

MEES M.S. 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 M.S. degree. Details about each step can be found in the MEES Guide (on the World Wide Web at <http://www.mees.umd.edu>) or by contacting the MEES Office.

Check List

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 (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, _____)

Date: _____ 3. **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. **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.urnd.edu>).*

Date: _____ 5. **Request for Appointment of Thesis 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).*

Date: _____ **6. Approved Program Form.** Listing of all coursework for degree, signed by advisor and MEES Director, to be filed with the Graduate School (usually by the 5th week of the semester of graduation - dates announced yearly).*

Date: _____ **7. Defense of Thesis Research.** An oral defense of the research, conducted by a committee of the graduate faculty (see #5 above) must be completed approximately three weeks before the end of the semester in which student plans to graduate (dates announced yearly)*. The report of this defense must be filed in the Graduate School, with the MEES Office receiving a copy. Committee sign off form will be sent from the Graduate School once the Committee is approved.

Date: _____ **8. Thesis Filed.** Two copies of the 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. One 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 UMCP. UMB, UMBC, and UMES rules and forms may differ somewhat.