



UNCG

**GEOGRAPHY,
ENVIRONMENT, AND
SUSTAINABILITY**

A dark blue world map with glowing yellow and white lights representing city lights at night. The lights are most concentrated in North America, Europe, and East Asia.

**Graduate Student
Handbook**

Earth at Night
More information available at:
<http://antwrp.gsfc.nasa.gov/apod/ap020810.html>

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Fall 2019 Academic Calendar

Department of Geography, Environment and Sustainability

12-Aug	-----	All new grad students must attend teaching assistant training 8:00AM check-in. Taking place in School of Music Recital Hall
15-Aug	-----	New Graduate Student Pizza and Beer Reception, 12 pm – 5 pm Elliott University Center Cone Ballroom.
19-Aug	-----	Mandatory Meeting for all incoming graduate students from 2:00 p.m. to 4:45 p.m. in Graham 106
19-Aug	-----	Welcome back for all graduate students and faculty 4:00 p.m. in Graham 106
20-Aug	-----	Classes begin, 8 AM
20-Aug	-----	Late registration and schedule adjustment (through August 26)
26-Aug	-----	Last day to change course(s) or course section(s) without special permission
26-Aug	-----	Last day to drop course for refund
27-Aug	-----	Deadline to apply for December graduation
31-Aug	-----	Plan of Study revisions due for December graduates (Master's)
2-Sept	-----	Labor Day Holiday. Classes dismissed; offices closed.
4-Sept	-----	PhD Comprehensive Exams (through 2-Nov) written & oral
18-Sept	-----	Registration opens for Three Minute Thesis Competition (3MT)
11-Oct	-----	Last day to notify grad school of PhD defense
11-Oct	-----	Fall Break begins, 6 PM
11-Oct	-----	Last day to drop courses without incurring a WF grade (withdraw failing)
16-Oct	-----	Classes resume, 8 AM
16-Oct	-----	Spring/summer 2019 Advising begins (through 19-Nov)
16-Oct	-----	3MT registration closes at 5 p.m.
25-Oct	-----	Last day for December doctoral defense, grad school
25-Oct	-----	Last day to submit thesis/internship/portfolio to chair
28-Oct	-----	Spring/summer 2019 registration begins (through 19-Nov)
29 & 30-Oct	-----	3MT Preliminary Rounds
8-Nov	-----	Deadline to submit online dissertation and original signed title and approval pages to the Grad School for approval
8-Nov	-----	Last day thesis defense, Dept. of Geography, Environment and Sustainability
14-Nov	-----	3MT final rounds, Virginia Dare Room 2:00 pm – 4:00 pm
18-Nov	-----	Deadline to submit electronic thesis to the Grad School
20-Nov	-----	Internship Project Presentations (Master Student Capstones), Noon, 109 Graham
23– Nov	-----	South Eastern Division of the Association of American Geographers (SEDAAG) conference (25-Nov) will be held in Wilmington
26-Nov	-----	Thanksgiving break begins, 10 PM
2-Dec	-----	Classes resume, 8 AM
4-Dec	-----	Last day of classes
5-Dec	-----	Final date for complete clearance of December graduates
5-Dec	-----	Deadline for final submission of thesis or dissertation to Grad School
5-Dec	-----	Reading Day
6-Dec	-----	Final Examinations begin (ending 12-Dec)
12-Dec	-----	Doctoral Hooding Ceremony
13-Dec	-----	December Commencement, Greensboro Coliseum

13-Jan	-----	Classes begin, 8 AM
TBA	-----	Mandatory Meeting for all incoming graduate students from 2 p.m. to 4 p.m. in room TBA
TBA	-----	Welcome back for all graduate students and faculty: 4 p.m. in room TBA
14-Jan	-----	Late registration and schedule adjustment (through 18-Jan)
18-Jan	-----	Last day to change course(s) or course section(s) without special permission
18-Jan	-----	Last day to drop course for refund
21-Jan	-----	Registration Opens for Graduate Research & Creativity Expo
21-Jan	-----	Dr. Martin Luther King, Jr holiday – classes dismissed; offices closed
21-Jan	-----	Deadline to apply for May graduation
1-Feb	-----	Plan of Study revisions due for May graduates (Master’s)
4-Feb	-----	PhD comprehensive Exams (10-Apr) written & oral
18-Feb	-----	Student deadline to register to present at 2018 Graduate Research and Creativity Expo
27-Feb	-----	Last day to notify grad school of PhD defense
2-Mar	-----	Spring Break begins, 1 PM
11-Mar	-----	Classes resume, 8 AM
11-Mar	-----	Last day to drop courses without incurring a WF grade (withdraw failing)
13-Mar	-----	Last day for May doctoral defense, grad school
13-Mar	-----	Last day to submit thesis/internship/portfolio to chair
18-Mar	-----	Fall 2018 Advising begins (through 24-Apr)
20-Mar	-----	Deadline to submit online dissertation and original signed title and approval pages to the Grad School for approval
22-Mar	-----	Last day thesis defense, Dept. of Geography, Environment and Sustainability
1-Apr	-----	Fall 2018 registration begins (through 24-Apr)
1-Apr	-----	Graduate Research & Creativity Expo
2-Apr	-----	Deadline to submit electronic thesis to the Grad School
6-Apr	-----	Association of American Geographers (AAG) annual conference (10-Apr) in Denver, CO
19-Apr	-----	Spring holiday. Classes dismissed; offices closed
24-Apr	-----	Internship Project Presentations, Noon, 109 Graham
1-May	-----	Last day of classes
2-May	-----	Final date for complete clearance of May graduates
2-May	-----	Deadline for final submission of thesis or dissertation to Grad School
2-May	-----	Reading Day
3-May	-----	Final Examinations begin (ending 9-May)
7-May	-----	May Doctoral Hooding Ceremony
8-May	-----	May Commencement, Coliseum; reception following in 109 Graham

PROGRAM REQUIREMENTS - ALL DEGREES

Advisors

The Director of Graduate Studies serves as the temporary advisor for all incoming graduate students unless otherwise pre-assigned. All incoming graduate students are required to meet with the Graduate Director for an orientation meeting at the beginning of the semester. The purpose of this initial meeting is to discuss your goals, help you plan a course of study, and to anticipate the timing of important graduate school and departmental deadlines.

By the end of the first semester, students are required to select a permanent advisor, with that advisor's consent. Students' permanent advisor must be a graduate faculty and from the Department of Geography, Environment, and Sustainability Department with expertise in the area of students' dissertation research interest. Students may request a change of advisor at any time, if necessary, with a substantial change of dissertation topic. However, be mindful that this may entail a delay in students' graduation. Following any change in committee member, it is the student's responsibility to immediately notify affected faculty and request permission to include any contribution of the faculty in their final work. After 12 credit hours, or at the end of their first year of study, a student may constitute a committee. After completion of 18 credit hours, failure to do so may indicate lack of progress toward a degree. Students are free to discuss project ideas with various faculty members. Faculty contribute their time and expertise in the valuable production of graduates, serving in the capacity of committee members as well as primary advisor, which should be respected by all involved in this critical process. In accordance with the investment of substantial time and intellectual property in project development, the advisor-advisee relationship should be formalized by signing the appropriate "Committee Appointment" form. The student needs to have a topic and a written paragraph summarizing their intended research, which is then signed by the intended advisor and committee.

Please note that faculty committees **DO NOT** normally meet during the summer, periods between semesters or during the first or last week of any semester. Committee approvals of work/proposals may be significantly delayed if you fail to recognize this in your planning.

Schedule for Completion

Graduate students should consult clearly and methodically with their advisor to plan their schedule of major due dates to complete their written work in order to graduate in optimal time. Be sure to give your committee members several opportunities to periodically read your work, providing plenty of time for them to respond to you and for you to make

requested changes. Schedule a time to meet with each committee member face to face to discuss your work and their suggestions. Always send your work to your advisor to approve before release to the committee. Plan to graduate at the end of Fall or Spring semester, as faculty are frequently elsewhere during the summer. Be aware of all the due dates on both the Graduate School and Department of Geography, Environment, and Sustainability web pages; compliance with these is your responsibility.

Full-Time Academic Status & Assistantships

A full-time student load per semester is **nine** credit hours. Students receiving financial support from the University must be enrolled in a minimum of nine semester hours in a graduate degree program.

Students must have been admitted to the University unconditionally and have maintained a B (3.0) average. Service hours may not exceed 20 hours per week in total.

Full-time graduate students may not be employed for more than 20 hours per week inclusive of assistantship hours. Normally, a student who has a fellowship or service appointment will not work outside the University. Only under extraordinary circumstances with the recommendation of the department and approval of the Vice Provost of Graduate Education, a student who has a fellowship or service appointment may be granted special permission to work outside the University.

To receive either a full or partial tuition waiver the student must also have been granted an assistantship.

Full-time assistantships in Geography are classified as GA (graduate assistant) or TA (teaching assistantship). Master's candidates are automatically classified as GA; doctoral students are classified as TA.

Normally, a 20-hour assistantship each semester will consist of one of the following:

- ✚ complete responsibility for 1-2 sections of a course (Ex. GES 103)
- ✚ teaching 2-3 lab sections of a course (Ex. GES 103L)
- ✚ serving as a technical assistant in courses (Ex. GES 121)
- ✚ serving as a lab assistant in the research lab
- ✚ some combination of technical assistance and lab assistance

Please note that assignments are made based on a balance of Departmental needs, student skills, and schedules. Students holding assistantships are evaluated yearly. Master's students making adequate progress towards their degree and meeting their work requirements consistently and with positive evaluations can expect to receive a total of

two years of funding. Doctoral students in similar circumstances can expect to receive a total of four years of funding. Specific details regarding criteria for receiving continued funding are described in the checklist in the Appendix X

Expectations for Being Part of the Geography, Environment, and Sustainability Community

A critical aspect of the graduate experience is participation in events beyond the coursework requirements. Thus, graduate students are expected to go to professional conferences, attend colloquiums and are highly encouraged to present and/or publish from their theses and dissertations. Travel funds in support of graduate students' travel is periodically available from the Graduate School or the Geography, Environment, and Sustainability Department but is typically quite limited. Please be aware that evaluation for continued and future funding requires including **annual review** (see on page 9 for more details) and regular attendance at departmental events such as colloquiums.

