

# 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:

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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<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