Students should always be sure to check the graduate school website for the most recent forms and procedures regarding graduation.

https://umaine.edu/graduate/students/graduation/

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)
- 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 defense