

MEES M.S. PROGRESS CHECKLIST

NAME: _____

ADVISOR: _____ Foundation: _____

DATE OF MATRICULATION: _____

This form is supplied to facilitate your progress through the MEES program by outlining the steps necessary to obtain the M.S. degree. If you are unable to meet a deadline, an extension request must be filed with the MEES Office. This checklist serves as a guide for you and your committee.

Checklist

Date: _____ **1. Initial Advisory Meeting.** A three-member Research Advisory Committee should be formed during the first semester and meet with the student to discuss his/her program (mainly coursework, also basic research area). A report of this meeting ([Initial Advisory Committee Meeting Report](#)) must be filed in the MEES Office by the end of the second semester.

Annual MEES Student Progress Report. Yearly committee meetings are to be held in order for the committee to review academic research progress and determine future goals. MEES form must be completed and is located on MEES website ([Annual Student Progress Report](#)). Due before September 30 annually.

Date: _____ **2. Course Work**

Prerequisites: _____

Professional Development Courses (must take one course in 3 of the 4 categories):

Applied Environmental Science (required 609A): _____

Professional Development Course 2: _____

Professional Development Course 3: _____

Required Foundation Course: (1) _____

Electives:

Issue Study Group (1-2 credits): _____

Date: _____ **3. Application for Diploma.** Must be filed in the Graduate School before the end of the second week of classes during the semester in which student plans to graduate. Form available from the Graduate School on the Web (<http://www.testudo.umd.edu>).*

Date: _____ **4. Request for Approval of Thesis Committee.** Nomination of Thesis or Dissertation Committee Form ([Graduate School Website](#)) must be filed (through the MEES Office) with the Graduate School no later than the third week of the semester in which the student plans to graduate (deadline set by Graduate School). *

Date: _____ **5. Approved Program Form.** [The Approved Program Form](#) is signed by your advisor and DGS and submitted to Graduate Degrees Clearance Services. It details all credits earned (including credits in-process) to fulfill the Masters. Courses over 5 years old must be revalidated by the Graduate School. The Approved Program form is due by the deadline set by the Graduate School. *

Date: _____ **6. Defense of Thesis Research.** An oral defense of the research, conducted by a committee of the graduate faculty (see #4 above) must be completed approximately three weeks before the end of the semester in which student plans to graduate (dates announced yearly). The Graduate Degrees Clearance Services sends the Report of Examining Committee Form to the department once a Nomination of Committee Form is approved. It is brought to the defense and is signed by all members. The MEES Office then submits it to Graduate Degrees Clearance Services. *

Date: _____ **7. Thesis Filed.** Thesis must be filed two to three weeks prior to graduation (dates announced yearly)*. Thesis format must follow all rules specified by the Graduate School. Students then submit a Thesis and Dissertation Electronic Publication Form ([Graduate School Website](#)) to Graduate Degrees Clearance Services. One electronic copy of the thesis must also be provided to the MEES Office.

Annual Progress Report. All students must file an Initial or Annual MEES Student Progress Report by September 30 each year.

* Check Graduate Student Deadlines for specific dates.

Note: Graduate School rules are for UMCP. The forms and rules for UMB, UMBC, and UMES may differ somewhat.