

Department of Early Childhood, Special Education, and Rehabilitation Counseling

Director of Graduate Studies Corner

Contact: Ralph M. Crystal (ralph.crystal@uky.edu, 859-257-8275)

This space is designed to provide information that can be used by potential and current graduate students to navigate admission and graduation. Please do not hesitate to contact me (email is preferable with questions) regarding admission, funding (scholarships, fellowships, personnel preparation grants, etc) graduation and anything related to graduate work not covered in this section.

Admission

Admission is handled by each program area. Recommendations for admission are given to me by each program and I work with the Graduate School and our programs with regard to admission recommendation. Our admission process is entirely electronic. Please go to this web site <http://www.gradschool.uky.edu/> to apply for admission. You will be directly with regard to your program of interest as well as the program specific and Graduate School requirements needed. We no longer have paper applications and you do not send any information to the program or department.

I recommend that before applying that you contact the coordinator of the program in which you intend to apply and he/she can provide you with specific information regarding application criteria. In general you will need to submit an application which contains basic information about yourself, a personal statement, letters of reference, transcripts, and GRE scores for our doctoral programs and university fellowships or scholarships. This information is all contained in the Apply Yourself materials. Keep in mind that although the Graduate School requires a 2.75 undergraduate grade point average for admission exceptions can be made based on the recommendation of your program.

Please contact your specific program for information regarding dates for submitting an application. Typically this will be 30 days prior to the beginning of the semester in which you intend to enroll or five months for international students. The Registrar's Office (<http://www.uky.edu/registrar/>) maintains a calendar with important dates including dates to apply for admission as well as graduation. You can also find information about tuition on this web site.

Program Information (All Graduate Students)

Please work with the coordinator of your program with regard to potential funding available in your program. Your program coordinator and academic advisor will work with you with to plan your program and graduation and will be able to assist you with program specific requirements. Do not hesitate to contact me for information about university fellowships and scholarships. Each program has different requirements and it is important that you know and adhere to those requirements.

Please note that advance registration for continuing students for the spring semester is typically held during the first three weeks in November and in March for the summer and fall semesters . You must see your advisor and register during these periods or you may be subject to a substantial late registration penalty. The university assesses a fee or late registrations. Check the Registrar's web site for specific registration dates and times (<http://www.uky.edu/registrar/>).

If you plan to sit out a semester but return to school please contact the Graduate School as well as your advisor, and myself so that you follow the procedures to request a Leave of Absence so that you do not need to reapply and incur a new application fee.

Also speak with your advisor and myself regarding questions about retroactive withdrawals from courses as well as using your one repeat option.

Transfer of Credits, Repeat Option, Overload Request, Add/Drop, and Retroactive Withdrawal

With the approval of your advisor or committee you can transfer credits to your program so that they appear on your program transcript as long as you received a B or better and as long as the course(s) were not part of another degree.

You can use our one Repeat Option if you received a C or less in a course. The Repeat Option form is to be submitted to me after you have completed the course a second time. The initial grade is removed from your transcript.

You can petition to take more than 15 hours of credits during the semester. The form to request this overload can be found on the Graduate School website. After completing this form it is submitted to me

If you need to add or drop courses please go to the Graduate School web site for the appropriate forms. There are also tuition penalties for dropping a course.

Students can petition to retroactively withdraw from a class after the semester is over. In order to retroactively withdraw you must have a valid reason supported by medical or other documentation indicating the reason for your withdrawal request. This form is submitted to the Graduate School for consideration after it is approved by the course instructor and me. You can also withdraw from a course during the semester you are taking it by following the procedures outlined on the Graduate School website.

For all of the items in this section the appropriate forms are found on the Graduate School web site and must be submitted to me so that I can process them. These forms can be found here: http://www.research.uky.edu/gs/CurrentStudents/masters_forms.html

Program Information (Doctoral Students)

A separate manual is available on this web site with specific information for doctoral students. Please refer to that manual for specific doctoral information and candidate forms. If you go to this web site on the Graduate School page: http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm you will find information and the forms to form an Advisory Committee, Establish the Qualifying Examination, Notification of Intent to Schedule a Final Doctoral Examination, and request a Final doctoral Examination.

Program Information (Rehabilitation Counseling Students)

In the rehabilitation counseling section of this web site there is a program manual and handbook for rehabilitation counseling students. Please refer to that manual for specific program information and requirements.

Theses and Dissertations

Masters degree students in Early Childhood and Special Education are required to complete and submit a theses to the Graduate School. All doctoral students are required to complete and submit a dissertation to the Graduate School. The Graduate School has specific guidelines and deadlines for completing this process. Please refer to this web site http://www.research.uky.edu/gs/CurrentStudents/theses_prep.html for information about submitting your theses or dissertation.

Please note that doctoral students must submit a Notification of Intent to Schedule a Final Doctoral Examination eight weeks prior to the approximate date you plan to site for the examination and then a Request for Final Doctoral Examination two weeks prior to the actual examination. Master's degree students just need to submit the examination request two weeks prior to the examination.

All graduate students must adhere to the deadlines for filing a request to graduate and also a request to sit for a final examination. This is a two part process. Deadlines to do this can be found on the previously referenced Registrar's web site (<http://www.uky.edu/registrar/>).

Graduation

All students are required to complete two students in order to graduate. Doctoral students have a third step to complete. Please refer to and follow these steps and refer to the calendar found on the Registrar's web site (<http://www.uky.edu/registrar/>) for specific dates for each of these in order to graduate.

You must file an application to graduate. Typically is no later than the third week of the semester in which you plan to graduate. This is a two step process that all graduate students must follow:

Step 1: You must file an online application with the Graduate School in order to graduate. To access the online application process go to <http://myuk.uky.edu/>. Once you have entered your User ID and Password, click on “Student Services.” You must then click on “myRecords,” and lastly, “Graduate Degree Application”, which is on the left hand side. If you are unsuccessful in your attempts to complete the online degree application, please contact Dr. Cleo Price in the Graduate School at 859-257-2411.

Step 2: You must request a Final Examination. Unless otherwise directed by your program this must be requested two weeks prior to the date in which you plan to sit for your final examination in order to assure that you will be able to sit for your final examination you must request that a final examination be established. Go to this web site:

http://www.research.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm

Please check the Registrar’s web site (<http://www.uky.edu/registrar/>) for the last day you can establish a date and the last date you can sit for a final examination.

In addition to these two steps Doctoral students have a third step.

Step 3: Doctoral Students Must Complete an Intent to Schedule a Final Examination.

This form can be found at:

http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm

This form must be completed eight weeks prior to the anticipated date in which you plan to sit for your final examination. Check the calendar on the Registrar’s web site (<http://www.uky.edu/registrar/>) for the dates to complete these activities.

IF YOU DO NOT FOLLOW AND COMPLETE THESE STEPS YOU WILL NOT GRADUATE THE SEMESTER IN WHICH YOU PLAN TO COMPLETE YOUR DEGREE.

Conclusion

If you have any additional questions about the matters described in this sections do not hesitate to contact me or your advisor. The faculty and staff will do the best we can to make sure that you are successful in your program.