PhD Student Handbook
Academic Year 2019-2020

Version 12.0
May 2019

(NOTE: If it is found that any of these rules are not in accord with the rules of the Graduate School of the University of Maryland, then the Graduate School Rules apply, http://www.gradschool.umd.edu/catalog/.)

PhD Program Structure

1.1 Admission Policy

1.1.1 Requirements for Admission

The Department admits students to our doctoral program who have already completed a master's degree and exceptionally well qualified students who have only completed a bachelor's degree. In all cases, admitted students are required to either possess or shall develop a strong foundation in the discipline of Geography. Admission to the doctoral program is also dependent on the support of two faculty. (See Appendix A.)

1.1.2 Academic Evaluation

Following formal admission to the Geographical Sciences PhD program, admitted doctoral students will be evaluated during orientation week by the portfolio advisory committee (PAC) to determine the strength of their Geography graduate-level background. The assessment of the faculty at this review will determine the track that an entering PhD student will pursue prior to advancing to candidacy. (See Tables 1 and 2 below.) Students can appeal their case to the committee if they do not agree with their review.

1.2 Required Coursework

Incoming PhD students are advised on elective classes by their Advisor in summer before arrival. Students in the program should consult with their Advisor and other members of the portfolio advisory committee (PAC) on elective courses. A course selection form for the following semester has to be signed by both advisor and student and submitted to the Assistant Director of Academic Program one month before the end of the semester or as directed by the department.

1.2.1 All Students

Before advancing to candidacy, all doctoral students are required to take the following six courses listed below. (14-17 credit hours.)

1. GEOG 601 The Nature and Practice of Science (3 credits, *grade of B or higher required*)
2. GEOG 608 Comprehensive Portfolio Assessment (1-3 credits, *grade of B or higher required)*
    a. *Note: 608 represents the portfolio and is taken in the semester the portfolio is completed.*
3. GEOG 606 Quantitative Spatial Analysis OR GEOG 636 Qualitative Methods in Geography (3 credits, a minimum grade of B is required).
4. GEOG798: Department Seminar (1 credit/semester, 2 credits during PhD program). *Note**:** A PhD student may advance to candidacy without completing this requirement, but must complete the requirement before the dissertation defense.*
5. TLTC798: University Teaching and Learning (2 credits)
6. Additional Coursework: In addition to the above requirements, most PhD students will be expected to take additional electives to strengthen their background in subjects related to their dissertation research. These courses may be independently selected by the PhD student or made a requirement for that PhD student as a result of discussions with their Faculty Advisor and/or PAC. PhD students **are required** to take a minimum of 3 credits per semester of graduate-level courses during each semester prior to advancing to candidacy. These 3 credits shall not include pre-candidacy research (GEOG898). Exceptions may be made upon the agreement of the Faculty Advisor and the Graduate Director based upon previous experience in appropriate graduate-level courses.

1.2.2 Doctoral Students with Strong Geography Background

An example of the first two years of doctoral course work for a student with strong geography background is provided in Table 1. *Note: All doctoral students with Departmental funding to support their studies are required to take 10-credit hours of coursework during each semester until they pass their PAC, and 8-credit*

hours of coursework during each semester after they have passed their PAC and before they have advanced to candidacy. International students in particular need to be sure they are maintaining full time student status based on the number of units they earn per semester. For more information on earning units via credits, see: http://www.registrar.umd.edu/current/registration/Full-Time%20Status.html.

Table 1: **Example 1st 4 Semesters Course of Studies**
Doctoral Student with Strong Geography Background
Assumes Advance to Candidacy at end of 4th Semester

Semester 1	***Semester 2***	***Semester 3***	***Semester 4***
GEOG601 (3) ***GEOG 6 or 7 (3)*** ***GEOG898 (2)*** ***TLTC798 (2)***	***606 (3)*** ***GEOG798 (1)*** ***GEOG 6 or 7 (3)*** ***GEOG608 (1-3)***	***GEOG798 (1)ELEC 6 or 7 (3)*** ***GEOG6 6 or 7 (3)*** ***ELEC 6 or 7 (3)***	***GEOG 6 or 7 (3)*** ***GEOG898 (4-8)***

1.2.3 Doctoral Students without Strong Geography Background or Entering with a Bachelors-Only Degree
In addition to the requirements for all doctoral students, doctoral students without a masters-level background in geography will be required to take:

a. Distribution requirement of three 600-level or 700-level courses: one each from the three departmental Geography themes. Students should confirm with the Graduate Office that a specific class will satisfy this requirement. B minimum. *Note: These 3 courses meet the electives requirement noted above.*
   - **Environmental and Biological Aspects of Earth Systems Science (EBA):** Climatology, geomorphology, biogeography, earth systems science
   - **Human Dimensions of Global Change (HD):** Cultural, population, economic, urban, regional, human dimensions of global change.
   - **Geospatial Information Sciences (GIS):** GIS, remote sensing, spatial analysis, computer cartography, modeling.

