

MEES Ph.D. 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 Ph.D. 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 five-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 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. **Comprehensive Examination.** Administered by Advisory Committee. The MEES Office must be notified of dates and committee members at least two weeks prior to exam. **Exam must follow guidelines and a copy of exam questions and answers be provided to the MEES Office.** A report of exam (MEES form available) must be filed with MEES Office within two weeks of the oral exam date. The comprehensive exam must be successfully completed prior to the proposal defense. Comprehensive exams should be completed between 18 and 24 months after entrance into the MEES program.

Date: _____ 4. **Dissertation Proposal Defense.** Advisory Committee must receive research proposal at least two weeks prior to the oral defense date; the MEES office must be notified of date and committee members at this time. A report of the defense (MEES form available) must be filed with MEES Office within two weeks of defense. Proposal defense should be held within two years of entrance into the program, and **before** the research is done).

Date: _____ 5. **MEES Approved Program Form.** Listing of all coursework for degree must be filed with the MEES Office before applying for Advancement to Candidacy. ([MEES Website](#))

Date: _____ 6. **Application for Advancement to Candidacy.** Filed with the Graduate School within one week of passing proposal defense ([Graduate School form available](#)). Student must be advanced to candidacy at least six months before the final defense is to be held.

Date: _____ 7. **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 and on the Web (<http://www.testudo.umd.edu>).*

Date: _____ 8. **Request for Approval of Dissertation 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 student plans to graduate and at least 6 weeks before the scheduled defense.*

Date: _____ 9. **Dissertation Seminar.** A publicly announced seminar on the dissertation research must be presented prior to the defense of the research. The MEES office must receive an announcement of the seminar date.

Date: _____ 10. **Defense of Dissertation Research.** An oral defense of the research, conducted by a committee of the graduate faculty (see #8 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: _____ 11. **Dissertation Filed.** Dissertation 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.

* Check Graduate Student Deadline for specific dates

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