



Ecology and Environmental Sciences Non-Thesis M.S. Degree Checklist

Note: Always keep a copy of all forms you are submitting for your own records. Forms can be electronically signed in most cases if you or a committee member are not on campus when they are due.

- Establish a graduate committee (Recommended; 3 faculty from 2+ units)
- Complete **program of study form** (Recommended)
 - Minimum 30 credits total
 - Minimum 12 credits at 500 level or above
 - 1-2 credits must be a seminar course
 - Include prerequisite courses
 - Include any courses which must be transferred in
 - Gather committee signatures on program of study
 - Have EES graduate coordinator review and sign program of study
- Capstone project defense seminar (optional: the graduate school can add your seminar to the calendar if you are interested in broader audience participation)
- Apply for graduation on Mainstreet
- Final oral examination
- Submit **completion of degree requirements form** to the graduate school, ideally 2-3 weeks before the end of the semester. Work with the EES graduate coordinator to complete this.
 - Requires EES graduate coordinator's signature prior to graduate school approval
 - Be sure your updated program of study form is available to the graduate coordinator in EES
 - Your advisor will be contacted to confirm that your capstone requirements have been met

Note: written capstone product(s) do not need to be submitted to the graduate school. However, EES would like to receive a copy of your final report, paper, or other product for our files. If you are willing to share your final product with other students as an example of the types of capstone projects that non-thesis students pursue, please note that your work can be shared for this purpose.