

**UNIVERSITY OF KENTUCKY
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/CurrentStudents/bulletin.html>). 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://geography.as.uky.edu>) and the Graduate School website (<http://www.gradschool.uky.edu>), 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. The only exception is for Ph.D. students enrolled in two of the department's one credit courses (741 / 742 / 743) who can take an additional nine credits for a total of 11. 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 holding MA/MS degrees are typically funded 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 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 DDRIs in which the applicant undertakes field research. In every case approval to stop the funding 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.research.uky.edu/gs/StudentFunding/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 (online through MyUK)) 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 600: Introduction to Methods in Geography
- GEO 702: Concepts in Geography

In addition, students are encouraged to seek advanced method courses (such as GEO 705)

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.research.uky.edu/gs/CurrentStudents/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.research.uky.edu/gs/CurrentStudents/electronic_thesis_instructions.html). Students should be aware that they are required to submit the thesis in an electronic format. See http://www.research.uky.edu/gs/CurrentStudents/theses_prep.html 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. 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.research.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm). 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 600: Introduction to Methods in Geography
- GEO 702: Concepts in Geography
- An advanced methods course (such as GEO 705) 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.research.uky.edu/gs/CurrentStudents/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.research.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm). 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. Once students have identified their academic advisor and advisory committee, they will need to file the official Formation of an Advisory Committee form with the Graduate School (http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm) 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 600: 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 600 determines equivalency).
- GEO 702: Concepts in Geography
- GEO 705: Advanced methods 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: Research Proposal Development and 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 in the form of a syllabus, 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/CurrentStudents/Bulletins/current/bulletin-11-part1-final.pdf>), 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.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm). 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 fourteen-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 one working day (10 hours) and the sections are divided by at least a one day break. Each exam is not to exceed a 12-page limit (double spaced, with 12-point font). The total qualifying exam written period may not exceed 14 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. This oral component constitutes the official examination date for qualifying exams and needs to be scheduled with the Graduate School at least two weeks in advance of the oral examination date
(http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm).

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.research.uky.edu/gs/CurrentStudents/theses_prep.html).

The dissertation must be complete in all ways before the Final Examination can be scheduled.

Students must submit the dissertation in an electronic format. See

http://www.research.uky.edu/gs/CurrentStudents/theses_prep.html for details.

E.1 Three-Article Dissertation Option

With the consent of the student's PhD Advisory Committee a three-article 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 student's PhD 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 student would still write and defend a dissertation proposal and sit qualifying examinations as detailed in the Graduate Handbook (<https://geography.as.uky.edu/geography-graduate-handbook>) and the Graduate School Bulletin (<http://www.research.uky.edu/gs/CurrentStudents/bulletin.html>). The three-article dissertation option should be discussed (and decided upon) between the student and his/her PhD committee **at the defense of qualifying examination**, no earlier.

E.1.1 Nature and Quantity of Articles

- 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

E.1.2. Progress and Co-Authorship

- At least one article should be accepted for publication by the time of the final examination (dissertation defense).
- One other article should be submitted at the time of the dissertation defense
- One third article can be submitted or must be ready for submission to an academic journal at the time of the dissertation defense

- The student will be the sole or lead author on all three articles. For co-authored articles the geography department requires a brief explanation (appendix) detailing the specific contributions of each author in the paper (as is common for merit and progress reviews.)

E.1.3. Article Quality and Outlets

- Articles submitted, accepted, or published before the final examination (dissertation defense) are acceptable, as long as the committee is satisfied. If the committee is not satisfied with the quality of the articles (even if articles are accepted or published), the student must continue to make improvements to satisfy the committee. The committee's decision supersedes any journal editor's acceptance and/or decision.
- While the geography department does not specify acceptable journals as outlets for publication the department encourages students (and their committees) to aim high. The choice of outlet should be made in close consultation with the student's academic advisor and committee members. (For journal suggestions please see ISI Rankings for physical and human geography: <http://admin-apps.webofknowledge.com/JCR/JCR.>)

E.1.4 Introduction, Conclusion, Methods Appendix

- The geography department requires an introduction and a conclusion that introduce the overall purpose and contribution of the set of articles, and draw out the significance of the overall project. This introduction and conclusion, accordingly, go beyond the introduction and conclusion of each article as they draw out the connections between the individual papers.
- The geography department requires a methods appendix in which the overall research design and methods of data collection and analysis are detailed.

E.1.5 Flexibility:

In consultation with the PhD committee the student may also change back to a traditional dissertation option if it becomes clear that the three-article dissertation does not seem advisable (this may be due to issues with fieldwork and data analysis that cannot be parsed out over time, the field of study which would make a dissertation closer to book form more advisable, etc.)

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.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm). 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 via the MyUK portal.
- The Request for Final Doctoral Examination form must be filed at least two weeks prior to the Final Exam
(http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm)

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.research.uky.edu/gs/CurrentStudents/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.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm) 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. Effective fall

2008, doctoral students must simply complete the requirement of 36 credit hours of graduate coursework within five years of entry into the doctoral program. See the most recent Graduate School Bulletin for a more detailed description of the residency requirements

(<http://www.research.uky.edu/gs/CurrentStudents/bulletin.html>)

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.

JOINT GRADUATE PROGRAMS IN EARTH SURFACE SYSTEMS

Beginning in the 2016/17 academic year the Department of Geography and the Department of Earth and Environmental Sciences jointly offer a graduate program for students specializing in Earth Surface Systems. The program is administered by a 3-person executive committee consisting of one each appointed by the EES and GEO department chairs, and a third chosen/elected from among program faculty.

Students apply to, and are admitted to, either the GEO or EES graduate program, and funded through normal departmental sources in either department, or through program faculty grants. Students are required to apply through either the GEO or EES pathway (simultaneous application are not be allowed).

