



LAST UPDATED: 01 NOV 2017

Students should always be sure to check the graduate school website for the most recent forms and procedures:
<https://umaine.edu/graduate/students/graduation/>
<https://umaine.edu/graduate/students/program-info/>

Ecology and Environmental Sciences 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 (3 faculty from 2+ units)
- _____ Complete **required program of study form**
by the completion of 12 credits, or the third registration, whichever comes first
 - Minimum 30 credits total
 - Minimum 18 course credits (at least 12 at 500 level or above)
 - Minimum 6 thesis credits (EES 699) – cannot exceed 15 credits
 - No more than 6 credits in courses at 400 level without justification from committee
 - No more than 6 graduate credits can be transferred from another institution (see section 4.5.2 in the Graduate School Policies and Regulations for additional restrictions; Debbi Clements at the Graduate School handles transfers)
 - External courses taken during enrollment at UMaine may be used but cannot exceed 50% of the credits on the Plan of Study (see section 4.5.2 in the Graduate School Policies and Regulations for additional restrictions)
 - Include prerequisite courses
 - Include any courses which must be transferred in
 - Include Responsible Conduct of Research training (multiple courses satisfy this, but must be taken before the fourth credit of EES 699)
 - Some advisors have additional requirements (e.g. seminar credits)
 - Gather committee signatures on program of study
 - Have EES graduate coordinator review and sign program of study
- _____ Written thesis research proposal (Recommended; depends on committee's preference)
- _____ Proposal seminar (Recommended; may be public or not depending on committee's preference)
- _____ Apply for graduation on MaineStreet (see Graduate School website for deadline)
- _____ Thesis defense seminar
 - Submit the following forms and items to the graduate school before defense
 - **Notice of oral defense form** (at least two weeks before defense)
 - **Tentative thesis acceptance form** (at least five days before the defense)
 - **Tentative thesis** (submit with tentative acceptance form)
 - At the defense, bring the following form to be signed (the outcome must be unanimous)
 - **Final oral examination and thesis acceptance form**
 - See graduate school policies for additional graduation timeline policies and website for deadlines



_____ Submit complete, committee-approved thesis to graduate school (guidelines available on graduate school's website) with the completed final exam/thesis 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
- Send current program of study and transcript to the graduate coordinator in EES to review (all courses on the Plan of Study must exist on the transcript as well. If they do not, fill out a "Change in Program of Study Form" that can be found on the graduate school website).

_____ Rocket into your dream career and change the world for the better

_____ Remember who helped you along the way