

DEPARTMENT OF GEOGRAPHY, GRADUATE HANDBOOK

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GENERAL INFORMATION

A. Departmental Policies

Students bear full and sole responsibility for understanding and abiding by the regulations and procedures required to attain a graduate degree in Geography. Graduate students are governed by rules and regulations of the Department of Geography, the Graduate School, the College of Arts and Sciences, and the University. The Director of Graduate Studies (DGS) in the Department is your official liaison for all questions relevant to your degree progress. The two primary documents relevant to successfully completing a graduate degree in Geography are this handbook and the Graduate School Bulletin (<http://www.research.uky.edu/gs/bulletin/current/bulletin.shtml>). There are “checklists” for the MA and PhD degrees in Geography included at the end of this handbook which can serve as a general guide to progress. We suggest that you copy the checklist relevant to your degree and keep it handy throughout your academic tenure at the University of Kentucky. We also suggest that you browse the department website (<http://www.uky.edu/AS/Geography/>) and the Graduate School website (<http://www.rgs.uky.edu/gs/>), at least, in order to become familiar with institutional structures, organization, and requirements.

B. Academic Load

The normal graduate student course load during the Fall and Spring Semesters is 9-12 credit hours in each. Typically, a student who is a Teaching Assistant (TA) will take 9 credit hours per semester. The academic load of a TA shall not exceed 10 credit hours in any semester. Students on Fellowships or other similar types of funding may enroll for 12 credit hours. Students enrolling for more than 12 credit hours must obtain permission from their advisor and the Director of Graduate Studies (DGS). Under no circumstances may a student exceed 15 credit hours in one semester. A student enrolled in 9 credit hours or more in a semester is considered to be full time. See the Graduate School Bulletin for more information.

All courses, from any department or program, numbered 500 through 799 may be counted for credit toward a graduate degree provided they are approved as an appropriate part of the student's graduate program by the student's advisor. Courses offered by any other department or program that are numbered 400G to 499G may be counted for graduate credit. PhD students in Geography generally are discouraged from courses below the 600 level.

C. Student Advising

The department's graduate program is designed to facilitate close collaboration among faculty and students with shared areas of interest. Consistent with this philosophy, each student will select a professor who will act as his or her major advisor. The advisor's role is to assist the graduate student with any problems that may arise in his or her program, to advise on matters such as course selection, proposal design, grant writing, conducting research, and to serve as an intellectual mentor during the student's tenure in the department. Students are expected to consult regularly with their advisor.

The DGS typically acts as temporary advisor for first-year students until each selects an advisor. M.A. and Ph.D. students generally select an advisor during their second semester in residence. In all cases, advisor assignment is contingent upon agreement by both parties. Any member of the graduate faculty may advise MA students. As a rule, Ph.D. advising is a privilege of full graduate faculty membership. Any student, with the approval of the DGS, may change advisor at any time during her or his tenure in the program. It is understood that changes might occur as a student defines or re-defines her or his area of interest or otherwise changes focus and direction in the graduate program.

D. Financial Aid and Funding

Financial aid (funding) decisions are made on an annual basis for both applicants and currently enrolled students, and are based upon academic merit and, in the case of currently-funded students, academic progress. Applicants to the program should indicate their interest in funding as part of the application package, and are subject to application deadlines. Currently enrolled students wishing to be considered for departmental funding, for example a TA position, in the following year shall so inform the DGS in writing not later than February 1 of the previous spring. Typically, funding decisions are made on a rolling basis through March, and students will be kept apprised of their funding situation. Specific funding questions should be directed to the Director of Graduate Studies, who will in every case respond to funding requests in writing no later than April 15 with information concerning the next year's funding.

In general, once awarded funding, the department makes every attempt to support MA students for two years, Ph.D. students continuing from a University of Kentucky MA degree for three years, and Ph.D. students holding MA/MS degrees from elsewhere for four years. Ongoing funding support is contingent upon the availability of funds and the individual student's good academic progress.