Provisional Status

Promising students who hold a baccalaureate degree but do not meet the formal requirements for full admission may, upon departmental recommendation, be granted provisional admission. Full graduate standing will be granted when the student satisfactorily completes prescribed courses or otherwise removes deficiencies as outlined by the Director of Graduate Studies or the Graduate School. All special conditions must be satisfied no later than upon the completion of 15 semester hours of graduate credit.

A graduate student admitted provisionally is not eligible for appointment to an assistantship or fellowship until full graduate standing is achieved.

Academic Eligibility

Fully admitted students will become academically ineligible to continue in The Graduate School under any of the following circumstances:

1. Grades of U, F or WF are received in any 6 semester hours,
2. Grades of C+ or C are received in 9 semester hours,
3. Any grade of U, F or WF is received in combination with 6 semester hours of C+ or C grades, or

Fully admitted students in Post-Baccalaureate and Post-Master's Certificate programs will become academically ineligible to continue in an approved certificate program under any of the following circumstances:

1. Any grade of U, F, or WF is received,
2. Grades of C+ or C are received in more than 3 semester hours,

Annual Review/Report

Each year at the end of fall semester every student is required to fill out "Graduate Student Annual Report Form" found in Appendix X of the GES Graduate Student Handbook as well as in the Department website. The report should reflect the work conducted since the last annual review meeting, possible problems that are impeding progress, a plan for work to be conducted in the next year, and a timetable for completion of degree requirements. The student's report will then be reviewed during a meeting in early spring semester with their advisory committee (or the Graduate Studies Committee if the advisory committee has not been selected) and modifications, if necessary, will be made at that time. The final report of the "Graduate Student Annual Report Form" are to be submitted to the Director of Graduate Studies (DGS) in GES by January 31st. The DGS will then send the form to the Graduate School. It is the student's responsibility to work with her or his advisor to complete the annual review process. Failure of the student to complete these requirements may result in either discontinuation of funding and/or dismissal from the graduate program.

Deficiency Coursework

Students coming into our programs without an undergraduate degree in geography must complete four undergraduate courses in geography to help ground themselves in the discipline. One course in each of the following sub-disciplines is required, in addition to completing the advanced degree requirements:

- ✚ Physical Geography: GES 103; GES 330
- ✚ Regional Geography: GES 104; GES 333; GES 344
- ✚ Human Geography: GES 105; GES 301; GES 302; GES 304; GES 320
- ✚ Geographic Techniques: GES 121; GES 322; GES 357; GES 358; GES 359; GES 603

Plans of Study

Every graduate program undertaken, including the post-baccalaureate certificates, requires you to file a plan of study outlining all the courses you will take or have taken to meet the requirements of your degree.

A *preliminary form* must be filled out and signed by the Director of Graduate Studies during your first year in the program. A *final plan*, which documents any changes that occurred must be signed and filed with the Graduate School when you apply for graduation.

Please note that each program undertaken requires a *separate* plan of study to be filed. See the appendix for forms.

GES 601 – Research Trends in Geography

GES 601 is a one credit hour course that provides an overview of major research trends in geography, particularly as they relate to the graduate program and faculty in the department. As an entry point into the graduate program, its purpose is to help transition you from being primarily a user of geographical knowledge to someone who is situated to contribute professionally to the knowledge base of the discipline. It consists of field trips to orient you to the region and to faculty research, conference attendance requirements, and three Friday afternoon colloquia early in the Fall semester to orient you to the faculty and their areas of research and lecture attendance/participation.

All master's students must take this course as a requirement of the Master's degree; this should occur the first Fall semester in which they are enrolled.

Doctoral students are encouraged to take this course during their first Fall semester as well to become acquainted with the region and faculty.

Independent Studies

An independent study consists of guided readings, research and individual project work completed under the direction of a member of the geography, environment, and sustainability department. They offer students the opportunity to complete an in-depth study of an area in geography that is not covered by a regular course in the geography curriculum. These studies are not designed to substitute for regular coursework.

Eighteen hours of graduate coursework must be completed before a student is eligible to enroll in GES 690 – Research Problems in Applied Geography or GES 790 – Independent

Geographic Research. Students must also have at least a 3.0 average in their graduate coursework and the prior approval of a faculty member to enroll – faculty must fill out a form granting you approval to register (forms generally available in the front office).

No more than three credit hours of independent study may be earned in any given semester, and not more than six semester hours may count towards satisfying the minimum requirements for a master's or doctoral degree.

Leaves of Absence

Graduate students may step out of the University one semester in a calendar year (fall, spring, or summer) and maintain continuous status. Students who will be absent for more than one semester or a summer session must apply for a leave of absence (see appendix for form). Students who are absent for more than one semester or a summer session without an approved leave of absence must apply for readmission through The Graduate School, after first receiving the endorsement of the department's Director of Graduate Study.

Leaves of absence may be granted for a variety of reasons including extracurricular educational activities, illness, and other personal circumstances. Students should submit requests for a leave of absence in writing to their departmental Director of Graduate Study, who will forward the request to The Graduate School with the department's recommendation. All requests for leaves of absence will be considered on a case by case basis in The Graduate School.

Under normal circumstances, time devoted to a leave of absence will count toward the authorized time limit for completion of degree requirements. Students with special circumstances should consult with the departmental Director of Graduate Study to discuss options available for revising the time frame needed to complete their plan of study.

Applying for Graduation

Your application for graduation must be received in the Graduate School by the end of the **first week of classes of the term in which you wish to graduate**. Candidates must comply with all deadlines in the University calendar; failure to do so will delay your graduation. If you apply for graduation, then fail to qualify, you will need to re-apply for a later graduation.

Along with your application to graduate, you must include a **final plan of study** (see forms in the appendix).

POST-BACCALAUREATE CERTIFICATES

The post-baccalaureate certificate programs in Geography, Environment, and Sustainability offer you the opportunity to specialize in a sub-area of geography to enhance your marketplace attractiveness in the world of professional geographic work. The courses that you will take will stretch your academic and professional capabilities, as you learn to critically evaluate work in your chosen area of expertise.

Certificate programs are stand-alone programs. They require separate applications for admission and for graduation. Thus, if you are completing one or more of these programs in conjunction with a Master's or doctoral degree, be aware that you will need to file additional paperwork.

The Graduate School requires that each candidate for a post-baccalaureate certificate file a **plan of study** by the completion of nine credit hours of graduate coursework (see appendix for plan of study form).

Global and Regional Studies in Geography

This certificate requires courses focusing on the contemporary political economy of countries in various global regions from East Asia to Europe. The program emphasizes knowledge and skills needed to prepare students to work in positions in government, international business, and other global organizations. Students will combine courses in political and economic geography with course focusing on two world regions.

Applicants need a baccalaureate degree in geography, political science, International and Global Studies, a language concentration or history. No admissions test is required. Exceptions must be by permission of the Department of Geography, Environment, and Sustainability.

For more information you may contact Dr. Corey Johnson at 336.334.3919 or e-mail cmjohns8@uncg.edu.

Required Core Courses (15 hours)

- 🚩 GES 604 — Political Geography
- 🚩 GES 633 — Regional Economic Development
- 🚩 GES 605 — Regional Planning
- 🚩 GES 634 — Advanced Topics in European Geography
- 🚩 GES 635 — Geography of Asia

Elective Courses (3 hours)

- ✚ GES 651 – Seminar in Regional Geography
- ✚ HIS 508 – Latin American and Caribbean: Selected Topics
- ✚ HIS 564 – Modern Britain: Selected Topics
- ✚ HIS 574 – Modern Germany: Selected Topics
- ✚ HIS 575 – Modern Russian History: Selected Topics
- ✚ PSC 610 – Public Policy Analysis

Sustainability

The Post-Baccalaureate Certificate in Sustainability provides foundational and advanced knowledge and skills necessary for transitioning to sustainability-related careers in a variety of sectors from sciences to the arts, from business to education, and from governmental to non-governmental organizations. The curriculum includes the student's choice of a selection of sustainability-focused classes in the Department of Geography, Environment, and Sustainability; in addition, the student chooses in consultation with the advisor, a sustainability-relevant class from another department at UNC Greensboro. The core Seminar in Sustainability (GES 662 Sustainability) offers a translational experience around the unique definition of sustainability at UNC Greensboro, where academics, operational, and outreach are conducted with careful attention to the enduring interconnectedness of social equity, the environment, the economy, and aesthetics.

For information regarding deadlines and requirements for admission, please see the Guide to Graduate Admissions. Applicants need a baccalaureate degree in any field. Eighteen (18) credit hours are required to earn this certificate.

Required Core Courses (3 hours)

- ✚ GES 662 – Sustainability

Sustainability-Focused Elective Courses (9 hours)

- ✚ GES 602 – Entrepreneurial Urban Planning
- ✚ GES 603 – Understanding Geography Information Systems
- ✚ GES 605 – Regional Planning
- ✚ GES 606 – Environmental Planning
- ✚ GES 612 – Natural Resource Geography
- ✚ GES 615 – National Parks and Protected Areas
- ✚ GES 618 – Biogeography
- ✚ GES 619 – Advanced Weather and Climate Synoptic Climatology

- ✚ GES 631 – Transportation Planning
- ✚ GES 632 – Geography of Livable Cities
- ✚ GES 641 – Earth Surface Processes and Landforms
- ✚ GES 664 – Seminar in Environmental Studies

Sustainability Elective Courses (6 hours)*

- ✚ GES 660 – Sustainability Campus Operations
- ✚ GES 682 – Topics in Aesthetics and Ethics
- ✚ GES 684 – Topics in Economics and Development
- ✚ GES 686 – Topics in Equity and Society
- ✚ GES 688 – Topics in Natural Sciences

Urban and Economic Development

This certificate is offered jointly with the Department of Political Science. It emphasizes the knowledge and skills needed to prepare students to work for organizations focusing on urban planning and community economic development activities in the private sector, government and nonprofit organizations. Completion of the certificate requires 18 hours.

Course Requirements: There are four required graduate-level courses (12 hours) and two required elective courses (6 hours).

