

Graduation Checklist

Keep track of key dates for submission deadlines. These are subject to change, so check these often!

- <https://gradschool.uky.edu/key-dates>

I am planning to defend this semester, what do I need to do?

- Apply for graduation via myUK
 - o Click on Student Services / myRecords / Apply for Degree
 - o Key dates for graduation
 - May degree – April 1
 - August degree – April 1
 - December degree – November 1
- Submit your NOTIF (Notification of Intent to schedule the final doctoral exam)
 - o You are eligible to sit for the final doctoral examination after completion of two semesters of post-qualifying residency. In order to provide sufficient time for the Graduate School to identify an outside examiner, you must submit the NOTIF a minimum of eight weeks prior to the anticipated defense date. *To prevent multiple submissions of the NOTIF, this step should not be completed until a complete draft of the dissertation has been submitted to your committee chair for review.*
 - o The graduate school will appoint an outside examiner (NOTE: An Outside Examiner is separate from your advisory committee Outside Faculty Member). The Outside Examiner (OE) is assigned to ensure that the committee is upholding the standards established by the GS when it comes to academic integrity and fairness. In order to provide sufficient time for the graduate school to identify an outside examiner, you must submit the NOTIF a minimum of eight (8) weeks prior to the anticipated defense date. Assigning the OE, typically takes 4-5 weeks. You will receive an email confirmation once OE has been assigned.
- Request for Final Doctoral Examination
 - o After an outside examiner has been appointed, you need to apply to sit for the final exam.
 - o This request must be submitted a minimum of two weeks prior to the scheduled date of the examination. Your outside examiner should be provided with a final copy of the dissertation at this time.
- What do I do after I defend?
 - o Thesis Fee is \$14.00
 - o Dissertation Fee is \$74.00
 - o 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 dissertation to the Graduate School via UKnowledge. Check <http://gradschool.uky.edu/key-dates> for term deadlines. Within 2-3 days of submission, the Graduate School will review your

dissertation and check the format to ensure that it meets all requirements. Note, the last few weeks of the term are peak periods for dissertation submission, so it is best to submit your dissertation as soon as possible so that the final version can be accepted by the term deadline. Dissertations 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>.

- Once your submission has been approved, you submit a Request for Degree Certification Letter
 - o <https://gradschool.uky.edu/sites/gradschool.uky.edu/files/Forms/StudentForms/RequestDegreeCert.pdf>
 - o Thesis or Dissertation accepted date MUST be displayed at the end of your UK Transcript before you can make this request. Once it has been processed, the end of your transcript will state: "Thesis Accepted - Master's" or "Dissertation Accepted - Doctoral." *Check your WebUK Transcript for this date.*
- When will I receive my diploma?
 - o Diplomas are mailed by the Registrar's Office 60-90 days after the Official End of the Fall, Spring, and Summer terms. Check with the [Registrar's Office](#) to ensure they have your correct diploma address. Typically, it takes the full 90 days after the official end of the semester for diplomas to be mailed. Example: If Fall semester officially ends December 15th, diplomas would not be mailed until March 15th at the earliest.