In order to encourage student application for support external to the department, the funding 'clock' may be stopped for any period during which a student is funded through sources external to the department and which the student has garnered through his or her own effort. Determination of appropriate "external support" must be approved by the DGS (in consultation with the Graduate Committee), and the decision must be recorded in the student's permanent record. In general "departmental support" includes Geography Department Teaching Assistantship Appointments, Geography Department Dedicated Fellowships, UK Fellowships for which the Geography Department nominates a student (whether through internal competition or not), and any other assistantship or fellowship

where the initial offer of support is generated by, through, and on the behalf of the Geography Department. Past examples of “external support” include teaching and research assistantships with other units on Campus (e.g. Women’s Studies, Committee on Social Theory, Central Advising, Appalachian Center), external awards such as the Fulbright, or NSF DDIs in which the applicant undertakes field research. In every case approval to stop the finding clock also is dependent upon the timing of the request; i.e. last minute decisions which inconvenience the department and are not the result of planning and consultation with the DGS may not be approved.

All Ph.D. students are expected to prepare and submit proposals for external research funding at least once in the course of their program (usually during the third year). This is considered by the Department to be an important element of professional training and development. Faculty members are committed to supporting and assisting students in the development of such proposals. In addition, the Graduate School’s Graduate Student Incentive Program offers supplemental funding to students who succeed in gaining nationally competitive research awards. See <http://www.rgs.uky.edu/gS/GSIP.html> for details.

E. Graduation

Advanced degrees may be conferred at the close of either semester or the second summer session, but Commencement exercises are held only in May. Students who are eligible to receive degrees at the end of the summer session or the fall semester may participate in the next Commencement exercise.

To be eligible for a degree, a student must file an Application for Degree Card with the Graduate School (351 Patterson Office Tower) within 30 days after the beginning of the semester (15 days in the summer session) in which they expect to graduate.

MA PROGRAM

A. Introduction

The purpose of the M.A. degree is to provide students with the knowledge, skills, and experience necessary to conduct independent research. In addition, the M.A. program is designed to enable students to pursue a substantive area of scholarship at a depth not possible at the undergraduate level. The M.A. degree will usually be completed in two academic years by full time students.

B. Residency Requirement

A student seeking an M.A. degree is encouraged to spend at least one academic year as a full time student. Students satisfactorily completing 9 (or more) credit hours of graduate-level work in residence during a semester are classified as full-time.

C. Advisory Committee

A three-member Advisory Committee will generally be convened no later than the beginning of the third semester for the purpose of guiding the student by reviewing the program of study, and for the student following Plan A (see below) by advising on the development of a thesis research topic, and for the student selecting Plan B (see below) guiding the student in the development of a research paper topic, and assisting the student's preparation for the written examination. In every case, at least two members of the Committee should be Geography faculty members. At least one member of the Advisory Committee must hold Full Graduate Faculty status.

D. Course Requirements and Options

The Department of Geography has two options within the M.A. program. Plan A requires coursework, a thesis, and an oral exam, while Plan B requires coursework, a publishable paper, and a written and oral exam. Neither Plan A nor Plan B is regarded as a route to a terminal MA degree. The choice of Plan should be made in consultation with the advisor.

D.1. Plan A Option

The requirements for Plan A are 24 hours of coursework, a thesis, and an oral examination.

D.1.a. Coursework

The Plan A option for the M.A. Degree requires twenty-four credit hours of course work. Students are required to complete:

- GEO 610: Introduction to Methods in Geography
- GEO 702: Concepts in Geography
- GEO 707 Development of Geographic Thought

In addition, students are encouraged to seek advanced method courses (such as GEO 700, GEO 705, GEO 706) relevant to their scholarly interests. Other courses may be selected in light of the candidate's interests and objectives. The 24 credit hours of course work that will count toward the degree should meet the following criteria:

- no more than 6 credit hours below the 600 level in the Department of Geography;
- no more than 6 credit hours of independent study;
- no more than 9 credit hours taken outside the Department of Geography; and
- at least 16 credit hours must be regular courses (not independent study courses) numbered at the 600 or 700 level.

Those interested in transferring credits should consult the appropriate section of the Graduate School Bulletin (<http://www.rgs.uky.edu/gsbulletin/bull9800/bulletin.html>).

