

# GRADUATE STUDENT HANDBOOK

Department of Geography  
The University of Tennessee  
(Fourth Edition, revised in 2007)

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The Graduate Catalog is the official statement  
of University and Graduate School Policy.  
See <http://diglib.lib.utk.edu/dlc/catalog/>.

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# **GRADUATE STUDENT HANDBOOK**

## **Department of Geography The University of Tennessee, Knoxville**

(Fourth Edition, revised in 2007)

Graduate study in geography prepares the student for research, scholarship, and teaching at an advanced level. Scholarship, although it may be nurtured and stimulated from without, must, in the last analysis, grow within from native ability, enthusiasm, and work. The rules, requirements, and programs of study encompassed herein offer, if followed, means toward those ends but do not, in themselves, guarantee achievement of an advanced degree. The person who has earned a graduate degree will have achieved a level of substantive knowledge, technical skill, interpretive keenness, personal initiative, professional leadership, command of written and oral expression, and overall maturity that bring meaning and credibility to the titles of “Master” and “Doctor.”

### **GRADUATE PROGRAMS IN GEOGRAPHY**

The department offers both the Master of Science and the Doctor of Philosophy degrees in Geography. Both degrees require a sound and reasonably broad knowledge of the subject matter and concepts of geography, and of the skills required in geographical research, and both require specialization. The Ph.D. degree is primarily oriented toward research. Admission to the Ph.D. degree program is limited to those who demonstrate a particular aptitude and affinity for originality of thought and ability to conduct research that may lead to significant advances in geography.

## MASTER'S PROGRAM CHECKLIST

- 1. Report to department prior to first registration for assignment to faculty interview with the advising team.
- 2. Arrange first semester schedule, including Geography 504, during the interview with the advising team. The team will assign the student to a temporary advisor.
- 3. About mid-term in the first semester of study, recommend to Department Head, after consulting with advisor, appointment of a Master's Committee. Student must obtain consent to serve from those being appointed.
- 4. Develop, with Master's Committee, a program of study. This should be accomplished in the first semester of study. Obtain approval of the program of study by the department's Graduate Program Committee.

### THESIS OPTION

### NON-THESIS OPTION

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 5. Develop thesis proposal. If thesis topic requires changes in Master's Committee composition, obtain form from department office to request the change.</li> <li><input type="checkbox"/> 6. Obtain approval of thesis proposal by Master's Committee.</li> <li><input type="checkbox"/> 7. Take written exams during or after the semester in which 24 hours toward degree are completed.</li> <li><input type="checkbox"/> 8. Apply to Graduate School for admission to candidacy, at least one full semester prior to graduation.</li> <li><input type="checkbox"/> 9. Schedule oral examination with the Graduate School. Submit thesis to committee at least two weeks prior to final oral examination.</li> <li><input type="checkbox"/> 10. Take final oral exam.</li> <li><input type="checkbox"/> 11. Schedule appointment with thesis consultant in the Graduate School and turn in thesis by the published deadline.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 5. Develop research paper for final oral examination.</li> <li><input type="checkbox"/> 6. Apply to Graduate School for admission to candidacy, at least one full semester prior to graduation.</li> <li><input type="checkbox"/> 7. Take written exam during semester in which 30 hours toward degree are completed.</li> <li><input type="checkbox"/> 8. Schedule final oral exam with Graduate School.</li> <li><input type="checkbox"/> 9. Submit research paper to committee at least two weeks prior to deadline.</li> <li><input type="checkbox"/> 10. Take final oral exam during same semester in which written exams are passed.</li> </ul> |
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## PH.D. PROGRAM CHECKLIST

- 1. Report to department for assignment to interview with the advising team, which will help arrange the first semester of study and assign the student a temporary advisor.
- 2. Early in the first semester in the program:
  - a) Identify two areas of intended specialization.
  - b) After consultation with the temporary advisor, request appointment of a Doctoral Committee by the Department Head, specifying your choices of committee members.
  - c) With the Doctoral Committee, develop a program of study, including collateral courses.
  - d) Request approval of the program of study by the department's Graduate Program Committee.
- 3. Secure appropriate preparation in techniques and tools in consultation with your major professor and Doctoral Committee.
- 4. Develop a dissertation topic. Consult with major professor and others on the Doctoral Committee as to feasibility of the project and timeline for completion.
- 5. Request via forms available in the department office any changes in the Doctoral Committee made necessary by the selection of dissertation topic. Identify the faculty member from a collateral department who will serve on your Doctoral Dissertation Committee.
- 6. Take written general examination, consisting of two special field exams in geography. The student's advisor proposes the composition of the examination committees, which are then appointed following approval by the Department Head. Students are responsible for arranging precise dates for the exams with each examination committee, but both parts of the written general examination should be taken within the same semester.
- 7. Prepare dissertation proposal. Proposal should be in final form within six weeks of passing the second special field examination. Following approval of the major professor, the dissertation proposal is distributed to the faculty members who will constitute the Doctoral Dissertation Committee.
- 8. Following passage of the second field examination, and after consultation with major professor, schedule the comprehensive oral examination.
- 9. Apply to Graduate School for admission to candidacy and for official appointment of the Doctoral Dissertation Committee. Application must be approved at least one full semester prior to graduation.
- 10. Provide Doctoral Dissertation Committee members with defense copies of the dissertation at least two weeks prior to final oral examination.
- 11. Take final oral examination. Must be formally scheduled through the Graduate School. The exam must be passed within five years of advancement to candidacy and within eight years of first enrollment in the doctoral program.
- 12. After meeting with the Dissertation consultant, submit completed dissertation to Graduate School.

## The Master's Degree

**Admission.** General procedures for admission to graduate degree programs at the University are outlined in the *Graduate Catalog* (available online at <http://diglib.lib.utk.edu/dlc/catalog/>). Requirements for admission to a graduate degree program in geography normally include completion of a bachelor's degree, an overall grade-point average of at least 3.0 on a 4.0 scale, satisfactory scores on the aptitude sections of the Graduate Record Examination, and favorable recommendations from three persons acquainted with the student's previous academic work. Students who do not meet these requirements may apply for non-degree status or may be admitted on a provisional basis for one semester (see *Graduate Catalog*).

**The Master's Committee and the Program of Study.** The student's first semester of study is arranged in consultation with a temporary faculty advising team, which appoints a temporary advisor. The full program of study is developed during the first semester by the student and a Master's Committee appointed by the Department Head after receiving recommendations and a statement of interest from the student, and on the condition that the faculty appointees are willing to serve as requested. The Chair of the Master's Committee is the student's advisor or major professor. The program of study must be approved by the Department's Graduate Program Committee. As a guideline, the Graduate Program Committee discourages any program of study that consists of more than 45 semester credits in the Master's program, except in situations such as making up deficiencies or fulfilling the requirements of a minor field.

The student's area(s) of specialization or concentration and research program must be compatible with the research interests of one or more members of the faculty. Students are not permitted to write theses in areas where there is inadequate research expertise among the faculty.

**Changes in the Master's Committee and the Program of Study.** Faculty membership on the student's Master's Committee, as well as the composition of the Program of Study, may change if the student's research and program interests change or if a faculty member requests removal from the committee. Significant changes in the program of study must be submitted for approval to the Graduate Program Committee.

