Compliance with Regulations

The University of Kentucky is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability. Compliance with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, and with Title IV of the Civil Rights Act of 1964 is coordinated by Mr. Terry Allen, Affirmative Action Office, 8 Administration Building, 859-257-8927.

Efforts to comply with the laws and regulations applicable to people with disabilities are also coordinated by the Affirmative Action Office, as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Questions concerning compliance with regulations may be directed to UK's Affirmative Action Office, or to the Director of the Office of Civil Rights, U.S. Department of Education, Washington DC.

The University is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Questions may be directed to the Vice President for

Student Affairs or the Office of the Director of Human Resources Services. Questions about admissions to the University should be directed to the appropriate admissions office.

Accreditation

The University of Kentucky is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, call 404-679-4500, or online at www. sacscoc.org for questions about the accreditation of the University of Kentucky.

Graduate School Calendar

Graduate School Admissions Deadlines

March 15, 2020	Deadline for international applications to be submitted to the Graduate School for the 2020 Fall Semester
July 24, 2020	Deadline for applying for admission to the Graduate School for the 2020 Fall Semester
August 15, 2020	Deadline for international applications to be submitted to the Graduate School for the 2021 Spring Semester
December 7, 2020	Deadline for applying for admission to the Graduate School for the 2021 Spring Semester
February 1, 2021	Deadline for international applications to be submitted to the Graduate School for the 2021 Fall Semester
April 23, 2021	Deadline for applying for admission to the Graduate School for the 2021 Summer Session
July 23, 2021	Deadline for applying for admission to the Graduate School for the 2021 Fall Semester

Graduate School Registration Deadlines

April 27, 2020 – August 14, 2020	Registration for new program graduate students for the 2020 Fall Semester
May 4, 2020 – August 14, 2020	Registration for new program graduate students for the 2020 Fall Semester
January 19 - 22, 2021	Registration for new program graduate students
January 20 - 22, 2021	Registration for new post-baccalaureate students
March 29, 2021 – June 20, 2021	Priority registration and add/drop for the 2021 Fall Semester and the 2021 Summer Session

Graduation Deadlines

September 10, 2020	Last day for doctoral candidates for a December degree to submit a Notification of Intent to schedule a final examination in The Graduate School
November 1, 2020	Last day for filing an application for a December 2020 undergraduate or graduate degree online in myUK

November 5, 2020	Last day candidates for a December 2020 degree can submit a request to schedule a final examination in the Graduate School
November 19, 2020	Last day candidates for a December 2020 degree can sit for a final examination
November 24, 2020	Last day candidates for December 2020 degree to submit thesis/dissertation (ETD) for formal review by the Graduate School
December 4, 2020	Last day for candidates for a December 2020 degree to have thesis/dissertation (EDT) accepted by the Graduate School for those students who first submitted on November 24
February 20, 2021	Last day for doctoral candidates for a May 2021 degree to submit a Notification of Intent to schedule a final examination in the Graduate School
April 1, 2021	Last day for filing an application for a May 2021 or August 2021 undergraduate or graduate degree online in myUK
April 16, 2021	Last day for candidates for a May 2021 degree to submit a request to schedule a final examination in the Graduate School
April 30, 2021	Last day for candidates for a May 2021 graduate degree to sit for a final examination
May 7, 2021	Last day candidates for May 2021 degree to submit thesis/dissertation for formal review to The Graduate School
May 14, 2021	Last day for candidates for a May 2021 degree to submit final revised thesis/dissertation (EDT) for acceptance by the Graduate School for those students who first submitted May 7
June 2, 2021	Last day for doctoral candidates for the August 2021 degree to submit a Notification of Intent to schedule a final exam in the Graduate School
July 22, 2021	Last day for candidates for an August degree to sit for the final examination in the Graduate School
July 29, 2021	Last day for candidates for an August degree to submit thesis/dissertation for formal review to the Graduate School
August 5, 2021	Last day for candidates for an August 2021 degree to submit final revised thesis/dissertation

	(EDT) for acceptance by the Graduate School for those students who first submitted July 29

Graduate School Funding Deadlines

August 15, 2020	Student insurance effective date for eligible funded graduate students.
August 21, 2020	Last day to enter GSAS information for RA/GA/TA for Fall 2020 semester.
August 26, 2020	Last day for students to accept GSAS forms.
October 12, 2020	Mid-term; grants must be active to re-charge for RA tuition and health insurance.
January 1, 2021	Student insurance effective date (Spring/Summer) for eligible funded graduate students
January 15, 2021	Last day to enter GSAS information for RA/GA/TA for Spring 2020 semester
January 20, 2021	Last day for students to accept GSAS forms.
March 8, 2021	Mid-term; grants must be active to re-charge for RA tuition and health insurance.

Administration

Eli Capilouto, Sc.D., D.M.D., M.P.H.

University President

David W. Blackwell, Ph.D.

University Provost

Brian A. Jackson, Ph.D

Interim Dean of the Graduate School

Kevin D. Sarge, Ph.D.

Associate Dean

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The Graduate School

Research at the University of Kentucky

The University of Kentucky is the major graduate and research institution of the Commonwealth, and the major land-grant university in the state. As such, it offers substantial programs in both basic and applied research. These research efforts are the life blood of graduate education programs that prepare new researchers who will continue to expand the boundaries of human knowledge and to seek answers to pressing problems of our complex society. Applied research programs in areas such as agricultural sciences, arts and sciences, business and economics, engineering sciences, mathematical sciences and physics, medicine, and mining and minerals serve the Commonwealth and the nation by addressing critical issues influencing the quality of life and economic well-being of our citizenry.

University faculty and research staff have expertise in many areas including the basic biological, medical, physical, and social sciences; the creative arts and the humanities; and engineering. These individuals conduct research that ranges from the investigation of philosophical and ethical dilemmas raised by advances in science and technology to the practical application of basic knowledge in agriculture, energy, rehabilitation, and information retrieval, as well as in the economic development of the Appalachian region.

A significant aspect of research conducted at the University is the concern for its practical application for the betterment of society. Many of the techniques developed and ideas conceived in the laboratory and in advanced study evolve into technological developments of major significance.

Most research programs at the University are supported through federal, state and private sources. Application for such support and the fiscal administration of the monies received are overseen by the Office of Sponsored Projects Administration (OSPA). Programmatic organization and administration of research is provided by the various research institutes and multi-disciplinary centers and, in the case of individual faculty projects, by the regular departmental, school, and college structures.

The Graduate School

The University of Kentucky began offering graduate work in 1870 and awarded its first graduate degrees in 1876. The Graduate School became a distinct unit in the University organization in 1912. The mission of the Graduate School is to promote advanced study, graduate instruction, and research by the faculty and students of all colleges and departments. The total graduate resources of the University are merged under the Graduate School for the purpose of promoting the acquisition of knowledge in an atmosphere of free and lively inquiry. Graduate work is offered in most colleges in the University. A general description and tabulation of courses for each of the various programs is given in the Graduate Degree Programs section of this bulletin.

The Graduate Faculty

The Graduate Faculty consists of the Dean of the Graduate School, Associate Deans of the Graduate School, and Full and Associate Graduate Faculty Members. As the chief University agency for the promotion of the ideals of graduate study, it determines the policies of the Graduate School and makes recommendations to the University Senate and to the President, or to other administrative officials as appropriate. All rules affecting graduate work and the inauguration of new graduate programs must be approved by the Graduate Faculty. Any proposed change in the rules of the Graduate Faculty must be included in the agenda of its meeting and circulated to the Graduate Faculty at least 10 days prior to the meeting at which it is to be considered.

Any faculty member, regardless of specific title series of appointment, is eligible for consideration for membership on the Graduate Faculty. New Graduate Faculty members may be proposed to the Dean of the Graduate School at any time by the college deans and department chairs concerned, or in the case of persons not attached to a college faculty, by the Provost of the University. Eligibility qualifications are as follows:

- The doctor's degree or its equivalent in scholarly reputation.
- The rank of assistant professor (or equivalent) or higher.
- Scholarly maturity and professional productivity as demonstrated by publications, editorial services, research surveys, creative work or patents, and research in progress at the time of appointment.
- Demonstrated participation in graduate teaching and research in the program.

The Dean of the Graduate School is responsible for appointing and monitoring the progress of Associate Members of the Graduate Faculty. Associate members are authorized to teach graduate courses, direct master's theses, and serve on and co-chair doctoral committees. Associate membership is limited to a term of three years with reappointment possible after departmental review. There is no category for at-large graduate faculty membership.

Appointment to Full Graduate Faculty membership is made by the Provost and/or the Dean of the Graduate School after consultation with the Graduate Council when appropriate. Full members of the Graduate Faculty are particularly responsible for:

- Guidance of graduate student research and study to its completion. The finished work should meet or exceed accepted standards for publication, dissemination or performance within the particular discipline.
- Participation in the formulation of graduate curricula and policy.

In unique instances, an advanced assistant professor may be nominated by his or her chairperson for full membership in the Graduate Faculty. To be considered for this status by Graduate Council, a nominee must meet the following criteria:

- An associate member of Graduate Faculty who is an assistant professor may be put forward for full membership by the individual's department chairperson or Director of Graduate Studies (as appropriate) after a minimum of 2 years of employment at UK.
- The individual must show the appropriate level of scholarly research and productivity and important contributions to the department's graduate program, including graduate teaching.

After review by the Dean of the Graduate School, appropriate cases will be placed on the Consent Agenda of the Graduate Council for approval. Atypical cases may either be turned down by the Dean or brought to the Graduate Council for full discussion. Once Full Graduate Faculty status is attained, membership is continuous unless a change in status is recommended by a graduate program to the Dean of the Graduate School, who will present the recommendation to the Graduate Council.

