

Sept. 7, 2001

1. Admissions criteria include 600 verbal GRE or other appropriate indication of writing competence, 3.3 MA GPA, and a clear statement of research direction. PhD candidates shall normally be interviewed by interested faculty members. Faculty shall make advising commitments prior to admission.

Vote: 14 yes, 0 Against, 0 Abstain

2. There shall be a diagnostic committee for each PhD student composed of 3 faculty members, which will meet with student and develop a plan of study during the first week of the semester, during the first year. If it seems that the student is unsuited to succeed in the PhD, the committee has the option of encouraging the student to take an alternative program of work including an MA degree. A report of the diagnostic committee will be part of the student's record.

Vote: 14 Yes, 0 Against, 0 Abstain

3. Administer only 1 set of comprehensive exams, the general portion. The material examined in the specialized exams will be considered in the proposal defense. General Comprehensive Exams will be given at the end of the first year. They will be set and graded by such means as appropriate by the graduate committee. Students shall receive a reading list for the comprehensive exams during the summer prior to admission.

Contents of comprehensive exams sent back to graduate committee for revisions/discussion.

4. 4. The Advisory Committee will review the progress of each PhD student each semester. The student submits a plan of study, including progress made toward the degree during the past semester and plans for the upcoming semester. The plan is discussed with committee, signed by advisor, filed with Graduate Office, to be reviewed at the end of the semester by the graduate committee and reported to the faculty and acted upon by the advisor.

Vote 14 Yes, 0 Against, 0 Abstain.

5. Delete the narrative from the program.

Vote: 10 Yes, 0 Against, 4 Abstain.

6. 6. Advancement to candidacy should occur by the end of the first year, or at the latest, by the end of the second year. Students who do not advance to candidacy within the required time can no longer receive funding as a student until candidacy is achieved. Extensions can only be approved by the graduate committee.

Vote: 14, 0 Against, 0 Abstain.

7. 7. The goal of the committee and student is to design a research project which allows the student to defend his/her dissertation at the end of the 3rd year.

#7 withdrawn as formal proposal.

May 10, 2002

Motion to adopt Proposal 1 (6 credits): - C. Christian

It is proposed that the content forming the basis for the MA and Ph.D. Comprehensives be provided in a 6-credit format that includes the five (5) core Knowledge content areas discussed and agreed upon at the previous faculty meeting, and that this core knowledge content be provided in Geog. 600 in the Fall and Geog. 788w in the Spring, for the 2002-2003 academic year. (Passed by Graduate Committee)

E. Kasischke seconds the motion. Formal vote: 14 in favor; 0 against; 1 abstention.

Motion to adopt Proposal 2 (Grading of Core knowledge content courses and Comprehensives): - C. Christian

It is proposed that the material embodied in the five-core knowledge content provided in Geog. 600 and 788w be the primary frame of reference for the MA and Ph.D. Comprehensives. The faculty teaching these courses will test students separately from the Comprehensives. (Passed by Graduate Committee)

E. Kasischke seconds the motion. Formal vote: 14 in favor; 0 against; 1 abstention

Motion to adopt Proposal 3: - C. Christian

It is proposed that MA and Ph.D. Comprehensives be set and graded by the Graduate Committee. The advisor will be included and consulted in the grading of his/her advisee's MA and Ph.D. examinations. (Passed by Graduate Committee)

M. Geores seconds the motion. Formal vote: 14 in favor; 0 against; 1 abstention

Motion to adopt Research Scientists as Advisors: - C. Christian

It is proposed that Research Scientists can be advisors of Masters students and co-advisors of PhD students, in the latter case provided they are members of the Graduate School. Their advisory role would be shared with a permanent teaching faculty member to ensure the stability of the graduate student's program. (Passed by Graduate Committee)

C. Justice seconds the motion. Formal vote: 14 in favor; 0 against; 0 abstentions.

Motion to adopt GEOG 610 faculty as second reader of scholarly paper: - C. Christian

It is proposed that scholarly papers be reviewed and found acceptable by the MA student's primary advisor and second reader, and that each is required to sign off that the student has passed the requisite requirements. The faculty member teaching Geog. 610 should be included as the second reader of scholarly papers since such papers are an integral part of Geog. 610. In essence, part of the grade in Geog. 610 is the scholarly paper. It is still the responsibility of the student and the advisor to define and agree on a topic. In some instances, a student may have more than two readers--a third reader may be required for detailed information in the scholarly paper. (Passed by Graduate Committee)

