

CHECKLIST FOR GRADUATE DEGREES, AUGUST 2009

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.

THESIS

- Tues. July, 15** Deadline for filing of on-line Application for Degree with the Office of Student Records. (<http://studentrecords.umaine.edu/graduation/applygrad.htm>) If the following completion of degree deadlines are not met, the Office of Student Records must be notified. Call Kara Boyington at 581-1311 and/or re-apply for the new semester you intend to graduate. **If an Application for Degree is not submitted, your degree will not be issued, no exceptions.**
- Thurs., August 6** Final date for submitting Tentative Thesis and Tentative Thesis Acceptance Form to the Graduate School, 5755 Stodder Hall, Room 42. **Tentative thesis will not be reviewed without signed acceptance form. Both need to be submitted no later than 24hrs. prior to defending.** 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, August 7** Final date for oral defense.
- Friday, August 14** 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, August 21** Graduation

PROGRAM REQUIREMENTS:

- ☐ Residency requirement satisfied.
- ☐ Coursework completed.
- ☐ Preliminary or Comprehensive Examinations passed.
- ☐ Copies of thesis to committee for review (check with program/department for time allotment).
- ☐ * Schedule Oral Exam (see below).
- ☐ Oral Exam passed.
- ☐ ** Final thesis approved by committee (see below).
- ☐ 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).
- ☐ Two additional copies of the **title page** and **abstract** on bond paper.

FORMS REQUIRED FOR DOCTORAL CANDIDATES

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

ALL Graduate School forms and documents are available on our website (www2.umaine.edu/graduate), on the Graduate School Conference (First Class), or directly in the Graduate School office, 42 Stodder Hall.