- A. Students following either the GEO or EES MA, MS, or PhD programs will be allowed to take any GEO or GLY class as part of their program (subject to normal approvals by advisory committees or chairs of advisory committees).
- B. Program faculty are drawn from GEO and EES faculty, as well as joint, emeritus or adjunct faculty of both departments who have graduate faculty status. A list of Earth Surface Systems “program faculty” is available from either department. Program faculty in GEO have joint or graduate faculty appointments in EES, and vice-versa. Cross-appointments will generally apply only to faculty who already hold graduate faculty status in their home department.
- C. Applicants applying to the program, or indicating interest in it in their GEO or EES graduate applications, will be evaluated by at least two Earth Surface Systems faculty. Those approved for admission to Earth Surface Systems would then be evaluated within the general EES or GEO graduate pools.
- D. Other than as stipulated in A. above, students are subject to the normal rules and requirements for the EES or GEO graduate programs. That is, Earth Surface Systems program students would have to meet the same requirements as other GEO or EES graduate students.
- E. Students choose an advisor or co-advisor who has a primary appointment in the home department (EES or GEO).

All other rules pertaining to a Ph.D. or M.A. program in geography apply (as outlined in the sections above.)

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 600,

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).

“Good progress” through the graduate program is generally measured by completion of the following tasks:

MA Students

Tasks	Completed by
Select an advisor	Semester 1 (end) / Semester 2 (begin)
Select committee (3 members)	Semester 2 (end)
Draft proposal for research	Semester 2
Meet with committee about proposal	Semester 2 (end)
Fieldwork / Lab work / Archival work	Summer after first year
Analysis / Writing / Drafts	Semester 3* and Semester 4
Thesis Defense (Plan A) OR Exam and Paper Defense (Plan B)	Semester 4 (end)

* Students interested in a Ph.D. should (1) discuss their plans with their advisor by the start of the third semester and (2) plan to make significant progress on their thesis in the third semester.

Ph.D. Students

Entering Ph.D. students are expected to have a completed Masters degree in hand prior to beginning their first semester.

Tasks	Completed by
Select an advisor	During Year 1 (earlier is better)
Select committee (3 members)	Discuss with advisor during Year 1, finalize by beginning of Year 2
Select outside committee member (1 person)	Discuss with advisor during Year 1, finalize by beginning of Year 2
Proposal defense	Year 2 to beginning of Year 3
Qualifying Exam	Year 2 to end of 5th semester

Presenting dissertation work at AAG (or other conferences)	Varies, generally after qualifying exams or during/after fieldwork
Apply for external funding for fieldwork (e.g., NSF DDRI, Fulbright, etc.)	After (or around the same time as) qualifying exams
Fieldwork / Lab work / Archival work	Mid-Year 2 and/or Year 3+
Analysis / Writing	Year 3 and/or Year 4+
Defend dissertation	End of Year 4+
Job Search	Fall of Academic Year that dissertation defense is planned

As per graduate school requirements Ph.D. students will be reviewed annually (generally in the Spring) by the graduate committee.

Data on student progress – including the tasks set out above – will be collected annually by the DGS. The deadline for submission of information will be the Monday following Spring Break. The DGS, student advisor and the Graduate Committee will review the forms and students will be informed in writing of the results of the review.

If there are concerns about good academic progress the DGS in conjunction with the advisor will provide the student with a list of specific tasks and accomplishments to be achieved by set dates. Failure to meet these targets or deadlines can result in a loss of funding.

C.1. MA Checklist: Plan A

- ___ GEO 600
- ___ GEO 702
- ___ 24 hours of coursework total
- ___ Third semester review of thesis proposal with Advisory Committee
- ___ The Application for Degree Form must be filed via MyUK by the published deadline of the semester in which the student plans to graduate
- ___ Thesis submitted to committee two weeks prior to final oral examination.
- ___ Oral examination scheduled with committee members and room reserved
- ___ Final Examination 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.research.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm
- ___ Thesis to be submitted electronically to the Graduate School within 60 days of successful examination
http://www.research.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm along with a Thesis (ETD) Approval Form
<http://www.research.uky.edu/gs/Forms/ETDApprovalForm.pdf>.

C.2. MA Checklist: Plan B

- _____ GEO 600
- _____ GEO 702
- _____ GEO 705 (or equivalent 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.research.uky.edu/gs/Forms/ETDApprovalForm.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) or missing grades on your transcript.
<http://www.research.uky.edu/gs/Forms/ETDApprovalForm.pdf>
- _____ 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 600 (or record of equivalency signed by the professor of record for 600)
- ___ GEO 702
- ___ GEO 705 Advanced methods class (or equivalent 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 Formation of Doctoral Advisory Committee Form is submitted to the Graduate School
http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm
- ___ Dissertation Proposal scheduled with committee and room reserved (3rd – 4th semester) with at least two weeks prior notice
- ___ Dissertation Proposal defended (3rd – 4th semester)
- ___ Qualifying Examination form filed with the Graduate School at least two weeks prior to the oral exam: (3rd – 4th semester).
http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm
- ___ 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.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm
- ___ The Application for Degree Form must be filed via MyUK by the published deadline of the semester in which the student plans to graduate
- ___ 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.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm
- ___ Final copy of the dissertation is filed electronically with the Graduate School (http://www.research.uky.edu/gs/CurrentStudents/theses_prep.html) along with the ETD Approval Form (<http://www.research.uky.edu/gs/Forms/ETDApprovalForm.pdf>) which needs to be signed by the student, her/his advisor, and the DGS.
- ___ Bound dissertation copies distributed to advisor and departmental library