E. Kasischke seconds the motion. Formal vote: 14 in favor; 0 against; 0 abstentions.

Motion with respect to the teaching of GEOG 611 – C. Christian

That Geog. 611 be retained and taught as an "infrequent" seminar for students desiring assistance on identifying a research problem, conceptualization of a research problem, and/or the writing a research proposal, and that instructors for the course would be faculty who are advisors of students enrolled for 611. Individual faculty advisors would get credit for their own student(s). (Passed by the Graduate Committee)

Note: Graduate students felt this course was valuable and allowed students to come together and exchange ideas.

C. Justice seconds the motion. Formal vote: 14 in favor; 0 against; 0 abstentions.

April 4, 2003

Motion 1: That PhD students are required to take a minimum of 9 credits in graduate level courses in the Department prior to advancing to candidacy. These nine credits are in addition to 600/788W, 611, and the 3 credit hours for the Department Seminar.

Action Item: Motion 1 returned to the graduate committee to get consensus.

Motion 2: GEOG 610 should remain as a course, but be taken by each Masters student as an independent study. Students should register for GEOG 610 during the term when they plan to submit their scholarly paper. The grade for this course will be given by the student's advisor and will be based upon their scholarly paper.

Proposed: S. Prince, Seconded: C. Christian

Formal vote taken. for: 15, abstain: 0, against: 0

Action Item: Graduate Committee to review the desirability of a genuine capstone course and how it would be formulated.

Motion 3: The requirement for a separate comprehensive examination for the MA and PhD programs are no longer required. The examinations for GEOG 600/788 are deemed sufficient to test the graduate students' overall core knowledge.

Proposed: C. Christian, Seconded: C. Justice

Formal vote taken. for: 15, abstain: 0, against: 0

Motion 4: Students admitted to the Graduate Program in the Fall 2002/Spring 2003 will not be required to take a separate comprehensive exam.

Proposed: J. Albrecht, Seconded: C. Christian

Formal vote taken. for: 15, abstain: 0, against: 0

Motion 5: Graduate students will be allowed to take an independent study each semester following their first semester of enrollment. The maximum total number of credits for independent studies for MA students and PhD students during the first four semesters is 9. All independent studies have to be approved by the student's advisor in advance. Exceptions can be made upon the agreement of the Advisor and the Graduate Director.

Action Item: Motion 5 was returned to the graduate committee to craft separate motions for the MA and PhD students.

October 10, 2003: Retreat

Motion 1: That PhD students are required to take a minimum of 3 credits per semester in graduate level courses prior to advancing to candidacy. These credits are in addition to 600/788W, 611, and the 3 credit hours for the Department Seminar. These three credits shall not include independent studies or directed readings. Exceptions may be made upon the agreement of the Advisor and the Graduate Director based upon previous experience in appropriate graduate level courses.

R. Dubayah proposes motion. Seconded by J. Albrecht

Formal Vote: For: 15; Against: 0; Abstentions: 1

Motion 2: Only three credit hours of independent study will be allowed in fulfilling the 30 credit hours required for the MA degree. All independent studies must be approved by the student's advisor in advance.

R. Dubayah proposes motion. Seconded by S. Liang

Formal Vote: For: 16; Against: 0; Abstentions: 0

Feb. 25, 2005

5. Draft Graduate Procedures – Kasischke and Dubayah

The Draft Graduate Procedures that were circulated prior to the meeting were discussed and the following suggestions were made.

- It was recommended that the Diagnostic Committee be made optional and only held if the advisor, or student, thinks it should be held.
- The Dept Committee/Advisory Committee is the Dissertation Proposal Review Committee and stays functional until dissertation defense. It is proposed to change the name to Department Advisory Committee. Normally the Department Advisory Committee becomes the Dissertation Committee with the addition of the Dean's representative. Proposal to change language is to reflect current operations.
- Two years of probation in a row and a Ph.D. student would be out of the program. A warning would be provided after the first probation.
- In section 4 where it discusses deficiency in expertise to do the proposal research, the phrase 'feasibility of doing proposal research' should be added.
- Document will be circulated with modifications prior to the final faculty meeting of the semester so that it can be voted on at the faculty meeting.