On recommendation of the Director of Graduate Studies and with the approval of the Dean of the Graduate School, persons who normally do not hold academic appointment in the University, but who have demonstrated an interest in collaborative participation in its graduate programs, may be appointed as Auxiliary Graduate Faculty Members. They should hold the terminal academic degree in the field and possess a record of research or creative experience that would warrant their inclusion on advisory committees to assist graduate students in conducting research. Auxiliary Graduate Faculty may serve only as nonvoting members of the advisory committee.

Administrative officers assigning teaching and other duties to members of the Graduate Faculty who are taking an active part in the graduate program (i.e., are heavily engaged in directing theses and dissertations, carrying on productive research, etc.) should make appropriate reduction in the duties required of such faculty members.

Teaching at the Graduate Level

Courses intended for graduate studies at the University must be taught by faculty members who have the 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, they must first petition the Dean of the Graduate School, explaining the unique circumstances and qualifications supporting this assignment. A copy of the diploma or transcript of each faculty member must be kept in the personnel file.

Courses that have both undergraduate and graduates 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 course requirements and grading criteria for graduate students and undergraduates. Copies of these syllabi must be retained by the College.

The Dean of the Graduate School

The Dean of the Graduate School is charged with administering the policies adopted by the Graduate Faculty and the University Senate relating to graduate studies. The dean presides over all meetings of

the Graduate Faculty and calls meetings of this faculty whenever it is advisable or whenever requested to do so by one-fourth of the membership. Recommendations are made by the dean to the Graduate Faculty regarding the requirements for advanced degrees, the regulations necessary to insure a high standard of graduate work and all other aspects of the graduate program. The graduate programs are administered in the interest of efficient instruction and the highest attainment possible on the part of each graduate student. The dean is responsible for determining and certifying to the Registrar candidates who have fulfilled requirements for advanced degrees. The President, the Executive Vice President for Research, the Provost, and the Dean of the Graduate School shall be ex officio members of all committees of the Graduate School.

The Graduate Council

The Graduate Council approves or disapproves proposals concerning courses offered for graduate credit, and advises and lends assistance to the Dean in executing the policies and regulations determined by the Graduate Faculty. Specifically, the Council:

- Evaluates department requests relating to proposed graduate programs.
- Reviews existing programs and curricula.
- In cooperation with the Dean, initiates recommendations to the Graduate Faculty (this procedure is not intended to prevent a faculty member from bringing any recommendation or request directly before the Graduate Faculty).

The Graduate Council is composed of 21 members and the Dean of the Graduate School, who serves

as chair. There are nineteen faculty and two student representatives. Associate deans serve in a non-voting, ex officio capacity. Members representing a college or a combination of colleges are elected by the Graduate Faculty in the respective colleges. The term of office of the elected members is three years and that of the graduate students is one year. Members may not succeed themselves until three years have elapsed following the completion of their last term. A majority of the Graduate Council constitutes a quorum for the transaction of business.

The composition of the Graduate Council is as follows: two members from the College of Agriculture; four members from the College of Arts and Sciences; one member from the College of Business and Economics; two members from the Colleges of Communications and Information Studies, of Social Work and the Graduate Centers (Patterson and Martin Schools); two members from the College of Education; one member from the College of Engineering; one member from the Colleges of Design and of Fine Arts; one member from the Colleges of Health Sciences, Nursing, and Public Health; two members from the College of Medicine; one member from the Colleges of Pharmacy and Dentistry; two members appointed by the Dean of the Graduate School; and two student members selected by the Graduate Council. The membership of Graduate Council for 2020-21 is as follows:

- **Brian Jackson**, Graduate Council Chair, Interim Dean of the Graduate School
- **Jason Hans**, Human and Environmental Sciences, 2022
- **Keiko Tanaka**, Community and Leadership Development, 2021

- **Emily Bacchus,** Political Science, 2023
- **Vincent Cassone,** Biology, 2023
- **John Selegue,** Chemistry, 2021
- **Justin Wedeking,** Political Science, 2022
- **Brian Murtha,** Marketing and Supply Chain, 2021
- **Namjoo Choi,** School of Information Science, 2022
- **Anthony Limperos,** Communication & Information, 2022
- **Molly Fisher,** STEM Education, 2023
- **Debra Harley,** Early Childhood, Special Education, and Counselor Education, 2023
- **Timothy Taylor,** Civil Engineering, 2022
- **Donna Kwon,** Musicology, 2021
- **Johanna Hoch,** Athletic Training & Clinical Nutrition, 2022
- **Steven Van Lanen,** Pharmaceutical Sciences, 2022
- **Rolf Craven,** Pharmacology & Nutritional Sciences, 2023
- **David Orren,** Toxicology, 2022
- **Bert Guillou,** Mathematics, 2021
- **Abhijit Patwardhan,** Biomedical Engineering, 2021
- **Darryl Dedelow,** *Student Representative,* 2021
- **Keerthan Raghavendra Rao,** *Student Representative,* 2021
- **Melinda Wilson,** *Medical Center Ex-Officio*, Physiology, 2021
- **Richard Charnigo**, *Senate Council Ex-Officio*, Biostatistics, 2021

Directors of Graduate Studies

The Dean of the Graduate School, with the advice of the college dean(s) and the approval of the President, may recommend to the Graduate Faculty the areas of graduate study and research into which the University may be divided. The logical unit for an area is a department or center. By common consent, however, certain departments may be grouped into a single area to offer a graduate program and in exceptional cases a department may be divided into two or more areas to offer programs in the respective areas. Directors of Graduate Studies (DGSs) are the local representatives of each graduate program. They provide for the program's administration and act as the official liaison with the Graduate School. Directors of Graduate Studies are responsible to the Graduate Faculty of their program and to the Dean of the Graduate School for the recruitment, admission, advising, and examination of students in their program. In addition to Directors of Graduate Studies for specific programs, some colleges have designated individual faculty members as Associate Deans for Graduate Studies to serve as the local extension of the Graduate School at the college level.

Directors of Graduate Studies are appointed by the Dean of the Graduate School after consultation with the respective Graduate Faculty and administration in a program. The DGS is normally a tenured faculty member, holding the rank of Associate Professor or above, and is a full member of the Graduate Faculty. Upon the appointment of each Director of Graduate Studies, the Dean of the

Graduate School shall draw the attention of the appointee to the existence and location of the official University policies and guidelines that affect graduate faculty, graduate students, and student applicants.

The Director of Graduate Studies 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. The DGS is responsible to the Dean of the Graduate School for the administration of the specific graduate program, including maintenance of records, administration of graduate program funds, admission of graduate students, any affiliated University Scholars Program, 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 Director of Graduate Studies 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 the student's advisor or committee chair. In areas where these are not required, the DGS is the advisor of all students not writing theses. All student schedules should be endorsed by the student's advisor. If it is desirable, a DGS may recommend that additional advisors in the program be appointed. A DGS who is to be absent from the University for as long as a semester must inform the Dean so that a substitute may be appointed. A complete list of current Directors of Graduate Studies can be found at https://gradschool.uky.edu/dgs

Establishment & Modification of Graduate Programs

An area that wishes to establish a new graduate program or modify an existing program must submit a request to the Graduate Council, which in turn will make a recommendation to the Graduate Faculty. For information on the steps involved in this process see: http://gradschool.uky.edu/submit-program-graduate-certificate-or-academic-policy-proposal.

Graduate Student Professional Development

The Graduate School provides graduate student development activities with three main foci: teaching assistant (TA) development, professional development and organizational development.

Teaching assistant development activities include the following:

- University-wide TA and International TA orientations and microteaching sessions
- Language screenings for TAs whose native or primary language is not English
- Pedagogy workshops and special events throughout the academic year
- Multidisciplinary teaching-related courses (GS 610, GS 620, GS 630)
- Consultations on teaching-related issues
- Classroom observations and feedback
- Coordination of mandatory SACS-related documentation on TA credentialing (observations, evaluations, preparation, departmental orientations)

- Organization and facilitation of a TA developers learning community
- Coordination with outside agencies and organizations concerned with TA issues

These efforts occur in conjunction with departmental TA orientations, in-service activities, and supervision. Some departments require TA participation in workshops and/or departmental or centralized teaching courses.

Graduate student professional development efforts include the following:

- Preparing Future Faculty courses (GS 610, 620, 630, 640, 650, 695 and 699)
- Workshops, consultations and e-resources
- Work with colleges and universities in the region to provide professional development and employment opportunities for UK graduate students
- Coordination with departmental graduate student development efforts and national efforts and programs (AAC&U, CGS, POD

Organizational development efforts include changes in institutional culture that can support more effective graduate student professional development. This work involves collaborating with a variety of groups and developing mechanisms, programs, grants, materials and other support that can help leverage cultural change. Two examples of organizational development-focused activities are these:

- The Graduate Certificate in College Teaching and Learning, a 12 credit hour coherent integrated approach to helping graduate students, postdoctoral scholars, current faculty and others develop and document the skills needed as part of a conscientious preparation for the full range of faculty responsibilities at a range of institutional types.
- The TA Developers Faculty Learning Community, a group of faculty and staff members who supervise, develop and/or assess TAs.

Graduate Centers

The Graduate School administers two multidisciplinary Graduate Centers.

The Patterson School of Diplomacy and International Commerce

The Patterson School of Diplomacy and International Commerce offers an interdisciplinary master's degree which can be tailored to meet the career needs of individual students. The program is especially useful for students desiring careers in any of the non-academic fields in foreign affairs such as international banking, commerce and journalism, or service with governmental agencies or international organizations. To assure the interdisciplinary character of the degree, students may concentrate their work in a specific geographical area or focus on certain aspects of international affairs. In addition, the Patterson School serves in an advisory capacity to Ph.D. programs in departments offering internationally-oriented doctoral degrees in various colleges on campus. For more information see the Patterson School web-site at: https://www.uky.edu/pattersonschool/

Martin School of Public Policy & Administration

The Martin School offers four multidisciplinary degree programs—the Master of Public Administration, the Master of Public Policy, the Master of Public Financial Management, and the Ph.D. in Public Policy and Administration—and engages in research and public service activities. The disciplines represented by the School's faculty are management, finance, economics, industrial engineering, political science, and health administration. The research and public service components of the Martin School offer the School's faculty, staff, and graduate students the opportunity to engage in interdisciplinary research on public policy issues. For more information see the Martin School web-site at: https://martin.uky.edu/

Graduate Admissions

Kentucky Residency

According to law, the University of Kentucky and all other state-supported institutions of higher education assess tuition on the basis of Kentucky or non-Kentucky residency. The policy for determining residency is established by the Commonwealth of Kentucky Council on Post Secondary Education (see Residency Policy at http://www.uky.edu/registrar/residency). Students who are unsure of their residency status should check with the Registrar's Office before applying for admission.