   Note: To complete the above may require completion of 400-level prerequisites
b. A minimum of nine additional credits at the 400-level or above that are related to the student's area of intended doctoral research. (These may include the 400-level prerequisites for the courses listed above.) Courses may be taken in departments other than Geography with permission of the student's PAC. The student's PAC also advises on electives. Within these nine credits, the student may take up to 6 credits of GEOG 898 (Pre-Candidacy Research).
   Note: This requirement may be modified by a faculty advisor upon initial evaluation of masters students entering the PhD program without strong geography background.

An example of the first two years of doctoral coursework for a student without strong geography background and all doctoral students entering with a bachelors-only degree is provided in Table 2. Note: *All doctoral students with Departmental funding to support their studies are required to take 10-credit hours of coursework during each semester until they pass their PAC, and 8-credit hours of coursework during each semester after they have passed their PAC and before they have advanced to candidacy. International students in particular need to be sure they are maintaining full time student status based on the number of units they earn per semester. For more information on earning units via credits, see: http://www.registrar.umd.edu/current/registration/Full-Time%20Status.html.*

Table 2: **Example 1st 4 Semesters Course of Studies**
Doctoral Student without Strong Geography Background
And Students Entering with a Bachelors-Only Degree
Assumes Advance to Candidacy at end of 6th Semester

Semester 1	***Semester 2***	***Semester 3***	***Semester 4***

GEOG 601 (3) ***TLTC798 (2)*** ***HD 6 or 7 (3)*** ***GEOG898 (2)***	***GEOG 606(3)*** ***GEOG798 (1)*** ***EBA 6 or 7 (3)*** ***GIS 6 or 7 (3)***	***GEOG 4, 6 or 7 (3)GEOG798 (1)*** ***ELEC 4, 6 or 7 (3)*** ***GEOG 6 or 7 (3)***	***GEOG 608 (1-3)*** ***GEOG 898 (4-8)*** ***ELEC 6 or 7 (3)***

To continue in the PhD program all students must: Pass the proposal defense. A second defense may be requested in cases where the student fails (see section 1.6). In the case of failure, the student may opt to receive a master's degree if the coursework requirements are met and on completion of a Scholarly Product (see Appendix B).

1.2.4 Coursework following Advancement to Candidacy

According to Graduate School policy (http://apps.gradschool.umd.edu/Catalog/policy.php?doctoral-degrees#credit-requirements), a minimum of 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 doctoral candidacy tuition is determined by the Graduate School and is presently the equivalent to the cost of 1.6 graduate credit hours). The candidacy tuition fee must be paid every semester regardless of whether a student is registered for other courses.

Note: 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).

1.2.5 Doctoral Student Teaching

All graduate students are strongly encouraged to gain teaching experience during doctoral studies. The Department of Geographical Sciences offers a number of options for teaching experience. These opportunities range from leading discussion sections, teaching lab sections for specific courses, presenting guest lectures in courses, and serving as a course instructor. This last option is also available to qualified individuals during the winter and two summer terms. Students wishing to obtain teaching experience should discuss their desires with their advisor, supervisor (if they are Graduate Research Assistants), and the Associate Chair for Academic Affairs. The Associate Chair will review the student's background and qualifications and consult with the student's advisor and supervisor (if appropriate) in order to aid the student in developing a plan for teaching experience. The development of this plan should normally occur during the student's first two years of study. If a student thinks a denial of a request for a teaching assignment is unfair, he/she may have the case reviewed by the Graduate Director. TAs/RAs can apply to be an instructor of record for a course after they have approval from their advisor; and 1) been a TA for at least one course; 2) advanced to candidacy; and 3) received positive teaching reviews from students and evaluations from the main instructor.

Fair selections of RAs to be a TA need to be reviewed by Undergraduate Director and Graduate Director through RAs teaching requirements, e.g. TLTC798 or taking seminars on campus, or from qualifications as UG TA.

TAs are limited to teaching the same course for no more than three times in Winter and Summer.

1.2.5.1 Evaluation of Student Teaching

At the end of the semester, there will be an evaluation of the TA's performance by the course instructor and by the TA. See Appendix C.

1.3 Faculty Advisor

1.3.1 General Requirements

All doctoral students are required to have a faculty advisor. The faculty advisor is the student's first point of contact among the faculty. The student's faculty advisor will normally serve as the Chair of the PAC, the

Doctoral Student Advisory Committee (DSAC) and the Dissertation Examining Committee (DEC). 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 tenured/tenure-track co-advisor and the Research Faculty advisor shall serve as the co-chair.

