

MEES UMBC Ph.D. PROGRESS CHECK LIST

NAME: _____

ADVISOR: _____ AOS: _____

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. These steps must be completed in sequence. Details about each step can be found in the MEES Guide online at <http://www.mees.umd.edu> or by contacting the MEES Office. If you are unable to meet a deadline, an extension request must be filed with the MEES Office.

Check List

Date: _____ 1. **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 (MEES form available) must be filed in the MEES Office by the end of the second semester. After this time, yearly committee meetings are to be held in order for the committee to review academic and research progress.

Date: _____ 2. **Course Work.** Approved courses in the areas listed in the MEES Guide must be completed as per the AOS curriculum.

Prerequisites: _____

AOS Required Courses: _____

Course Outside AOS: _____

Management: _____

Statistics: _____

Seminars (one/year to cap of 4): _____

Date: _____ 3. **Initial Research Proposal.** A research proposal, covering as specifically as possible the research to be conducted, should be filed with the MEES Office as soon as it is developed and approved by the Advisory Committee (no more than 1 year after entrance into the program). If vertebrate animals are used in the research, the animal use protocol should be filed by this time, as well, through the appropriate campus' committee (**before the research is done**).

Date: _____ 4. **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 AOS guidelines.** 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: ____ **5. 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: ____ **6. Graduate School Record Form.** Listing of all coursework for degree must be filed with the Graduate School before applying for Admission to Candidacy. Form available at http://www.umbc.edu/gradschool/procedures/grad_degree.html.

Date: ____ **7. Application for Admission to Candidacy.** Signed by the MEES Director and filed with the Graduate School within two weeks of passing proposal defense (Graduate School form available at http://www.umbc.edu/gradschool/procedures/grad_degree.html). Student must be advanced to candidacy at least six months before the final defense is to be held.

Date: ____ **8. Application for Diploma.** Must be filed in the Graduate School within the first 10 days of classes during the semester in which student plans to graduate (deadlines announced annually on the Graduate School web site). Form available from the Graduate School and on the Web at http://www.umbc.edu/gradschool/procedures/grad_degree.html.*

Date: ____ **9. Nomination of Members for the Final Examination Committee.** 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 Graduate School form available www.umbc.edu/gradschool/procedures/grad_degree.html.*

Date: ____ **10. Announcement of PhD Dissertation Defense.** Must be filed with the Graduate School, with a copy to the MEES Office, prior to the seminar and defense. Form available from the Graduate School and on the Web at http://www.umbc.edu/gradschool/procedures/grad_degree.html

Date: ____ **11. Certification of Completion of Doctoral Dissertation.** Certifies the dissertation is ready to be defended, signed by advisor and MEES Director, to be filed with the Graduate School (at least 2 weeks prior to the final examination). Form is available at www.umbc.edu/gradschool/procedures/grad_degree.html.

Date: ____ **12. Dissertation Seminar.** A publicly announced seminar on the dissertation research must be presented prior to the defense of the dissertation.

Date: ____ **13. Defense of Dissertation Research.** An oral defense of the research, conducted by a committee of the graduate faculty (see #9) must be completed three to four weeks before the end of the semester in which student plans to graduate (dates announced yearly).* The report of this defense must be filed with the Graduate School, with the MEES Office receiving a copy. Committee sign off form will be sent from the Graduate School once Committee is approved.

Date: ____ **14. Dissertation Filed.** Dissertation must be filed with the Graduate School two to three weeks prior to graduation (dates announced yearly).* Dissertation format must follow all rules specified by the Graduate School. One electronic or paper copy must also be provided to the MEES Office.

Annual Progress Report. All students must file a committee report annually by 30 September.

* Check Graduate Student Deadlines for specific dates.

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