The Academic Common Market

Kentucky is a participating state in The Academic Common Market, an interstate agreement among 16 primarily Southeastern states for sharing academic programs. Students who qualify for admission may enroll in a specific program in another Academic Common Market state on an in-state tuition basis. At present, the agreement has been limited to less-common graduate programs. For information, write: Southern Regional Education Board, 130 Sixth Street N.W., Atlanta, Georgia. For information about University of Kentucky programs in the Academic Common Market, contact the Academic Common Market Institutional Coordinator, Office of the Registrar, 100 Funkhouser Building, University of Kentucky, Lexington, KY 40506-0054, Phone: 859.257.3256, E-mail: smcgurk@uky.edu, https://www.uky.edu/registrar/academic-common-market.

Admission Procedures

The University of Kentucky is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

Students seeking admission to the University of Kentucky Graduate School must satisfy the following requirements:

- 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 (Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges, Higher Learning Commission, Middle States Commission on Higher Education, New England Association of Schools and Colleges Commission on Institutions of Higher Education, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools Commission on Colleges, WASC Senior College and University Commission). A recognized foreign institution is an institution that is recognized by that nation's Ministry of Education or similar authority as a postsecondary, academic degree-granting institution.

- An overall grade point average of 2.75 on undergraduate work and 3.00 on all graduate work is required by the Graduate School. Individual departments may require higher grade point averages. Upon admission students must have official transcripts sent by each institution of higher learning previously attended directly to the Graduate School. To be official, records must bear the Registrar's signature and/or official seal of the issuing institution. A summary of credits transferred and recorded on the transcript issued by the institution granting the degree will not suffice.
- Applicants must submit scores on the verbal, quantitative and analytical writing portions of the aptitude section of the Graduate Record Examination (GRE) unless their chosen program is listed below**. This rule may be waived in individual cases upon recommendation of the Director of Graduate Studies in the individual department or program. However, in cases where waivers are granted, the GRE scores must be submitted before the end of the first semester of graduate study. The advanced portion of the GRE may be required by individual programs. Test scores must be sent directly to the University of Kentucky Graduate School from ETS.

Domestic applicants (U.S. citizens or resident aliens) must pay a $65 application fee. This must be paid by credit card at the time of on-line application submission.

** No GRE or GMAT is required for admission to:

- Accounting (MS for UK students only)
- Applied Behavioral Analysis (MS)
- Applied Environmental and Sustainability Studies (MS)
- Applied Mathematics (MS)
- Art Studio (MFA)
- Arts Administration (MA)
- Biology (MS, PhD)
- Business Administration (MBA for Greek cohort)
- Communication Sciences and Disorders (MS)
- Creative Writing (MFA)
- Digital Mapping (MS)
- Educational Leadership (M Ed)
- Educational Policy Studies (MS)
- Entomology (MS, PhD)
- Geological Sciences (MS, PhD)
- Higher Education (MS, PhD)
- Educational Policy Studies (MS)
- Educational Policy Studies Measurement & Evaluation (EdD)
- Educational Sciences- Educational Evaluation & Policy (PhD)
- Educational Sciences - Cultural & Philosophical Inquiry (PhD)
- Information Communication Technology (MS)

- Instructional Systems Design (MS)
- Integrated Biomedical Sciences (PhD)
- Integrated Plant & Soil Sciences (MS, PhD)
- Interdisciplinary Early Childhood Education (MS Ed)
- Library Science (MS)
- Manufacturing Systems Engineering (MS)
- Mathematics (MA, MS, PhD)
- 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)
- Pharmaceutical Sciences (PhD)
- Public Administration (MPA)
- Public Financial Management (MS)
- Psychology (MA, MS, PhD)
- Rehabilitation Counseling (MRC)
- Research Methods in Education (MS)
- Retailing & Tourism Management (MS)
- Social Work (MSW.)
- Special Education (MS Ed)
- Supply Chain Management (MS)

**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 (PhD)
- Dentistry (M.S. for domestic students only)
- Public Administration (for PharmD students applying to this program)
- Public Health (MPH)
- Toxicology and Cancer Biology (PhD)

**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.

The full list of GRE Waivers can also be viewed at https://gradschool.uky.edu/application-process#GREWaivers .

Completed applications must be received no later than one month before the beginning of the term the applicant intends to begin graduate work (see Calendar). Some programs maintain earlier deadlines for admission. The application and information is at http://gradschool.uky.edu/admissions

International Applications

The following additional requirements apply to international applicants:

- An international applicant must typically hold a four-year bachelor's degree (exceptions to this rule include countries in the European Union, Canada, Australia and New Zealand), 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 if they can offer further evidence of having been in at least the top 10 percent of their graduating class). When credentials are submitted in support of any application, they should be either the original documents or certified copies (i.e., 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. Grades must be listed in the indigenous system.
- The University of Kentucky requires a minimum score of 79 on the internet-based Test of English as a Foreign Language (TOEFL) for all applicants whose native language is not English (see www.toefl. org). Permanent residents who graduate from US institutions or schools outside the US in English-speaking countries such as Australia, Great Britain, and English-speaking Canadian provinces, are not required to take the TOEFL. Permanent residents who graduate from other institutions outside the US must provide TOEFL scores. Test scores must be sent directly to the University of Kentucky Graduate School from ETS. Applicants may also utilize the International English Language Testing System (IELTS) to satisfy the language requirement. A minimum mean band score of 6.5 is required.
- Entering international students must certify that they have at least $51,219* available for each 12-month period of study. It is estimated that this amount will cover the cost of tuition, fees, books and supplies, room and meals, health insurance and incidentals, for a single person.

Applicants must certify $7,350* per year for their spouse and $5.040* per year for each additional dependent. An I-20 (or IAP-66) is issued to applicants who have been academically accepted only upon receipt of the required financial information (*subject to change without notice).

International applicants must pay a $75 application fee.

Complete international applications must be received by February 1 for the fall semester and August 15 for the following spring semester.

Upon arrival, admitted international students:

- must have on hand a minimum of $1500, or $2000 if bringing dependent(s). Self-supported students must have on hand at the beginning of each registration $19,440 to pay for tuition and fees, room and board, and health insurance.
- must obtain a tuberculin screening test and reading, and complete a health history form from the Student Health Service before registration will be allowed. This should be done as soon as possible following arrival on the University campus (See also Health Services).

Support Services for the International Student

International Student Services: International Students and Scholars Services division, part of the International Center, is the focal point for international student services. It orients students to a new educational system and to American culture, and provides a continuing source of information, counsel and friendship through their stay. The Office is charged with the responsibility of interpreting immigration regulations, which affect international students and scholars. It also sponsors cross-cultural programs on campus and in the community designed to encourage communication and understanding between Americans and internationals. Among the programs offered are the Cosmopolitan Club, Welcome and Orientation Week, and the International Hospitality Program. The International Center is located in Bradley Hall.

Health Services: The University has an excellent health care clinic for outpatient care that is of special importance to international students (see section on Health Services). All international students on F-1, F-2, J-1 and J-2 visas are automatically enrolled in the University of Kentucky student insurance plan. Students who have purchased health insurance in their home country may be eligible for a waiver. Because of the extremely high cost of health care, it is imperative that a student have insurance for himself or herself, spouse and children. Health insurance application forms can be obtained in Bradley Hall.

Program in English for International Students: The English department sponsors the Center for English as a Second Language. The center offers eight-week terms of study; students may join in June, August, October, January or March. Students receive 160 hours of intensive English instruction in an eight-week period. No college credit is given for the course of study, but students are given certificates of completion for the Center's program. Sometimes students are admitted to the Graduate School contingent upon successful completion of the program. The center is authorized under federal law to enroll nonimmigrant alien students. For further information go to https://esl.as.uky.edu/ or write to The Center for English as a Second Language, 1235 Patterson Office Tower, Lexington, KY 40506.

Sponsored International Graduate Students: International graduate students who are financed and monitored by sponsoring agencies, can be provided with special placement, advising and management services. Literature describing these services is available from the Office of International Affairs. The sponsoring agency is assessed a fee of $300 per semester per student for these special services.

Special Admission Categories

Conditional Admission

Students 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 during 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 to recommend 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 course work

These requirements will be 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 will not be granted to student's remaining in conditional status.

Post-Baccalaureate Graduate Student

Students who hold a baccalaureate degree from a fully accredited institution of higher learning and who wish to pursue graduate study without a degree objective may apply for admission as post-baccalaureate graduate students. Note that post-baccalaureate status is not a form of probationary admission to a degree- granting graduate program. Post-baccalaureate students may take graduate courses for graduate credit. Permission to enter any graduate class as a post-baccalaureate student will be granted only if the student meets the prerequisites for that course and if space is available.

An application for admission to the Graduate School as a post-baccalaureate graduate student should be filed in the Admissions Office at least two weeks in advance of the registration date for the term in which the student plans to enroll. An overall undergraduate grade point average of 2.50 or better and 3.00 on all previous graduate work (both on a 4.00 point scale) are required by the Graduate School for admission. GRE scores are not required.

A post-baccalaureate student who later wishes to apply to enter a degree-granting graduate program must have a 3.00 or better grade point average on all course work, graduate or undergraduate, attempted as a post-baccalaureate. A standard application form must be presented to the Graduate School requesting admission to a specific program.