Core Courses (12 semester hours):

Geography (6 hours, choice of 2 courses):

- ✚ GES 602 – Urban Planning
- ✚ GES 605 – Regional Planning
- ✚ GES 632 – Geography of Livable Cities

Political Science (6 hours, choice of 2 courses):

- ✚ PSC 520 – Urban Political Systems
- ✚ PSC 620 – Urban and Regional Development Policy
- ✚ PSC 630 – Community & Economic Development

Elective Courses (6 semester hours — choice of 2 of the following):

- ✚ GES 603 – Understanding GIS
- ✚ GES 605 – Regional Planning

✚GES 622 – GIS Applications in Urban Planning

✚GES 631 – Transportation Planning

✚PSC 613 – Local Government Administration

✚PSC 511D – Strategic Planning *

✚PSC 511G – Grantwriting *

✚PSC 511P – Program Evaluation *

* online one credit courses

MASTER OF ARTS DEGREE

The Master of Arts in Applied Geography is designed to take you beyond your baccalaureate degree and allow you specialize in the field of geography. The journey to this destination will be quite different from the one you undertook to obtain your undergraduate degree; it will be a much more independent process, in which you will be expected to take the primary responsibility for charting your course. You will be actively participating in small-group seminars, undertaking independent research projects, and critically evaluating others' work as you develop expertise in your selected area of study.

The goal is to take the broad exposure you had to geography as an undergraduate and to deepen that knowledge by helping you to set up and complete a program of scholarly research that will lead to one of three capstone experiences: 1) a master's thesis, 2) a scholarly paper resulting from an internship experience, or 3) two scholarly research papers that form the foundation of a professional portfolio.

Graduate School Requirements

- ✚ Submission of plan of study to The Graduate School prior to 50% of program completion.
- ✚ Satisfactory completion of all course requirements
- ✚ Achievement of the required B (3.0) GPA overall for courses listed on the plan of study and in the major.
- ✚ Capstone experience
- ✚ Application for graduation and a final plan of study, filed by the end of the first week of classes of the semester in which you wish to graduate
- ✚ Payment of all accounts

All events must be met by the deadlines outlined in the university's Calendar of Events

Graduate School Time Limits

As a Master's candidate you have five academic years, beginning from the date of the first course carrying graduate degree credit you want to list on your plan of study, to finish your degree. If your plan of study extends beyond three calendar years, be aware that the Graduate School may require you to meet new requirements.

Credits and Coursework

The M.A. degree in Applied Geography has three tracks from which to choose:

✦ Thesis

- ✦ 34 graduate credit hours, including GES 601, GES 620, and GES 699
- ✦ One-half of the total credit hours completed must be 600 – 749 level
- ✦ Comprehensive Exam
- ✦ Thesis
- ✦ Thesis Defense

✦ Internship Research

- ✦ 34 graduate credit hours, including GES 601, GES 620, and GES 695
- ✦ One-half of the total credit hours completed must be 600 - 749 level
- ✦ Comprehensive Exam
- ✦ Internship Project
- ✦ Internship Presentation

✦ Non-Thesis/Professional Portfolio

- ✦ 37 graduate credit hours, including GES 601, and GES 620
- ✦ One-half of the total credit hours completed must be 600 - 749 level
- ✦ Comprehensive Exam
- ✦ Professional portfolio must be compiled; this consists of a resume, personal statement, and two research papers (one traditional, one applied) – see capstone section below for details

Transfer of Courses

Credit for graduate work taken at other institutions can be transferred, if approved by the Director of Graduate Studies and if the following conditions are met:

- ✦ Courses must have been taken at a recognized, accredited graduate school
- ✦ Courses may NOT have been used to complete the requirements for another degree
- ✦ Courses must have been taken within the five-year time frame of the degree
- ✦ A 3.0 or better grade must have been earned on all transfer credit
- ✦ The credit must be recorded on an official transcript placed on file with The Graduate School
- ✦ Transfer credits must be approved by the student's major department and by the Vice Provost for Graduate Education (see appendix for form)
- ✦ Transfer credit must be necessary to meet specific degree requirements
- ✦ A maximum of nine credit hours may be transferred

Assessment of Academic Performance

Two of the milestones of the M.A. program are the successful completion of a proposal for the thesis, internship, or professional portfolio capstone experience, and an assessment of a student's academic preparation. Students must work with their advisor to develop a proposal for their capstone experience. Once the advisor approves the draft, the proposal will then be sent to the entire committee for review. The committee is to be given a minimum of three weeks to read the document and to provide feedback. If no serious problems are seen with the proposal, a meeting of the entire capstone experience committee should be scheduled to discuss the proposal. This meeting will serve two purposes, first as an opportunity for committee members to question the student's preparation for completing the proposed work and secondly to give feedback to the student on how to best begin their proposed work. Following the meeting, the student's advisor will submit two documents to the director of graduate studies (DGS): (1) Assessment of Academic Performance (signed by advisor), and 2) Approval of M.A. Thesis/Internship/Professional Portfolio proposal, which should be signed by the student and the committee members, indicating approval of the proposal. The DGS will then send the Assessment of Academic Program form to the Graduate School.

Choosing a Master's Track

The Thesis Option. This option is designed for self-motivated students who have strong writing skills and a specific research interest they wish to pursue in-depth. It is the best choice if you want to leave open the option of pursuing doctoral work in the future. You should be prepared to work independently, while at the same time taking direction and suggestions from your advisor and committee members. A minimum commitment of two years is recommended for this track.

Completing a Master's Thesis

The Thesis. A master's thesis in geography is an original piece of research that represents a significant contribution to the field. It should contribute new knowledge to the discipline; it should also include an extensive review of what others have contributed to the topic previously and should situate your research within that framework. The results of a thesis are based on research results and analysis, so while a comprehensive review of the literature is an essential component of the product, it alone does not constitute a thesis. Plan for your thesis! A good rule is to have an **accepted** thesis proposal **one year** in advance of when you would like to graduate. Also, if you are considering pursuing a Ph.D. in the future, be aware that a master's thesis is your best option.

The Thesis Proposal. The formal thesis proposal should be no longer than 10 pages, and should include an introduction to the problem you wish to explore/solve, a statement addressing why it is important to study this problem, a literature review of the *key* pieces

of research that affect or address your problem area, and a description of the methodology and analyses you plan to use to solve your problem.

The Thesis Committee. To have a proposal accepted, you must have a **thesis committee** in place. Once you have an idea for a proposal, talk to faculty you think would be interested in your topic and identify someone to be your advisor. Next, formally write up your proposal for your advisor. With your advisor, identify 1-2 other members of the department to serve as 2nd and/or 3rd readers of your work and give the proposal to them to consider. The third member may be from another department. Once the proposal has been accepted by all three, Fill out the **Thesis Committee** form and submit to the Director of Graduate Studies (see appendix).

When your committee is in place and you have completed 18 graduate credit hours towards your degree, you may register for thesis hours (GES 699).

The Thesis Defense. When your thesis is completed to the satisfaction of your advisor and committee members, you and your advisor will schedule a thesis defense with the Director of Graduate Studies. The thesis defense takes place during the semester you plan to graduate and must be successfully completed no later than the published UNCG date for completion of thesis defenses (mid-November/mid-April). Expect to make modifications to your thesis following the defense, so schedule your defense well in advance of this deadline! Defenses are typically scheduled for one hour, but may run shorter or longer, at the discretion of your committee. In a typical defense, which is open to the public, you will be asked to summarize your research. Following your summary, committee members and the audience may ask you questions about your research. When there are no more questions, the committee will ask you to step outside while they deliberate. Then they will call you back in to inform you of the outcome, which will either be a *pass*, *conditional pass*, or, rarely, *fail*.

Graduating. Your degree requirements are not fulfilled until you make all the corrections required by your committee at the thesis defense, your advisor reads and approves the corrections, and you submit the final corrected and formatted thesis to the Graduate School. Please note that UNCG requires you to submit an *approval copy* of your thesis, followed by the *final, corrected copy*. These versions must be submitted by the deadlines set by the Graduate school (found in the university calendar). Please also note that the thesis must follow strict formatting guidelines, available from the Graduate School. If your thesis does not meet these guidelines, it will not be accepted and your graduation date will be delayed until you have revised the formatting accordingly.

Thesis Copies. One bound copy of the finished thesis must be filed with the department. It is also customary to provide each committee member with a bound copy of the final thesis.

Completing a Master's Internship

The Internship. The internship in geography provides students structured experiences with applying theoretical concepts in an applied, professional work setting. The internship option requires the completion of a substantive, clearly defined piece of research that showcases your ability to think critically about a geographic problem. It requires defining a problem faced by the organization with which you are working and situating that problem within a framework of previous research conducted by other professionals. The results of the research are to be based on original analysis, so although a comprehensive review of how others have handled the problem is essential, it alone will not suffice as an acceptable piece of research. A good rule of thumb is to have an **accepted** research proposal **1 year** in advance of when you would like to graduate.

The Internship Proposal. The formal internship proposal should be no longer than 10 pages, and should include an introduction to the problem you wish to explore/solve, a statement addressing why it is important to study this problem, a literature review of the *key* pieces of research that affect or address your problem area, and a description of the methodology and analyses you plan to use to solve your problem.

The Internship Committee. To have a proposal accepted, you must have an **internship committee** in place. Once you and your internship supervisor have an idea for a proposal, talk to faculty you think would be interested in your topic and identify someone to be your advisor. Next, formally write up your proposal for your advisor. With your advisor, identify 1 other member of the department to serve as 3rd reader of your work and give the proposal to the third reader and your internship supervisor to consider. Once the proposal has been accepted by all three, Fill out the **Internship Committee** form and submit to the Director of Graduate Studies (see appendix). When your committee is in place and you have completed 18 graduate credit hours towards your degree, you may register for internship hours (GES 695).

The Internship Presentation. When your internship is completed to the satisfaction of your advisor, supervisor and third reader, you and your advisor will schedule an internship presentation with the Geo Club advisor. The internship presentation takes place during the semester you plan to graduate and must be successfully completed no later than the published departmental date for completion of internships (mid-November/mid-April). Presentations are typically scheduled for the last Wednesday of the semester, during Geo Club meeting time. Depending on the number of presenters, presentation time may run as little as 10 minutes or as long as 20. In a typical presentation, which is open to the public, you will be asked to summarize your research. Following your summary, committee members and the audience may ask you questions about your research. When there are no more questions, the committee will ask you to step outside while they deliberate. Then

they will call you back in to inform you of the outcome, which will either be a *pass*, *conditional pass*, or, rarely, *fail*.

Graduating. Your degree requirements are not fulfilled until you make all the corrections required by your committee at the internship presentation, your advisor reads and approves the corrections, and you submit the final corrected and formatted product to the Department. One bound copy of the finished research must be filed with the department. It is also customary to provide each committee member with a bound copy for their libraries.