It is still difficult to schedule advisory meetings with students. It was recommended that reserved blocks of time be added to the departmental committee schedule that can be used for advisory meetings. It was suggested that Friday afternoons, and possibly Friday mornings would work. Everyone should block out these times for key meetings. It was recommended that faculty start using Corporate time, if they were not already doing so.

April 29, 2005

7. Revision of PhD Graduate Guidelines – Dubayah

The guidelines were presented and it was noted that it is a comprehensive and living document. It was amended so that tenure/tenure track faculty was substituted for 'regular faculty'. It was noted that due to a new graduate school policy that GEOG 899 needs to be changed to GEOG 898 until student advances to candidacy.

Vote for formal acceptance – Moved by Sam Goward, Seconded by Jessica McCarthy. Motion passed with 18 yes, 0 no, and 1 abstention.

[Text of Revision of PhD Graduate Guidelines]

The requirements for the Ph.D. in Geography are in addition to those developed by the Graduate School of the University of Maryland. "Graduate School Information and Policies" can be found in the **Graduate Catalog** available at <http://www.gradschool.umd.edu/catalog/>. A listing of the "Graduate School Requirements Applicable to all Doctoral Degrees" Can be found at http://gradschool.umd.edu/catalog/requirements_Doctorate.html. Students are strongly encouraged to become familiar with both of these documents, along with the material presented below. If there are question concerning any requirements or policies for the Ph.D. program, the student should contact the Director of Graduate Studies or the Advisor Consultant of the Department of Geography.

Below, we summarize "Requirements and Policies for the Geography Doctoral Program", which covers items not specifically addressed by the Graduate School:

1. **Coursework.** The Department only admits students who have a strong foundation in the discipline of Geography or areas related to Geography. Because of this, the department requires only four courses for the Ph.D. in Geography:
 - a. **GEOG600 (Fall) and GEOG602 (Spring), Introduction to Geography** (6 credits, a minimum grade of B is required). This two-course sequence is usually taken in the student's first and second semesters. The courses will review the core knowledge within the discipline. Exceptions will be made for students who have taken GEOG600 and 602, or their equivalent, within the past 5 years.
 - b. **GEOG611 Doctoral Research Tutorial** (3 credits, a minimum grade of B is required). Usually taken with the student's advisor in the term prior to the dissertation proposal defense.
 - c. **GEOG798 Seminar** (1 credit/semester, a minimum grade of B is required). Three credits required during Ph.D. program. A student may Advance to Candidacy without completing this requirement, but must complete the requirement before the Dissertation Defense.
 - d. **Other Coursework.** There are no specific requirements for courses beyond the 4 courses noted above and minimum of 12 dissertation credits (see Item 23 below). However, many students take electives to strengthen their background in subjects

related to their dissertation research. Additional coursework can be suggested by the Diagnostics Committee (see Item 7), and is often required by the student's Department Advisory Committee (see Item 8). Students hired by the Geography Department as Teaching and Graduate Research Assistants or who have been given a University Fellowship are required to enroll for 10 credits per semester until they advance to candidacy. According to University policy, in order to maintain their status as a graduate student: (a) prior to advancing to candidacy, a doctoral student must enroll for a minimum of one credit per semester; or (b) upon advancing to candidacy, all doctoral students will automatically be enrolled for 6 credits of GEOG 899 each fall and spring term and pay a flat tuition candidacy fee (currently equivalent to 1.5 graduate credit hours).

2. Assignment of Advisor. All students will be assigned an advisor at the beginning of their first semester of enrollment. This assignment will be based on the student's research interests and discussions between the student, candidate advisors, and the Graduate Director. The student has the right to select his/her own advisor, and change advisors if necessary. The selected advisor must be tenured / tenure track member of the Geography Faculty. Under certain circumstances, a co-advisor may also be appointed, who must be a member of the Graduate Faculty. The student's advisor will serve as the Chair of the Diagnostics, Department Advisory, and Dissertation Examining Committees (see Items 4, 5, 19 below).

3. Changing of Advisors. On occasion, it may be necessary for a graduate student to change advisors. Under such circumstances, the student should contact the Graduate Director to discuss the need for a change. If the Director of Graduate Studies is the advisor, the graduate student should contact the Department Chair. After discussions between the student and the Director (or Chair), the Director (or Chair) will contact the affected parties and discuss the desired changes.