University Scholars Program (Combined Bachelor's/Master's or Doctoral Degree)

The University Scholars Program offers particularly gifted and highly motivated students the opportunity of integrating their undergraduate and graduate courses of study in a single continuous program culminating in both a baccalaureate and a master's or doctoral degree. The total number of hours for the combined program may be as many as 12 less than the total required for the bachelor's and the master's or doctoral degrees separately. The requirements for the bachelor's degree are unaffected.

Application to the program should be submitted at the end of the student's junior year. Applicants should 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 program should be in the field of the undergraduate major (there are some exceptions made), and the undergraduate grade point average must be at least a 3.50 in the applicant's major field and 3.20 overall. University Scholars may take no more than 16 credit hours per semester, except by recommendation of their Director of Graduate Studies and by approval of 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.

Applicants must submit both a Graduate School application and a University Scholars Form: http://gradschool.uky.edu/university-scholars-program . Students must register in the Graduate School for fall work taken following admission to the University Scholars Program. The primary classification of University Scholars 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. University Scholars cannot receive Graduate School support until they have completed the credit hours required for their undergraduate degree.

The following graduate degree programs currently offer University Scholars opportunities through participating undergraduate programs:

Resulting Graduate Degree	Participating Undergraduate Program(s)
MAC in Accounting	BS in Accounting
MS in Agricultural Economics	BA in Agricultural Economics from the University of Kentucky or Georgetown College
MA in Anthropology	BA in Anthropology
MA in Art History and Visual Studies	BA in Art History
MS in Biomedical Engineering	Biosystems & Agricultural Engineering BS in Electrical Engineering
MS in Chemical Engineering	BS in Chemical Engineering
PhD in Chemical Engineering	BS in Chemical Engineering
MS in Civil Engineering	BS in Civil Engineering

MA in Classics	BA in Modern and Classical Languages, Literatures, and Cultures – Classics option
MS in Computer Science	BSCS in Computer Sciences
MS in Counselor Education	Kentucky State University Graduate
MA in Diplomacy and International Commerce	BA in Agricultural Economics
MSEE in Electrical Engineering	BSEE in Electrical Engineering BSCOE in Computer Engineering
MA in English	BA/BS in English
MS in Family Sciences	BS in Family Sciences
MA in French	BA in Modern and Classical Languages, Literatures and Cultures – French and Francophone Studies option
MA in German	BA/BS in Modern and Classical Languages, Literatures and Cultures – German Studies option
MA in Hispanic Studies	BA/BS in in Spanish
MA in History	BA in History
MA in Linguistic Theory and Typology	BS/BA in Linguistics
MS in Manufacturing Systems Engineering	BS in Electrical Engineering BS in Mechanical Engineering
MSMSCE in Materials Science and Engineering	BSMAE in Materials Engineering
MA/MS in Mathematics	BA/BS in Mathematics
PhD in Mechanical Engineering	BSME in Mechanical Engineering
MS in Medical Sciences	BS in Agricultural Biotechnology
MS in Mining Engineering	BS in Mining Engineering
MM in Music Performance	BM in Music Performance
MS in Nutrition and Food Systems	BS in Dietetics BS in Hospitality Management and Tourism
MA in Philosophy	BA/BS in Philosophy
MS in Physics	BS in Physics
MPH in Public Health	BA in Public Health
MS in Retailing and Tourism Management	BS in Nutrition and Food Systems
MSW in Social Work	BA in Social Work

Graduating Seniors as Part-Time Students

Seniors at the University of Kentucky lacking no more than 6 credit hours for graduation and having an undergraduate average of at least 2.75 on all work attempted may register in the Graduate School 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. Graduate credit will be allowed for each credit hour of graduate work beyond the six or fewer credit hours needed to complete undergraduate requirements. 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 must fill out a petition form listing the course or courses to be taken to complete the undergraduate requirements https://gradschool.uky.edu/graduating-seniors-part-time-graduate-students.

Non-Degree Certification Students

The University of Kentucky offers admission to students pursuing course work applicable toward non-degree certification. These include Rank I Certification and Fifth Year Certification through the College of Education. This is a separate type of admission, which differs from post-baccalaureate status. Minimally, the Graduate School requires applicants for certification to meet the same admission requirements as for post-baccalaureate status, but the unit often imposes additional and more rigorous requirements for admission. It is best to consult with the Director of Graduate Studies in the specific area for which certification is sought prior to applying. Certification students who later wish to transfer credits into a master's or specialist program at the University of Kentucky may do so. The requirements and limitations are the same as for any transfer of credits into such a program.

Visiting Students

Students who are enrolled in a graduate program at another institution and plan to attend the University of Kentucky as a Visiting Student must submit the following form (https://gradschool.uky.edu/visiting-students) when filing an application (transcripts are not required). Visiting Student admission is for one semester only and credit earned in that status is not applicable to a University of Kentucky degree.

Leave of Absence

Enrolled graduate students at the University of Kentucky that sit out for one or more semesters will need to complete a new application and pay the application fee in order 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 Office of International Affairs, Department of Immigration Services prior to making a formal request.

Postdoctoral Fellow

Postdoctoral fellowships are available in many research programs. Information concerning the terms of these fellowships is available in the individual departments. Postdoctoral fellows are required to register with the Graduate School through their departments.

Dual Degree Programs

B.S. Engineering/M.B.A.

The College of Business and Economics and the College of Engineering offer the opportunity to obtain the Bachelor of Science in Engineering (B.S.) and Master of Business Administration (M.B.A.) degrees in a five- year dual degree program. In addition to regular engineering courses, prerequisite undergraduate courses in accounting, economics, and statistics are taken during the first three years of study to prepare students for management, economics, business, and finance M.B.A. courses. The students' senior year marks the beginning of the graduate M.B.A. courses and interaction with non-engineering M.B.A. students. During the summer prior to the fifth year, the students participate in study abroad designed expressly for the program, thereby enhancing and broadening their cross-cultural experience.

B.S. Engineering/M.P.A.

The Martin School of Public Policy and Administration and the College of Engineering offer the opportunity to obtain the Bachelor of Science in Engineering (B.S.) and Master of Public Administration (M.P.A.) degrees in a five-year dual degree program. Typically, students will enroll in the College of Engineering as freshmen and take courses required for the B.S. degree through the junior year. During the senior or fourth year, students will begin to take M.P.A. courses. In the fifth year, students will take M.P.A. classes exclusively. Students must complete an internship in the summer following the fifth year of course work.

J.D./M.A. In Diplomacy

The University of Kentucky offers a year and half, 30-hour Master of Arts (M.A.) degree in Diplomacy through the Graduate School. The College of Law offers a three-year, 90-hour Juris Doctorate (J.D.). The J.D./M.A. dual degree is the only one of its type offered in the Commonwealth. It permits students to gain both degrees in a total time period of one semester less than if the degrees were earned independently. For information, contact the Director of Graduate Studies in the Patterson School of Diplomacy and International Commerce or the College of Law.

M.S. in Manufacturing Engineering and B.S. In Electrical or Mechanical Engineering

The College of Engineering offers an opportunity to receive a Bachelor of Science in Electrical or Mechanical Engineering and a Master of Science in Manufacturing Systems Engineering. The dual degree program is structured to appeal to engineering students who plan a career in manufacturing and is especially structured to allow students to be involved in engineering co-op employment while pursuing the dual degree.

Upon completion of their sophomore year in Electrical or Mechanical Engineering, students should apply to the Graduate School to be conditionally admitted into the program. Full admission would require formal application to the Graduate School and a minimum GPA of 3.00 and completion of their junior year. Students must have a strong interest in manufacturing, and preference will be given to students who will be in a co-op work program.

J.D./M.B.A.

The College of Business and Economics and the College of Law offer the opportunity to obtain the Master of Business Administration (M.B.A.) and Juris Doctor (J.D.) degrees in a dual degree program. Both schools recognize that some aspects of business and law are compatible and interrelated. Consequently, students can usually obtain both degrees in less time than if the degrees were pursued separately. As a result, students gain marketable skills and specialized employment opportunities in less time than might otherwise be required. Students interested in the J.D./M.B.A. program must apply to both the College of Law and the Graduate School.

J.D./M.P.A.

The University of Kentucky offers a two-year, 45-hour professional Master of Public Administration degree through the Graduate School. The College of Law offers a three-year, 90-hour Juris Doctorate. The M.P.A. program has been professionally reviewed and recognized by the National Association of Schools of Public Affairs and Administration. The College of Law is accredited by the American Bar Association and is a member of the Association of American Law Schools. The J.D./M.P.A. dual degree is the only one of its type offered in the Commonwealth. It permits students to gain both degrees in a total time period of one year less than if the degrees were earned independently. For information, contact the Director of Graduate Studies in Public Administration or the College of Law.

M.D./M.B.A.

The University of Kentucky M.D./M.B.A. program is designed to provide students with the necessary educational foundation so that they not only are prepared to begin practice as doctors, but also to assume managerial responsibility in a variety of health care settings. The integrated, sequenced program of study consists of the full, four-year Kentucky Medical Curriculum and foundation business courses followed by M.B.A. courses. The program may normally be completed in five years. Students interested in the program must apply to both the College of Medicine and the Graduate School.

M.D./M.P.H.

The University of Kentucky M.D./M.P.H. combined degree provides well-trained physicians with additional skills and knowledge in public health policies and procedures, enabling them to provide service to individuals within the context of a healthy community and its unique population characteristics. With careful planning, the M.D. and M.P.H. tracks can be completed in five years. Students interested in the program must apply to both the College of Medicine and the Graduate School.

M.D./PH.D.

Students combining studies toward a Ph.D. degree and an M.D. degree in one of the established programs of the Graduate School must be admitted to both programs. Before applying for admission to the Graduate School, applicants should consult with the Director of Graduate Studies of the graduate area of interest. Copies of the guidelines for students wishing to pursue the combined M.D./Ph.D. degrees may be obtained in the office of the Associate Dean for Academic Administration in the Graduate School.