Changes in the Master's Committee must be executed by completing a form included as Appendix A, or obtained from the department office. Members of the Master's committee must have expertise in the area of the thesis. Committee changes are not permitted during the final stages of thesis or program completion. No committee changes may be made during the last semester prior to completion of the program, except in highly unusual circumstances.

At such time as any graduate student in geography is unable to secure an advisor or major professor from among the geography faculty, that student will be terminated from further graduate enrollment in geography at the University of Tennessee, Knoxville.

**Course Load.** The normal course load, especially for those on assistantships, is 9 or 10 hours per semester. The minimum course load for those on assistantships is 9 hours per semester.

**Degree Requirements.** The department offers a thesis option and a non-thesis option for the Master's degree. Both options require a minimum of 30 semester hours beyond completion of a sound undergraduate major in geography. At least two-thirds of the total hours submitted for the degree must be at or above the 500 level. Full-time students must register for Geography 501 (Colloquium) at each offering while in residence; part-time students must register for a minimum of 4 semesters of Geography 501. All students must take Geography 415, Geography 504, and at least 3 credits at the 600 level. Geography 504 must be taken at the first offering following initial matriculation into the graduate program. In the thesis

option, at least 6 hours of thesis credit (500) must be taken, but no more than 6 hours of thesis credit may be counted toward the 30 credits required for the degree. In addition, the student must enroll in at least 3 hrs of thesis credit during the semester in which they intend on graduating. Non-thesis students must provide evidence of ability to conduct, organize, and present graduate-level research of a quality commensurate with the professional stature of the degree.

The M.S. program requires students to have some familiarity with key themes and approaches in both physical and human geography. Students whose undergraduate coursework did not include physical geography can remedy this deficiency by auditing or serving as a teaching assistant for Geography 131 or 132, by taking an upper division course in physical geography, or by guided individual study. Students who have not taken at least one course in human geography must enroll in an appropriate course in cultural, economic, or urban geography. Guidelines on appropriate courses are offered during the initial advising session. The objective in all cases is to help the student satisfy this requirement with coursework that has some relevance to their intended area of specialization.

**Minimum Requirements for Retention in the Program.** Students in the Master's degree program must achieve a minimum cumulative grade-point average of 3.2 by the end of the second semester of study and during each semester thereafter.

**Examinations.** Thesis candidates must pass written and oral examinations (see Appendix D). The written examination is prepared by the student's Master's Committee and must be approved by the department's Graduate Examinations Committee. It may be taken during the term in which the student completes 24 semester hours of work to be offered for the degree. The oral examination, covering the thesis and course program, is taken when the student's major professor and Master's Committee have given tentative approval of the thesis, and the thesis is considered ready to submit to the Graduate School (including final preparation of all graphic presentations). Each examination may be retaken only once, and then only if the student is in good standing in all aspects of graduate study in both the University and in the department.

Non-Thesis students must pass written and oral examinations on all work offered for the degree (Appendix D). The written examination is prepared by the student's Master's Committee and approved by the department's Graduate Examinations Committee. It is taken during the semester in which 30 hours of work, to be submitted for the degree, are to be completed. The oral examination is taken after passing the written examination, and during the same semester. A portion of the oral examination is over a research paper written by the student during the program of study. A copy of the paper must be given to each member of the Master's Committee at least two weeks prior to the date of the oral examination. If the paper is not of acceptable quality, the student fails the examination. The student's major professor is responsible for providing the department office with a copy of each non-thesis research paper that is successfully defended. Each part of the examination may be retaken only once, and then only if the student is in good standing in all aspects of graduate study in both the University and in the department.

For both thesis and non-thesis students, written examinations are given during the first week of November and the first week of March.

**Examinations During the Summer Term.** It is normally impossible to schedule examinations during the summer. Students who wish to take an oral examination (thesis or non-thesis) during the summer must have completed arrangements for the examination, including written agreements with all members of the faculty who will be involved, prior to the last day of regularly scheduled classes during the preceding spring semester. No changes in committee composition or responsibilities will be approved for the purpose of scheduling examinations during the summer.

**Special Registration Requirements.** All students must be registered during the semester of graduation and during any term in which they are using University facilities or working with any member of the faculty. Non-thesis students must register for Geography 502 when they are using University facilities or working with faculty members and not registered for other courses. Students may not register for 502 when registered for other courses, and 502 may not be used to satisfy the minimum 9 credit hour enrollment for students receiving any form of financial assistance from the university.

Thesis students register for Geography 500 following approval of the thesis proposal. A student may register for more than 6 hours of thesis credit, but only 6 hours count toward the 30-hour minimum requirement for the degree.

Continuous registration in the Master's Degree program is not required, but students failing to register for three consecutive semesters (including summer) must seek re-admission to the program through the Graduate School.

**Time Required to Complete the Program.** The program normally involves approximately 2 years of continuous effort. The Graduate School allows 6 calendar years from first enrollment to completion of the degree. All courses applied toward the degree must have been completed during that time.

**Exemptions from Requirements.** Forms are available in the department office for students wishing to petition for exemption from specific departmental policies or degree requirements.

**Advancement to Candidacy.** At least one semester prior to graduation, and after completing all required courses (not necessarily all credit hours), students must apply to the Graduate School for advancement to candidacy for the degree.

**The Thesis.** The thesis topic is developed by the student with advice and approval of the major professor and members of the Master's Committee. The thesis proposal must be presented in writing to the Master's Committee, with approval following a meeting of the student with members of the committee. The major professor and the student share responsibility for providing the Department Head two copies of the approved thesis proposal (one copy for the department file, and another copy to go into a binder of active and recent proposals for faculty and graduate students to access). The appropriate form for reporting the approved thesis topic to the Department Head is included as Appendix B, or may be obtained from the department office. A copy of the approved proposal must be on file in the department office at least 60 days prior to the final examination.

Acceptance of a proposal is not a binding contract between the student and the committee, nor a guarantee of acceptance of a thesis based upon the proposal. If an approved topic is discarded, the new topic must undergo the same procedures for approval as those specified for the original proposal. The major professor will be the arbiter in such cases.

The University *Guide to the Preparation of Theses and Dissertations* (available online at <http://web.utk.edu/~thesis/>) is the guide to correct format. For correct preparation of graphic materials, the student is referred to the department's guidelines for thesis and dissertation preparation in another section of this handbook. Specifications for submission of final copies of the thesis may be obtained from the Office of Graduate Admissions and Records.

The copy of the thesis the student intends to defend must be presented to each member of the Master's Committee at least two weeks prior to the final oral examination. The student bears final responsibility for accuracy, quality, typing, proofreading, and correcting of the thesis. All members of the

Master's Committee sign approval sheets only after the thesis is in final form and ready for submission to the Graduate School.

Students must furnish a hard-bound copy of the thesis to the department and to the major professor, and soft-bound copies to other members of the Master's Committee.

## **The Ph.D. Program**

Ph.D. programs are individualized to suit the needs and interests of specific students. They are developed by the student working with the major professor and members of the Doctoral Committee, who have been selected for their expertise in the specialized areas of interest of the student. Programs vary in number of credit hours, depending upon the background and interests of the student.