4. Diagnostic Committee. The graduate student or his/her advisor has the option to form a Diagnostic Committee consisting of 2 tenured or tenured-track members of the Geography Faculty in addition to the advisor. This committee will meet with the student during the first semester to make recommendations for coursework based on the student's research interests and to discuss potential research topics.

5. Department Advisory Committee. Usually during the first or second semester, each student will select members to serve on a Department Advisory Committee. The Department Advisory Committee should include a minimum of four people, all of whom are members of the Graduate Faculty of the University of Maryland. At least three must be members of the Geography Faculty (tenured / tenure track, research faculty, or lecturers), and two must be tenured / tenure track members. One member must be from outside of the department. The responsibilities of the Department Advisory Committee include:

- a. Advising the student during the development of his/her dissertation proposal;

- b. Suggesting additional coursework and readings in order to ensure the student develops an adequate base of knowledge and competency in areas related to the student's research.
- c. Determining that the student has knowledge and competency in the areas related to the proposed dissertation research prior to advancing to candidacy;
- d. Reviewing the written dissertation proposal and conducting an oral examination of the proposal and the student's qualifications; and
- e. Continuing to advise the student during the conduct of his/her research up until the time of the Dissertation Defense (see items 19 to 23 below).

The student should meet with the Members of the Department Committee (either as a group or individually) as often as is necessary to make satisfactory progress in the development of her/his dissertation proposal and dissertation research. The student and the Department Advisory Committee should meet as a group at least once per year to review the student's progress, and is required to meet at least one time as a group at least one month prior to the Dissertation Proposal Defense.

6. Nomination of the Department Advisory Committee. As soon as a student and her/his advisor have identified the members of the Department Committee and these members have agreed to serve on this committee, the student should file the **Ph.D. Department Advisory Committee Nomination Form** that has the signatures of the student, advisor, and committee members. Once this form has been filed, the Director of Graduate Studies will provide each member of the committee with a copy of those "Requirements and Policies of the Department of Geography" that pertain to the Department Advisory Committee and Dissertation Proposal Defense.

7. Nomination for Membership on the Graduate Faculty. As noted in Items 5 and 19, all members of the student's Department Advisory and Dissertation Examination Committees must be members of the Graduate Faculty. All University of Maryland (College Park) tenured / tenure-track faculty are members of the Graduate Faculty. If a person is not a Member of the Graduate Faculty, the student needs to file the form **Nomination for Membership on the Graduate Faculty** with the Director of Graduate Studies, who will forward it to the Graduate School. Two types of nominations may be made: (a) Adjunct Members, which include non-tenure track faculty, research faculty, and visiting, adjunct, or other affiliated professors whose primary appointment is at the University of Maryland; and (b) Special Members, who are individuals recognized as outstanding scholars, but who do not have any official affiliation with the campus. For appointments to be made, the student must attach a copy of the *curriculum vitae* to the nominating form along with a letter of explanation of why the individual is being nominated. The Director of Graduate Studies will write a letter of recommendation and forward the nomination package to the Graduate School.

8. Changes to the Department Committee. Should a student desire to change the membership of the Department Advisory Committee, she/he should first talk with his/her advisor and then notify the Director of Graduate Studies of the proposed change. The

Director will then circulate the [*Request for Changes to the PhD Department Committee Form*](#) to the affected committee members.

9. Advancement to Candidacy. Advancement to candidacy requires three steps: (a) completion of 3 semesters of the Department seminar (exceptions are provided for, see Item 1c); (b) demonstration of proficiency and competency in Geography; and (c) successful defense of the student's dissertation proposal, as discussed in Items 10 to 18 below. Demonstration of proficiency and competency in Geography will be accomplished through passing the 6 credit Introduction to Geography sequence (GEOG 600/602). Financial assistance by teaching, research, or administrative assistantships will normally be continued for a third year only if the student is advanced to candidacy by the end of the second year.