PHARM.D./M.B.A.

The College of Business and Economics and the College of Pharmacy offer the opportunity to obtain the Master of Business Administration (M.B.A.) and Doctor of Pharmacy (Pharm.D.) degrees in a dual degree program. Students can usually obtain both degrees in four years plus three summers instead of the five and one-half years required if the degrees were pursued separately. The dual degree program is designed to provide students with the necessary educational foundation so that they not only are prepared to begin practice as a pharmacist, but to assume managerial responsibility in a variety of health care settings. A student desiring admission into the dual degree program will be required to apply formally and independently to both programs.

PHARM.D./M.P.A.

The University of Kentucky offers a two-year, 45-hour professional Master of Public Administration degree through the Graduate School. The College of Pharmacy offers a four-year, 158-hour Doctor of Pharmacy. The Pharm.D./M.P.A. dual degree is the only one of its type offered in the Commonwealth. The dual degree program permits a student to gain both degrees in a total time period less than if the degrees were earned independently. The dual degree program is highly desirable for persons seeking careers in state and federal regulatory and administrative agencies, the pharmaceutical industry, managed care organizations, and academia. For information, contact the Director of Graduate Studies in Public Administration or the College of Pharmacy.

PHARM.D./M.P.P.

The University of Kentucky offers a two-year, 40-hour Master of Public Policy degree through the Graduate School. The College of Pharmacy offers a four-year, 158-hour Doctor of Pharmacy. The Pharm.D./M.P.P. dual degree is the only one of its type offered in the Commonwealth. The dual degree program permits a student to gain both degrees in a total time period less than if the degrees were earned independently. The dual degree program is highly desirable for persons seeking careers in state and federal regulatory and administrative agencies, the pharmaceutical industry, managed care organizations, and academia. For information, contact the Director of Graduate Studies in Public Administration or the College of Pharmacy.

PHARM.D./M.P.H.

The University of Kentucky currently offers a 42-credit hour professional Master of Public Health (MPH) degree through the University of Kentucky College of Public Health. The University's College of Pharmacy offers a four-year, 158 credit hour Doctor of Pharmacy (Pharm.D.) degree. The

Pharm.D./MPH dual degree program is one of fewer than ten of its type offered in the nation. The dual degree program permits a student to gain both degrees in a total time period less than if the degrees were earned independently. The dual degree is thought to be highly desirable for persons seeking careers in state and local health departments, the pharmaceutical industry, managed care organizations, and academics.

PHARM.D./M.S. In Economics

The College of Business and Economics and the College of Pharmacy offer the opportunity to obtain the Master of Science (M.S.) in Economics and Doctor of Pharmacy (Pharm.D.) degrees in a dual degree program. The dual degree program permits a student to gain both degrees in a total time period less than if the degrees were earned independently. Individuals grounded in both economic analysis and clinical skills provide an increasingly important and unique interface between practitioners and managers to balance clinical decision making with financial realities. The dual degree is highly desirable for persons seeking careers in government, the pharmaceutical industry, institutional settings, managed care organizations, pharmacy benefit management organizations, and academia. A student desiring admission into the dual degree program will be required to apply formally and independently to both programs.

PHARM.D./M.S. Physician Assistant Studies

The dual program of study affects the total number of minimum required hours and calendar years required. From the perspective of the MSPAS program, approved Pharm.D. course work serves as MSPAS elective courses. From the College of Pharmacy perspective, the MSPAS coursework satisfies 8 hours of required electives. Applicants must meet the independent admission standards of the College of Pharmacy, the MSPAS Program, and the Graduate School. Students must be admitted to the Graduate School prior to MSPAS coursework, which would begin in the spring semester of the third year of the PharmD program.

PHARM.D/M.S. Pharmaceutical Sciences

Under the dual degree program, 2 current PharmD courses will count towards graduate credit (PHS 951 Cardiopulmonary and Renal Pharmacology [5 credit hours] and PPS 966 Pharmacotherapy III [5 credit hours]. Other graduate courses will be taken to account for the 8 credit hours of elective credits needed for the PharmD curriculum.

Collaborative Degree Programs

University of Kentucky/Lexington Theological Seminary, Double Competency Program

The Lexington Theological Seminary and the University of Kentucky have established a double-competency program to educate qualified students whose career interests are social work and the ministry. The mutual recognition of certain courses between Lexington Theological Seminary (LTS) and the College of Social Work makes possible the shortening of the overall time required to acquire both degrees separately. Interested students should contact the Director of Graduate Studies in Social Work.

University of Kentucky/Asbury Theological Seminary, Double Competency Program

Asbury Theological Seminary and the University of Kentucky have established a double-competency program for students whose interests are social work and the ministry. The mutual recognition of certain courses between the College of Social Work and Asbury Theological Seminary makes possible the shortening of the overall time required to acquire both degrees separately. Interested students should contact the Director of Graduate Studies in Social Work.

University of Kentucky/Asbury Theological Seminary, Double Competency Program

Asbury Theological Seminary and the University of Kentucky have established a double-competency program for students whose interests are social work and the ministry. The mutual recognition of certain courses between the College of Social Work and Asbury Theological Seminary makes possible the shortening of the overall time required to acquire both degrees separately. Interested students should contact the Director of Graduate Studies in Social Work.

Collaborative Curriculum Leading to the Master of Music in Sacred Music

The UK School of Music offers the Master of Music with an emphasis in Sacred Music; this degree involves the completion of core course work at the University of Kentucky, as well as 6-9 credits of course work at an accredited seminary or other appropriate institution. One option available to the student involves a collaborative curriculum between the University of Kentucky and Lexington Theological Seminary leading to the award of the Master of Music from UK, and the Master of Arts in Church Music from Lexington Theological Seminary. Interested students should contact the Director of Graduate Studies at the University of Kentucky, School of Music.

Doctoral Programs with Other Universities

Cooperative doctoral programs in education are offered between the University of Kentucky and other state universities including Eastern Kentucky University (EKU), Morehead State University (MoSU), Murray State University (MuSU), the University of Louisville (UL), and Western Kentucky University

(WKU). These programs permit qualified candidates to complete up to one year of graduate work above the master's degree at the cooperating university. A minimum of 18 credit hours of course work, the qualifying examination, and the dissertation must be completed at the University of Kentucky, and a minimum of one academic year must be spent in full-time residence on the Lexington campus. The work of each candidate is directed by an advisory committee composed of faculty from both institutions.

Persons interested in these programs should confer with the Dean of the Graduate School at the cooperating university, or with the appropriate Director of Graduate Studies in the College of Education at the University of Kentucky. Admission will depend upon academic standing, scores on standardized examinations, personal references, and other relevant factors.

There are additional cooperative doctoral programs in the following areas:

- Geology UK/EKU

- Physics UK/UL
- Higher Education UK/UL
- Rehabilitation Sciences UK/EKU/MuSU/WKU
- History UK/WKU

General Regulations

Registration & Classification

All students expecting graduate credit must be enrolled in the Graduate School. Graduate students will conform to the general registration schedule of the University and may not enter later than the last allowable date set by the Registrar. Before registering, graduate students should obtain approval of their proposed schedule from their advisor(s).

Changes in Graduate School Requirements

When Graduate School or degree program requirements are changed after a course of study has begun, the students shall have the option of fulfilling either the old or the new requirements. If students elect to fulfill the old requirements but find that necessary resources (e.g., courses, instruction in particular skills) are no longer available, they may make reasonable substitutes with the approval of the Dean of the Graduate School upon recommendation of the Director of Graduate Studies.

In the event that students interrupt their work on a graduate degree (i.e., are not enrolled) for one calendar year or more, the Dean of the Graduate School shall determine, upon recommendation of the Director of Graduate Studies, whether the old requirements or the new requirements shall apply. In the event students have not completed the requirements for the graduate degree five years after the effective date of a change in degree requirements, the new requirements shall apply unless determined otherwise by the Dean of the Graduate School.

Student Responsibility

It is the student's responsibility to be informed concerning all regulations and procedures required by the course of study being pursued. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that information was not presented by advisors or other authorities. Therefore, the student should become familiar with the Graduate School Bulletin, including 1) the section presenting the requirements for degrees and 2) the specific program offerings and requirements.

The Director of Graduate Studies in the student's major program should be consulted concerning course requirements, any deficiencies, the planning of a program, and special regulations. Programs may have degree requirements that are not listed in the Bulletin. It is to be noted that the Dean of the Graduate School interprets the Graduate School Bulletin. Only the Graduate Council may waive requirements stated in this Bulletin.

Confidentiality of Student Records

In accordance with the Family Education Rights and Privacy Act (FERPA) of 1974, University of Kentucky students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the institution unless the student waives this right in writing. Records cannot be

released other than in emergency situations without the written consent of the student, except in the following situations:

- to other school officials, including faculty within the educational institution or local educational agency, who have legitimate educational interests
- to officials of other schools or school systems in which the student intends to enroll, upon condition that the student be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record

to authorized representatives of 1) the Comptroller General of the United States , 2) the Secretary of Education of the United States, 3) an administrative head of an education agency or 4) state educational authorities

- in connection with a student's application for, and receipt of, financial aid
- when the information is classified as "directory information." The following categories of information have been designated by the University as directory information: name, address, telephone listing, e-mail address, photographs, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, enrolled hours, and the most recent previous educational institution attended by the student. If you do not wish such information released without your consent, you should notify the Student Records Office in writing.

Questions concerning this law and the University's policy concerning release of academic information may be directed to the Student Records Office of the Graduate School.

