Updated 4/2025

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.* *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/*

 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