

### Student Checklist (Masters)

- Enroll in the semester for which you were accepted.
  - Must be enrolled EVERY Fall and Spring semester until you complete your degree ("zero hours")
- Establish a course curriculum with your advisor.
- Outline and conduct research.
  - Notify DGS when you qualify for "zero hours" (after course requirements are complete)
- Determine an examining committee.
- Complete your thesis.
- **(FORM)** Fill out the Application for Degree Cards. This must be done no later than the first six weeks of the semester you wish to graduate. (During the 8-week summer session, cards must be submitted no later than 15 days into the session.) \*\*Application for degree cards are filled out on line at the following site:  
<http://www.research.uky.edu/gS/DegreeCard.pdf>
- **(FORM)** Fill out the "Final Exam Recommendation" form to schedule the final exam for your master's degree. This form must be submitted to the Grad School no later than two weeks prior to the final exam date.
- **(FORM)** Fill out and submit the Thesis Approval Form along with a copy of your thesis to the Grad School.
- Maintain a copy of the thesis that was checked by the Grad School.

#### Please note the following requirements of the Masters Program:

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 (16 of 24) of the minimum requirements for the master's 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 (12 of 24). Exceptions to this rule may be made only with the approval of the Graduate Council.

#### The above requirements in summary:

A total of 24 hours  
At least 12 hours at the 600-700 level  
At least 16 hours must be in formal class work  
No grade of "I" or "S" in 790-793

**Forms can be found at** <http://www.research.uky.edu/gS/gSforms.html>

For additional information please see the Graduate Bulletin on line at the Graduate School web page, <http://www.research.uky.edu/gS/>