Graduate Courses

All courses numbered 500 through 799 may be counted for credit toward a graduate degree provided they are approved as an appropriate part of the student's graduate program by the student's graduate advisor or committee. Courses numbered 400G to 499G carry graduate credit for non-majors only. Courses numbered at the 800 or 900 level and offered by a professional practice program (Medicine, Dentistry, Law etc.) are normally not accepted for credit toward a graduate degree. Exceptions can be made if permission is granted by the Graduate Council to a program to offer specific professional courses as part of its academic program. Prior approval to take a course must be obtained from the Director of Graduate Studies, the Dean of the Graduate School and the dean of the professional college. Without such approval, professional courses may not be counted toward satisfying degree requirements. Courses numbered at the 600 or 700 level should be taught by members of the Graduate Faculty or by such other instructors as are approved by the Dean of the Graduate School.

Add/Drop & Withdrawal

The Graduate School follows the rules of the University Senate as administered by the Registrar's Office.

Academic Load

The total semester or term academic 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 academic load of a graduate student during any semester or summer is nine credit hours or equivalent. Under no circumstances may it exceed 15 credit hours or equivalent. For the student who is a full-time teaching assistant or whose service to the University requires approximately 20 hours per week, the academic load shall not exceed 10 hours. This maximum may be increased to 12 hours for students with lighter service loads upon recommendation of the Director of Graduate Studies and approval of the Dean of the Graduate School.

Students satisfactorily completing nine course credits, or equivalent, of graduate level work during a semester or summer are classified as full-time students by the University. Those completing less than these amounts are classified as part-time. Full-time students who fall below the minimum full-time equivalent as the result of failing or dropping one or more courses are reclassified as part-time students for that semester or term.

Grades & Grade Point Average

The official grades of graduate students are recorded in the Office of the Registrar. The following scale applies to grading in graduate courses:

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 (1) below
S	Satisfactory	See explanation (2) below
U	Unsatisfactory	See explanation below

D grades may not be awarded to graduate students. Graduate courses (400G-799) may not be taken Pass/Fail.

1. A grade of I (incomplete) may be assigned to a graduate student if a part of the work of a course remains undone and if there is a reasonable possibility that a passing grade will result from completion of the work. All incompletes (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 average accordingly, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School upon recommendation of the Director of Graduate Studies in the student's program. Instructors who assign an I grade must file with the student's Director of

Graduate Studies information which includes 1) the name of the student, 2) the course number and hours of credit, 3) the semester and year of enrollment, 4) specific information on the work to be completed before a final grade can be assigned, and 5) the time frame in which the specific requirements are to be met (not to exceed 12 months). Graduate students should consult with their Director of Graduate Studies concerning procedures relative to the awarding of I grades and the conditions under which they may be removed. All I grades must be resolved to a regular letter grade before a student may sit for the final examination, or the qualifying examination for doctoral students. Exceptions to this rule will be considered in unusual circumstances, and require the approval of the Director of Graduate Studies and the Dean of the Graduate School.

2. A grade of S (satisfactory) may be recorded for students in graduate seminars, independent work courses, and research courses which extend beyond the normal limits of a semester or summer term. This 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, in which case a grade of U (unsatisfactory) will be assigned. The project must be substantially continuous in its progress. All S and U grades must be removed prior to the final examination (or qualifying examination for doctoral students), except for those given in Residence Credit 748, 749, 767, 768, and 769, or in graduate courses which carry no credit. Once a grade other than I, S, or U 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 and recorded, and then only upon the written unanimous approval of the instructor, the Registrar, and the Dean of the Graduate School.

An overall average of B (3.00) on all graduate work in the program must be attained before an advanced degree may be awarded. Graduate-level courses (numbers 400G-799) are computed in the graduate grade- point average, with the exception of 400G courses in the student's program.

Repeat Option

A student may repeat a graduate course and count only the second grade as part of the graduate GPA. This action will be initiated by petition of the Director of Graduate Studies to the Dean of the Graduate School, and may be used only once in a particular degree program or in post-baccalaureate status.

Transfer of Credits

Directors of Graduate Studies may request transfer of credit for coursework taken in post-baccalaureate status at the University of Kentucky either into a master's/specialist degree program or into a doctoral degree program. There is no restriction on the number of transferrable hours. The transfer of credit for coursework taken in post-baccalaureate status at another regionally accredited university is restricted to a maximum of 9 hours (or 25% of the credit hours needed to fulfill either master's/specialist degree requirements or doctoral pre-qualifying coursework requirements).

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 (masters) or 8 years (doctoral) prior to the semester the transfer is requested.
- 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).

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.

Scholastic Probation

When students have completed 12 or more semester hours of graduate course work with a cumulative GPA of 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 cumulative GPA. If probation is not removed, students will be dismissed from the Graduate School. Students who have been dismissed from the Graduate School for this reason may apply for readmission after two semesters or one semester and the summer term. If they are accepted by the program, admitted students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA. Exceptions to this policy can be made only by the Dean of the Graduate School. Students placed on scholastic probation are not eligible for fellowships or tuition scholarships and may not sit for doctoral qualifying or final examinations, or master's final examinations.

Termination

The Dean of the Graduate School may terminate enrollment in a particular program for the following reasons:

- Scholastic probation for three enrolled semesters
- Having failed twice the final examination for the master's or doctoral degree or the qualifying examination

In cases where the student's Advisory Committee recommends termination after the qualifying examination has been passed, the Graduate Faculty in that program will meet to vote on the recommendation. When the Graduate Faculty of that program concurs and the student dissents, the student will have an opportunity to meet with the Graduate Faculty of the program, after which a second vote will be taken and a final recommendation will be made to the Dean of the Graduate School.

Each program sets specific requirements and standards of performance, evaluative procedures and criteria, and procedures for terminations of all students. The student should be informed of these criteria at the time of enrollment by the Director of Graduate Studies of the program.

Assessment of Doctoral Student Progress

All programs are required to assess the progress of their doctoral students. The Graduate Faculty of each doctoral program will define good progress to completion of the doctoral degree. This information will be included in the program's Graduate Student Handbook. The consequences of lack of good progress may also be included in the handbook. Each doctoral student's good progress toward the degree will be reviewed (at least) annually by either the Graduate Faculty in the program, the doctoral advisory committee, or other graduate education committee. Each student 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.

Examinations for Graduate Credit

A special examination for graduate credit in a student's program requires the approval of the Dean of the Graduate School. Students must complete the Special Examination form (available in the Registrar's Office) and have it approved and signed by the Director of Graduate Studies and the Dean of the Graduate School. Students must be enrolled in the Graduate School during the semester they wish to sit for a special examination.

Students Changing Programs

Students who plan to change programs must submit a new application (and fee) to the Graduate School and be formally admitted by the Director of Graduate Studies in the new program.

Off-Campus & Short Courses

Short courses are defined as courses of less than a term in length. A short course may not carry more credits than the number of weeks during which it is offered. Two short courses of four weeks or less may not be taken simultaneously. Instructional standards for off-campus and short courses should be the same as those established for on-campus and regular courses. A comprehensive final examination will normally be required to assess the student's capability for scholarly thinking in the subject matter area. Practicum or laboratory short courses should require other experiences of comparable rigor.

Distance Learning Graduate Programs

A number of departments offer selected courses or entire graduate degree programs off campus or via the Internet. Instruction is provided by various distance-learning technologies and/or on-site meetings of students with faculty. The Graduate School provides coordination and support for the off-campus sites and assures a high standard of graduate work. The school assists with: student recruitment; administration of the distance learning graduate program sites; liaison among students, programs, and UK support units; and liaison with the cooperating regional universities. For more information see https://www.uky.edu/academics/online-programs .

Graduate degree programs to be delivered at distance learning locations (either on site or via technology) shall be reviewed by the Graduate Council prior to their submission for appropriate review at higher levels. Distance learning graduate degree programs shall be reviewed periodically and their effectiveness assessed during regular institutional unit reviews, or, when circumstances warrant, by a special review process initiated by the Dean of the Graduate School.

Independent Study Programs (Correspondence Courses)

No graduate credit is given for courses taken by correspondence.

Concurrent Degree Programs

Concurrent enrollment for degree purposes in more than one graduate program is permitted with the approval of Directors of Graduate Studies in the programs and the Dean of the Graduate School. No more than nine hours of coursework may be common to concurrent degree programs. Subsequent to the receipt of a doctoral degree, a student is not eligible to receive a master's degree based on the work which led to the doctorate, unless an en-passant master's program has been approved. Concurrent Degree Program forms can be located at https://gradschool.uky.edu/studentforms

UK Students as Visitors

University of Kentucky graduate students who attend another graduate school as a Visiting Student must have the permission of their University of Kentucky advisor and the Graduate School before the courses are taken in order to transfer credits earned (see Transfer of Credits). Visiting Student status may be granted only to a student who is in good standing in a degree program.

Graduation (Commencement)

Graduate degrees may be conferred at the close of either semester or summer session; Commencement exercises are held in May and December. Students who are eligible to receive degrees at the end of the summer session or the fall semester may participate in the December Commencement exercises. Appropriate academic regalia must be worn. To be eligible to receive a degree, a student 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 (or within 15 days of the start of summer session).

Diplomas

Diplomas for graduate students are ordered after certification of the degrees has been completed. If a letter of certification is needed, the Graduate School will provide one upon written request or by coming in person to Room 106 of The Gillis Building.

Outstanding Accounts

The Registrar's Office will not release the diploma or official transcript until all outstanding accounts due to the University have been cleared.

Advanced Degrees for Faculty Members

Members of the faculty having a rank higher than that of Instructor may not be considered as candidates for degrees in the discipline in which they are employed and hold academic rank.

Requirements for Master's Degrees

On Campus Residence

There is no Graduate School-wide sustained residence requirement for master's degrees at the University of Kentucky. However, students are advised to review the requirements for the programs in which they are interested and consider carefully the spirit of resident graduate work as discussed in the section on doctoral residency. Students who contemplate continuing in a doctoral program should take into account at the outset the residence requirements for the doctoral degree.