D.1.b. Thesis

Students electing Plan A will complete a thesis. It is recommended that students pursuing this option develop a thesis topic in conjunction with their advisor during their second semester in residence. In the third semester the student should set up and meet with the Advisory Committee to review the thesis proposal (see C. Advisory Committee, above). Members of the Advisory Committee should be given a copy of the proposal at least two weeks prior to this meeting.

Procedures for completing the thesis are contained in the Graduate School's Instructions for the Preparation of Theses and Dissertations (<http://www.rgs.uky.edu/gs/thesdissprep.html>). Students should be aware that there is an option to submit the thesis in an electronic format. See <http://www.uky.edu/ETD> for details.

D.1.c. Final Oral Examination

The Plan A final oral examination will cover the materials of the core curriculum, the area of topical specialization, and the thesis. Preliminary approval of the final draft of the thesis, including all illustrations, tables, and bibliographic materials, must be obtained from all members of the thesis committee prior to scheduling the date of the examination with the Graduate School and the Thesis Approval Form must be submitted to the Graduate School (<http://www.rgs.uky.edu/gs/gforms.html>). The Graduate School requires 14 days notice prior to all final examinations. The final examination must take place no later than eight days prior to the last day of classes of the semester in which the student expects to graduate. The examination is scheduled by the Graduate Dean upon request by the DGS through the Final Examination Recommendation form (<http://www.rgs.uky.edu/gs/gforms.html>). The result of the examination is returned to the Graduate School as pass or fail. In the case of failure, the examining committee may recommend to the Graduate School the conditions under which a second examination may be taken. A third examination is not allowed.

Upon completion of the degree, all Plan A graduates must provide one bound copy of the thesis to the DGS for the Departmental Library and one to the thesis advisor.

D.2 Plan B Option

The requirements for Plan B are 30 hours of coursework, a research paper, a written exam and a final oral exam.

D.2.a. Course work

The Plan B Option requires thirty credit hours of course work. Students are required to complete:

- GEO 610: Introduction to Methods in Geography

- GEO 702: Concepts in Geography
- GEO 707 Development of Geographic Thought
- An advanced methods course (such as GEO 700, GEO 705, GEO 706) appropriate to the student's interest and approved by the student's thesis advisor and the DGS

Other courses may be selected in light of the candidate's interests and objectives. The 30 credit hours of course work that will count toward the degree should meet the following criteria:

- no more than 6 credit hours below the 600 level in the Department of Geography;
- no more than 6 credit hours of independent study;
- no more than 9 credit hours taken outside the Department of Geography; and
- at least 16 credit hours must be regular courses (not independent study courses) numbered at the 600 or 700 level.

Those interested in transferring credits should consult the appropriate section of the Graduate School Bulletin (<http://www.rgs.uky.edu/gsbulletin/bull9800/bulletin.html>).

D.2.b. Research Paper

Students electing Plan B are also required to complete a research paper deemed by the student's committee to be of publishable quality. It is expected that students pursuing this option will develop a coherent program of study in conjunction with their advisor during their second semester in residence. In the third semester the student should set up and meet with the Advisory Committee (see C. Advisory Committee, above) to discuss the research paper. The research paper must be given to all committee members at least one week prior to sitting the written examination.

D.2.c. Written Examination

Students electing Plan B are required to pass a one day (e.g. 9:00AM – 6:00PM) written examination. The examination will be closed book, though the student may use one page of notes. The one day written examination covers materials from the required coursework and the student's area of specialization. Questions for the written examination will be gathered from the Advisory Committee and compiled by the student's advisor. The written examination must be distributed to the committee members no later than one week prior to the final oral examination.

D.2.d. Final Oral Examination

To complete Plan B, students will take a final oral examination based on a student's program of study, written examination, and research paper. The Graduate School requires 14 days notice prior to all final examinations. The final examination must take place no later than eight days prior to the last day of classes of the semester in which the student expects to graduate. The examination is scheduled by the Graduate Dean upon request by

the DGS through the Final Examination Recommendation form (<http://www.rgs.uky.edu/gs/gforms.html>). The result of the examination is returned to the Graduate School as pass or fail. In the case of failure, the examining committee may recommend to the Graduate School the conditions under which a second examination may be taken. A third examination is not allowed.

