

CHECKLIST FOR GRADUATE DEGREES, DECEMBER 2010

NON-THESIS: Fill out the Application for Degree (below) and check with the department/program regarding deadlines for submission of final papers, projects or other requirements. The Graduate School has no additional requirements for non-thesis students.

Forms and documents are available at www2.umaine.edu/graduate or at the Graduate School, 42 Stodder Hall

THESIS

- November 15 The Application for Degree with the Office of Student Records is now done in MaineStreet. After logging into MaineStreet, follow this navigation from the MaineStreet Menu: *Student Self-Service > Student Center > Self Service > Degree Progress/Graduation > Apply for Graduation*
- *****
- Notice of Oral Examination form must be sent to the Graduate School Attn: Dottie Poisson or email poisson@maine.edu at least 2 weeks prior to the scheduled defense
- Thurs., Dec. 2 Tentative Thesis and Tentative Thesis Acceptance Form due in the Graduate School, 5755 Stodder Hall, Room 42. **Tentative Thesis and acceptance form must both be submitted no later than 24 hrs. prior to the defense** (thesis will not be accepted without signed acceptance form). Allow one week for review (you will be notified via e-mail when your manuscript is ready to be picked up). If you will no longer be on campus, submit a SASE or provide a FedEx or UPS account number and a return address.
- Friday, Dec. 3 Final date for oral defense.
- Friday, Dec. 10 Final Thesis and Final Thesis Acceptance Form due in the Graduate School, 5755 Stodder Hall, Room 42. **Thesis will not be accepted without signed acceptance form.** If applicable, also submit a completed ETD (Electronic Thesis Dissertation) form.
- Friday, Dec. 17 Graduation

PROGRAM REQUIREMENTS:

- | | |
|--|---|
| <input type="checkbox"/> Residency requirement satisfied. | <input type="checkbox"/> * Schedule Oral Exam (see below). |
| <input type="checkbox"/> Coursework completed. | <input type="checkbox"/> Oral Exam passed. |
| <input type="checkbox"/> Preliminary or Comprehensive Examinations passed. | <input type="checkbox"/> ** Final thesis approved by committee (see below). |
| <input type="checkbox"/> Copies of thesis to committee for review
(check with program/department for time allotment). | <input type="checkbox"/> Completion of Requirements Form submitted by Graduate Coordinator. |

GRADUATE SCHOOL REQUIREMENTS:

- ☐ **Registration:** All graduate students must be registered in the semester of their graduation.
- ☐ ***** Notice of Oral Examination Form to be submitted at least two weeks prior to the defense.
- ☐ Tentative Thesis Acceptance Form with signatures and Tentative Thesis in correct format (thesis guidelines are available at www2.umaine.edu/graduate). Submit manuscript in a manila envelope with a copy of the title page taped to the front.
- ☐ Pick up tentative thesis from the Graduate School and review format corrections with thesis consultant if necessary.
- ☐ ** Final Thesis Acceptance Form with signatures and one unbound, original Final Thesis on plain, white, 25% cotton fiber, bond paper in a manila envelope with a title page taped to the front.
- ☐ ETD submission approval form (required of students in Computer Science and Spatial Information Science and Engineering). All other disciplines are strongly encouraged to participate.
- ☐ Library Rights Statement - original, signed and dated (see sample in Thesis Guidelines).
- ☐ Thesis Acceptance Statement - signed and dated by the Committee Chair (see attached sample).
- ☐ Lay Abstract – All thesis students must submit a brief (350 words or less with at least 5 key words) lay abstract describing the work in a language suitable for a lay audience. Abstract must be submitted electronically to crystal.burgess@maine.edu and may be bound with the thesis at the students request.
- ☐ Two additional copies of the title page and abstract on bond paper.

FORMS REQUIRED FOR DOCTORAL CANDIDATES

- ☐ Dissertation Publishing Microfilming Agreement and a check for \$65.00 made payable to The University of Maine
- ☐ Completion of Requirements Form (Completed by Graduate Coordinator)
- ☐ Survey of Earned Doctorates Booklet



TENTATIVE THESIS ACCEPTANCE FORM

This form and a copy of the tentative thesis must be submitted to:

The Graduate School, 5755 Stodder Hall, Room 42

at least 24 hours prior to the defense

(Please allow one week for thesis review)

NOTE: Thesis will not be accepted/reviewed without acceptance form.

