

CHECKLIST FOR GRADUATE DEGREES, December 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

- Nov. 15th **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 Lisa Stilley at 581-1303 to re-apply for the new semester you intend to graduate. **If an Application for Degree is not submitted, your degree will not be issued, with no exceptions.**
- Thurs., Dec. 3rd 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 the oral defense.** 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. 4th Final date for oral defense.
- Friday, Dec. 11th **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. 18th **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/Dissertation/Project Acceptance Statement** signed and dated by Committee Chair
- ☐ **Two additional copies** of the **title page** and **abstract** on bond paper

FORMS REQUIRED FOR DOCTORAL CANDIDATES

- ☐ Dissertation Publishing Microfilming Agreement and appropriate fee. (Make check payable to The University of Maine)
- ☐ Completion of Requirements Form (Completed and signed 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.