Upon completion of the degree, all Plan B graduates must provide one copy of the research paper to the DGS for the Departmental Library.

E. Beyond the Master's Degree Program

Students in the MA program considering applying to Ph.D. programs in order to continue their graduate education are strongly encouraged to seek their advisors' advice early in the fall semester of the second year. Faculty advisors can help to identify appropriate Ph.D. programs, whether at the University of Kentucky or elsewhere, and they generally provide the primary reference letter for student applications. To that end, timely work on a thesis proposal, the thesis itself, or the paper being used for Plan B is critical in order to adequately and accurately evaluate the student's potential for academic success at the doctoral level. Successful MA work at the University of Kentucky is not a guarantee of admission to and/or funding in the Ph.D. program as the evaluation processes for MA and Ph.D. applicants carry different evaluative criteria. University of Kentucky MA students applying to the University of Kentucky Ph.D. program are considered for admission and funding as part of the general pool of applicants in any given year.

PH.D. PROGRAM

A. Introduction

The purpose of the Ph.D. degree is to provide students with advanced knowledge in the philosophy, methodology, and practice of geography. Emphasis is placed on providing the theoretical capacity and the methodological skills enabling the student to make significant and original research contributions.

The Ph.D. program assumes that students have had training equivalent to that required by the M.A. program in geography at the University of Kentucky. Additional graduate coursework may be required for students lacking an adequate background in geography.

Students should work closely with their advisor and advisory committee to design a suitable and comprehensive scholarly program focused on one of the Department's research clusters. The Ph.D. program consists of: course requirements; a dissertation proposal (a written document that is defended orally); a qualifying exam (a set of written papers and an oral examination on those papers); a dissertation; and a Final Exam (commonly referred to as the "dissertation defense" but technically open to all aspects of the candidate's program). Additionally, students will need to know the principles and rules governing the Advisory Committee, Residency Requirements, and language competence. Common parlance designates the student seeking a Ph.D. as a doctoral

student prior to sitting the qualifying exam, and as a doctoral *candidate* after successfully passing the qualifying exam. It is during the candidacy stage that one might be referred to as “ABD” or *all but dissertation*.

B. Course Requirements

Required courses include offerings in geographic philosophy and methodology. Every Ph.D. student must take the following group of core courses:

- GEO 610: Introduction to Methods in Geography (students completing a similar course as part of their MA/MS program may be granted an exemption if the instructor of GEO 610 determines equivalency).
- GEO 702: Concepts in Geography
- GEO 707: Development of Geographic Thought
- An advanced methods course (including GEO 700, GEO 705, GEO 706) appropriate to the student’s interests and approved by the student’s advisor and the DGS
- Three one-credit hour Professional Development Courses
 - GEO 741: Teaching Practicum
 - GEO 742: Professional Development
 - GEO 743: Grant Writing

Students lacking adequate foundation in substantive areas pertinent to their program of study may be required to take additional courses.

A major emphasis of the Ph.D. program is research training obtained in seminars. Most of these seminars are focused on the department's research clusters. The seminar environment offers opportunities to explore in depth not only topical themes but also theoretical and methodological aspects of particular research domains. In many cases published research papers and dissertation topics are developed as a result of these seminars.

Students may arrange an Independent Study course (either GEO 560 Independent Work in Geography (3 credit hours) or GEO 655 Special Study of Systematic Geography (3 credit hours) in consultation with their advisor. A faculty member in geography must agree to supervise an Independent Study course, arrange with the student the requirements and structure of the course, and assign a letter grade for the course.

There is no minimum credit hour requirement for the Ph.D. degree. In most cases, full time students can expect to spend at least three years beyond the Masters degree to complete a Ph.D.