1.3.2 Advisor Assignment

All students will be assigned an advisor at the beginning of their first semester of enrollment. This is assignment will be based on the student's research interests and discussions between the student, candidate advisors, and the Graduate Director, and is normally one of the two faculty members who agreed to be sponsors. It is generally understood that if the student is a GRA, the PI funding the student will be the advisor. The student has the right to select his/her own advisor, and change advisors if necessary. However, if the student is a GRA, selecting a new advisor may result in loss of this GRA support.

1.3.3 Advisor Credentials

Normally, the selected advisor will be a tenured/tenure-track member of the Geographical Sciences Faculty. Research Faculty may also serve as a faculty advisor with the approval of the Graduate Director or Department Chair. Qualifications for eligible research faculty are as follows: (a) must hold the position of Research Assistant Professor, Research Associate Professor, or Research Professor; (b) should have prior experience supervising graduate students on their committees; and (c) must be a member of the Graduate Faculty at the University. 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 tenured/tenure-track co-advisor must agree to become the advisor in case the Research Professor cannot continue advising the student.

1.3.4 Changing 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. The student and affected parties must then complete the ***Request for Change of PhD Department Advisor*** form. The student should consider changing advisors carefully, as it is not advisable to do so often.

1.3.5 Special Concern and Grievance Procedures

Should students have special concerns or grievances with their faculty advisors, PAC committees, dissertation committees, or on other faculty affair matters, they should make an appointment to discuss these issues with the Graduate Director. If the special concern involves the Graduate Director, students should make an appointment to discuss with the Department Chair.

1.3.6 Parental Leave

Students should consult Graduate School's policies on parental leave, and ensure they meet the timelines for submitting leave requests: http://apps.gradschool.umd.edu/Catalog/policy.php?the-academic-record#parentalaccommodationpolicy.

1.4 Portfolio Advisory Committee

1.5

Upon admission to the PhD program, a Portfolio Advisory Committee (PAC) will be appointed by the Graduate Director for the graduate student. The PAC is composed of three faculty members chaired by the primary advisor. This PAC will provide guidance to the student on coursework and in the development of their Comprehensive Portfolio, and conduct the Comprehensive Portfolio Assessment (CPA), which is required for Advancement to Candidacy. Upon completion of the CPA, the PAC will provide the graduate office with the **Portfolio Assessment Summary Form.** The details of the PAC and CPA are provided in Appendix H.

1.5 Doctoral Student Advisory Committee

1.5.1 General Requirements

After advancing to pre-candidacy, each student will select members to serve on a DSAC in consultation with the advisor. The DSAC should include a minimum of four people, all of whom are (or will become) members of the Graduate Faculty of the University of Maryland. At least three must be members of the Geographical Sciences 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. See Diagram at Appendix D. Although not required at this point, it might be helpful to select your Dean's Representative, who will be a required member of the student's dissertation examining committee (DEC).

The responsibilities of the DSAC 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 Section 1.7 below).
f. In general, members of the DSAC in addition to the Dean's representative will form the DEC.

1.5.2 Nomination of the Doctoral Student Advisory Committee.

As soon as a student and her/his advisor have identified the members of the DSAC and these members have agreed to serve on this committee, the student should file the ***PhD Doctoral Student Advisory Committee Nomination Form*** with the signatures of the student, advisor, and committee members.

1.5.3 Nomination for Membership on the Graduate Faculty.

As noted in Section 1.7.3, all members of the student's DSAC and DEC must be members of the Graduate Faculty. There are three categories of membership: (a) Full Members: University of Maryland (College Park) tenured / tenure-track faculty; (b) Adjunct Members: non-tenure-track UMCP faculty who hold research, adjunct, or affiliated appointments; and (c) Special Members: individuals recognized as outstanding scholars who do not have any official affiliation at UMCP. If a person is not a Member of the Graduate Faculty, the student's advisor needs to nominate this person to the Graduate Faculty. The chair of the DSAC provides the Graduate Director with the nominee's C.V. and a brief explanation as to why the nominee is suited to join the graduate faculty and serve on the DSAC. Nomination for appointment to Adjunct or Special Member of the Graduate Faculty is made by the Head of the home unit, on the recommendation of the Full Members of the Graduate Faculty in the unit. Each nomination shall include a letter of support from the Head of the home unit, confirmation of approval of the Full Members of the Graduate Faculty in the unit, and current curriculum vitae. Appointment is by approval of the Dean of the Graduate School. The term of appointment is five years and is renewable upon re-nomination by the Head of the home unit after appropriate review within the unit. The appointment is terminated upon resignation or retirement after one year.