**Admission.** Procedures for admission are outlined in the *Graduate Catalog* (available online at <http://diglib.lib.utk.edu/dlc/catalog/>). Note that admission to a degree program and admission to candidacy for the degree are not the same. Credentials of those admitted must clearly indicate promise of ability to conduct original scholarship.

A Master's Degree in geography or in a closely related field is normally expected prior to admission to the Ph.D. program. Probationary admission is possible, but rare.

**The Doctoral Committee.** Although the beginning doctoral student is normally advised by a temporary advising team concerning the first semester of study, the doctoral program is developed by the student working with a Doctoral Committee after consulting with the student during the first semester of study, and approved by the Department Head. The Chair of the Doctoral Committee is the student's advisor or major professor. It is the student's responsibility to confirm the willingness of each committee member to serve. The program of study must be approved by the department's Graduate Program Committee.

The student's areas of specialization and the research topic selected for the doctoral dissertation must be within the research expertise of members of the faculty. Students are not permitted to write dissertations in areas where there is no research expertise among members of the faculty.

Changes in the doctoral committee are made by the Department Head at the request of the student, and with approval of faculty members involved, when such changes can best serve the student's programmatic and research needs. Committee changes during the final semester prior to defense of the dissertation are not permitted, except in highly unusual cases. Committee changes may be recommended to the Department Head through the special form in Appendix A or obtained from the department office.

At such time as any student in the Ph.D. program is unable to secure a major professor from among the geography faculty, that student will be terminated from further graduate enrollment in geography at the University of Tennessee, Knoxville.

**The Doctoral Dissertation Committee** is appointed by the Graduate School on recommendation of the faculty, and at the request of the student and consent of the faculty members comprising the committee. It normally includes members of the faculty with whom the student has worked most closely in the special fields. The major professor must have expertise in the area of the dissertation research, and others on the committee must be competent to judge the research. The committee must consist of three members from the geography faculty and one from a collateral field. Three members of the committee must have been approved by the Graduate Council to direct doctoral dissertation research.

**Course and Residency Requirements.** The program of study for the degree will be determined by the Doctoral Committee in accordance with specific interests and needs of the student, but the student's background must include sufficient breadth in geography to provide an understanding of the discipline (including some familiarity with both human and physical geography, to be met as described under the M.S. requirements). The doctoral program must include adequate substantive and technique preparation in two special fields to equip the student for advanced research. Required courses consist of Geography 501 (Colloquium); Geography 415 and 515; Geography 504 and 599; at least 9 hours of 600-level seminars; and 24 hours of dissertation (600). Full-time students must register for 501 every semester they are in residence. Part-time students must take a minimum of 4 semester hours of Geography 501. Geography 504 must be taken at the first opportunity following initial matriculation into the graduate program. A minimum of 9 semester hours must be earned in collateral fields, with courses selected for their relevance to the special fields. Ph.D. students whose Master's level work was in a field other than geography and for whom the Master's area remains close to their Ph.D. specialty areas may petition to substitute geography units in courses outside of their specialty areas for up to 3 of the 9 required in collateral fields. Competency in quantitative methods and basic coursework in both human and physical geography is required. At least two consecutive semesters of full-time work (minimum of 9 hours each term, excluding audits) must be completed in residence. Most students spend at least three years of full-time work in residence.

**Minimum Requirements for Retention in the Program.** Students in the Ph.D. program must achieve a minimum cumulative grade-point average of 3.3 by the end of their second semester of study and during each semester thereafter. Doctoral students should be aware that satisfying minimum grade-point requirements will not, alone, meet the department's standards for retention. Clear evidence of superior potential as a research scholar, and exemplary professional character, responsibility and promise are also required.

**Language and Techniques.** Competence in quantitative techniques is required. Additional tools, including languages, will be required as appropriate to the student's areas of research specialization. The Doctoral Committee will determine these requirements and when they have been satisfied.

**Examinations.** Advancement to candidacy for the Ph.D. degree requires that the Written General Examination and Ph.D. Comprehensive Oral Examination and Dissertation Proposal, collectively known as the Comprehensive Examination, be passed in the order listed below and within a period of time not to exceed 6 consecutive months (possibly excluding summer term). Results of each examination must be reported to the faculty by the major professor. A form to be used for reporting results of the examination is included as Appendix D, or may be obtained from the department office. A copy of the report must be placed in the student's permanent file. Each examination may be retaken only once, and then only if the student is in good standing in all aspects of graduate study in both the University and in the department.

**Written General Examination.** The written general examination consists of two examinations over the student's two special fields. The student selects his or her special fields in consultation with the major professor and Doctoral Committee. No more than one special field may be a regional specialty or a techniques specialty. Geography 504 and at least 6 hours of the collateral program must have been completed before taking either specialty examination. The two examinations should be taken within the same semester.

The student's advisor proposes the composition of the examination committees, which are then appointed following approval by the Department Head. Members of examination committees must sign the "Agreement to Serve as Special Field Examiners" form (Appendix C) indicating their willingness to serve. The examination committee must consist of at least two faculty members for each of the two special field examinations. Faculty composition for the two committees must differ. One member may serve on each of the two examination committees, but may not chair both committees. The dates upon which the

examinations will be taken are to be arranged by the student in consultation with the examination committees. Each examination will be a one day written exam that tests the student's knowledge of concepts, history, methods, subject matter, techniques, literature, and external relationships of the specialty field. Each exam is evaluated by the two members of the examination committee, with results being reviewed by members of the student's Doctoral Committee and placed on file by the major professor. The major professor informs the faculty of the student's progress on each examination and certifies the examination results using the "Report of Examination Results" form (Appendix D) placed in the student's permanent file.

Standards of performance required to pass the written general examination cannot be specified with precision. The student's answers on both special field examinations, however, must reflect a high degree of professional motivation, ability to communicate, and potential for creative scholarship within the field, including knowledge of literature, concepts, theory, content, and skills, so as to leave no doubt about the student's qualifications to hold the title of "Doctor of Philosophy" in geography. Performance on the special field examinations must demonstrate sufficient creativity, mastery of skills, and depth of knowledge of all aspects of the subfields in question to demonstrate the student's ability to do high quality publishable research in the special fields.

**Ph.D. Comprehensive Oral Examination and Dissertation Proposal.** As soon as possible after passing the second special field examination, and within 6 months of having passed the first special field examination (possibly excluding summer), the student will be orally examined over the Ph.D. program and the dissertation proposal. The examination committee consists of members of the student's Doctoral Dissertation Committee. The date, time, and place of the examination are to be advertised, and the exam is to be open to all graduate majors and to all members of the University faculty. The major professor announces the results of the examination to the department faculty and certifies the examination results using the "Report of Examination Results" form (Appendix D) placed in the student's permanent file.

The general content of a dissertation proposal is outlined in a later section of this handbook. Students are encouraged to develop the dissertation topic as early as possible. The completed proposal must be presented to the advisor at least one month prior to the date of the comprehensive oral examination. When approved by the major professor, and at least two weeks before the oral examination, the proposal is distributed to the other members of the Doctoral Dissertation Committee. Two copies of the proposal, as approved by the Doctoral Dissertation Committee (see Appendix E) must be submitted to the Department Head to be placed in the student's permanent file and in the proposal binder.