C. Dissertation Proposal

The student shall present a formal dissertation proposal to the Advisory Committee for review before taking the Qualifying Examination. The proposal should include a problem

statement, review of appropriate literatures, a research design (including data collection procedures and proposed methods of analysis), chapter outline, and bibliography. The Advisory Committee will meet with the student to review the proposal at a departmental proposal defense. The proposal must be given to the Committee at least two weeks prior to this meeting. Revisions to the proposal may be required before the student is permitted to proceed to the qualifying examination.

D. Qualifying Exam

A qualifying examination is required of all students for the Ph.D. in order to determine whether the student should be admitted to candidacy. The qualifying examination is administered in accordance with Graduate School policy (<http://www.research.uky.edu/gs/bulletin/current/AdvancedDegrees.shtml#qualexam>), which includes filing a Recommendation for Qualifying Examination form with the Graduate School at least two weeks prior to the oral portion of the qualifying exam (<http://www.rgs.uky.edu/gs/RecommQualExam.pdf>). The qualifying examination is given only after the student has satisfactorily completed core courses (with no incomplete, or “I”, grades), successfully defended his or her proposal, met pre-candidacy residency requirements (see section H: Residency below), and satisfied any language requirements determined in consultation with his or her advisor.

The qualifying examination comprises a written and an oral component. Note that the format of the written component is a departmental prerogative, and is considered to be “open book.” The oral defense of the written component is the part considered to be “The Qualifying Exam” in Graduate School terminology.

Qualifying examinations will be administered by the student's Advisory Committee. The advisor shall assume primary responsibility for developing the format, soliciting input, and formulating questions for each section of the written examination. Students are expected to consult with Advisory Committee members to ensure that preparation for each subject area is comprehensive. The student is responsible for distributing copies of the written responses to all Advisory Committee members at the end of the twelve-day writing period. The written responses shall become a part of the student's permanent record.

D.1 The written component is specific to the Geography Department and entails three separate sections. Each section is allotted three working days (with normal and adequate intervals for sleep) and the sections are divided by a one or two day break. The total qualifying exam written period may not exceed 12 days.

1. An Examination in the History and Philosophy of Geography. This examination is designed to test the student's knowledge and understanding of the history of the major schools of thought and key concepts within the discipline. A clear understanding of contemporary directions in geography will be expected. In addition to this broad grounding, students are required to develop a specific

concentration in at least one domain of the history and philosophy of the discipline.

2. An Examination in Research Design and Methodology. This examination is designed to test the student's knowledge and understanding of alternative approaches to research design and familiarity with research techniques employed in geography and allied fields. The examination will involve two components. First, it will evaluate the degree to which the student possesses a broad understanding of the full range of research methods and approaches employed in the discipline, the way in which they relate to one another, and their practical and ethical implications. Second, each student is required to select a major methodological or techniques focus, such as quantitative methods, qualitative methods, or field methods, for further examination. It is assumed that the student will possess detailed knowledge of the chosen methodological specialty and that he or she will be able to place its use within the context of alternative methodologies.
3. An Examination in Primary Area of Topical Specialization. This examination will test the degree to which the student has developed an in-depth knowledge and understanding of his or her chosen field. In addition to thorough knowledge of the literature in the area of topical specialization, students will be expected to have developed a clear perspective on current issues facing the chosen subfield and to be able to demonstrate proficiency in problem solving in this domain. The area of topical specialization will be defined through consultation with the student's Advisory Committee such that the chosen specialization is neither overly narrow nor overly general in scope. Topics examined in the first or second examination are not eligible for consideration as the subject matter of the student's topical specialization.

D.2. The oral component of the qualifying examination will focus on the history and philosophy of the discipline, research design and methodology, and the student's area of topical specialization in geography, including those particular areas of strength and weakness as identified in the written section. The examination also may cover other areas deemed important by members of the Committee.

D.3. Exam outcomes. The Advisory Committee reports the outcome of the qualifying examination to the DGS, who relays the result to the Dean of the Graduate School. If the student has passed the qualifying exam, the Graduate School will notify the student that he or she has been accepted as a candidate for the Ph.D. degree. If the student has failed the qualifying exam, the advisory committee determines the conditions to be met before another examination may be given. The minimum time between examinations is four months. A second examination must be taken within one year after the first examination. A third examination is not permitted.