10. Dissertation Proposal Defense. The proposal defense is normally completed not later than the fourth semester of study, and typically lasts from 1.5 to 2 hours. The organization of the Dissertation Proposal Defense, including selection of its time and location, are the responsibility of the chair of the Department Advisory Committee. The time and location of the Dissertation Proposal Defense will be announced by the student at least one week (5 working days) prior to the scheduled time. At the time of the dissertation proposal defense, the Department Advisory Committee shall also determine that the candidate has the overall knowledge and qualifications required to carry out the research outlined in the proposal. The defense of the dissertation proposal is open to the public, attended by all members of the Department Advisory Committee, and chaired by the student's Advisor. Students will be required to give an oral summary of their proposal (approximately 20 minutes) and then answer questions from the members of the Department Advisory Committee. There will then be period where questions will be entertained from the audience. The chair of Department Advisory Committee shall have the discretion to decide whether questions from the audience are germane to the topic of the dissertation and how much time shall be allotted for the answers. After these questions, the student and any others who are not members of Department Advisory Committee will be asked to leave, and the proposal defense and the qualifications of the student will be discussed by the Department Advisory Committee. The areas each member of the Department Advisory Committee should use to judge the *candidate's qualifications* and the *dissertation proposal* include:

- a. The knowledge, background and expertise of the student in areas related to the topics covered in the dissertation proposal;
- b. The relevance of the research goals, objectives, and/or hypotheses to be addressed during the dissertation research;
- c. The methods, approaches, and time table identified to carry out the research needed to address the goals/objectives/hypotheses; and
- d. The significance of the proposed research.

11. Written Proposal. As part of the Dissertation proposal defense, the student shall produce a written proposal in a format agreed upon by the Department Advisory Committee. Dissertation Proposals typically are no longer than 15 single-spaced pages,

with appropriate figures and tables and references in addition to the written text. Copies of the written proposal shall be provided to each member of the Department Advisory Committee at least two weeks (10 working days) prior to the announced date for the Dissertation Proposal Defense. A printed copy of the Dissertation Proposal should also be provided to the Director of Graduate studies, who will make it available for review to any interested party.

13. Policies and Guidelines for the Dissertation Proposal Defense. In addition to the items discussed above, all guidelines and policies that are used by the University for Dissertation Defenses with respect to Location, Open Dissertation Examination, and Public Notices are to be followed during the Dissertation Proposal Defense (www.gradschool.umd.edu/catalog/requirements_Doctorate.html).

14. Conclusion of the Dissertation Proposal Defense. After discussing the qualifications of the student and the dissertation proposal and its defense, the Department Advisory Committee has the following options:

- a. To accept the qualifications of the student and the dissertation proposal without any recommendations for improvements or changes and sign the **Report of Department Committee on the Defense of the Dissertation Proposal**.
- b. To accept the qualifications of the student with recommendations for improvements in his/her qualifications in specific areas and, except for the chair, sign the Report of the Department Advisory Committee on the Defense of the Dissertation Proposal. The chair will certify that the student has taken the necessary steps to improve their knowledge in the specified areas, and, upon his or her approval, sign the Report of the Department Committee on the Defense of the Dissertation Proposal.
- c. To recommend that the student make improvements in his/her qualifications in specific areas and not sign the Report of the Department Committee on the Defense of the Dissertation Proposal until the student has demonstrated the recommended improvements.
- d. To accept the dissertation proposal with recommendations for changes and, except for the chair, sign the Report of the Department Committee on the Defense of the Dissertation Proposal. The chair will check that the changes to the dissertation proposal have been made, and, upon his or her approval, sign the Report of the Department Committee on the Defense of the Dissertation Proposal.
- e. To recommend revisions to the dissertation proposal and not sign the Report of the Department Committee on the Defense of the Dissertation Proposal until the student has made the changes and submitted the revised dissertation proposal for the Department Committee's approval. The Department Committee members sign the Report of the Department Committee on the Defense of the Dissertation Proposal if they approve the revised dissertation proposal.
- f. To recommend improvements to the student's qualifications or revisions to the dissertation proposal and convene a second meeting of the Department Committee to review the dissertation proposal and complete the student's Examination.

- g. To rule the student's qualifications or the dissertation proposal (including its Examination) unsatisfactory. In that circumstance, the student fails to Advance to Candidacy

15. Pass/Fail Criteria. The student passes the Dissertation Proposal Defense if all, or all but one, member of the Department Advisory Committee agree to sign Report of the Department Committee on the Defense of the Dissertation Proposal, before or after the approval of recommended improvements or changes. Two or more negative votes constitute a failure of the candidate to meet the Dissertation Proposal Defense requirement regardless of the size of the committee.