Acceptance of a dissertation proposal is not a binding contract between the student and the Doctoral Dissertation Committee, nor a guarantee of acceptance of a dissertation based upon the stated proposal. If an approved proposal is discarded, the new proposal must undergo the same procedures for approval as those specified for the original proposal. The student's major professor will make determinations in such matters.

**Final Oral Examination.** The student must pass a final oral examination that covers the dissertation and any parts of the program of study specified for examination by the Doctoral Dissertation Committee. The examination is based largely upon the final (but unbound) copy of the dissertation. It must be formally scheduled with the Graduate School. The date of the examination is announced publicly by the chair of the Doctoral Dissertation Committee, and the examination is open to all faculty members and students.

**Examinations During the Summer Term.** It is normally impossible to schedule examinations during the summer. Students who wish to take an oral or special field examination during the summer term must have completed arrangements for the examination(s), including written agreements with all members

of the faculty involved, prior to the last day of regularly scheduled classes during the preceding spring semester. No changes in committee composition or responsibilities may be approved for the purpose of scheduling examinations during the summer.

**The Doctoral Dissertation.** The dissertation must make a substantial original contribution to the subfield in which it is written. Choice of topic, research methods, collection and interpretation of data, and organization and writing of the dissertation are primarily the responsibility of the candidate. Direction of the dissertation is the substantial responsibility of the major professor, who chairs the Doctoral Dissertation Committee.

A minimum of 24 semester hours of dissertation credit (Geography 600) is required. The student must continuously register for dissertation credit (including summer) from the time of initial registration for dissertation credit or approval of the dissertation proposal, whichever comes first, and continuing through the semester of graduation. The first registration for dissertation credit normally occurs after approval of the proposal. Leaves of absence from continuous registration may be approved by the Graduate School, under exceptional circumstances, when recommended by the Department Head. Normally, the maximum approved leave will not exceed two full years (four regular and two summer semesters).

The University's *Guide to the Preparation of Theses and Dissertations* (available online at <http://web.utk.edu/~thesis/>) is the guide to correct format. Students also must follow guidelines for graphics specified in a later section of this handbook. Specifications for final copies of the dissertation may be obtained from the Graduate School. The student bears responsibility for the quality and accuracy of the dissertation, including proofing the final draft and correcting errors.

Reproductions of the defense copy, when approved for distribution by the major professor, must be provided to each member of the Doctoral Dissertation Committee at least two weeks prior to the final oral examination. Changes in the defense copy of the dissertation may be required by the Doctoral Dissertation Committee following the defense and prior to its submission to the Graduate School.

**Time Limitations for Completion of the Ph.D. Degree.** All requirements must be completed within 8 years of first enrollment in a doctoral program, and within 5 calendar years of advancement to candidacy for the degree.

**Candidacy for the Ph.D. Degree.** The student must apply for advancement to candidacy for the degree following completion of the required program of study, fulfillment of the tool requirements (see the section on "Languages and Techniques" above), and passage of all parts of the comprehensive examination (forms may be obtained from the department office). The Doctoral Dissertation Committee certifies passage of the comprehensive examination to the Graduate School, and the student is notified by the Graduate School when admission to candidacy is approved. Admission to candidacy must be secured at least one semester prior to the date the degree is to be conferred.

## **DEPARTMENTAL COMMUNICATIONS**

Whether in residence or living and working off campus, the student is responsible for providing the department office with a current address and telephone number. Students on campus must have a department mailbox, which should be checked daily.

Teaching assistants must maintain a limited number of office hours and are responsible for providing the department office with a schedule of office and class hours.

## **THESES AND DISSERTATIONS**

Thesis or dissertation work can be divided into seven stages:

- 1) Defining the topic.
- 2) Preparation of the proposal.
- 3) Conducting the research.
- 4) Writing the manuscript.
- 5) Compilation of figures and tables.
- 6) Editing the manuscript.
- 7) Preparation of final copy, including text and graphics.

Faculty members bring diverse research interests, experiences, and approaches to guiding graduate students in their M.S. and Ph.D. work. In general, student projects should be in line with the research strengths of the faculty; often they are a part of a larger program of research directed by the student's advisor. Students are encouraged to begin thinking about thesis and dissertation projects at the moment of application to the department and to devote considerable time to this task during their first semester in residence. Geography 504, Research Design (taken during a student's first year in the program), provides an opportunity for students to get to know faculty members and to find out about the research that they and their students pursue. Students should be guided by their research interests and needs in selecting advisors, committee members, and projects. Advisors work with their graduate students to secure the necessary space, equipment, and other resources for their research. Many graduate student projects involve travel or laboratory work that requires external funding. Advisors and graduate students work together to obtain grants, contracts, or gifts to support student work. Geography students have been very successful in UT grant competitions such as the McClure Fellowship Competition and in external competitions such as the National Science Foundation Doctoral Dissertation Research Improvement grant program. Faculty members have sample proposals that can help students applying to such programs and on occasion the department offers seminars on grant-writing.

Professional editorial assistance in the preparation of Master's theses and Ph.D. dissertations in geography should be limited to text editing, i.e. checking for proper spelling, punctuation, and basic grammatical usage (tense and subject-verb agreement, for example). Students with writing weaknesses that extend beyond occasional lapses in the above matters are urged to seek the assistance of the university's Writing Center (located in the Humanities and Social Services (HSS) Building, Room 212, <http://web.utk.edu/~english/writing.php>) in improving their writing skills. This position conforms with graduate school practice.

Most questions and problems that arise during the stages of thesis or dissertation development and writing must be worked out by the student with his/her major professor. For preparation of graphic materials, it is good practice to consult with Mr. William Fontanez, who directs the department's Cartographic Services Laboratory.

**The Proposal.** Preparation of a good proposal is a necessary second step to successful development of a thesis or dissertation. Through the proposal, the student demonstrates to his/her committee members that an appropriate problem has been defined, that a thorough search has been made of literature related to the topic, that a research design has been developed, and that the student has the necessary skills to carry out the research.

The proposal should contain the information and answer the questions listed below:

- 1) What is the problem the study will address?
- 2) Of what significance is the problem?
- 3) What relevant literature exists, and how will the research extend the frontiers of previous research on the topic?
- 4) How does the study fit into the framework of both its appropriate subfield and the discipline of geography?
- 5) How is the research to be conducted?
- 6) How will data or information be obtained or collected and how will it be analyzed?
- 7) How is the study to be organized and presented (develop an outline)?
- 8) What is the time frame for completing the several stages of the study?

## **GRAPHICS**

Students should consult the *Guide to the Preparation of Theses and Dissertations* (available online at <http://web.utk.edu/~thesis/>) and a recent book in cartography (consult with Mr. Fontanez) prior to preparation of graphic materials for the thesis or dissertation. Maps and graphs must be an integral part of the study and serve a clear purpose. Preliminary sketches of all graphic materials must be approved by the major professor, and sketches at final scale must be included with each draft of the thesis or dissertation.