E. The Dissertation

Each Ph.D. candidate must complete a dissertation which is the result of original research and adds to or significantly modifies what was previously known on the subject.

Procedures for undertaking and writing the dissertation are outlined in the Graduate School's Manual for Theses and Dissertations (<http://www.rgs.uky.edu/gs/thesdissprep.html>). The dissertation must be complete in all ways before the Final Examination can be scheduled. Students should be aware that there is an option to submit the dissertation in an electronic format. See <http://www.uky.edu/ETD> for details.

F. The Final Exam

The Final Exam commonly is referred to as the “dissertation defense” but it may cover all aspects of the doctoral candidate’s program. At least one academic year, but no more than five years, must elapse between the qualifying examination and the final examination.

The Final Exam entails a series of “form filing” requirements as follows:

- The Notification of Intent to Schedule a Final Doctoral Examination must be filed at least eight weeks before the exam (defense) date (<http://www.rgs.uky.edu/gs/NotificationFinalDocExam.pdf>). This form prompts the Graduate School Dean to appoint an outside examiner to represent the Graduate School (and ensure proper procedure) at the Final Exam.
- The Application for Degree Form must be filed by the published deadline of the semester in which the student plans to graduate (<http://www.rgs.uky.edu/gs/GSDegreeCard.pdf>)
- The Dissertation Approval Form must be filed at least two weeks prior to the Final Exam (<http://www.rgs.uky.edu/gs/DissertationApproval.pdf>)
- The Request for Final Doctoral Examination form must be filed at least two weeks prior to the Final Exam (<http://www.rgs.uky.edu/gs/RequestFinalDocExam.pdf>)

Note that the Final Exam must take place no later than eight days prior to the last day of classes of the semester in which the student expects to graduate. Final examinations are public events and must take place while the University is officially in session. If the candidate passes the final examination, he or she will be recommended for conferral of the Ph.D. degree. The examination committee may choose to suggest additions or revisions in the dissertation at the time of final examination. If revisions or additions to the dissertation are required, the Committee Chair or a designate will oversee the work. The final, corrected copy of the dissertation must be submitted to the Graduate School within 60 days of the final examination or all graduate work concerning the dissertation must be repeated. If the candidate fails his or her final examination, the committee may recommend to the Dean of the Graduate School the conditions under which the candidate may have another examination. This examination will be administered by as many of the original committee members as are available, with new members appointed by the Dean to fill any vacancies. Upon completion of the degree, all doctoral graduates must provide one bound copy of the dissertation to the DGS for the Departmental Library, and one for the advisor

G. The Advisory Committee

The Advisory Committee has a core of four members and consists of the student's advisor as Chair, and three other members (<http://www.rgs.uky.edu/g/bulletin/bull9800/bulletin.html>). At least one committee member must be from outside the department. All members of the core must be members of the Graduate Faculty of the University of Kentucky and three (including the advisor) must possess Full Graduate Faculty status. Additional members of the committee are permitted. The core of the Committee must be kept at its full complement throughout the student's program. In the event of a vacancy on the Committee (occasioned by faculty leave, for example) an appropriate replacement must be arranged prior to any committee decision. The Doctoral Advisory Committee Request Form is submitted to the Graduate School (<http://www.rgs.uky.edu/g/DoctoralAdvisoryCommittee.pdf>) for approval as soon as the Committee has been determined, first in consultation with the student's advisor and, second with the approval of all committee members. All decisions of the Advisory Committee are by a majority vote of its Graduate Faculty members. Advisory Committee decisions are reported to the DGS who transmits them to the Graduate School. In addition to advising and program planning, the Advisory Committee undertakes administration of the qualifying examination, supervision of the dissertation, and administration of the final examination.