17. Second Dissertation Proposal Defense. If a student fails the first Dissertation Proposal Defense, they have the right to a second defense, following the same procedures used for the first. Failure of the second Dissertation Proposal Defense will result in termination from the program.

19. Nomination of a Dissertation Examining Committee. Per the "Graduate School Requirements Applicable to all Doctoral Degrees", at least six week prior to the date of the oral Dissertation Defense, the student needs to formally nominate their Dissertation Examining Committee. This involves submitting a completed and signed form to the Graduate School that contains the names of the committee members, the title of the dissertation, and the date of the defense. This committee, appointed in accordance with Graduate School policy, consists of a minimum five members, all members of the Graduate Faculty of the University of Maryland: tenured / tenure-track members, adjunct member, or special member. At least three must be members of the Geography Faculty, with two being tenured / tenure track members. One member must be a representative of the Dean of the Graduate School. The Dean's Representative must be a Tenured Member of the Graduate Faculty at the University of Maryland and must be from a graduate program other than the student's home program. *If the members of this committee change, the committee must be re-approved by the Graduate School.*

20. Dissertation Credits. At least 12 credits of dissertation research (GEOG899) are to be taken after advancement to candidacy. Upon advancing to candidacy, the student will be automatically registered for 6 hours of GEOG899 each fall and spring term, and pay a flat tuition fee (this candidacy tuition is determined by the Graduate School and is presently the equivalent to the cost of 1.5 graduate credit hours). The candidacy tuition fee must be paid every semester regardless of whether a student is registered for other courses. If a student desires to graduate in either the Winter or Summer terms, they must register for at least one credit for that term, which can be GEOG899 if they have not accumulated the 12 credits necessary for graduation or another course if they have. A student cannot register for GEOG899 prior to advancing to candidacy. For research activities carried out prior to advancing to candidacy, a student may register for GEOG 898 (Pre-Candidacy Research).

21. Dissertation Defense. The defense of the dissertation follows the rules and procedures set out in the Graduate School Catalog (www.gradschool.umd.edu/catalog/requirements_Doctorate.html). The dissertation defense is public. In addition to providing each member of the Dissertation Examining Committee with a copy of the dissertation, the student should also provide a copy to the Director of Graduate Studies, who will make it available to any interested party. The student will be required to give an oral summary of their work (approximately 20 minutes) and then answer questions, first, from their Dissertation Examining Committee members, and then from the floor. A defense typically lasts from 1.5 to 2 hours.

22. Bound Copy of the Dissertation. The Department requires one bound copy of the dissertation.

23. Time Limitations for Dissertation Defense. The student has nine years from admission to the doctoral program to complete their Dissertation Defense, including submission of a completed, written copy of her/his dissertation to the University. Under certain circumstances, a one-year extension may be granted University (see www.gradschool.umd.edu/catalog/requirements_Doctorate.html).

24. Certification of Progress by the Doctoral Student. Each April, the Chair of the Advisory Committee will complete the form **Annual Progress Report for Doctoral Students** certifying that the student has made satisfactory progress with respect to coursework, preparation of the dissertation proposal, and research. The student will be provided with a copy of this report. If the student has been judged to have not made satisfactory progress, the chair of the Department Advisory Committee will explain as part of the report the reasons for this recommendation.

25. Departmental Termination from the Doctoral Program for Lack of Progress. During the last Faculty Meeting of each academic year, the Faculty will review the progress of each doctoral student. If a student has received two consecutive unsatisfactory reports from his/her Department Advisory Committee, the Faculty can recommend to the Department Chair that the student be terminated from the Doctoral Program. If termination is recommended, the student will be informed in writing by the Director of Graduate Studies. The student has the right to appeal this decision within 30 days of receipt of written notification from the Director of Graduate Studies. The appeal must be made in writing to the Chair of the Department of Geography, who will then inform the student as to whether or not their appeal will be granted. If the appeal is not granted, the Director of Graduate Studies will inform the Graduate School that the student has been terminated.

26. Causes for Termination from the Program. A doctoral student may be terminated from the program for a variety of causes, some of which have discussed in this document. A graduate student may be terminated from the program by the University, the Graduate School, and the Department of Geography for the following reasons:

University

a. A Teaching or Graduate Research Assistantship can be terminated for the following causes: incompetence, inefficiency, or neglect of duty; misconduct that is job-related; and delinquency in academic work; sexual harassment or other unethical or illegal behavior. If the Teaching or Graduate Research Assistantship of a student is terminated by the University, they will also be terminated from the program.