Completing a Master's Professional Portfolio/Non-Thesis

The Professional Portfolio. The professional portfolio is the capstone project for the non-thesis track. This option requires compiling a set of materials that showcase your knowledge, skills, and problem-solving capabilities in the field of geography. The goal of the portfolio is to emphasize your ability to design, manage, operate, and report on projects, as both technical and project management skills are required for professional employment in our discipline. Your portfolio must contain the following:

- ✚ Resume
- ✚ One-page summary of interests, professional & academic experiences, & career goals
- ✚ Traditional research paper (minimum of 15 pages) that includes an introduction, literature review, analysis, results, discussions and conclusion,
- ✚ Application study that required the collection of primary or secondary data, the management and storage of that data, statistical or GIS analysis of that data, graphic illustrations, and the necessary verbal explanations to present the study

A good rule is to have an **accepted** portfolio **one semester** in advance of when you would like to graduate.

The Portfolio Proposal. The formal portfolio proposal should be no longer than 2-3 pages, and should include a brief statement of your career interest and goals, and the outline of the three papers that you wish to include in your portfolio with descriptions of the methodology and analyses you plan to use.

The Non-Thesis Committee. To graduate with the non-thesis option, you must have a **non-thesis committee** in place that oversees the development of your professional portfolio. This committee should be comprised of the individuals for whom you wrote the portfolio papers and/or with whom you have had significant amounts of classwork. Once you have identified 3 faculty members who best fit within this constraint, fill out the **Non-Thesis Committee** form and submit it to the Director of Graduate Studies (see appendix).

Graduating. Your degree requirements are not fulfilled until you make all the corrections required by your committee members, your advisor reads and approves the corrections, and you submit the final corrected and formatted product to the Department. One bound copy of the finished portfolio must be filed with the department. It is also customary to provide each committee member with a bound copy for their libraries.

Sustainability Concentration

The Sustainability Concentration in the M.A. in Applied Geography is directed towards students who have an interest in connecting approaches to addressing coupled human environmental problems in the context of broader studies in geography. Students completing this concentration will combine the core requirements of the M.A. in Applied Geography with departmental courses emphasizing interdisciplinary approaches to social and environmental challenges alongside classes from outside the department (chosen in consultation with the advisor). The concentration provides foundational and advanced knowledge and skills necessary for sustainability-related careers in variety of sectors. The core seminar in Sustainability (GES 662) offers a translational experience around the unique definition of sustainability at UNCG where academics, operations, and outreach are conducted with careful attention to the enduring interconnectedness of social equity, the environment, the economy, and aesthetics.

Required: 34 credit hours

Required Core Courses (10 hours)

- ✚ GES 601 Research Trends in Geography (1)
- ✚ GES 620 Spatial Analysis (3)
- ✚ GES 699 Thesis (6)

Sustainability Concentration Core (3 hours)

- ✚ GES 662 Sustainability (3)

Sustainability-Focused Elective Courses (12 hours)

- ✚ GES 602 – Entrepreneurial Urban Planning
- ✚ GES 603 – Understanding Geographic Information Systems
- ✚ GES 605 – Regional Planning
- ✚ GES 606 – Environmental Planning
- ✚ GES 612 – Natural Resource Geography
- ✚ GES 615 – National Parks and Protected Areas
- ✚ GES 618 – Biogeography
- ✚ GES 619 – Advanced Weather and Climate-Synoptic Climatology
- ✚ GES 631 – Transportation Planning
- ✚ GES 632 – Geography of Livable Cities
- ✚ GES 641 – Earth Surface Processes and landforms
- ✚ GES 664 – Seminar in Environmental Studies

Sustainability-Focused Elective Courses (12 hours)

- ✚ GES 660 – Sustainable Campus Operations
- ✚ GES 682 – Topics in Aesthetics and Ethics
- ✚ GES 684 – Topics in Economics and Development
- ✚ GES 686 – Topics in Equity and Society
- ✚ GES 688 – Topics in Natural Sciences

Urban Planning and Economic Development Concentration

This concentration is directed towards students who have an interest in preserving and enhancing the quality-of-life of urban areas and dealing effectively with growth and development issues. Students completing this concentration will combine the core requirements of the master's degree in applied geography with courses emphasizing the knowledge and skills required to provide effective leadership in urban and economic development for metropolitan areas. The required core courses, electives, research courses, collateral expertise and formal reviews and examinations are the same as for the Master of Arts degree in applied geography. Within this framework, the following 15 hours must be completed.

Required Core Courses (12 hours)

- ✚ GES 602 Urban Planning (3)
- ✚ GES 605 Regional Planning (3)
- ✚ GES 631 Transportation Planning (3)
- ✚ GES 632 Geography of Livable Cities (3)

Elective Courses (3 hours) --- Choose one from following:

- ✚ GES 622 GIS Applications in Urban Planning
- ✚ GES 633 Regional Economic Development
- ✚ PSC 620 Urban Development Policy (3)
- ✚ PSC 630 Community and Economic Development: Theory and Practice (3)

Master's Degree Check List

Important procedures for completing the master's program in the Department of Geography Environment, and Sustainability are outlined below.

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

- _____ Work with your *temporary* advisor (the Director of Graduate Study) to select initial coursework
- _____ Complete any remedial undergraduate coursework required
- _____ Complete a *preliminary plan of study* with the Director of Graduate Study
- _____ If you have graduate credits you want to transfer from another program or university (*that have NOT been used to satisfy a previous degree requirement*), complete the *Graduate Student Request for Transfer Credit* and file **with** your preliminary plan of study (nine credit maximum)
- _____ Submit your *preliminary plan of study* to the Director of Graduate Study for routing to the Graduate School

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

- _____ Declare a Master's track or capstone experience by March 1 (October 1 if first semester in program was spring semester)
- _____ Select a chair for your *Master's Committee* (thesis, internship, non-thesis)
- _____ Work with your chair to select the rest of your *Master's Committee*
- _____ Committee will meet with you to evaluate your current level of preparation through a series of oral questions
- _____ Complete the form *Results of Master's Comprehensive Examination* and submit to the Director of Graduate Study for routing to the Graduate School
- _____ Work with your chair to complete either a thesis or internship topic approval form, or if your track is non-thesis, a table of contents for your professional portfolio
- _____ Complete the appropriate committee form and submit to the Director of Graduate Study

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

_____ Continue taking elective courses

Completed Hours of Coursework: 27 – 34/37

_____ Apply for graduation

_____ Finish your master's experience!

If you are completing a thesis, please note that faculty serve on multiple committees so you will need to schedule your defense well in advance of the date in consultation with your advisor. Specifically, you will need to:

_____ Schedule your thesis defense with the Director of Graduate Studies *no later than 5 weeks* into the beginning of the semester you wish to defend

_____ Defend your thesis *no later than 10 weeks* into the beginning of the semester you wish to graduate

_____ File the requisite copies of the final thesis with the Graduate School before the Graduate School deadlines

_____ File the *Results of Oral Examination in Defense of Thesis/Dissertation* form with the Director of Graduate Studies and the Graduate School

If your master's is based on an internship, presentations are scheduled on the last 1 – 2 GEO Club Wednesdays, on a first-come, first-serve basis. Specifically, you will need to:

_____ Schedule your internship presentation in consultation with your advisor and the Director of the Geo Club *no later than five weeks* into the beginning of the semester you wish to defend

_____ Present your project during the Geo Club meeting slot to which you are assigned (presentation lengths should be a maximum of 12 minutes)

If your capstone is a professional portfolio:

- _____ Schedule your portfolio review with the chair of your committee no later than 10 weeks into the beginning of the semester you wish to graduate

- _____ Complete portfolio; give copy to department after approval page has been signed

DOCTORAL DEGREE

The Ph.D. in Geography is designed to allow you to concentrate on a narrow and clearly defined sub-field, while at the same time honing your foundation in the breadth of geography. Comfort with the breadth of geography is necessary to communicate with your fellow geographers; comfort with the depth of your sub-field is necessary to make original contributions to the research scholarship of your area.

Graduate School Requirements

- ✚ Satisfaction of all requirements for admission, including removal of deficiencies as identified at the time of admission
- ✚ An approved advisory/dissertation committee, to be filed in The Graduate School by the end of 18 semester hours.
- ✚ An approved plan of study, to be filed in The Graduate School by the end of 18 semester hours.
- ✚ Satisfactory completion of all course requirements
- ✚ Satisfactory completion of preliminary written and oral examinations
- ✚ An approved dissertation topic, filed with the Graduate School
- ✚ Admission to candidacy upon the satisfaction of the above requirements (formal application to be made in The Graduate School) (see appendix for form)
- ✚ Submission of a dissertation acceptable to the advisory/dissertation committee.
- ✚ Satisfactory oral defense of the dissertation.
- ✚ Acceptance of dissertation by the Graduate School
- ✚ Application for graduation and a final plan of study, filed by the end of the first week of classes of the semester in which you wish to graduate
- ✚ Payment of all accounts

All events must be met by the deadlines outlined in the university's Calendar of Events

Graduate School Time Limits

You have seven years, beginning from the date of the first course carrying graduate degree credit you want to list on your plan of study, to complete your degree.

Credits and Coursework

The doctoral degree requires a minimum of 48 hours of graduate-level coursework; all but 6 credit hours must be at the 600-level and higher.

- ✚ Required core courses: GES 720; GES 702; GES 701
- ✚ Required cluster courses are:
 - 6 credit hours of Geographic Information Science courses
 - 6 credit hours of Human geography courses
 - 6 credit hours of Physical geography courses
 - 6 credit hours of dissertation-related courses
- ✚ 15-21 hours of dissertation research GES 799*

** Minimum 15 credit hours of GES 799—Doctoral Dissertation Research course is required for all PhD candidates in geography. To eligible to enroll in GES 799, students must complete successfully all PhD course requirements, dissertation proposal, preliminary written and oral examinations, and Graduate School approval of Admission to Candidacy. May be taken in two or more semesters.*

Transfer of Courses

In some instances, work completed at other institutions may be counted towards your degree. If you propose the transfer of credit, it must be recommended by your dissertation committee before the Graduate School will credit the work to your program. The maximum amount of credits transferable is approximately nine credit hours. The following conditions also apply:

- ✚ Courses must have been taken at a recognized, accredited graduate school
- ✚ Courses may NOT have been used to complete the requirements for another degree
- ✚ Courses must have been taken within the seven-year time frame of the degree
- ✚ A B (3.0) or better grade must have been earned on all transfer credit
- ✚ The credit must be recorded on an official transcript that is on file with the Graduate School
- ✚ Transfer credits must be approved by the student's dissertation committee and by the Vice Provost of Graduate Education (see appendix for form)
- ✚ Transfer credit must be necessary to meet specific degree requirements
- ✚ A maximum of 9 credit hours may be transferred

The Doctoral Advisory/Dissertation Committee

Your dissertation committee must be established no later than the completion of 18 credit hours of coursework related to your doctoral degree. At least four members of the graduate faculty comprise the dissertation committee including your advisor. The Chair of the Dissertation Committee is the student's advisor or major professor with whom the student works most closely, and this person must be from the Geography, Environment, and Sustainability Department with expertise in the area of the dissertation research. Others on the committee must be competent to judge the research. Students are not permitted to write dissertations in areas where there is no research expertise among members of the faculty. The committee must consist of three members from the geography, environment, and sustainability faculty. It is the student's responsibility to confirm the willingness of each committee member to serve. The committee must be approved by the Graduate School after receiving recommendation by the Director of Graduate Studies or the Department Head. This committee helps you prepare your plan of study and guides the development of your dissertation. Of the four members, two (including the Chair), must be members of the graduate faculty; no more than one may be an adjunct graduate faculty member. One member must be selected from a minor area of study.