H. Residency Requirements

"Residency" in the parlance of the Graduate School refers to tuition-paid semesters as a graduate student (and not necessarily to the vernacular understanding of "residence" as residing in a place). There are both pre-qualifying exam and post-qualifying exam residency requirements. At this time (August 2005) Graduate School residency requirements are in transition. Students matriculating after August 1, 2005 are subject to new residency requirements. Students already enrolled at the University at the time of the residency requirement changes may opt for *either* the old *or* the new requirements *if* they had not achieved candidacy by the time of the requirement change. Students who already had achieved candidacy at the time of the requirement change must abide by the old residency requirements. See the most recent Graduate School Bulletin for a more detailed description of the residency requirements (<http://www.rgs.uky.edu/g/>).

I. Language Requirement

The Geography Department and the Graduate School have no formal language requirements. However, in light of Geography's claim to relevance in a globalized world, it is strongly recommended that all Ph.D. students have competence in a foreign language. Students whose particular dissertation topics require foreign field work, understanding of subjects speaking other languages, or the need to read in languages other than English may be required by their advisor to demonstrate training and/or competence in a relevant language other than English.

DEPARTMENTAL CITIZENSHIP, REVIEW, AND ACADEMIC PROGRESS

A. Departmental Citizenship

The department places great emphasis on a collegial and nurturing academic milieu. While we realize that the nature of academic scholarship, especially in the social sciences and humanities, often favors the autonomous and independent researcher, the department nevertheless works to foster a sense of departmental citizenship which transcends the individual faculty or staff member and student. While the responsibilities of departmental citizenship may be somewhat vaguely understood as a commitment to the success of the community as a whole (as a department, within the College of Arts and Sciences, within the Graduate School, within the University, within the discipline of Geography) in a positive working environment, more mundane considerations include, but are not limited to, a number of ongoing departmental practices. Examples include: Seminar participation that realizes the benefits of working through literatures as a group with sometimes disparate and varied levels of previous experience and preparation; a funding decision matrix that privileges the success of the entire graduate student cohort over individual concerns; the expectation of attendance at all departmental colloquia; membership in the Geography Graduate Student Union; student membership on departmental committees; participation at regional and national conferences and papers submitted to refereed journals. Good departmental citizenship extends to all of the identities that every graduate student embodies, whether as individual, scholar, or teacher.

B. Review

All first-year graduate students entering in the Fall semester will be reviewed after the midpoint of the Spring Semester. First-year students will meet with convened faculty members of the Graduate Committee in order to review each student's progress in the program and, when necessary, discuss problem areas and recommend strategies for their correction. Subsequent to this meeting, a written evaluation will be sent to the student and to his or her advisor by the DGS and a copy will be placed in the student's permanent file. Any ongoing graduate student (i.e. not in his or her first year) may request a review by the graduate committee during this review period. In general, evaluation of good progress toward a degree is monitored by the student in consultation with his or her advisor, and in general accordance with the timing implied in the MA and Ph.D. checklists appended below.

Review of Doctoral students annually is mandated by the Graduate School, and in keeping with this requirement the DGS will annually (after the midpoint of the Spring semester) consult with the doctoral student's/candidate's advisor and committee members in order to make a formal evaluation of progress and a written report. That report shall be provided to the student, who shall be allowed to respond in writing should s/he desire. The report and any response shall become part of the student's/candidate's permanent record.

C. Academic Progress

While individual student pathways to successfully completing a graduate degree in Geography will, of course, vary, there are a number of general guidelines and measures which constitute good academic progress. The most direct measure of progress is adherence to the checklist for the MA and Ph.D. degrees (following) in a timely manner. The department *strongly* encourages students to undertake the core course requirements in sequence and with their entering cohort (usually GEO 610, 707, and 741 are offered in the fall semester; GEO 702, 742, 743, and advanced methods are offered in the spring semester). While individual circumstances and contingencies may alter that timing and will be taken into consideration, activities that will be seen to clearly violate the good progress standard include, but are not limited to: plagiarism (including self-plagiarism; e.g. submitting the same project as part of the seminar requirements for two different professors without prior consultation); a record of poor grades and seminar performance (note that the graduate student grading scale is limited to A, B, E, I); Incomplete course work (as recorded in the transcript as an “I” grade); failure to meet fellowship or teaching assistantship obligations (including those failures resulting from employment external to the University). .

