

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:

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| <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