The following guidelines may be useful in early development of graphic materials:

- 1) **Framing.** Each map should be framed by a neat line, inside of which should appear a legend, directional orientation, latitude/longitude tic marks, and scale.
- 2) **A title and abbreviated source** should appear in a caption under the figure.
- 3) **Size.** Neat lines should conform to the margins specified in the *Guide to the Preparation of Theses and Dissertations*. Fold-out and pocket maps present special problems and should be avoided.
- 4) **Insets.** When the map is of a small area, an inset which shows the relative position of the mapped area is usually desirable.
- 5) **Classes of data.** Keep the classes of data to the minimum needed to effectively portray a distribution. Up to six classes may be permitted, but any number beyond that normally leads to problems of interpretation.

## AWARDS

Each spring, the department chooses recipients for Graduate Student Awards. The awards, their eligibility requirements, and the selection process are given below.

**The Robert G. Long Outstanding Graduate Student Award.** The conditions for eligibility for this award are as follows:

- 1) Any student who has been in the graduate program for one academic year (two consecutive semesters, including the semester the award is given) is eligible.
- 2) The recipient must have high academic standing, including a GPA in the graduate program of 3.5 or above.
- 3) The recipient must have demonstrated exceptional professional promise.
- 4) The recipient must have demonstrated leadership and the ability to cooperate with others who are in non-leadership roles.
- 5) Students are eligible for this award only once during their graduate study in the Department.

During March, the Chair of the Graduate Program Committee solicits nominations for the award. The nominations will be considered by the Graduate Program Committee, which makes a recommendation to the faculty. The faculty will vote on the recommendation of the Graduate Program Committee to select a recipient. The Robert G. Long Award consists of a certificate and a cash prize in an amount to be determined by the Department Head.

**Student Publication Award.** The conditions for eligibility for this award are as follows:

- 1) Any student who has been a graduate student in the Department of Geography during the academic year the award is given.
- 2) Any student who has authored or co-authored a paper or set of papers either published or accepted for publication during the current academic year.
- 3) The recipient must have a GPA of 3.0 or above in the graduate program.

The award consists of a certificate naming the student as the recipient of the Student Publication Award. The selection process is the same as that for the Robert G. Long Award.

**Exceptional Professional Accomplishment Award.** The conditions for eligibility for this award are as follows:

- 1) Any student who has been a graduate student in the Department of Geography during the academic year the award is given.
- 2) Any student currently employed or working on geography-related projects. Students eligible for this award include those employed by agencies such as TVA, ORNL, the EERC, the

Transportation Center, the Cartographic Services Laboratory, and those students working on sponsored research.

- 3) The recipient must have a GPA of 3.3 or above in the graduate program.

The award consists of a certificate naming the student as the recipient of the Exceptional Professional Accomplishment Award. The selection process is the same as that for the Robert G. Long Award.

**Outstanding Teaching Assistant Award.** The conditions for eligibility for this award are as follows:

- 1) Any student who has been a graduate student in the Department of Geography during the academic year the award is given.
- 2) Any student who works as a Teaching Assistant in the Department of Geography at least one semester during the academic year the award is given.
- 3) The recipient must have a GPA of 3.3 or above in the graduate program.

The award consists of a certificate naming the student as the recipient of the Outstanding Teaching Assistant Award. The selection process is the same as that for the Robert G. Long Award.

**Outstanding Teaching Associate Award.** The conditions for the eligibility for this award are as follows:

- 1) Any student who has been a graduate student in the Department of Geography during the academic year the award is given.
- 2) Any student who works as a Teaching Associate in the Department of Geography at least one semester during the academic year the award is given.
- 3) The recipient must have a GPA of 3.3 or above in the graduate program.

The award consists of a certificate naming the student as the recipient of the Outstanding Teaching Associate Award. The selection process is the same as that for the Robert G. Long Award.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Graduate students should be familiar with rights and responsibilities as specified in the University of Tennessee's student handbook *Hilltopics* (available at <http://web.utk.edu/~homepage/hilltopics/>) and in the *Graduate School Catalog* (available online at <http://diglib.lib.utk.edu/dlc/catalog/>), and with the regulations of the Graduate School and the Department of Geography. Changes in overall policy are the responsibility of the Graduate Council.

## GUIDELINES FOR GRADUATE TEACHING ASSISTANTS AND ASSOCIATES

Following is a set of basic guidelines concerning responsibilities of graduate teaching assistants and graduate teaching associates in the Department of Geography at the University of Tennessee, Knoxville. Before departing from these guidelines in any substantial way, a teaching assistant or associate must secure permission from the course instructor or the faculty member who has responsibility for coordinating the course in question.

- 1) Prior to the first scheduled meeting of the course or laboratory, the Assistant or Associate must arrange a conference with the primary instructor or course coordinator. Thereafter, the Assistant or Associate must meet weekly, or as requested, with the instructor or coordinator. Teaching Assistants in physical geography must attend weekly lab meetings run by the Head GTA.
- 2) Teaching Assistants are required to sit in on all lectures of courses in which they are assisting, and be available to serve as audiovisual assistants, proctors, graders, and in other ways determined by the primary instructor.
- 3) Assistants and Associates are required to conduct themselves according to generally-accepted professional and academic standards. These standards include reasonable efforts to be courteous, even-handed, fair, discreet, and prompt in dealing with students. Unprofessional behavior will result in termination of financial aid and may lead to dismissal from the program. Under no circumstances should an Assistant or Associate become personally involved (“dating,” for example) with students in their classes or laboratory sections, nor encourage any kind of relationship that may lead to appearances of preferential treatment. In cases of questions about appropriate conduct, Assistants and Associates should confer with their advisors or the Department Head, or both.
- 4) Syllabi for all courses are the responsibility of a member of the permanent faculty who serves as coordinator for the course in question. Although Teaching Associates may make minor changes in a course syllabus to reflect their particular skills or competencies, such changes must have the approval of the faculty member who serves as course coordinator.
- 5) Assistants and Associates must be prompt in grading and returning homework, tests, and other materials to students. In most cases, no more than one week should elapse between receiving and returning materials. Grades for labs and tests should be promptly posted on the course web site via *Blackboard*.
- 6) Assistants and Associates are responsible for making certain that they fully comprehend materials assigned to students and for which they have instructional responsibilities. Questions that Assistants and Associates cannot resolve on their own should be discussed prior to class or lab with the faculty instructor or course coordinator.
- 7) Assistants and Associates are to maintain complete records of all factors entering into determination of course and laboratory grades. Such information includes absences, test scores, penalties for late work, and any behavioral characteristics that affected the grade.
- 8) (A) Prior to leaving town toward the end of any term, Assistants and Associates must turn in all grades (including explanations for grades) to the course instructor or course coordinator, return all items borrowed from the department office, and clear the date of departure with the faculty instructor or course coordinator. Explanations of grades should include information that may be needed two or three years after-the-fact when the Assistant or Associate may no longer be in the Knoxville area.

(B) On leaving the department and the University, Assistants and Associates must turn in to the department office copies of all records related to student grades and grading procedures.

9) Assistants and Associates who find it necessary to miss a scheduled lecture or laboratory must make every reasonable effort to inform the teaching associate or faculty member responsible for the course, or the course coordinator (or both), and to arrange for a substitute. If the lecturer and coordinator are not reachable, the Assistant or Associate must notify the department office.

## **DEFINITIONS OF TITLES**

Assistant – A Graduate Teaching Assistant (one who instructs laboratories or who serves as an assistant to a faculty member in the conduct of a course).