Changes in the doctoral committee are made by the committee chair and approved by the Director of Graduate Studies or 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 the defense of the dissertation are not permitted, except in highly unusual cases. Committee changes may be recommended to the Director of Graduate Studies or Department Head through the Committee Revision Form in the Appendix section or obtained from the department website.

The Dissertation Proposal

Before the preliminary doctoral examination is scheduled, and before beginning dissertation work, you must write a dissertation proposal in consultation with your advisor and have it approved by your dissertation committee. The dissertation proposal should be concise and focused; a good model to follow is the NSF Dissertation Grant Proposal document (www.nsf.gov). The grant proposal has a 15page limit (single space); in no case should the proposal exceed 30 pages. It should include:

- ✚ **Title page** - proposed title of dissertation; name of student; name and signature of 1st and 2nd readers, and the names of two reviewers; date of submission; a 50-100 word abstract typed (single spaced) stating concisely the nature of the problem to be pursued, objectives of the study, and data and methods to be employed

- ✚ **Introduction & Justification** – A specific statement of the problem as a researchable issue, including its relationship to past and present research
- ✚ **Literature Review** – Discussion of the pertinent literature and placing the proposal in context with this
- ✚ **Procedure** – Discussion of research objectives and design, along with the data to be used
- ✚ **Timetable** – A timetable for producing the product, including research, analysis, and writing phases
- ✚ **Bibliography** – Listing of works that most clearly relate to the study as sources of theory, data or methodology

Preliminary Doctoral Examinations

Following initial approval of your dissertation proposal by your advisory/dissertation committee and completion of a minimum of 21 credit hours in your program of study, you may sit for a preliminary doctoral examination, which consists of both a written and an oral component. The oral examination will begin with a presentation of the dissertation proposal. A request for the examination committee must be submitted to the dissertation committee a minimum of 4 weeks prior to the proposed exam date. The exam cannot take place the first or last three weeks of a semester. These exams are only given in the Fall and Spring semesters (counting from the last day of class). The written portion is scheduled and prepared by the dissertation advisor, in consultation with the dissertation committee. Questions may cover any phase of coursework taken during your doctoral degree or any subject logically related and basic to an understanding of the subject matter of your dissertation. Each committee member's set of questions should take four hours to complete. There is a maximum of three days to take the exam. If you have four members on your committee, the exam would be taken in two days. If there are more than four members the exam would take that extra day. The committee has two weeks to read, grade the written exam and present the grades to the committee chair. Following the written examination, an oral examination is scheduled; this should be scheduled within two to three weeks of the written examination. The complete dissertation committee must participate in the preliminary examinations. In the written exam if a question is given a conditional pass, that question will have to be clarified during the oral exam. If the oral exam has a conditional pass, the committee will convene to assign appropriate readings, class work, etc. Unanimous approval is required to pass the examination; no more than one re-examination is allowed, and this is at the discretion of the dissertation committee. If the exam is failed a second time, the student will be dismissed from the program. The last option is to disband the committee entirely. If this route is chosen, the process will have to be restarted with only one attempt to pass both the written and oral exams.

Admission to Candidacy and Enrollment in GES 799

When you have completed all coursework, passed the preliminary examination, and submitted a dissertation research proposal approved by your dissertation committee, you may then make formal application in the Graduate School for admission to candidacy for the doctoral degree. After Graduate School's approval of admission to candidacy, a PhD candidate is eligible to enroll in GES 799—Doctoral Dissertation Research course.

The Doctoral Dissertation

Your dissertation will be the result of a comprehensive investigation of a basic and significant problem within your major area of study. It must represent a significant and original contribution to knowledge and highlight your ability to conduct independent research of high quality.

Three-Paper Dissertation Option (adapted from Cornell)

With the consent of the student's Dissertation Committee a three-paper option may be completed in lieu of the traditional dissertation. The three papers must have a common focus and be of a quality that the Dissertation Committee feels would be publishable in appropriate professional journals. To conform to Graduate School requirements the three papers must be in standard dissertation format and there must be a separate chapter introducing the work and one summarizing the conclusions found in the work.

- ✚ The three papers should be thematically linked and reflect a trajectory of work with depth of inquiry in a common area.
- ✚ Each paper must contribute significantly to the frontier of knowledge and be deemed publishable in a reputable refereed journal.
- ✚ There should not be considerable overlap in the material covered in the papers.
- ✚ The candidates' committee (or chair) should have the final say as to the form of the exit option, specifically whether the three-paper model is appropriate.
- ✚ Articles should be ready for submission to an academic publisher. Articles already submitted, accepted or published before the defense are admissible as long as the committee is satisfied. If the committee is not satisfied with the quality of the articles, the student must continue to make improvements to satisfy the committee.
- ✚ Co-authored papers with the student as lead author are acceptable; however, one or more of the papers must be single authored by the candidate.

Doctoral Defense

When you have successfully completed all other requirements for the degree, the chair of your dissertation committee will, in consultation with the other committee members, schedule your final oral dissertation defense. The Graduate School will publish the dissertation title, date, time and location of the oral examination at least two weeks prior to the examination. The examination is open to all members of the University community who may wish to attend. The final oral examination is administered by the advisory/dissertation committee according to program guidelines. The examination is largely related to the dissertation field of study including courses taken here and elsewhere. Approval of the examination must be attested to by all members of the advisory/dissertation committee. The results of the examination are to be reported in writing to the Vice Provost for Graduate Education.

Graduating. Your degree requirements are not fulfilled until you make all the corrections required by your committee at the doctoral defense, your advisor reads and approves the corrections, and you submit the final corrected and formatted dissertation to the Graduate School. Please note that UNCG requires you submit an *approval copy* of your dissertation, followed by the *final, corrected copy*. These versions must be submitted by the deadlines set by the Graduate school (found in the university calendar). Please also note that the dissertation must follow strict formatting guidelines, available from the Graduate School. If your dissertation does not meet these guidelines, it will not be accepted, and your graduation date will be delayed until you have revised the formatting accordingly.

Dissertation Copies. One bound copy of the finished dissertation must be filed with the department. It is also customary to provide each committee member with a bound copy of the final dissertation.

Doctoral Degree Checklist

Important procedures for completing the doctoral program in the Department of Geography, Environment, and Sustainability 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 (<https://ges.uncg.edu/forms/>)

- _____ Submit the department's *Dissertation Plan of Study Form* (<https://ges.uncg.edu/forms/>) to the Director of Graduate Study for routing to the Graduate School.

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

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)

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

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

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

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

*GES 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 data reporting and sharing requirements.

Appendix

Criteria for evaluating students to receive continued funding by each year.

All Advisors must collect a written progress report from their students by the end of February, which will then be used to evaluate students' progress in a faculty meeting.

MA Students: (Funding maximum for two years)

At the beginning of March, 1st year-funded MA students must meet the following criteria to meet adequate progress toward their degree:

- ✦ A permanent advisor must be selected with the consent of that faculty
- ✦ Student must decide whether they will take the thesis or internship track
- ✦ If thesis track, students must have a research topic for thesis
- ✦ If internship track, students must have an idea to secure internship
- ✦ Course work (Overall, B or above) (3.0 GPA)
- ✦ Must receive positive evaluations on TA/GA Assignments
- ✦ Continue to represent and promote the qualities of our program during residency (e.g., colloquium attendance, attend professional meetings, etc...)

PhD students: (Funding up to 4 four years)

At the beginning of March each year funded PhD students must meet the following criteria to meet adequate progress toward their degree:

1st Year students:

- ✦ A permanent advisor must be selected with the consent of that faculty member
- ✦ Student must identify an area of dissertation topic
- ✦ Course work (Overall, B or above) (3.0 GPA)
- ✦ Must receive positive evaluations on TA/GA Assignments
- ✦ Continue to represent and promote the qualities of our program during residency (e.g., colloquium attendance, attend professional meetings, etc...)

2nd Year students:

- ✦ Must pass preliminary exam by the end of Spring semester
- ✦ Course work (Overall, B or above) (3.0 GPA)
- ✦ Must receive positive evaluations on TA/GA Assignments
- ✦ Continue to represent and promote the qualities of our program during residency (e.g., colloquium attendance, presentation in professional meetings, etc...)

3rd Year students: (if want to qualify for additional year of funding)

- ✚ Must make substantial progress in dissertation (at least 50% of the work should be completed) by the end of Spring semester)
- ✚ Must receive positive evaluations on TA/GA Assignments
- ✚ Continue to represent and promote the qualities of our program during residency (e.g., colloquium attendance, presentation in professional meetings, etc...)

4th year students:

- ✚ Must defend their dissertation before the Spring semester graduation deadline.
- ✚ Continue to represent and promote the qualities of our program during residency (e.g., colloquium attendance, presentation in professional meetings, etc...)

Please note: Students will be evaluated at the beginning of November if their funding period starts from Spring semester.



241 Mossman Building
 1202 Spring Garden Street
 Greensboro NC 27412
 336.334.5596 Phone
336.334.4424 Fax

MASTERS/CERTIFICATE STUDENT REQUEST FOR TRANSFER CREDIT

The graduate student must include the course description of the course(s) taken at another university/college in order to request preliminary approval. The student should also ensure that courses will transfer as graduate level coursework, the courses fall within the overall time limit to degree and they do not exceed the number of hours that can be transferred. Upon completion of the course(s), the student must request that a final, official transcript be sent to The Graduate School. The regulations governing the transfer of credit are set forth in *The Graduate School Bulletin* in the section on **Academic Regulations**. Approval to transfer credit to a degree program is conditional upon compliance with ALL limitations stated therein.

