

## MEES Ph.D. PROGRESS CHECK LIST

NAME: \_\_\_\_\_

ADVISOR: \_\_\_\_\_ AOS: \_\_\_\_\_

DATE OF MATRICULATION: \_\_\_\_\_

DEADLINE FOR ADMISSION TO CANDIDACY (5 YEARS) = \_\_\_\_\_

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 (on the World Wide Web at <http://www.life.umd.edu/grad/mees>) or by contacting 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. MEES Approved Program Form.** Listing of all coursework for degree must be filed with the MEES Office before applying for Advancement to Candidacy.

Date: \_\_\_\_\_ **7. 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: \_\_\_\_\_ **8. 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: \_\_\_\_\_ **9. Request for Appointment of Dissertation 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: \_\_\_\_\_ **10. 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: \_\_\_\_\_ **11. 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: \_\_\_\_\_ **12. Dissertation Filed.** Two copies of the 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 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 Deadline for specific dates.

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