Graduate School

- a. Failure of the student to Advance to Candidacy within 5 years and complete all requirements for the Doctoral Degree within 9 years are causes for termination from the program.
- b. Failure to register for courses for two consecutive Fall and Spring semesters are causes for termination from the program.

Department of Geography

- a. Failure to successfully defend a dissertation proposal on two occasions will be cause for termination from the program (Item 17).
- b. Failure to make satisfactory progress (Items 24 and 25).

April 28, 2006

5. Motions from Graduate Committee's 2/17/2006 meeting

a. Desirability of teaching experience for PhD students. Students encouraged to approach instructors to co-teach all or part of a class or to contribute guest lectures. Instructor to provide mentoring. **Motion: ratify decision of Graduate Committee as presented in Attachment #1.**

The amount of work required and impact on assistantship will have to be determined on a case by case basis.

Approved: For – 19 Against – 0 Abstain – 1

b. Status of seminar course requirement for graduate students. **Motion: to reduce GEOG798 requirement for Masters students to 2cr. PhD to remain the same as at present (3cr).**

Approved: For – 20 Against – 0 Abstain – 1

c. Proposed changes in PhD admission and course requirements. See Attachment 2. below **Motion: to accept regulations as listed in Attachment #2.**

Approved: For – 20 Against – 0 Abstain – 1

d. Standards for Advancement to Candidacy and Dissertation defenses. **Motion: to replace current text as in Attachment #3.**

Not happy about (a) proposal & defense – would modify to remove “defense” and replace with “research papers or presentations” – full review in the proposal and summary for defense. Split out written papers and research presentation. Are these guidelines or are we putting them in place as regulations? Want title changed to guidelines rather than procedures. (e) demonstrating feasibility of completing research within a reasonable time frame – want students to come up with a timeline to show they can complete the research.

Voting on friendly amendments

For – 16 Against – 0 Abstain – 5

e. Acceptable dates for defenses.: **Motion: PhD proposal and dissertation defenses should be held at a time agreed by members of the student’s Committee and at a time conducive to attendance by other members of the Department and Campus.**

Approved: For – 18 Against – 0 Abstain – 2

.....

Attachments for Graduate Committee Motions

1. Doctoral Students Teaching . Text proposed for addition to Graduate Studies in Geography document

“Should a student desire to obtain teaching experience while pursuing the Ph.D., he or she is encouraged to approach instructors to co-teach all or part of a class or to contribute guest lectures. The knowledge, background and expertise of the student should be related to the topics covered in the course. This option is open to students that have advanced to candidacy. The student will teach under the mentoring of the course instructor. “

2. Proposed changes in PhD admission and course requirements

1. Coursework. The Department admits students who already have completed a Masters degree as well as exceptionally well qualified students who have completed a Bachelors degree. Those having a Masters degree are expected to have a strong foundation in the discipline of Geography or areas related to Geography.

For students entering with a Masters degree, the department requires only four courses (12 credit hours) plus 12 credits of dissertation research for the Ph.D. in Geography:

- a. **GEOG600** (Fall) and **GEOG602** (Spring), Introduction to Geography (6 credit hours, a minimum grade of B is required). This two-course sequence is usually taken in the student’s first and second semesters. The courses will review the core knowledge within the discipline. Exceptions will be made for students who have taken GEOG600 and 788W, or their equivalent, within the past 5 years.
- b. **GEOG604** Doctoral Research Tutorial (3 credit hours, a minimum grade of B is required). Usually taken with the student's advisor in the term prior to the dissertation proposal defense.
- c. **GEOG798** Seminar (1 credit hour/semester for 3 semesters, a minimum grade of B is required). Three credit hours required during Ph.D. program. A student may Advance to Candidacy without completing this requirement, but must complete the requirement before the Dissertation Defense.
- d. Other Coursework. There are no specific requirements for courses beyond the 4

courses noted above and minimum of 12 dissertation credit hours (**GEOG 899**) (see Item 20 below). However, many students take electives to strengthen their background in subjects related to their dissertation research. Additional coursework can be suggested by the Diagnostics Committee (see Item 4), and is often required by the student's Department Advisory Committee (see Item 5). Students hired by the Geography Department as Teaching and Graduate Research Assistants or who have been given a University Fellowship are required to enroll for 10 credits per semester until they advance to candidacy. According to University policy, in order to maintain their status as a graduate student: (a) prior to advancing to candidacy, a doctoral student must enroll for a minimum of one credit per semester; or (b) upon advancing to candidacy, all doctoral students will automatically be enrolled for 6 credits of GEOG 899 each fall and spring term and pay a flat tuition candidacy fee (currently equivalent to 1.6 graduate credit hours).