Please consult the **Policy on Continuous Enrollment** in the *Bulletin*. Students taking courses for transfer must remain in compliance with the Continuous Enrollment Policy. **PhD students are not required to fill out this form.** Instead, transfer credit should be included on the student's Doctoral Plan of Study.

Name of University visited: _____

Student's name: _____ ID# _____

Course(s) presented for transfer:

Course Number and Title	Semester/Year	Semester Hours	Substitutes for which course at UNCG
<u>Example: NURS 6994 Research Methods for Advanced Nursing</u>	<u>Spring 2018</u>	<u>3</u>	<u>NUR 602</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total hours:

I have read the Policy on Continuous Enrollment and the regulations governing transfer credit in *The Graduate School Bulletin* and understand that I bear sole responsibility for meeting all of the conditions stated therein.

Student Signature: _____
Date

*I recommend the above course(s) for transfer credit to the student's graduate degree program at UNCG:

Department Head, or
 Director of Graduate Study: _____
Date

The Graduate School: _____
Date

If this block is checked, the time limit in which to complete the requirements for your degree has changed due to this transfer of credit. Your time limit will now expire with the _____ semester.

***Final approval granted by The Graduate School upon receipt of final, official transcript.**

*Return form to the Director of Graduate Studies, Department of Geography, Environment and Sustainability
 C:Student*



LEAVE OF ABSENCE APPLICATION

School/Department: _____ Date: _____

Student's Name: _____ Student ID Number: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____

Degree: _____ Major: _____

First semester registered: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Term Year </div>	Last semester registered: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Term Year </div>
Semesters on leave*: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Term Year </div>	through: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Term Year </div>
Semester to return: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Term Year </div>	<i>*A Leave of Absence may not exceed one calendar year (three terms). Summer session counts as one semester/term.</i>

PLEASE NOTE: Acceptable reasons for requesting a leave of absence are military service, bereavement, illness, care giving, maternity, and paternity. For a full explanation of the policy regarding leaves of absence, please see *The Graduate School Bulletin*.

I understand that a leave of absence **does** extend the time allowed for completion of the degree by the amount of time granted in the leave of absence and the continuous enrollment policy will also be held in abeyance during this time. In addition, I understand that I am responsible for properly withdrawing from any active courses. I wish to apply for a leave of absence from the above degree program **for the following reason(s):**

Student Signature _____
Date _____

Department Head or
 Director of Graduate Study: _____
Date _____

Approved: _____

Vice Provost and Dean of The Graduate School
Date _____

For Office Use Only: Reactivate for _____ with Admission Status GA or GC (as shown in SGASTDN)

Term
circle one

IS/OS _____ Catalog _____ Degree _____ Major _____ Conc _____

APPLICATION FOR GRADUATION FOR GRADUATE STUDENTS

You must go to <https://grs.uncg.edu/current/graduation-application/> to apply to graduate using their online graduation application which is listed under “How to Apply for Graduation”

FINAL PLAN OF STUDY: If changes have been made to the Plan of Study, a revised Plan of Study must be submitted to the Graduate School by the end of the third week of classes of the semester in which the student applies for graduation.

DEADLINE FOR THESES/DISSERTATIONS: All doctoral candidates and master’s candidates, who are preparing a formal thesis, should be aware of the following deadlines (see the University’s Academic Calendar: grs.uncg.edu/calendar):

- (1) Final oral examination in defense of doctoral dissertation. Master’s thesis candidates should check with their thesis committee chair.
- (2) Submission of thesis/dissertation online with The Graduate School for approval.
- (3) Submission of final approved thesis/dissertation with The Graduate School.

DEADLINES FOR GRADUATION

This application must be filed with The Graduate School by the end of the first week of classes of the term in which the degree will be granted (grs.uncg.edu/calendar). Degree and/or certificate candidates must comply with all deadlines set forth in The Graduate School calendar. Failure to do so will delay the candidate’s graduation. These deadlines are necessary to enable everyone involved with the candidate’s degree clearance to complete the process in an orderly and academically sound manner. Candidates who apply for a given graduation and fail to qualify must reapply for a later graduation. Diplomas and transcripts of students owing money to the University will be held until the account is cleared.

REMOVAL OF INCOMPLETE GRADES

Policy concerning incomplete grades is frequently misunderstood. No grade of incomplete (I) may be carried beyond graduation, **including incompletes in courses not required for the degree**. It is the student’s responsibility to ensure that a final grade has been submitted prior to graduation. If a final grade has not been recorded by the deadline date for degree clearance, it is the student’s responsibility to check with The Graduate School to determine his/her status. A GRADE OF I CANNOT BE REMOVED WITH A GRADE OF W.

FORMATTING AND SUBMISSION OF DISSERTATION

The dissertation must be formatted and submitted according to the instructions provided in the *Guide for the Preparation of Thesis and Dissertation*. A copy of the guide can be obtained from The Graduate School or online at: grs.uncg.edu/current/. The link for the manual is toward the bottom of that page. The dissertation must be submitted online to The Graduate School for approval following the final oral examination. The original signed title and approval pages must also be submitted to The Graduate School. Deadline dates for submission of the dissertation are listed on the University’s Academic Calendar (reg.uncg.edu/calendars) and in *The Graduate School Bulletin* under Calendar of Events.

FORMATTING AND SUBMISSION OF THESIS

The thesis must be formatted and submitted according to the instructions provided in the *Guide for the Preparation of Thesis and Dissertation*. A copy of the guide can be obtained from The Graduate School or online at:

grs.uncg.edu/current/. The link for the manual is toward the bottom of that page. A copy of your thesis must be submitted online to The Graduate School for approval prior to final submission, which must include the original signed title and approval pages. Deadline dates for submission of the thesis are listed on the University's Academic Calendar (reg.uncg.edu/calendars) and in *The Graduate School Bulletin* under Calendar of Events.

REGISTRATION IN FINAL TERM

Thesis or dissertation students must be registered in the term in which they receive their degree. Master's candidates who have already registered for the maximum of 6 thesis (699) hours will enroll in departmental 801 (example: ART 801 - Thesis Extension). Doctoral candidates who have already registered for the required minimum of 15 dissertation (799) hours will enroll in departmental 802 (example: ENG 802 - Dissertation Extension). See the "Academic Regulations" section of *The Graduate School Bulletin* for a complete explanation of this policy.

COMMENCEMENT

Degrees are awarded after each semester and the second summer term. A commencement ceremony is held in December for Summer Session and Fall Semester graduates and in May for Spring Semester graduates. Diplomas will be mailed to the student's permanent address as it is listed on the Application for Graduation unless a new address is provided.

SCHOOL LICENSURE APPLICATION OR UPGRADE

Students seeking professional school licensure should fill out the Graduate Licensure Application (<http://soe.uncg.edu/services/office-of-student-services-advising/licensure/>).

7/14/17

GEOGRAPHY Plan of Study: Urban & Economic Development Certificate

Name			Preliminary or Final Plan? (P/F)	
Student ID			Total Number of Hours:	18

Required Courses

Deficiency Coursework – Undergraduate courses required if you enter the program without the requisite Geography background

Course	Semester Taken	Credit Hours	Grade	Area	Deficient? (y/n)	Course	Semester Taken	Credit Hours	Grade
GEO 502/ GES602				Human					
GEO 533/ GES 633				Physical					
PSC 520				Regional					
PSC 630				Technical					

Electives (two of the following courses – GES 602, GES 603, GES 622, GES 631, PSC 613, PSC 620)
Additional courses may be approved – see the Director of Graduate Studies

Course	Semester Taken	Credit Hours	Grade

Student Signature

Date

Advisor Signature (Final Plan)

Date

Director of Graduate Studies, GES

Date

Return form to the Director of Graduate Studies, Department of Geography, Environment and Sustainability

cc: Departmental File, Graduate School

GEOGRAPHY: Internship Committee Appointment

The Internship Committee consists of three members. The chair of the committee and one other member must be from the Department of Geography, Environment, and Sustainability. The third member is your internship supervisor. All members must hold advanced degrees and/or be on the Graduate Faculty.

Student Name: _____ **Date:** _____

Student ID: _____

Briefly describe the nature of your internship project:

Committee Member Signatures

Committee Chair & Advisor: _____
Print Signature

2nd Reader: _____
Print Signature

Internship Supervisor: _____
Print Signature

*Return form to the Director of Graduate Studies, Department of Geography, Environment, and Sustainability
cc: Departmental File*

GEOGRAPHY: Internship Capstone Presentation

RESULTS OF PRESENTATION

TO: Graduate Director

FROM: _____ / _____
Print Name (Candidate's Committee Chair)

DATE: _____

RE: Results of Oral Examination of Internship

Degree Candidate: _____ ID#: _____

Degree: _____ Major: _____

Date of Examination: _____ Competency Rating: Pass Fail

Comments:

Chair's Signature: _____ Date: _____

Return form to the Director of Graduate Studies, Department of Geography, Environment, and Sustainability

cc: Departmental File,

GEOGRAPHY: Internship Plan of Study

34 Hours

Name			Preliminary or Final Plan? (P/F)	
Student ID			Concentration in Urban Planning?	

Required Courses (7 credit hours)

Course	Semester Taken	Credit Hours	Grade
GEO 601/ GES 601			
GEO 620/ GES 620			
GEO 695/ GES 695			

Deficiency Coursework – Undergraduate courses required if you enter the program without the requisite Geography background

Area	Deficient? (y/n)	Course	Semester Taken	Credit Hours	Grade
Human					
Physical					
Regional					
Technical					

Electives (600 level and higher) – minimum of 12 credit hours, *not including required courses*

Course	Semester Taken	Credit Hours	Grade

Electives (500 level) – Credit hours for these courses, when added to 600 level credits, must = 34 credit hours

Course	Semester Taken	Credit Hours	Grade

Student Signature

Date

Advisor Signature (Final Plan)

Date

Director of Graduate Studies, GES

Date

Return form to the Director of Graduate Studies, Department of Geography, Environment, and Sustainability
cc: Departmental File, Graduate School



GEOGRAPHY: Non-Thesis/Portfolio Committee Appointment

The Non-Thesis/Portfolio Committee consists of three members. The chair of the committee and one other member must be from the Department of Geography, Environment, and Sustainability. The third member may be from another department. All members must hold advanced degrees and/or be on the Graduate Faculty.