Foreign Language Requirement

Many programs require a reading knowledge of a foreign language for the master's degree. Accepted languages for fulfillment of this requirement are those currently taught at the University of Kentucky, subject to approval by the Director of Graduate Studies. Other languages may be recommended by the major advisor and approved by the Dean of the Graduate School on the recommendation of the Director of Graduate Studies. The Director sends this recommendation to the Dean. The following options may satisfy the language requirement:

- completion of one of the accelerated graduate level language courses (011 courses) with a grade of B or better
- completion of the fourth semester of a foreign language with a grade of B or better at an accredited college or university
- completion of a more advanced foreign language course (beyond the fourth semester level, with all course work and readings in the target language) with a grade of B or better at an accredited college or university
- completion of an accelerated graduate level language course for reading knowledge with a grade of B or better, at another accredited university
- transfer of a language taken to satisfy the requirements for a master's degree at another accredited university
- completion of special examinations given for graduate reading courses with a grade of B or better. Forms may be obtained from the Registrar's Office, Funkhouser Building. Other types of special examinations are scheduled in the Graduate School
- completion of a placement test administered by the foreign language programs of the University, and testing to a level beyond the fourth semester of foreign language study, which is the equivalent of a grade of B or better. This method may be appropriate for students with significant life experience in the foreign language culture, and requires the approval and recommendation of the Director of Graduate Studies
- with the approval of their program, students who are non-native speakers of English may satisfy the foreign language requirement by presenting a TOEFL score of 550 or above (the equivalent score on the computer version of the TOEFL is 213 and on the internet-based test is 79) or a IELTS score of 6.5 or above.

Course Work 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 or specialist 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 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 and Education, 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 Director of Graduate Studies, authorize courses taught outside the major to count toward the major requirement.

Thesis/Non-Thesis Option

The Graduate Faculty authorizes all graduate programs to satisfy the master's requirements by either of two options, thesis (Plan A) or non-thesis, (Plan B). The thesis option (Plan A) requires a thesis to be developed under the direction of a full or associate member of the Graduate Faculty. Collaborative effort by two or more graduate students is not forbidden. However, there must be enough independent effort to enable each student to make a separate contribution and to prepare an individual thesis. Before the final examination, the thesis director and the appropriate Director of Graduate Studies must indicate to the Graduate School that the student's thesis satisfies all requirements of the Graduate School and is complete in content and format with the exception of pagination, and that the student is ready to be examined. Any modification in the thesis which the final examination committee specifies must be made before the degree is conferred.

Master's candidates working on their theses may register for up to 12 credits of course number 768 in the appropriate department. Plan A master's degree candidates who are in residence and receiving financial support from the University and/or utilizing University resources while working on the thesis must be enrolled in the Graduate School. Candidates not enrolled in course work to meet degree requirements must be enrolled in their department's course number 748 or 768 each semester.

The non-thesis option (Plan B) requires that six or more graduate credit hours of course work be submitted in lieu of a thesis. A student may follow this option with approval of the program concerned. Students should consult their advisor for any additional requirements established for Plan B in their area of study.

Final Examination

A Final Examination (oral and/or written) is given to all candidates for master's degrees not later than eight days before the last day of classes of the semester in which the degree is to be awarded. The

examination is scheduled by the Dean of the Graduate School and the report is returned to the Dean upon completion of the examination, which in no case may be later than two weeks after the start of the examination. The examining committee consists 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.

The request for a final examination must be filed at least two weeks prior to the date of the examination; https://ris.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm . Students on scholastic probation are not eligible to sit for the final examination. Class must be in session for the student to sit for the exam. 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. Insofar as it is practicable, the same examining committee gives this examination. In all decisions the majority opinion of the committee prevails. If the committee is evenly divided, the candidate fails. A third examination is not allowed.

Master's Thesis

Theses must be prepared in conformity with the instructions published by the Graduate School. Detailed instructions can be found at www.gradschool.uky.edu/thesdissprep.shtml. The thesis in its final form must be received in the Graduate School within 60 days of the Final Examination. Theses must be presented to and accepted in the Graduate School by the last day of the semester if a student plans to graduate that semester. Theses submitted by candidates become the physical property of the University of Kentucky.

The University protects the authors' rights by placing certain restrictions upon the use of theses. All master's theses must be submitted in electronic format. Instructions are available at http://gradschool.uky.edu/ thesis-dissertation-preparation. To view the current collection of ETD's, go to http://uknowledge.uky.edu/gradschool

Time Limit for Master's/Specialists Degrees

Students enrolled in a master's/specialist program 6 years to complete all requirements for the degree, but still have the opportunity to request extensions up to an additional four years for a total of ten years. Extensions up to two years may be approved by the Dean of the Graduate School. Requests for extensions longer than two years must be considered by Graduate Council. All requests should be initiated by the Director of Graduate Studies. No activity completed more than ten calendar years preceding the proposed graduation date as appropriate will be considered for graduation.

Programs may opt to shorten or extend the 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 six-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.

Requirements for Doctoral Degrees

Doctor of Philosophy (Ph.D.) Degree

The Ph.D. degree is intended to represent the demonstration of independent and comprehensive scholarship in a specific field. Such scholarship must be manifested by both the student's mastery of subject matter and capacity to do research. Every applicant for the Ph.D. degree must select a major area of study. The major area is one in which the student's efforts are concentrated. Some programs also require one or more minor areas. Minor(s) must be approved by the student's advisory committee. The degree of Doctor of Philosophy is conferred upon a candidate who, after completing graduate work devoted to study of a special field of knowledge, 1) passes comprehensive examinations in the chosen field and the dissertation subject, 2) presents a satisfactory dissertation, and 3) shows evidence of scholarly attainment. Students should note that some doctoral programs have degree requirements that may exceed the minimum requirements of the Graduate Faculty.

The Major Professor and the Advisory Committee

The Director of Graduate Studies, or designee, serves as advisor to beginning graduate students until the advisory committee is appointed, normally not later than upon completion of 18 credit hours of graduate work. The advisory committee must be appointed at least one year prior to the qualifying examinations. The major professor and advisory committee are appointed by the Graduate Dean after consultation with the appropriate Director of Graduate Studies. The dissertation director, when selected, serves as the major professor. The advisory committee also provides advice to the student and specifically sets requirements (within applicable program, Graduate School and University regulations) which the student must meet in pursuit of the doctorate. In addition to advising and program planning, the advisory committee is also involved in the administration of the qualifying examination, the supervision of the preparation of the dissertation, and the administration of the final 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 Kentucky1 and three (including the major professor) must possess full Graduate Faculty status.

[1]*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.*

The request to form (or modify) an advisory committee is accomplished via https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm . All decisions of the advisory committee are by majority vote of its Graduate Faculty members. Advisory committee decisions must be reported promptly to the appropriate Director of Graduate Studies who will be responsible for transmitting them to the Dean of the Graduate School.

Residency Requirements

The purpose of a residency requirement is to encourage doctoral students to experience contact with the academic community: colleagues, libraries, laboratories, on-going programs of research and inquiry, and the intellectual environment that characterizes a university. Such experience is generally as important as formal class work in the process of intellectual development. While the residency requirement is, by necessity, given in terms of full or part-time enrollment, the intent of the requirement is to ensure that the student becomes fully involved in an essential part of scholarly life. Exceptions to the normal residency pattern may be made with the approval of the Dean of the Graduate School upon the written recommendations of the student's advisory committee and the Director of Graduate Studies, which clearly demonstrate that the principle of residence is preserved. The ultimate goal of these requirements is to lead students to scholarly accomplishment, not solely to amass semester hours or time spent.

Pre-Qualifying Residency

Students must complete the equivalent of two years of residency (36 credit hours of graduate coursework*) prior to the qualifying examination. An awarded master's degree from the University of Kentucky or from another accredited school may satisfy 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 by the DGS to the 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 after successfully completing the qualifying examination, XXX-767; Dissertation Residency Credit. 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. This will constitute full-time enrollment. Students are required to complete a minimum of two semesters of 767 before they can graduate.

**UK employees (0.75 FTE or higher) enrolled in the Employee Education Program (EEP) are not eligible for this out-of-state tuition scholarship.*

Foreign Language Requirement

Some doctoral degree programs require a reading knowledge of one or more modern foreign languages for the doctorate. Accepted languages for fulfillment of this requirement are those currently

taught at the University of Kentucky, subject to approval by the Director of Graduate Studies. Other languages may be recommended by the major advisor and approved by the Dean of the Graduate School on the recommendation of the Director of Graduate Studies. The Director sends this recommendation to the Dean. For more information, see the Master's Degree Foreign Language Requirement. Any language requirement(s) must be satisfied before the applicant may sit for the qualifying examination.

The Qualifying Examination

A qualifying examination consisting of both written and oral components is required of all doctoral students. Its purpose is to verify that students have sufficient understanding of and competence in their fields to become candidates for the degree. In most programs, the advisory committee prepares and administers an individual qualifying examination; typically, that committee also judges the results of the examination. A majority vote of the core of the advisory committee is required for successful completion of the qualifying examination. Programs that give uniform, written qualifying examinations to all of their candidates shall have rules (filed with the Dean of the Graduate School) governing the role of the advisory committee in the preparation, administration, and evaluation of the qualifying examination. The examination is usually given after four semesters of graduate work or the equivalent, and after fulfillment of pre-qualifying residency.

The request to schedule the qualifying examination must be submitted a minimum of two weeks in advance via: https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm . The results of the examination must be reported by the Director of Graduate Studies to the Graduate School within 10 days of its conclusion. 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 the first examination. A third examination is not permitted.

XXX 767, residency credit will be applied for a qualifying examination taken at any time during the first semester of enrollment in this course. Classes must be in session for the student to sit for the exam.

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 Director of Graduate Studies. Requests for extensions longer than twelve months must be considered by Graduate Council and will require the positive recommendation of the Director of Graduate Studies, the chair of the student's doctoral advisory committee, and a majority vote of Graduate Faculty in the program. 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.

