

## **Useful Information When Submitting A Dissertation**

As we quickly approach the end of the term and theses and dissertations are being submitted, we, the staff in room 106, Academic Services, ask that you adhere to the friendly reminders below.

- 1) After the final examination, we request that you submit a preliminary copy of your thesis or dissertation to our office, room 106 Gillis Bldg. The format of the preliminary document should be in the same format as your final document (The final copy of the dissertation/thesis must be presented to the Graduate School within 60 days of the Final Examination or on the last day to present a dissertation for a graduating candidate, if a specific graduation date is desired).
- 2) Upon receiving the preliminary copy, it will take 48 hours to review and recommend corrections (occasionally, it might take a day longer depending on the number of preliminary documents being submitted). Once the staff has checked the document, you should receive an email from the officer letting you know the document has been reviewed and is ready to be picked up.
- 3) Once the corrections have been made to the document, call or email the officer to schedule an appointment for the final submission. **IT IS IMPORTANT TO SCHEDULE THE APPOINTMENT!!!** A final document will not be accepted without the proper appointment.
- 4) When the final documents (2 copies) have been accepted by the Graduate School, you will receive a bill that must be paid to Student Billings Services in room 18 of Funkhouser Building.
- 5) For those students who have left campus, you will need to have a representative aid in the final document submission process. We do not accept emailed documents!!! Please visit the Graduate School website for assistance in preparing your final document to be submitted  
<http://www.research.uky.edu/gs/thesdissprep.html>