

## Student Checklist (PhD)

- Enroll in the semester for which you were accepted.
  - Must be enrolled EVERY Fall and Spring semester until you complete your degree (“zero hours”)
- (FORM)** Decide on an advisory committee by the end of the first year. Fill out and submit a Formal Appointment of Advisory Committee form to the DGS. \*\*This form must be submitted before completing 18hrs. of course work as per the Graduate Bulletin.

### **With Committee input:**

- Develop and approve your plan of study.
- Design and approve your research plan.
- Carry out research and periodically update the committee on your progress.
- (FORM)** Fill out and submit the “Schedule Qualifying Exam” form no later than two weeks prior to exam date.
- Enroll in ASC 767 (2 hours) continuously following qualifying exam
- Complete your dissertation.
- Prepare your publications.
- (FORM)** Fill out and submit an “Application of Intent to Schedule Final Doctoral Exam” form. \*\*Must be done 8 weeks in advance of the week of the dissertation.
- (FORM)** Fill out and submit the “Schedule Final Doctoral Exam” form.
- (FORM)** Fill out and submit a “Dissertation Approval” form. \*\*Both the Schedule Final Doctoral Exam form and the Dissertation Approval form must be hand-delivered by the student to the Grad School along with a copy of the dissertation.

**Forms can be found at [www.rgs.uky.edu/gs/gsforms.html](http://www.rgs.uky.edu/gs/gsforms.html)**

For additional information concerning deadlines and credit requirements, please see the Graduate Bulletin on line at the Graduate School web page.

[www.rgs.uky.edu/gs/gradhome.html](http://www.rgs.uky.edu/gs/gradhome.html)