

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

The term you intend to graduate:

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

Due the term in which you intend to graduate:

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

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

A minimum of 2 weeks prior to examination:

**Request for Final Master's Examination:** \_\_\_\_\_ (Date Submitted)  
[https://ris.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection\\_Screen.cfm](https://ris.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm)

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

- You have completed or are in progress to complete the required number of earned hours for the degree in your program of study and all additional degree requirements are being met.  
You do not have any missing or "I" grades prior to the current semester.
- Your GPA is 3.00 or higher. Anything still 'red' in the audit during the final semester will need be resolved. Contact DGS/advisor as soon as possible.
- Use MyGPS degree audit to review your progress towards earning your degree!
- **Be advised, toward the end of the semester, with increased volume of submissions, it will likely take longer to receive feedback regarding your thesis review.**

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

### **Committee Info:**

The examining committee should 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.

### **Thesis:**

You have up to 60 days following the date of your defense OR by the end of the term in which you plan to graduate (whichever comes first) to submit your thesis to the Graduate School via UKnowledge. Check <http://gradschool.uky.edu/key-dates> for term deadlines. Within 5-7 business days of submission, the Graduate School will review your thesis and check the format to ensure that it meets all requirements. Note, the last few weeks of the term are peak periods for thesis submission (which means it will likely take longer to receive feedback), so it is best to submit your thesis as soon as possible so that the final version can be accepted by the term deadline. Your thesis must be prepared in conformity with the instructions published by the Graduate School. Specific formatting instructions and sample pages can be found at

[http://gradschool.uky.edu/thesis-dissertation-preparation.](http://gradschool.uky.edu/thesis-dissertation-preparation)