

Milestone	Forms Needed	Purpose	Signatures Required	Due Date	Additional Notices to the MEES Program
Advisory Meeting (1st Committee Meeting)	Annual Progress Report	Update student file and check student progress	Entire Committee	Annually by 30.September	
	Initial Committee meeting report	Determination of committee and degree/course requirements	Entire Committee	First semester in the MEES Program	Date of 1st committee meeting if not within the 1st semester
	Research Proposal	Inform MEES what research your committee has approved		End of 1st year in the MEES program	
Another year completed in MEES Program	Annual Progress Report	Update student file and check student progress	Entire Committee	Annually by 30.September	
Defending your Dissertation	Application for Diploma	Graduating on time		End of the second week of classes you plan on graduating.	
	Request for Appointment of Dissertation Committee	Graduating on time	Entire Committee	End of the third week of the semester you plan of graduating and at least 6 weeks before your defense.	
	Approved Program Form	Filing all coursework towards degree	Student and Advisor	By the 5th week of the semester of graduation	
	Report on Defense of Masters Dissertation Research	Informing UMCP and MEES that you successfully defended your dissertation	Entire Committee	3 weeks before the end of the semester you plan on graduating	Additional copy sent to MEES Office
	Your actual Dissertation	For school records	You	2-3 weeks before graduating	Additional copy sent to MEES Office