The Final Examination

The Final Examination includes a defense of the dissertation and may be as comprehensive in the major and minor areas as the advisory committee chooses to make it. It is conducted by an expanded advisory committee chaired by the Director of Graduate Studies or someone designated by the Director. The Dean of the Graduate School and the President of the University are ex officio members of all final examination committees. The examination is a public event and its scheduling is published and announced beforehand. Any member of the University community may attend.

At least 8 weeks prior to the final examination, the Graduate School should be notified of the intent to examine via: https://ris.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm . At this time the Graduate Dean appoints an Outside Examiner as a core member of the advisory committee. The specific time and date of the examination must be designated by the Graduate School at least two weeks prior to the actual examination using the above link. All members of the committee except the outside examiner must have an opportunity to suggest revisions prior to scheduling the Final Examination. Thus, most revisions should have been completed at an earlier time. 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 are public events and must take place while the University is officially in session. They may not be scheduled during the periods between semesters or between the end of the second summer session and the beginning of the fall semester.

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 (859-257-2441) 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 master's or doctoral 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 rescheduled 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 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 (859-257-2441) to seek guidance.

[1] *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 Dr. Cleo Price directly with their vote at cprice@uky.edu.*

In all decisions, the majority opinion of the Graduate Faculty members of the advisory committee prevails. If the advisory committee is evenly divided, the candidate fails. In the event of failure, the advisory committee recommends to the Dean of the Graduate School conditions under which the candidate may be re-examined, if re-examination is deemed appropriate. When conditions set by the Dean of the Graduate School have been met, the candidate may be re-examined. The minimum time between examinations is four months. A second examination must be taken within one year after the first examination Should any vacancies on the Committee occur between the two examinations, the Dean of the Graduate School shall appoint replacements. A third examination is not permitted.

The Dissertation

Each student must present a dissertation which represents the culmination of a major research project. The dissertation must be a well-reasoned, original contribution to knowledge in the field of study and should provide evidence of high scholarly achievement. Dissertations must be prepared in conformity with the instructions published by the Graduate School. Specific formatting instructions can be found at https://gradschool.uky.edu/electronic-dissertation-preparation . The dissertation in its final form must be received in the Graduate School within 60 days of the final examination. If this deadline is not met, the candidate may be required to undergo a second examination. All doctoral dissertations must be submitted in electronic format. Instructions are available at

https://gradschool.uky.edu/electronic-dissertation-preparation . To view the current collection of ETD's, go to http://uknowledge.uky.edu/gradschool/ .

Time Limit for Doctoral Degrees

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 their designee. These reports should not be forwarded to the Graduate School.

General Information

Tuition & Fees

To see the current Tuition and Fees for graduate students, including those that are specific to certain programs, courses, etc., please go the University of Kentucky Registrar's page https://www.uky.edu/registrar and click on the "Tuition and Fees" tab.

Fellowships & Assistantships

Financial assistance is available in the form of fellowships and assistantships, as well as research funding. A fellowship is a non-service award made to superior students to assist in the pursuit of an advanced degree. An assistantship is an appointment to perform specified teaching or research duties. The University of Kentucky honors the following Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants Adopted by the Council of Graduate Schools in the United States:

"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."

Fellowships

There are non-service fellowships available in all areas of graduate work. The majority of these fellowships carry a tuition scholarship and student health insurance as well as a stipend. Tenure may be from one to three years, depending on fellowship type. While fellowships are formally awarded by the Graduate School, nominations for most fellowships are made by the department in which a student is enrolled or seeks to enroll. To see the Fellowship awards offered by the Graduate School please go to https://gradschool.uky.edu/fellowships.

Almost all fellowships are awarded beginning with the fall semester. Departments make fellowship nominations at the beginning of the spring semester for the next academic year, so students interested in a fellowship should work with their DGS to ensure submission of applications and all supporting

documents before that time. Later applicants have a reduced chance of obtaining a fellowship. Notification regarding awarding of fellowships comes from the Graduate School by early May.

Assistantships

Approximately 1500 teaching or research assistantships are available from departments and other units of the University. In addition to an assistantship stipend, full or partial tuition scholarships and student health insurance are available for most assistantship holders. The majority of assistantships are awarded beginning with the fall semester. Students interested in an assistantship should submit applications to obtaining an assistantship. Most assistantship decisions are made by April for the coming academic year.

Notification of an assistantship comes from the department. Questions about the availability of positions and the status of assistantship applications should be addressed to the Director of Graduate Studies in the department a student seeks to enter

Student Loans

U.S. citizens and eligible non-citizens may apply for federally supported loans and work-study assistance. To be considered, complete the Free Application for Federal Student Aid (FAFSA), available in the UK Student Financial Aid Office, 128 Funkhouser Building, Lexington, KY 40506-0054, 859-257-3172; fax 859-257-4398. Students may also apply online at https://studentaid.ed.gov/sa/fafsa or go to https://www.uky.edu/financialaid/.

Health Services

University Health Service

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. 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.

The convenience of an on-campus health care facility, a low-cost prepaid plan for outpatient services, and a student group health insurance plan are designed to make UK's total health plan attractive and economical for graduate and professional students, both full-time and part-time.

All full-time students must pay the student health fee in fall and spring semesters which entitles them to medical and mental health care at the University Health Service. For students who attend either of

the summer sessions, the health fee is optional. Part-time students may prepay the student health fee or may use the health service on a fee-for-service basis; the health fee may be paid at the Student Billing Office.

The University Health Service is located on S. Limestone Street. The clinic is staffed by physicians, nurse practitioners, psychiatrists, and other health professionals. Spouses of eligible students are eligible to receive their primary care at the University Health Service. They are charged for all services rendered. Children and other family members are not eligible. Services covered by the health fee include: unlimited visits to clinicians for illness or injury, some laboratory services and x-rays ordered by the health service clinician as part of evaluation for an illness or injury, some medications, allergy shots and immunizations, and visits to the professionals in the Mental Health Service. For additional information, contact the University Health Service at 859-323-2778.

Health Insurance

Services related to hospitalization, surgical procedures, accident care, and any other health care provided outside the University Health Service, are not covered by the health fee. The University of Kentucky strongly endorses the belief that students should have health insurance, either provided by their parents' policy or by an independent insurance company. The University, including the University Hospital, assumes no responsibility for a student's medical expenses.

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 and J-1 visa status will be charged for the health insurance plan along with their tuition and fees. Students who have purchased health insurance in their home countries or who are covered as a dependent on a U.S. plan may be eligible for a waiver. J-2 dependents who enroll in classes will be charged for the health insurance along with their tuition and fees. International students on a J-1 or F-1 visa are required to purchase health insurance for all of their dependents. International students with questions about health insurance should contact the health insurance coordinator in the Office of International Affairs at 859-257-4067 ext. 238.

Health Plan Coverage for Graduate TA, RA, GA, & Institutional Fellows

Health plan coverage is provided to all enrolled and degree-seeking graduate students with full-time teaching, research, or graduate assistantships, full-time fellowship recipients, or a combination of these positions. The Student Health Plan Office administers 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. Additionally, the plan is an illness and injury plan only; it does not provide for preventive care or coverage of treatment in the absence of illness or injury, except as specifically provided in the policy.

Student Health Plan

The student insurance plan is a preferred provider organization (PPO), and UK Hospital and UK College of Medicine physicians are the preferred providers. When receiving treatment away from UK, you can expect significantly higher out-of-pocket costs. Additionally, the plan is an illness and injury plan only; it does not provide for preventive care or coverage of treatment in the absence of illness or injury, except as specifically provided in the policy. The annual policy provides year-round coverage. Students may also purchase coverage for their spouse and/or children. The premium may be paid annually, semi-annually, or quarterly by check, Visa, or MasterCard. Student enrollment may be continued from one year to the next by reenrolling within 14 days from the enrollment date. Although students are encouraged to enroll at the beginning of the school year, enrollment is available throughout the policy year. Information packets for the upcoming school year are available in mid-July at the University Health Service. For further information and enrollment dates, call 859-323-5823, ext. 230.

Counseling & Testing Center

The University Counseling and Testing Center has a staff of licensed psychologists whose primary function is to address the emotional/psychological issues of both undergraduate and graduate students. Some typical concerns of graduate students include feelings of depression, anxiety, stress due to the demands of graduate school, quality of interpersonal relationships, loneliness and isolation, grief, time management, refinement of critical thinking skills, career and life planning, and other issues of a personal nature.

All counseling sessions are free, voluntary, and confidential. The services are available by appointment to fee-paying students enrolled for at least six semester hours. Graduate students enrolled for thesis or dissertation hours also are eligible. In addition to counseling with individual students, the Center offers couples (significant others) and group counseling. General counseling groups are ongoing and reconstituted each semester. Participants work on a variety of issues. There are also special focus groups such as Bridges (a support group for graduate African-American women), an eating disorders group, and a discussion group for LD/ADHD. Appointments and further information may be obtained by calling 859-257-8701 or by coming to the Center, 301 Frazee Hall.

Student ID Card (UKID)

All students admitted to the University (both full-time and part-time) are expected to obtain a student ID card (UKID). This is a permanent card, which becomes valid each semester when fees are paid. The first ID card is provided without cost. Students who lose their UKID should report the loss immediately to the UKID Office (859-257-1378), the Diner/Plus Account Office (859-257-6159), or any Food Service location. The UKID is the property of the University of Kentucky and is to be returned to the Dean of Students upon termination of student status.

Disability Services

Students with disabilities should call or stop by the Disability Resource Center, 407 Multidisciplinary Science Building, 725 Rose Street, or call 859-257-2754. The staff will assist students with information about accessible parking, bus services, and/or special needs.

Housing

The UK Apartment Housing Office operates apartments for single graduate students and student families. The apartments are rented on a 12-month lease agreement basis. For more information, contact UK Graduate and Family Housing, 300 Alumni Drive, Apt. 156., Lexington, KY 40508; 859-257-3721; e-mail ukapthousing@uky.edu; or see https://www.uky.edu/housing/about-graduate-family-housing .