

# December 2020 Graduation Checklist

## All Students (in Thesis & Non-Thesis Programs) Must:

- ☐ **Complete the Application for Degree** by **October 1<sup>st</sup>** in MaineStreet. From the MaineStreet menu: Student Self-Service > Student Center > Self Service > Degree Progress/Graduation > Apply for Graduation.
- ☐ **Follow up with the department/program for deadlines** of final papers, projects, or other requirements.
- ☐ **Be registered** for at least one (1) credit in the semester of graduation.
- ☐ **Be sure that an updated Program of Study is on file** with the Graduate School.

*The Graduate School has no additional requirements for non-thesis students.*

## Project/Thesis/Dissertation Submission Deadlines

October 1	<b>Apply to Graduate in MaineStreet</b> – See above for navigation
- - - - -	<b>Notice of Oral Examination Form</b> submitted at least <b>2 weeks</b> prior to the scheduled defense
Monday, Nov. 30	<b>Tentative Thesis and Tentative Thesis Acceptance Form</b>
Friday, Dec 4	<b>Final date for oral defense</b>
Friday, Dec 11	<b>Final Thesis and Final Thesis Acceptance Form</b>
Friday, Dec 18	<b>Graduation date</b>

## All Project/Thesis/Dissertation Candidates Must:

- ☐ **Review the Thesis Guidelines** ([umaine.edu/graduate/students/thesis](http://umaine.edu/graduate/students/thesis))
- ☐ **Schedule the defense** with your committee
- ☐ Submit the **Notice of Oral Examination** at least two weeks prior to the scheduled defense
- ☐ Submit the **Tentative Thesis and Tentative Thesis Acceptance Form/Statement** to the Graduate School **at least five days PRIOR** to the defense.
  - o **Committee chair/co-chairs may email the following statement** to [kathryn.rossignol@maine.edu](mailto:kathryn.rossignol@maine.edu):  
“Acting on behalf of the Committee members, I certify that they have read the tentative manuscript and agree that it is sufficiently complete for [name of the student] to undertake the final oral examination.”
  - o **Submit manuscript via email** to [kathryn.rossignol@maine.edu](mailto:kathryn.rossignol@maine.edu) in **PDF** format
- ☐ **Create an account through DigitalCommons** after submitting the tentative thesis  
[library.umaine.edu/speccoll/theses\\_instructions](http://library.umaine.edu/speccoll/theses_instructions)
- ☐ **Complete the Submission Agreement through DigitalCommons** and enter important information about your committee, research focus, and other info about your work [digitalcommons.library.umaine.edu/etd/](http://digitalcommons.library.umaine.edu/etd/)
- ☐ **Defend** by the above deadline date – Bring the Oral Examination and Final Thesis Acceptance Form to the defense!
- ☐ **Review and incorporate any required edits** from your committee and the Graduate School before submitting the final!
- ☐ **Submit the Final Thesis and the Final Thesis Acceptance Form** completed at your defense to the Graduate School.
  - o **The Final Acceptance Form with signatures** in all sections **and** the advisor(s) **ETD approval**
  - o **Submit manuscript via email** to [kathryn.rossignol@maine.edu](mailto:kathryn.rossignol@maine.edu) in **PDF** format – include your last name in the file name

## + Additional Requirements for Doctoral Candidates +

- ☐ **Compliance with all Graduate School requirements above**
- ☐ **Completion of Requirements Form** (Completed by Graduate Coordinator ONLY)
- ☐ **Survey of Earned Doctorates**

*Forms and documents are available at [umaine.edu/graduate/students/graduation](http://umaine.edu/graduate/students/graduation)*