

Doctoral Degree Checklist

Important procedures for completing the doctoral program in the Department of Geography are outlined below:

Completed Hours of Coursework: 0 – 9 (Semester I)

- _____ Work with the Director of Graduate Study/ or your *temporary* advisor to select initial coursework

- _____ Complete a *preliminary plan of study* with the Director of Graduate Study/or with your temporary advisor. If you have credits that you want to transfer from another *program or university, include them on your Doctoral Plan of Study.*

Completed Hours of Coursework: 10 – 18 (Semester II)

- _____ Select a chair for your dissertation committee

- _____ Work with your chair to select the rest of the dissertation committee

- _____ Develop a doctoral plan of study in conjunction with your chair and the rest of the dissertation committee

- _____ Submit the *Recommendation for Doctoral Advisory/Dissertation Committee Appointment and Plan of Study* to the Director of Graduate Study for routing to The Graduate School (<http://grs.uncg.edu/forms/Committee&POS.pdf>)

- _____ Submit the *Doctoral Plan of Study Cover Form*, along with the department's *Dissertation Plan of Study Form* (www.uncg.edu/geo) to the Director of Graduate Study for routing to the Graduate School. This goes with the above form. (<http://grs.uncg.edu/forms/DoctoralPOS.pdf>)

Complete a *Dissertation Topic Approval* form and submit to the Director of Graduate Study for routing to the Graduate School

Student's Signature _____

Advisor's Signature _____

Completed Hours of Coursework: 19 – 27 (Semester III)

_____ Finish core coursework

Completed Hours of Coursework: 28-36 (Semester IV)

_____ Take the written comprehensive exam

_____ Defend Dissertation proposal at the Preliminary Oral Examination

_____ Complete the form *Results of Preliminary Doctoral Comprehensive Examination* and submit to the Director of Graduate Study for routing to the Graduate School

_____ **After** finishing all core courses, passing your written and oral comprehensives, and filing you *Dissertation Topic Approval* form, complete the *Application for Admission to Candidacy* and submit to the Director of Graduate Study for routing to the Graduate School

Student's Signature _____

Advisor's Signature _____

Completed Hours of Coursework: 37-42 (Semester V)

*Geo 799: Continue to make progress on your dissertation
Consider submitting manuscripts to professional journals*

Completed Hours of Coursework: 43-48 (Semester VI)

*Geo 799: Continue to make progress on your dissertation
Consider submitting manuscripts to professional journals*

Completed Hours of Coursework: 49-54 (Semester VII)

*Geo 799: Continue to make progress on your dissertation
Consider submitting manuscripts to professional journals*

Completed Hours of Coursework: 55-57 (Semester VIII)

_____ Finish and defend your dissertation

- _____ Complete the form *Application for Graduation for Graduate Students*
- _____ Complete the form *Final Oral Examination Schedule* and submit to the Director of Graduate Study for routing to the Graduate School
- _____ Complete the form *Results of Oral Examination in Defense of Thesis/Dissertation* and submit to the Director of Graduate Study for routing to the Graduate School
- _____ Graduate!

Intellectual Property (Adopted from University of Tennessee Geography handbook)

Prior to graduation, all original data comprising the thesis and dissertation should be placed on file and a timetable should be finalized for publishing the thesis, both with the advisor. This is to protect the student from others using her/his data without permission; it also ensures that data that are often critical to the research program of a faculty member will be available for use after a mutually agreed upon amount of time has elapsed. Work completed by students as part of projects funded by NSF or other government agencies may have particular data reporting and sharing requirements.