**MEES UMB Ph.D. PROGRESS CHECK LIST**

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 cannot 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](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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 the questions and answers provided to the MEES Office**. A report on Doctoral Comprehensive Examination form ([MEES form available](https://www.mees.umd.edu/mees-forms-1/)) 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 on Defense of Doctoral Dissertation Proposal form ([MEES form available](https://www.mees.umd.edu/mees-forms-1/)) 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. **Application for Admission to Candidacy**. Signed by the MEES Director and filed with the Graduate School within two weeks of passing proposal defense. Student must be advanced to candidacy at least six months before the final defense is to be held. (Form found [here](https://www.graduate.umaryland.edu/Forms/))

Date: \_\_\_\_\_ 6. **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 yearly](http://www.graduate.umaryland.edu/Current-Students/Information-for-Graduating-Students/Graduation-deadlines/)).

Date: \_\_\_\_\_ 7. **Nomination or Members for Final Doctoral 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. (Form found [here](https://www.graduate.umaryland.edu/Forms/))

Date: \_\_\_\_\_ 8. **Fulfillment of Course Requirements for Doctoral Degree**. Listing of all coursework for degree, signed by advisor and MEES Director, to be filed with the Graduate School. (Form found [here](https://www.graduate.umaryland.edu/Forms/))

Date: \_\_\_\_\_ 9**. Announcement of PhD Dissertation Defense**. Must be filed with the MEES Office, and announced publicly, prior to the seminar and defense.

Date: \_\_\_\_\_ 10**. Defense of Dissertation Research**. An oral defense of the research, conducted by a committee of the graduate faculty (see #7) must be completed three to four weeks before the end of the semester in which student plans to graduate ([dates announced yearly](http://www.graduate.umaryland.edu/Current-Students/Information-for-Graduating-Students/Graduation-deadlines/)).**\***

Date: \_\_\_\_\_ 11. **Dissertation and Dissertation Signature Approval Sheet Filed**. Dissertation must be filed with the Graduate School ([dates announced yearly](http://www.graduate.umaryland.edu/Current-Students/Information-for-Graduating-Students/Graduation-deadlines/)).**\***  Dissertation format must follow all rules specified by the Graduate School. One electronic copy must be provided to the MEES Office.

**Annual Progress Report**. All students must file an Initial or Annual MEES Student Progress Report by September 30 each year

**\*** Check Graduate Student Deadlines for specific dates.

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