Associate – A Graduate Teaching Associate (one who has lecturing responsibilities in a course).

Head GTA – A Graduate Teaching Assistant who has coordination responsibilities in a course, such as for multiple sections of laboratories in a course.

Instructor – Member of permanent faculty who has responsibility for teaching a particular section of a course that involves use of teaching assistants.

Course Coordinator – Faculty member who has responsibility for coordinating the content and developing the syllabus for a multiple-section course in which teaching associates may be involved as lecturers.

## **STUDENT TERMINATION AND APPEALS PROCEDURES**

It is assumed that each student will maintain appropriate standards of academic integrity and responsibility. Violations of these standards will be handled on an individual basis, with the student informed of appropriate appeals procedures.

### **Bases for Termination**

A student may be dismissed from a graduate program in this department for any of the following reasons:

1. Failure to fulfill conditions of admission.
2. Failure to meet minimum academic requirements.
3. Failure to maintain satisfactory progress toward a degree (e.g. persistently weak, though passing, performance, especially in the Ph.D. program).
4. Failure to secure and maintain a major professor and a graduate committee following completion of the first semester.
5. Failure to adequately fulfill minimum requirements and responsibilities related to any forms of financial aid received, including those involved in graduate teaching assistantships, research assistantships, fellowships, and others.
6. Failure to follow written policies and procedures of the department, the Graduate School, and the University.
7. After commencing registration for thesis or dissertation, two consecutive grades of NP (No Progress).
8. Consistent evaluations of work in courses and seminars, and by the major professor, that reflect unfavorably upon the student's ability to meet requirements for the degree.

9. Failure to maintain regular contact with the major professor during lengthy absences from campus (a progress report to the major professor is required during each semester in which the student is absent from campus).
10. Failure of written and/or oral examinations.
11. Unprofessional, illegal, and/or unethical conduct or behavior.
12. Academic dishonesty.

### **Internal Appeals Procedures**

The following procedures have been established for conducting reviews of student grievances. The procedures will be initiated only at the request of a graduate student who is facing disciplinary action, suspension or termination, or who alleges that unfairness, bias, lack of clarity of applicable policies, or procedural irregularities were involved in the specific situation leading to the appeal.

**Step 1.** The student must discuss the grievance with his or her faculty advisor and the Department Head in an attempt to resolve the grievance informally. If the faculty advisor or the Department Head is a party to the allegations, the Associate Department Head or the chair of the Graduate Program Committee (if the associate head is a party to the allegations), or a member of the Graduate Program Committee (if both persons named above are parties to the allegations), may replace the advisor or head.

**Step 2.** Within 90 days of the occurrence of the alleged act leading to the grievance, and on failure to resolve the matter through Step 1, a written request for a formal review (which includes a detailed description of the student's grievances and the bases for them) is submitted to the Department Head. The Department Head will, in turn, submit the grievance to a Review Committee.

Review Committee. The review committee shall consist of the department's Graduate Program Committee members and two graduate student representatives (and an alternate) elected at the beginning of the academic year. The Chair of the Graduate Program Committee (or the most senior member of the committee if the Chair is a party to the allegations) shall chair the Review Committee. Members of the Graduate Program Committee who are specified in the allegations made by the student shall be replaced on the Review Committee by other members of the faculty in order of length of service to the department.

**Step 3.** The Chair of the Review Committee shall convene the committee as soon as possible. Normally, it is expected that the review process will be completed within 2 weeks of its formal initiation by the student. The Review Committee shall obtain information deemed necessary to complete the review. The student shall have the opportunity to discuss his/her grievance directly with the committee and provide supporting material relevant to the review. The party or parties against whom allegations have been made by the student shall be provided with copies of the allegations and all supporting materials at least 3 days prior to any formal hearings convened by the Review Committee, and shall also be interviewed by the Review Committee and invited to submit supporting materials.

The "burden of proof" for establishing unfairness, bias, procedural irregularities, etc., shall be on the party requesting the review.

The Review Committee, by a majority vote, shall reach a decision and shall submit the decision, in writing, to the student, the student's advisor, and the Department Head. Two decisions are possible:

- 1) The student's allegations have been established. In such case, the Review Committee shall recommend a course of action to the Department Head. If the Department Head is a party to the allegations, the

Review Committee shall recommend to the associate Department Head or, if appropriate, to the dean of the college.

2) The allegations have not been established.

**Step 4.** The recommendations of the Review Committee in the event the allegations are established, shall be brought to the department faculty as a whole by the Department Head, the associate head, or the college dean, where they shall be discussed and voted on by all tenured and tenure track members of the faculty with the exception of those who are a party to the allegations.

**Step 5.** The Department Head or dean shall take such action as approved by the faculty as a whole, or, if the allegations were not established shall declare that no basis has been found for the allegations. In either case, the action shall be reported in writing to the student filing the grievance. The decision by the Review Committee and/or departmental faculty is final at the department.

**Step 6.** Students unwilling to accept a decision made at the departmental level may appeal the decision to the Dean of the College of Arts and Sciences, and from there to the Graduate Council through the Dean of the Graduate School, and ultimately to the President of the University. Students should consult the Dean of Arts & Sciences and the Dean of the Graduate School for details concerning how to file an appeal beyond the level of the department.

## OTHER PROCEDURES AND REQUIREMENTS

\*\*The *Graduate Catalog* is the official statement of University and Graduate School Policy. See <http://diglib.lib.utk.edu/dlc/catalog/>.

**Progress in Degree Programs.** Students are expected to make regular and consistent progress toward completion of degree requirements. It is the responsibility of the student to provide the major professor with evidence of such progress during each semester following initial registration (except during summer). If physically absent from campus while enrolled for Geography 500, Geography 502, or Geography 600 for five or more weeks, the student must provide the major professor with written evidence, not less than one week prior to the end of the semester during which the absence occurs, of the progress that has been made. In the absence of written evidence of progress on a thesis or dissertation, a grade of “NP” (No Progress) will be assigned. Two consecutive grades of “NP” (No Progress) for students enrolled for Thesis or Dissertation credit is evidence of failure to maintain satisfactory progress and may result in termination from the program.

**Independent Study Courses.** Permission from the instructor, or tutor and Department Head must be obtained before students enroll for independent study courses (Geography 505, 506, 509, 519, 591, 592, 593). Section numbers for these courses are normally omitted from registration timetables and must be obtained from the faculty member in charge of scheduling (currently Professor Tom Bell) or from the department office. Forms for obtaining such permission are available as Appendix F, or in the department office. Those who enroll without permission may be dropped from the course(s).

Students enrolling in independent study courses are obligated to complete the specified assignments and turn in all written work prior to the beginning of final exams in the semester for which they are registered. Failure to do so will result in a failing grade. The grade of “I” (Incomplete) is given only when a student is unable to complete the agreed-upon work because of circumstances, such as illness, beyond the student’s control.

