

Ecology and Environmental Sciences Ph.D. 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 that includes 5 faculty from 2+ units (external members also allowed pending graduate school approval)

_____ Complete **program of study form**

- Minimum 30 credits total
- Minimum 18 course credits (at least 12 at 500 level or above)
- Minimum 6 thesis credits (EES 699)
- Include prerequisite courses
- Include any courses which must be transferred in
- Include Responsible Conduct of Research training
- Gather committee signatures on program of study
- Have EES graduate coordinator review and sign program of study

_____ Written dissertation research proposal (optional; depends on committee's preference)

_____ Proposal seminar (May be public or not depending on committee's preference)

_____ Written and oral comprehensive exams

- Submit signed **notification of results for the doctoral comprehensive examination form** to graduate school

_____ Apply for graduation on MaineStreet (see Graduate School website for deadline)

_____ Review thesis guidelines on Graduate School website

_____ Dissertation defense seminar

- Submit the following forms and items to the graduate school before defense
 - o **Notice of oral defense form** (at least two weeks before defense)
 - o **Tentative dissertation acceptance form** (at least five days before the defense)
 - o **Tentative dissertation** (submit with tentative acceptance form)
- At the defense, bring the following form to be signed (only 1 negative vote will be permitted)
 - o **Final oral examination and dissertation acceptance form**
- See graduate school policies for additional graduation timeline policies and website for deadlines

_____ Submit complete, committee approved dissertation to graduate school (guidelines available on graduate school's website) with the completed final exam/dissertation acceptance form

_____ 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

_____ Complete earned doctorate survey and ProQuest Dissertation Publishing Agreement