

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 18h of course work as per the Graduate Bulletin (can be submitted on-line by DGS).

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.
- Enroll for two semesters (9hrs. each) of ASC 769 (Residence Credit) AFTER qualifying exam.
- Complete two years of qualifying residency.
- **(FORM)** Fill out and submit the “Schedule Qualifying Exam” form no later than two weeks prior to exam date (submitted on-line).
- **(FORM)** Fill out the Application for Degree Cards (on-line). 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>
- 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 (submitted on-line).
- **(FORM)** Fill out and submit the “Schedule Final Doctoral Exam” form (submitted on-line).
- **(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 <http://www.research.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. <http://www.research.uky.edu/gs/>