**Transfer Credits.** Policies concerning transfer of credits from other institutions are set by the Graduate School.

**Grades and Evaluations.** Graduate students are graded on course and seminar work, utilizing A, B+, B, C+, C, D, and F grades. “P” (Progress) and “NP” (No Progress) are used for thesis and dissertation credit. “S” (Satisfactory) and “NC” (No Credit) may be used for selected courses. Grades of “I” (Incomplete) are given only when unavoidable and unusual circumstances prevent a student from completing the work of a course and are not to be awarded in cases of procrastination or poor performance. Courses may not be retaken to raise a grade. Grades of “C” or below are considered unsatisfactory for graduate work, but count toward the student’s GPA and graduate degree. Courses with grades lower than a “C” do not count toward the graduate degree. Graduate students in geography must maintain a 3.2 (M.S.) or 3.3 (Ph.D.) average GPA after their second semester and each semester thereafter to remain in good standing in the department and to receive a graduate degree.

At the end of each semester, faculty members file written evaluations of students taking their courses. The evaluations are read by each student’s major professor, who prepares a summary evaluation. The course evaluations and summary evaluations are maintained in student files in the department office. Students have the right of access to their own files, but may not remove them from the department office.

**Exceptions to Requirements and Policies.** Students may petition the faculty for exceptions to certain requirements and policies through a form included as Appendix G, or obtainable through the department office.

## **DEPARTMENTAL ACTIVITIES**

**The Department Office.** The department office and staff provide clerical and administrative support for the program and are under the direct supervision of the Department Head. Services available to graduate students are:

- 1) Maintenance of personnel records.
- 2) Handling of mail and assignment of mailboxes.
- 3) Maintenance of expendable supplies for use by teaching assistants.
- 4) Maintenance of selected reference materials.
- 5) Typing and duplicating of instructional materials for teaching assistants (allow at least 48 hours for duplication and 72 hours for typing of tests)
- 6) With specific authorization by the Department Head, typing of papers for publication or presentation at professional meetings, curriculum vitae, and other special occasion professional items.

Research materials may be duplicated for graduate students at cost. Work should be left with the clerical staff and will be placed in the mailbox when completed.

**Office Space.** Desk space is provided for graduate students in the following order of priority: 1) teaching assistants; 2) other assistants; and 3) students not supported by assistantships or fellowships. Office assignments are made by the department secretary, who also orders keys for offices and other areas to which students must have access. Office space must receive frequent use or it will be assigned to someone else.

**Telephones.** Telephones are provided for local business calls. Long distance calls to be charged to the department account may be made only with the prior permission of the Department Head.

**Instructional and Research Laboratories.** The Burchfiel Geography Building (BGB) houses laboratories for instruction and research in geographic information science (GIS, GPS, remote sensing, cartography) and introductory and advanced physical geography. Dr. Harden's research laboratory and several special projects research labs are also located in BGB. Drs. Horn, Orvis, and Grissino-Mayer have research labs in the Science and Engineering Building. Access to labs is with the permission of the faculty member in charge.

**Travel and Travel Reimbursement.** We encourage graduate students to present their research at professional meetings. Funds to defray the costs of travel to meetings as well as research travel are sometimes available from department, college, or other University sources, including grants held by faculty advisors. All travel funds that run through the University must be spent in accordance with the University of Tennessee's official Travel Policy statement, located at the Treasurer's Office web site (<http://treasurer.tennessee.edu/>, click on "Travel Program" to the left). Graduate students who plan travel for research or to meetings and have or expect to have some support from University sources should check the university's published travel policy and confer well in advance with the Accounting Specialist in our Main Office (and with their advisor if the source is a faculty grant) about the necessary forms and procedures that apply in their situation.

## GLOSSARY

### **Doctoral Committee:**

Although the beginning doctoral student is normally advised by a temporary advising team concerning the first semester of study, the doctoral program is developed by the student working with a Doctoral Committee appointed by the Department Head after consulting with the student during the first semester of study. The Chair of the Doctoral Committee is the student's advisor or major professor. It is the student's responsibility to ascertain the willingness of each committee member to serve. The Doctoral Committee may include a member from a collateral field.

### **Doctoral Dissertation Committee:**

The Doctoral Dissertation Committee is appointed by the Graduate School on recommendation of the faculty, and at the request of the student and consent of the faculty members comprising the committee. It normally includes members of the faculty with whom the student has worked most closely in the special fields. The major professor must have expertise in the area of the dissertation research, and others on the committee must be competent to judge the research. The committee must consist of three members from the geography faculty and one from a collateral field. Three members of the committee must have been approved by the Graduate Council to direct doctoral dissertation research.

### **Examination Committee:**

Ph.D. students and their major professors propose examination committees which are then approved by the Department Head for the two special field examinations of their written general examination. The examination committee must consist of at least two faculty members for each of the two special field examinations. Faculty composition for the two committees must differ. One member may serve on each of the two examination committees, but may not chair both committees. The dates upon which the examinations will be taken are to be arranged by the student in consultation with the

examination committees. Each examination will be a one day written exam that tests the student's knowledge of concepts, history, methods, subject matter, techniques, literature, and external relationships of the specialty field. Each exam is evaluated by the two members of the examination committee, with results being reviewed by members of the student's Doctoral Committee and placed on file by the major professor.

#### **Graduate Examinations Committee:**

The department's Graduate Examinations Committee consists of a chair and several faculty members appointed by the Department Head. The committee approves Master's and Ph.D. special field examinations.

#### **Graduate Program Committee:**

The Graduate Program Committee consists of a chair, several faculty members, and one graduate student member appointed by the Department Head. The committee's main responsibilities include approval of the program of study, making recommendations to the Department Head regarding graduate students' petitions, and dealing with the policies and other matters related to the graduate program in the department.

#### **Master's Committee:**

The first semester of study for beginning master's students is arranged in consultation with a temporary faculty advising team, which appoints a temporary advisor. The full program of study is developed during the first semester by the student and a Master's Committee appointed by the Department Head after receiving recommendations and a statement of interest from the student, and on the condition that the faculty appointees are willing to serve as requested. The Chair of the Master's Committee is the student's advisor or major professor. It is the student's responsibility to ascertain the willingness of each committee member to serve.

#### **Master's Examinations:**

Thesis candidates must pass written and oral examinations. The written examination is prepared by the student's Master's Committee and must be approved by the department's Graduate Examinations Committee. It may be taken during the term in which the student completes 24 semester hours of work to be offered for the degree. The oral examination, covering the thesis and course program, is taken when the student's major professor and Master's Committee have given tentative approval of the thesis, and the thesis is considered ready to submit to the Graduate School (including final preparation of all graphic presentations). Each examination may be retaken only once, and then only if the student is in good standing in all aspects of graduate study in both the University and in the department.

Non-Thesis students must pass written and oral examinations on all work offered for the degree. The written examination is prepared by the student's Master's Committee and approved by the department's Graduate Examinations Committee. It is taken during the semester in which the 30 hours of work, to be submitted for the degree, are to be completed. The oral examination is taken after passing the written examination, and during the same semester. A portion of the oral examination is over a research paper written by the student during the program of study. A copy of the paper must be given to each member of the examining committee at least two weeks prior to the date of the oral examination. If the paper is not of acceptable quality, the student fails the

examination. Each part of the examination may be retaken only once, and then only if the student is in good standing in all aspects of graduate study both in the University and in the department.

For both thesis and non-thesis students, written examinations are given during the first week of November and the first week of March.

