**MEES UMBC 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](https://www.mees.umd.edu/mees-forms-1-1/)) 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](https://www.mees.umd.edu/mees-forms-1-1/)). 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. **Online 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. Information available from the Graduate School and on the Web (<https://gradschool.umbc.edu/graduation/forms/>).

Date: \_\_\_\_\_ 4. **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 months before the scheduled defense (Graduate School form available <https://gradschool.umbc.edu/graduation/forms/>).

Date: \_\_\_\_\_ 5. **Fulfillment of Course Requirements for Master’s Form**. Listing of all coursework for degree, signed by advisor and MEES Director, to be filed with the Graduate School (within the first 10 days of classes during the semester in which student plans to graduate).

Date: \_\_\_\_\_ 6. **Certification of Readiness to Defend the Master’s Thesis** **Form.** Certifies the thesis 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 defense). Form available at <https://gradschool.umbc.edu/graduation/forms/>

Date: \_\_\_\_\_ 7. **Certification of Completion of Master’s Degree Requirements Form**. Certifies the requirements of the program and Graduate School have been met, signed by advisor and MEES Director, to be filed with the Graduate School must be completed approximately four weeks before the end of the semester in which student plans to graduate (dates announced yearly)**\***. Form available at <https://gradschool.umbc.edu/graduation/forms/>

Date: \_\_\_\_\_ 8. **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 examining committee report is due within two (2) business days after the oral defense.** The Representative for the Dean returns the completed Report of the Examining Committee form to the Graduate School.

Date: \_\_\_\_\_ 9. **Thesis Filed**. The signed [approval sheet](http://gradschool.umbc.edu/files/2015/10/sample_of_approval_sheet_ms-.pdf), [**Thesis and Dissertation Electronic Publication**](https://gradschool.umbc.edu/files/2015/09/Publishing-Your-Thesis-or-Dissertation-at-UMBC-1-.pdf) form*,* and electronic thesis must be submitted to [UMI/ProQuest](http://dissertations.umi.com/umbc/) by the dates on graduate school website. \* The original signed approval sheet must also be submitted to the Graduate School. One electronic copy must be provided to the MEES Office.

**\*** Check Graduate Student Deadlines for specific dates. See UMBC Graduate School website at

<https://gradschool.umbc.edu/graduation/reqs/>

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