For students who have only completed a Bachelors degree, in addition to the above, an additional 18 hours of coursework is required prior to advancing to candidacy:

e. One course at 600 or 700 level (3 credits) selected from each of the 3 departmental Geography themes. Students should confirm with the Graduate Office that a specific class will satisfy this requirement. B minimum.

Physical Geography: Climatology, geomorphology, biogeography, earth systems science.

Human Geography: Cultural, population, economic, urban, regional, human dimensions of global change.

Geographical Methods: GIS, remote sensing, spatial analysis, computer cartography, modeling.

f. A minimum of 9 additional credits at the 400 level or above that are related to the student's area of intended doctoral research. Courses may be taken in departments other than Geography with permission of the student's advisor and the Graduate Director. The student's advisor or the Graduate Director must also approve electives. Within these 9 credits, the student may take up to 6 credits of GEOG 898 (Precandidacy research).

3. Standards for Advancement to Candidacy and Dissertation defenses

Revise Section 10 a-d of "Graduate Studies in Geography, *Program Description and Requirements*, [2.1 GRADUATE ADMISSION REQUIREMENTS](#)" Sections 9-18 (Attachment #5)?

Proposed criteria for Advancement to Candidacy (proposal and defense);

- a. Present the proposed research topic with the same degree detail as is normally given in the introductory sections of research papers
- b. Relate the specific research area in a. to the broader context of the current state of knowledge in the proposed field
- c. Clearly state one or more questions and put forth a practical work plan to answer these.
- d. Demonstrate that the data and necessary research tools are available and are understood.

e. Possess the necessary background knowledge to complete the proposed research.

Dec. 1, 2006

The following amendments to the Departmental Graduate program rules were unanimously adopted by the combined graduate/undergraduate committee:

2. Assignment of Advisor. All students will be assigned an advisor at the beginning of their first semester of enrollment. This assignment will be based on the student's research interests and discussions between the student, candidate advisors, and the Graduate Director. The student has the right to select his/her own advisor, and change advisors if necessary. **Normally** the selected advisor must be a tenured / tenure track member of the Geography Faculty. **Under certain circumstances a member of the Research Faculty can also be appointed as an advisor. Qualifications for eligible research faculty are as follows:**

- 1. Must hold the position of an Assistant Research Scientist, an Associate Research Scientist or a Senior Research Scientist.**
- 2. Should have prior experience supervising graduate students.**
- 3. Must be a member of the Graduate Faculty of the University.**

Note: *Research Scientist* (with the rank of Assistant, Associate, or Senior) is a Departmental appointment, often referred to as *Research Faculty*. Membership of the *Graduate Faculty* of the University is not a departmental position, rather it is a university designation which eligible faculty (tenured/tenure track, Research, Adjunct, Special) may be appointed on the recommendation of the department and approval of the Graduate Dean. **The eligibility of Research Faculty to serve as advisor is to be determined on a case by-case basis by the Graduate Director.**

Under certain circumstances, a co-advisor may also be appointed, who must be a member of the Graduate Faculty. **If a member of the Research faculty is appointed as advisor, then a member of the tenured / tenure track faculty must be appointed as co advisor. The tenure tenure track coadvisor must agree to become the advisor in case that the Research Scientist cannot continue advising the student.**

The student's advisor will **normally** serve as the Chair of the Diagnostics, Department Advisory, and Dissertation Examining Committees (see Items 4, 5, 19 below). **If the student's advisor is a member of the Research Faculty of the department, the Chair of the Dissertation Examining Committee shall be the tenure/tenure track coadvisor and the Research Faculty advisor shall serve as the co-chair.**

Motion: To accept the recommendation of the Graduate Committee that Research Faculty can be appointed as Graduate Student Advisors based on the proposed criteria listed above.

FOR – 20

AGAINST – 0

ABSTAIN – 0