#### **Ph.D. Comprehensive Examination:**

Advancement to candidacy for the Ph.D. degree requires that the following examinations, collectively known as the Comprehensive Examination, be passed in the order listed below and within a period of time not to exceed six consecutive months (possibly excluding summer term). Each examination may be retaken only once, and then only if the student is in good standing in all aspects of graduate study in both the University and in the department.

##### Written General Examination:

The written general examination consists of two examinations over a Ph.D. student's two special fields. The student selects his or her special fields in consultation with the major professor and Doctoral Committee. No more than one special field may be a regional specialty or a techniques specialty. Geography 504 and at least 6 hours of the collateral program must have been completed before taking either special field examination. The two examinations must be taken within the same semester.

##### Ph.D. Comprehensive Oral Examination and Dissertation Proposal:

As soon as possible after passing the second special field examination, and within 6 months of having passed the first specialty field examination (possibly excluding summer), the student will be orally examined over the Ph.D. program and the dissertation proposal. The examination committee consists of members of the student's Doctoral Dissertation Committee. The date, time, and place of the examination are to be advertised, and the exam is to be open to all graduate majors and to all members of the University faculty.

#### **Ph.D. Final Oral Examination:**

The Ph.D. student must pass a Final Oral Examination that covers the dissertation and any parts of the program of study specified for examination by the Doctoral Dissertation Committee. The examination is based largely upon the final (but unbound) copy of the dissertation. It must be formally scheduled with the Graduate School. The date of the examination is announced publicly by the chair of the Doctoral Dissertation Committee, and the examination is open to all faculty members and students.

#### **Review Committee:**

The Review Committee reviews the grievance cases initiated by students in the department. The Review Committee shall consist of the department's Graduate Program Committee members and two graduate student representatives (and an alternate) elected at the beginning of the academic year. The Chair of the Graduate Program Committee (or the most senior member of the committee if the Chair is a party to the allegations) shall chair the Review Committee. Members of the Graduate Program Committee who are specified in the allegations made by the student shall be replaced on the Review Committee by other members of the faculty in order of length of service to the department.

## **APPENDICES**



**APPENDIX B**  
**CERTIFICATION OF APPROVAL**  
**of a**  
**Proposal for a Thesis**  
**For the Master of Science Degree in Geography**

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Title of Proposed Thesis: \_\_\_\_\_

\_\_\_\_\_

Brief Abstract of Thesis Proposal: (Approximately 100 words)

Statement of Understanding. I have submitted a copy of a thesis proposal to the committee members listed below. I understand that approval of this proposal is not a binding contract nor a guarantee of acceptance of a thesis based upon the proposal.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Master's Committee Approval:

\_\_\_\_\_  
Signature of Major Professor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Date

Distribution by major professor: Student, Department Head, Master's Committee Members, Department binder.  
Major Professor must append copy of accepted proposal to certificate submitted for student's departmental office file.

**APPENDIX C  
 AGREEMENT TO SERVE AS SPECIAL FIELD EXAMINERS  
 FOR THE PH.D. DEGREE**

Date: \_\_\_\_\_

Student Requesting the Examinations: \_\_\_\_\_

**Special Field #1** \_\_\_\_\_

Proposed Examination Date \_\_\_\_\_

Proposed Examination Committee:  
 (Printed or Typed)

Signatures of Examiners,  
 Confirming Willingness to Serve

		Date
		Date

**Special Field #2** \_\_\_\_\_

Proposed Examination Date \_\_\_\_\_

Proposed Examination Committee:  
 (Printed or Typed)

Signatures of Examiners,  
 Confirming Willingness to Serve

		Date
		Date

<b>Department Head Signature</b>	Date
----------------------------------	------

Comments:

This form must be signed by all appropriate parties and placed on file in the department office at least 30 days prior to the date on which the first examination is to be administered. Distribution: Student, Department Head, Committee Members.

## APPENDIX D REPORT OF EXAMINATION RESULTS

This is to certify that on the following date: \_\_\_\_\_

Mr.  Ms. \_\_\_\_\_

was given the following examination:

- Written Examination for a Thesis Master's Degree
- Written Examination for a Non-Thesis Master's Degree
- Final Oral Examination over Master's Thesis and Degree Program
- Final Oral Examination over Non-Thesis Master's Degree

\*\*\*\*\*

- Written General Examination for the Ph.D. Degree
- First Special Field Examination for the PH.D. Degree, in

\_\_\_\_\_  
(Area of special field)

- Second Special Field Examination

\_\_\_\_\_  
(Area of special field)

- Comprehensive Oral Examination over Dissertation Proposal and Program
- Final Oral Examination for the Ph.D. Degree

\*\*\*\*\*

### RESULTS

The appropriate Master's/Doctoral committee has concluded that the examination was  passed  failed.

\_\_\_\_\_  
Signature, Chair of Examination Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Major Professor

Distribution: Student, Department Head.

**APPENDIX E**  
**CERTIFICATION OF APPROVAL**  
**of a**  
**Doctoral Dissertation Proposal**

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Title of Dissertation: \_\_\_\_\_

\_\_\_\_\_

Brief Abstract of Dissertation:

Statement of Understanding. I understand that approval of this proposal is not a binding contract and that it is not a guarantee of acceptance of a dissertation based upon the proposal.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Doctoral Dissertation Committee Approval:

\_\_\_\_\_  
Signature of Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Date

Distribution: Student, Dept. Head, Committee Members, Dept. binder

Major Professor is to attach copy of approved proposal to this document for the department office file.

**APPENDIX F  
APPLICATION**

for  
**Permission to Register for Independent Study Courses**

This form must be completed and placed on file with the department head prior to registration for any independent study course in Geography. Students who fail to comply with this requirement may be dropped from the registration roll. Retroactive registration is not permitted.

The student is responsible for regularly informing the tutor (instructor) of progress and, or, problems associated with the study. The course must be completed and all required work submitted to the tutor no later than the last day of regular classes during the term of enrollment.

Student Name:

Student ID #:

Course #: 505 Directed Research

Section #:

Hours of Credit:

Please check one:  Grade A-F  S/NC

Semester: Fall

Year: 2007

E-mail Address:

Phone #:

**Descriptive Title (Optional, maximum 21 characters including spaces):**

In the space below, and on back of this page if necessary, the student must provide a description of the proposed independent work. Research projects should include a problem statement and an estimated timetable for completion of work.

Signatures:

\_\_\_\_\_  
Student

\_\_\_\_\_  
Tutor (Instructor)

\_\_\_\_\_  
Department Head

Copies: Student; Tutor; Department Head

Updated: June 2007

**APPENDIX G**  
**PETITION FOR EXCEPTION TO DEPARTMENT POLICY**

Petitions may be submitted by graduate students who wish to gain exceptions to course requirements or to department policies which affect their graduate status or program responsibilities.

DATE: \_\_\_\_\_

TO: Graduate Program Committee, Department of Geography

FROM: \_\_\_\_\_

Subject of the Petition (Please type)

Justification for the Petition (please type)

\_\_\_\_\_  
Signature of Petitioner

Recommendation of Advisor

\_\_\_\_\_  
Signature of Advisor

Recommendation of Graduate Program Committee

\_\_\_\_\_  
Signature, Chair of Graduate Program Committee

Decision of Faculty as Whole

\_\_\_\_\_  
Signature, Department Head

Copies to: Petitioner, Departmental File, Chair of Graduate Program Committee