Student Name: _____ **Date:** _____

Student ID: _____

Briefly describe the nature of your 2 research papers:

Committee Member Signatures

Committee Chair & Advisor: _____
Print Signature

2nd Reader: _____
Print Signature

3rd Reader: _____
Print Signature

*Return form to the Director of Graduate Studies, Department of Geography, Environment, and Sustainability
cc: Departmental File*

GEOGRAPHY: Non-Thesis/ Professional Portfolio

Completion of Non-Thesis/Professional Portfolio

TO: Graduate Director

FROM: _____
Print Name (Candidate's Committee Chair)

DATE: _____

RE: Completion of Non-Thesis/Professional Portfolio

Degree Candidate: _____ ID#: _____

Degree: _____ Major: _____

Date of Completion: _____ Competency Rating: Pass Fail

Comments:

Chair's Signature: _____ Date: _____

*Return form to the Director of Graduate Studies, Department of Geography, Environment, and Sustainability
cc: Departmental File,*

GEOGRAPHY: Non-Thesis/ Portfolio Plan of Study 37 hours

Name		Preliminary or Final Plan? (P/F)	
Student ID		Concentration in Urban Planning?	

Required Courses (4 credit hours)

Deficiency Coursework – Undergraduate courses required if you enter the program without the requisite Geography background

Course	Semester Taken	Credit Hours	Grade	Area	Deficient? (y/n)	Course	Semester Taken	Credit Hours	Grade
GEO 601/ GES 601				Human					
GEO 620/ GES 620				Physical					
				Regional					
				Technical					

Electives (600 level and higher) – minimum of 15 hours required, *not including required courses*

Electives (500 level) – Credit hours for these courses, when added to 600 level credits, must = 37 credit hours

Course	Semester Taken	Credit Hours	Grade	Course	Semester Taken	Credit Hours	Grade

Student Signature

Date

Advisor Signature (Final Plan)

Date

Director of Graduate Studies, GES

Date

Return form to the Director of Graduate Studies, Department of Geography, Environment, and Sustainability cc: Departmental File, Graduate School



GEOGRAPHY: Thesis Committee Appointment

The Thesis Committee consists of three members. The chair of the committee and one other member must be from the Department of Geography, Environment, and Sustainability. The third member may be from another department. All members must hold advanced degrees and/or be on the Graduate Faculty.

Student Name: _____ **Date:** _____

Student ID: _____

Briefly describe the nature of your thesis:

Committee Member Signatures

Committee Chair & Advisor: _____
Print Signature

2nd Reader: _____
Print Signature

3rd Reader: _____
Print Signature

*Return form to the Director of Graduate Studies, Department of Geography, Environment, and Sustainability
cc: Departmental File*

GEOGRAPHY: Thesis Plan of Study

34 Hours

Name			Preliminary or Final Plan? (P/F)	
Student ID			Concentration in Urban Planning?	

Required Courses (7 credit hours)

Deficiency Coursework – Undergraduate courses required if you enter the program without the requisite Geography background

Course	Semester Taken	Credit Hours	Grade	Area	Deficient? (y/n)	Course	Semester Taken	Credit Hours	Grade
GEO 601/ GES 601				Human					
GEO 620/ GES 620				Physical					
GEO 699/ GES 699				Regional					
				Technical					

Electives (600 level and higher) – minimum of 12 hours required, *not including required courses*

Electives (500 level) – Credit hours for these courses, when added to 600 level credits, must = 34 credit hours

Course	Semester Taken	Credit Hours	Grade	Course	Semester Taken	Credit Hours	Grade

Student Signature

Date

Advisor Signature (Final Plan)

Date

Director of Graduate Studies, GES

Date

Return form to the Director of Graduate Studies, Department of Geography, Environment, and Sustainability cc: Departmental File, Graduate School



RESULTS OF MASTER'S COMPREHENSIVE EXAMINATION

TO: The Graduate School

FROM: _____ / _____
(Candidate's Committee Chair) Chair Signature

DEPARTMENT/SCHOOL: Geography, Environment, and Sustainability/College of Arts and Sciences

DATE: _____

RE: Results of Comprehensive Examination

Degree Candidate: _____ ID#: _____

Degree: _____ Major: _____

Date of Examination: _____

Competency Rating: _____
(Pass) (Fail)

Comments:

*Return form to the Director of Graduate Studies, Department of Geography, Environment, and Sustainability
cc: Departmental File; Graduate School*



GEOGRAPHY: Thesis Topic Approval

School/Department: Arts & Sciences/Geography, Environment and Sustainability Date _____

Student's Name _____ ID# _____

Degree _____ Major _____

Tentative Thesis Title: _____

Purpose of the Study:

Committee Approval: Chair: _____

Members: _____

Department Chair or
Director of Graduate Study: _____ Date: _____

*Return form to the Director of Graduate Studies, Department of Geography, Environment, and Sustainability
cc: Departmental File,*



241 Mossman Building
1202 Spring Garden Street
Greensboro NC 27412
336.334.5596 Phone
336.334.4424 Fax

**RECOMMENDATION FOR
DOCTORAL ADVISORY/DISSERTATION COMMITTEE APPOINTMENT AND *PLAN OF STUDY**
Please submit to The Graduate School *no later than* upon completion of the first 18 semester hours of graduate courses.

School/Department: Arts & Sciences/Geography, Environment and Sustainability Date: _____

Student's Name: _____ Student ID#: _____

Address: _____ City: _____ ST: _____ Zip: _____

Degree: _____ Major: _____

Tentative title of dissertation: _____

The following graduate faculty members are recommended to The Graduate School as doctoral advisory/dissertation committee members for the above-named student and each one has agreed to assume this responsibility. The attached plan of study has been approved by this committee.

Chair's Signature: _____
Print Name: _____

Graduate Faculty Status

MEMBER with Endorsement

(Chair must be Graduate Faculty Member with endorsement to chair)

Member's Signature: _____
Print Name: _____

Member's Signature: _____
Print Name: _____

Member's Signature: _____
Print Name: _____

Member's Signature: _____
Print Name: _____

Department Head or
Director of Graduate Study: _____
Date _____

Approved: _____
Vice Provost and Dean of The Graduate School Date _____

*Attach doctoral plan of study

- Original to Student File
c: Director of Graduate Study
Dean (for education majors)
Committee Chair
Student



241 Mossman Building
1202 Spring Garden Street
Greensboro NC 27412
336.334.5596 Phone
336.334.4424 Fax

DOCTORAL PLAN OF STUDY REVISION

Please submit to The Graduate School immediately when changes to the plan of study occur.

School/Department: Arts & Sciences/Geography, Environment and Sustainability Date: _____

Student's Name: _____ ID#: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone Number: _____

Degree: _____ Major: _____

Please justify the following additions, deletions or substitutions to the original Plan of Study (Dated _____) that are recommended to The Graduate School. An updated plan of study document should be attached when multiple changes are made to the previous plan.

These revisions have been approved by the following advisory/dissertation committee.

Chair: _____
Print Name:

Member: _____
Print Name:

Member: _____
Print Name:

Member: _____
Print Name:

Member: _____
Print Name:

Department Head or
Director of Graduate Study: _____
Date

Approved: _____
Date
Vice Provost for Graduate Education

Original to Student File

Email: Department Head or Director of Graduate Study
Committee Chair

Administrative Assistant
Student



DISSERTATION TOPIC APPROVAL

School/Department: Arts & Sciences/Geography, Environment, and Sustainability Date _____

Student's Name _____ ID# _____

Address: _____ City: _____ ST: _____ Zip: _____

Degree _____ Major _____

Tentative Title of dissertation:

Purpose of the Study:

This dissertation topic has been approved by the following advisory/dissertation committee:

Chair: _____
Print name:

Members: _____
Print name:

Print name:

Print name:

Print name:

Department Head or
Director of Graduate Study: _____ Date: _____

Approved: _____ Date: _____
Vice Provost and Dean of The Graduate School

Original to student file
Email: Department Head or Director of Graduate Study
Committee Chair

Administrative Assistant
Student

GEOGRAPHY: Dissertation Plan of Study Details

Name		Minimum of 48 hrs graduate-level coursework Preliminary or Final Plan? (P/F)	
Student ID		Total Hours	

Required Core Courses

Courses		Semester Taken	Credit Hours	Grade
As of Fall 2016/ Fall 2018	Prior to Fall 2016			
GEO 701/ GES 701	GEO 761			
GEO 702/GES 702	GEO 760			
GEO 720/GES 720	GEO 750			

Cluster Courses –24 hours required* (*no more than 6 credit hours of 500- level courses may be taken)

Geographic Information Science (6 credit hours)

Course	Semester Taken	Credit Hours	Grade

Physical Geography (6 credit hours)

Course	Semester Taken	Credit Hours	Grade

Human/Regional Geography (6 credit hours)

Course	Semester Taken	Credit Hours	Grade

Dissertation-related Courses (6 credit hours)

Course	Semester Taken	Credit Hours	Grade

Dissertation (15-21 hours)

Course	Semester Taken	Credit Hours	Grade
GES 799			

Student Signature

Date

Advisor Signature, Final Plan

Date

Director of Graduate Studies, GES

Date

Return form to the Director of Graduate Studies, Department of Geography, Environment and Sustainability cc: Departmental File, Graduate School

GEOGRAPHY: Doctoral Preliminary Comprehensive Exam Schedule

The Doctoral Preliminary Comprehensive Exam Schedule is completed by the Doctoral Dissertation Committee and submitted to the Director of Graduate Studies **four weeks prior** to the Comprehensive Exam.

The results of the examination are submitted in writing by the Chair of the committee to the Director of Graduate Studies **no later than four weeks** following the examination.

The Doctoral Preliminary Comprehensive Examinations are scheduled on an individual basis during either the Fall or Spring semesters.