C.1. MA Checklist: Plan A

- _____ GEO 610
- _____ GEO 707
- _____ GEO 702
- _____ 24 hours of coursework total
- _____ Third semester review of thesis proposal with Advisory Committee
- _____ The Application for Degree Form must be filed by the published deadline of the semester in which the student plans to graduate
<http://www.rgs.uky.edu/gs/GSDegreeCard.pdf>
- _____ Thesis submitted to committee two weeks prior to final oral examination.
- _____ Oral examination scheduled with committee members and room reserved
- _____ Thesis Approval Form submitted to the Graduate School at least 14 days prior to final oral examination. <http://www.rgs.uky.edu/gs/gsforms.html>
- _____ Final Examination Recommendation form submitted to Graduate School two weeks prior final oral examination. . Note: You cannot schedule your oral exam if you have any outstanding Incompletes (“I” grades) on your transcript.
<http://www.rgs.uky.edu/gs/gsforms.html>
- _____ Thesis to be submitted to the Graduate School within 60 days of successful examination
<http://www.research.uky.edu/gs/PrintedThesisDefenseProcess.html>)

C.2. MA Checklist: Plan B

- _____ GEO 610
- _____ GEO 707
- _____ GEO 702
- _____ Advanced methods class approved by advisor and DGS.
- _____ 30 hours of coursework total
- _____ Third semester review of research paper plan with Advisory Committee
- _____ The Application for Degree Form must be filed by the published deadline of the semester in which the student plans to graduate
<http://www.rgs.uky.edu/gs/GSDegreeCard.pdf>
- _____ Oral examination scheduled with committee members and room reserved.
- _____ Final Examination Recommendation form submitted to Graduate School two weeks prior final oral examination. . Note: You cannot schedule your oral exam if you have any outstanding Incompletes (“I” grades) on your transcript.
<http://www.rgs.uky.edu/gs/gsforms.html>.
- _____ Paper submitted to committee members one week prior to sitting for written examination.
- _____ Written examination submitted to committee one week prior to oral examination.

C.3. Ph.D. Checklist

- GEO 610 (or record of equivalency signed by the professor of record for 610)
- GEO 707
- GEO 702
- Advanced methods class approved by advisor and DGS.
- GEO 741
- GEO 742
- GEO 743
- Advisor identified (2nd – 3rd semester) and registered with the DGS
- Language competency needs identified (2nd – 3rd semester) with advisor
- Committee Formed (3rd semester) and The Doctoral Advisory Committee Request Form is submitted to the Graduate School
<http://www.rgs.uky.edu/gs/DoctoralAdvisoryCommittee.pdf>
- Dissertation Proposal scheduled with committee and room reserved (3rd – 4th semester) with at least two weeks prior notice
- Dissertation Proposal defended (3rd – 4th semester)
- Recommendation for Qualifying Examination form filed with the Graduate School at least two weeks prior to the exam: (3rd – 4th semester).
<http://www.rgs.uky.edu/gs/RecommQualExam.pdf>
- Qualifying exam written (three questions, three days each). Answers distributed to committee at least two weeks before scheduled oral exam.
- Oral qualifying exam (defense). Passing means that the student is now a PhD candidate (called ABD, All But Dissertation)
- The Notification of Intent to Schedule a Final Doctoral Examination must be filed at least eight weeks before the exam (defense) date
<http://www.rgs.uky.edu/gs/NotificationFinalDocExam.pdf>
- The Application for Degree Form must be filed by the published deadline of the semester in which the student plans to graduate
<http://www.rgs.uky.edu/gs/GSDegreeCard.pdf>
- The Dissertation Approval Form must be filed at least two weeks prior to the Final Exam (<http://www.rgs.uky.edu/gs/DissertationApproval.pdf>)
- Final Examination scheduled with advisor, committee, and identified external Member (Graduate School representative)
- The Request for Final Doctoral Examination form must be filed at least two weeks prior to the Final Exam
<http://www.rgs.uky.edu/gs/RequestFinalDocExam.pdf>
- Final copy of the dissertation is filed with the Graduate School
- Bound dissertation copies distributed to advisor and departmental library