

# CHECKLIST FOR GRADUATE DEGREES, MAY 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](http://www2.umaine.edu/graduate) or at the Graduate School, 42 Stodder Hall

## THESIS

**Monday March , 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*

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**Notice of Oral Examination** form must be sent to the Graduate School Attn: Dottie Poisson or email [poisson@maine.edu](mailto:poisson@maine.edu) at least 2 weeks prior to the scheduled defense

**Thurs., April 22** 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, April 23** Final date for oral defense.

**Friday, April 30** 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.

**Saturday, May 8** Commencement

## 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<br>(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](http://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](mailto: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](mailto: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/>

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### 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:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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### 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

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### 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