Student Name: _____ **Date:** _____

Student ID: _____

Examination Date: _____

Committee Member Signatures

Committee Chair: _____
Print Signature

2nd Member: _____
Print Signature

3rd Member: _____
Print Signature

4th Member: _____
Print Signature

*Return form to the Director of Graduate Studies, Department of Geography, Environment and Sustainability
cc: Departmental File*



RESULTS OF DOCTORAL PRELIMINARY EXAMINATION

TO: The Vice Provost and Dean of The Graduate School

FROM: _____
Print Name of Candidate's Committee Chair or Committee Co-Chairs

SCHOOL/DEPARTMENT: College of Arts & Sciences/Geography, Environment and Sustainability

DATE: _____

RE: Results of Doctoral Preliminary Examinations

Degree Candidate: _____ ID#: _____

Degree: _____ Major: _____

Date of Written Examination: _____ Competency Rating: Pass Fail

Date of Oral Examination: _____ Competency Rating: Pass Fail

Comments:

_____ Original form sent to Graduate School

_____ Copy to Departmental Office/Director of Graduate Study

Committee Chair: _____
Signature Date



**APPLICATION FOR ADMISSION TO CANDIDACY
(DOCTORAL CANDIDATES ONLY)**

This application should not be filed until all course requirements have been completed, language requirement or approved option has been satisfied, preliminary written and oral comprehensive examinations have been passed, and an approved dissertation topic has been filed in The Graduate School.

DATE: _____

TO: The Vice Provost and Dean of The Graduate School or Designee

FROM: _____ Student ID# _____
Student's Name

On the basis of my course work to date, I respectfully petition for admission to candidacy for the degree of _____ with a major in _____.

For those in degree programs requiring proficiency in a language, please indicate how this requirement has been met (ETS Foreign Language Exam, Reading Knowledge Examination through Department of Romance Languages or German Department, language course, etc.) and date of examination:

Student Signature _____

Address _____

City _____ St. _____ Zip _____

THE FOLLOWING ENDORSEMENT FOR ADMISSION TO CANDIDACY MUST BE SIGNED BY THE CHAIR OF THE STUDENT'S DOCTORAL COMMITTEE BEFORE THIS APPLICATION CAN BE APPROVED FOR ACTION:

This student has satisfied all conditions to his/her admission, including evidence of research competency (if required) either through the demonstration of proficiency in statistics or a foreign language.

Chair, Doctoral Advisory/
Dissertation Committee: _____
Date

*Director of Graduate
Study, School of Music _____
Date

*Required: School of Music majors only



FINAL ORAL EXAMINATION SCHEDULE

In keeping with the University Policy on Final Oral Examinations, the Final Oral Examination Schedule is completed by the chair of the Doctoral Advisory/Dissertation Committee and submitted to the Vice Provost and Dean of The Graduate School **two weeks prior** to the final oral examination. The results of the examination are submitted in writing to the Vice Provost and Dean of the Graduate School..

Degree Candidate: _____ Student ID Number: _____

Degree: _____ Major: _____

Dissertation Title: _____

Examination Date: _____

Time: _____ AM PM

Location: _____

Please attach copy of dissertation abstract.

Submitted by
Advisory/Dissertation
Committee Chair: _____

Signature

Date



**RESULTS OF ORAL EXAMINATION IN DEFENSE OF
THESIS/DISSERTATION**

TO: The Vice Provost and Dean of The Graduate School

FROM: _____
Print Name of Candidate's Committee Chair or Committee Co-Chairs

SCHOOL/DEPARTMENT: Arts & Sciences/Geography, Environment and Sustainability

DATE: _____

RE: Results of Oral Examination in Defense of

Thesis

Dissertation

Degree Candidate: _____ ID#: _____

Degree: _____ Major: _____

Date of Examination: _____ Competency Rating: Pass Fail

Comments:

Committee Chair: _____
Signature Date

*Return form to the Director of Graduate Studies, Department of Geography, Environment and Sustainability
cc: Departmental File, Graduate School*



UNCG
The Graduate School

Dissertations with Multiple Authors

Name of Student:

Student ID:

Chair of Dissertation Committee:

How many chapters of the dissertation have multiple authors?

Please fill out the following information for each chapter that has multiple authors:

Chapter Number and Title:
Is the student the primary author of this chapter? Yes <input type="checkbox"/> No <input type="checkbox"/>
Percentage of Chapter developed/written by primary author:
Has the chapter been published? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, publication information:
Authors:
Contributions of each author:

Chapter Number and Title:
Is the student the primary author of this chapter? Yes <input type="checkbox"/> No <input type="checkbox"/>
Percentage of Chapter developed/written by primary author:
Has the chapter been published? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, publication information:
Authors:
Contributions of each author:

Chapter Number and Title:
Is the student the primary author of this chapter? Yes <input type="checkbox"/> No <input type="checkbox"/>
Percentage of Chapter developed/written by primary author:
Has the chapter been published? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, publication information:
Authors:
Contributions of each author:

Chapter Number and Title:
Is the student the primary author of this chapter? Yes <input type="checkbox"/> No <input type="checkbox"/>
Percentage of Chapter developed/written by primary author:
Has the chapter been published? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, publication information:
Authors:
Contributions of each author:

Chair of Dissertation Committee signature: _____

Master's Student Annual Report Form
December 11, 2018 – December 10, 2019

It is the student's responsibility to work with his or her advisor to complete the annual review process and submit to the DGS.

Student Name:

Program:

Year in program:

Advisor Name:

Committee Members (leave blank if committee has not been formed yet):

Semester I milestone---Completed Hours of Coursework: 0 – 9

_____ Completed a *preliminary plan of study* with the Director of Graduate Study

_____ If not, when do you anticipate completing the preliminary Plan of Study?

Answer in no fewer than two complete sentences:

Semester II milestone--- Completed Hours of Coursework: 10 – 18

_____ Declared a Master's track or capstone experience

_____ Selected a chair for the *Master's Committee* (thesis, internship, non-thesis)

_____ Worked with the chair to select the rest of your *Master's Committee*

_____ Worked with the chair to complete either a thesis or internship topic approval form, or a table of contents for the professional portfolio

_____ Completed the final Plan of Study, and all other appropriate forms

If you have not completed any of the above items, when do you anticipate completing?

Answer in no fewer than two complete sentences:

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

_____ Continued taking elective courses

_____ Completed the thesis/internship/portfolio proposal and Assessment of Academic Preparation form

If you have not completed any of the above items, when do you anticipate completing?

Answer in no fewer than two complete sentences:

Semester IV milestone--- Completed Hours of Coursework: 27 – 34/37

_____ Date you anticipate to graduate

_____ Date when you anticipate defending your thesis, present your internship report

- If you did not complete your MA degree at the end of 4th semester, what progress have you made toward the writing of your thesis/internship report/portfolio report and when do you anticipate defending your thesis or presenting your internship report or completing your portfolio?

THIS PART SHOULD BE FILLED OUT BY ALL THE MA STUDENTS

- **List of the achievements that you accomplished last year** (Your answers can be in a list format and only need to be one to sentences per listing)

- **List your goals for the next year** (Your answers can be in a list format and only need to be one to sentences per listing)

=====

DISCUSSION WITH YOUR ADVISOR & COMMITTEE

Students must discuss this report with his and advisor and committee members. Please check here to confirm that you have discussed this with your advisor and committee members.

Discussed with advisor and committee members

Overall Evaluation and Feedback

- On track
- Issues to be addressed*

**Note, if there are issues to be addressed, the student is expected to meet with their committee within one month of receiving this evaluation.*

Comments

Strengths

Suggestions for Improvement

Student's Signature: _____

Advisor's Signature: _____

Date of discussion: _____

DGS's Signature: _____ Date: _____

PhD Student Annual Report Form
December 11, 2018 – December 10, 2019

It is the student's responsibility to work with his or her advisor to complete the annual review process and submit to the DGS.

Student Name:

Program:

Year in program:

Advisor Name:

Committee Members (leave blank if committee has not been formed yet):

Semester I milestone---Completed Hours of Coursework: 0 – 9

_____ Completed a *preliminary plan of study* with the Director of Graduate Study

_____ If not, when do you anticipate completing the preliminary Plan of Study?

Answer in no fewer than two complete sentences:

Semester II milestone--- Completed Hours of Coursework: 10 – 18

_____ Selected a chair for the PhD dissertation

_____ Worked with the chair to select the rest of the dissertation Committee

_____ Developed a doctoral plan of study in conjunction with the chair and the rest of the dissertation committee

_____ Submitted the Recommendation for Doctoral Advisory/Dissertation Committee Appointment and Plan of Study to the Director of Graduate Study for routing to the Graduate School

If you have not completed all the above items, when do you anticipate completing them?

Answer in no fewer than two complete sentences:

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

_____ The Graduate School approved my Plan of Study?

_____ Continued taking elective courses

_____ I have been making progress toward the writing of my dissertation proposal

_____ Completed a Dissertation Topic Approval form and submitted to the Director of Graduate Study for routing to the Graduate School

If you have not completed all the above items, when do you anticipate completing?

Answer in no fewer than two complete sentences:

Semester IV milestone--- Completed Hours of Coursework: 27 – 36

_____ The committee approved my dissertation proposal

_____ Successfully completed the written and oral preliminary exam, & defended Dissertation proposal to the committee

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

_____ Completed the *Application for Admission to Candidacy* and submit to the Director of Graduate Study for routing to the Graduate School

- If you did not become PhD candidate before starting of your 5th semester, what progress have you made toward the writing of your dissertation proposal and when do you anticipate taking preliminary exam and defending your dissertation proposal?

Semester V milestone--- Completed Hours of Coursework: 39

_____ *GES 799: Continued to make progress in my dissertation*

- If you are not making progress toward your dissertation research, why? What steps are you planning to take to rectify the situation?

Semester VI milestone Completed Hours of Coursework: 42

GES 799: Continued to make progress on your dissertation

- If you are not making progress toward your dissertation research, why? What steps are you planning to take to rectify the situation?

Semester VII milestone--- Completed Hours of Coursework: 45

GES 799: Continued to make progress on your dissertation

- If you are not making progress toward your dissertation research, why? What steps are you planning to take to rectify the situation?

Semester VIII milestone--- Completed Hours of Coursework: 48

_____ Completed 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

_____ Successfully defended my dissertation

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DISCUSSION WITH YOUR ADVISOR & COMMITTEE

Students must discuss this report with their advisor and committee members. Please check here to confirm that you have discussed this with your advisor and committee members.

Discussed with advisor and committee members

Overall Evaluation and Feedback

- On track
- Issues to be addressed*

**Note, if there are issues to be addressed, the student is expected to meet with their committee within one month of receiving this evaluation.*

Comments

Strengths

Suggestions for Improvements

Student's Signature: _____

Advisor's Signature: _____

Date of discussion: _____

DGS's Signature: _____ Date: _____