~What if my 60 Day deadline has passed, can I receive an extension?

Once you have taken your final exam, you have 60 days to submit your Final Copy to the Graduate School or fewer than 60 days if you defend late in the semester and wish to graduate that semester. If you need more time you must ask your DGS to email the Associate Dean in the Graduate School to appeal for an extension.

Please note: Your document will not be accepted by the graduate school if your 60 day deadline has passed and an extension has not been approved.

You must obtain an approval prior to our acceptance of your Final Copy.

If you are planning to graduate within the semester in which you are submitting your Final Copy, the semester deadline supersedes your 60 day deadline, and you must follow the deadlines for that semester--even if your 60 Day deadline comes after the stated semester deadline for submission of Final Copies.

~How much are the Thesis and Dissertation Processing Fees?

When your Final Copy is accepted by the Graduate School your fees will be added to your Student Account to cover the cost of processing your Thesis or Dissertation. The bill must then be paid online via myUK or in Student Account Services (18 Funkhouser Building).

**Thesis** Fee is $14.

**Dissertation** Fee is $74

**Dissertation Only:** Registration of Copyright Fee is $65 and is Optional. If you would like ProQuest to register your copyright with the U.S. Copyright Office, you can complete the appropriate page of the Dissertation Agreement Form which you will be given following your format check.

~What is the Survey of Earned Doctorates?

Doctoral students will receive access to the Survey of Earned Doctorates when your First Format Check is completed. After completing the SED, scan the confirmation and submit it to UKnowledge per the instructions in the submission guide.

The Survey of Earned Doctorates gathers data from all doctorate graduates each year. The responses become part of the Doctorate Records File, a virtually complete data bank on doctorate recipients from 1920 to the present. These data serve policymakers at the federal, state, local and university levels.

**Privacy:** Information you provide is kept confidential and is safeguarded in accordance with the Privacy Act of 1974, as amended. The survey data are reported only in aggregate form or in a manner that does not identify information about any individual. Your information is vital to future program development and funding.
~How Long Does The First Format Check Take?

It could take two to three business days for the corrections to be sent to you depending on the
time of year and the number of documents the office is currently working on. You will be
emailed when your document has been reviewed.

~I Just Turned In My Final Document Can I Get A Degree Certification
Letter Today?

No. Once you have completed all requirements and all grades are posted and you have submitted
your Final Document and required forms, your submission must be accepted before you can
submit the [Request for Degree Certification Letter]. This means that the 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 – 03/12/12” or “Dissertation Accepted – Doctoral – 03/12/12.” Check Your WebUK
Transcript for this Date.

Once your transcript reflects the accepted date, you may request a Degree Certification Letter, by
submitting the form linked above via email to the [Degree Certification Officer] for your program.

It takes a minimum of 3-4 business days to receive the letter; during peak times of the year it
takes 5-6 days. You must plan ahead if you know you will require a Degree Certification Letter.
Generally speaking it is not possible to receive these letters on short notice.

~When Will I Receive My Diploma?

Diplomas are mailed by the Registrar’s Office 60-90 days after the Official End of the Fall,
Spring, and Second Summer terms. Check with the Registrar’s Office to ensure they have your
correct diploma address. Generally speaking, it takes the full 90 days after the official end of the
semester for diplomas to be mailed. Example: Fall semester officially ends December 15th.
Diplomas would not be mailed until March 15th at the earliest.
~Will the Graduate School arrange for Bound copies for me?

The Graduate School does not provide this service. Below is a list of companies you may contact on your own for binding services.

_The Following list of bookbinding companies is provided to Master’s Thesis and Doctoral Dissertation students for information purposes only. This listing does not in any way constitute an endorsement of any of these companies by the Graduate School._

The HF Group (formerly The Heckman Bindery, Inc.)
Acme Binding
1010 North Sycamore Street
North Manchester, IN 46962
800.334.3628
http://thesisondemand.com/

48 Hr Books Inc.
2249 14th St. SW
Akron OH 44314
800.231.0521
https://www.48hrbooks.com/

Endeavor Printing
37-04 29th Street
Long Island City, NY 11101
718.570.2720
http://www.endeavorprinting.com/

PHD Bookbinding
2025 Guadalupe, Suite 140
Austin, TX 78705
512.279.0909
http://www.phdbookbinding.com/