Submit manuscript in a manila envelope with a copy of the title page taped to the front.

This is to certify that we have read the thesis of:

(Name)

MaineStreet ID# (7 digits)

(E-mail)

(_____) _____ - _____
(Phone)

and recommend that it is sufficiently complete in order for the student to undertake the final oral examination.

Committee Signatures:

Signature Date (Thesis Advisor)



NOTICE OF ORAL EXAMINATION
Must be submitted at least 2 weeks prior to the defense
E-mail: poisson@maine.edu

PLEASE TYPE OR PRINT CLEARLY

Name MaineStreet ID# (7 digits)

Degree Program: _____

ORAL EXAMINATION: Date: _____
 Time: _____
 Place: _____

Please **list** the names of committee members (**signatures are not required**):

Advisor

Date Signature of Student

Title of Thesis: _____



ORAL EXAMINATION AND FINAL THESIS/DISSERTATION ACCEPTANCE FORM

This form is used to grant final approval for a thesis.

- The final thesis/dissertation and this acceptance form with **original signatures** must be submitted to:
The Graduate School, 5755 Stodder Hall, Room 42
- A Checklist for Graduate Degrees for May, August, or December graduates is available at
<http://www2.umaine.edu/graduate/article.php?id=78/>

SECTION 1: Oral Examination (The thesis is voted on in Section 1 at the defense.)

To the Dean of The Graduate School:

 (Name) Maine Street ID# (7digits)
 a major in _____, has completed an oral examination as
 described in Section 9 of the Policies and Regulations of the Graduate School.

Oral Examination Committee Signatures:

Affirmative Vote:

Negative Vote:

SECTION 2: Final Thesis Acceptance (Upon submission of the final thesis, after the oral defense, the Committee Chair is to indicate acceptance of the completed, revised thesis in Section 2.)

The above named student has submitted his/her thesis, in its final form.

The Committee has: _____ **Approved** _____ **Disapproved**

 (Committee Chair) _____ (Date)

If applicable: The experimental design included in the final thesis has received the appropriate human/animal subjects approval. _____ Yes _____ No

SECTION 3: Graduate Coordinator Approval (sign and forward to the Graduate School)

 (Graduate Coordinator) _____ (Date)



COMPLETION OF REQUIREMENTS

MAY ____ AUGUST ____ DECEMBER ____

This checklist is to be completed and signed by the **Graduate Coordinator** to indicate that the records of the student named below have been reviewed, and that the student has met all of the requirements for graduation.

PLEASE NOTE: As part of Completion of Degree Requirements, it is necessary to submit an updated, final **Program of Study** along with this form to The Graduate School after reviewing the student's transcript.

 (Name) MaineStreet ID# (7 digits)

Ph.D. ____ Ed.D. ____ M.S. ____ M.Ed. ____ M.A. ____ M.A.T. ____ C.A.S. ____

Denote Specific Concentration (if applicable): _____

M.A. ____ M.S. ____ (Continuing on for a doctoral degree)

Professional Degree (Identify) _____ Certificate Program _____

Department: _____ Advisor: _____

Thesis program: YES ____ NO ____ Total degree hours required (Ph.D. exclude Masters hours): _____

Degree hours obtained to date: _____ Degree hours currently taking: _____

List any courses with INCOMPLETE grades: _____

Is student approved to graduate with these INCOMPLETE grades? YES ____ NO ____

If no, list course(s) that must be completed: _____

If any grades less than B- are approved for graduate credit, please indicate:

The above named student has completed all requirements for the degree of:

_____, including course

work, thesis credits, comprehensive examinations, language examinations, residency requirements and all other departmental requirements. I have checked the student's transcript, and graduation is:

APPROVED _____

DISAPPROVED _____

 (Graduate Coordinator)

 (Date)

Application for degree: _____

Revised Oct-09