1.5.4 Changes to the Doctoral Student Advisory Committee.

Should a student desire to change the membership of the DSAC, she/he should first talk with his/her advisor and then notify the Director of Graduate Studies of the proposed change. The student will then circulate the ***Request for Changes to the PhD Doctoral Student Advisory Committee Form*** to the affected committee members for the required signatures and return to the graduate programs office.

1.5.5 Meetings with the Doctoral Student Advisory Committee

DSAC meetings before the student has advanced to pre-candidacy can be convened. The student should convene a meeting with the Members of the DSAC (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, but at least once a year. DSAC meetings must be held once the Advisor, in association with the PAC, certifies that significant progress has been made with the preparation of the proposal. The student and the DSAC are required to meet at least one time as a group at least one month prior to the Dissertation Proposal Defense. A **Doctoral Student Advisory Committee Report** form must be filed with graduate programs office for each meeting. (See Appendix E.)

1.6 Annual Doctoral Student Progress Certification

1.6.1 Annual Review of Doctoral Student Progress

In the annual review meeting of existing students in January, the Faculty will review the progress of each doctoral student. The advisor and advisory committee will make a satisfactory, unsatisfactory, or S*[1] evaluation based on the following components:

- Progress with regards to the benchmarks (see below)
- Coursework grades
- GRA/TA performance
- Department committee formation
- Regular committee meetings (at least one/year)
- Evidence of dissertation progress after advancement
    - Committee meetings
    - Writing
    - Papers
    - Professional activity

The advisor sends the Assistant Academic Director the student's review mark before the full faculty annual review meeting. At the annual review meeting, these review marks can be discussed further, pending red flags between the given mark and completion of academic benchmarks.

The advisor will use the criteria in the table below to determine the student's annual review mark. The Assistant Academic Director will upload the mark and comments to the Annual Student Reviews Canvas Page. The student can access the Canvas Page to view his/her annual review mark and comments from the department. See the benchmarks below for results of a negative rating.

1.6.2 Benchmarks for Doctoral Student Progress

In addition to the Annual Progress Report, doctoral students are expected to meet the following benchmarks. If not met, the following actions will apply.

[1] S* is a temporary mark that will change to a permanent Satisfactory (S) or Unsatisfactory (U) pending a student's progression through certain criteria within a given time frame. Faculty advisor outlines the criteria and timeline in which the student needs to pass in the annual review letter. Upon successful and timely completion of the criteria, the S* becomes an S review. Upon unsuccessful completion, the S* becomes a U review.

Benchmark	Time	Action
1. Completion of required coursework	As soon as possible or not later than end of 2nd year of study depending on background.	Completion of required coursework is needed prior to the Comprehensive Portfolio Assessment
2. Successful completion of the Comprehensive Portfolio Assessment (CPA)	As soon as possible or not later than end of 1st or 2nd year of study depending on background.	Failure to pass CPA may result in discontinued funding and/or dismissal
3. Defense of Dissertation Proposal	End of 2nd or 3rd years depending on background.	Failure to defend during this time period will result in a negative review and the Department may terminate funding
4. Advancement to Candidacy. Completion of steps 1 – 3 represent the Department's requirements for Advancing to Candidacy	End of 2nd or 3rd years depending on background.	Failure to advance by the end of 3rd or 4th year will result in a negative review and will result in termination of funding and may result in dismissal.
5. Positive annual review	Annually	Negative review may result in termination of funding. Two successive reviews automatically results in termination from program
6. Completion of dissertation	Five years from entrance into program	Failure to complete within 5 years will result in termination of funding

Additional details on procedures for conduct and evaluation of doctoral student progress certification are presented in Appendix F.

1.7 Advancement to Candidacy

1.7.1 General Requirements

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 (http://apps.gradschool.umd.edu/Catalog/policy.php?doctoral-degrees#the-doctoral-dissertation-and-examination). The student must be advanced to candidacy five years from admission to the doctoral program and at least six months before the date on which the degree will be conferred. Under certain circumstances, a one-year extension may be granted by the University.

1.7.2 Specific Department Requirements

Advancement to candidacy in the Department of Geographical Sciences requires the following:

a. Completion of the required, elective and PAC and DSAC-defined additional coursework.
b. Passing the Comprehensive Portfolio Assessment (CPA) (see Appendix H for details). The student will register for GEOG 608 during the term the CPA is performed.
c. Successful defense of the student's dissertation written proposal.
    i. Dissertation proposal must be no longer than the equivalent of 30 double-spaced pages (12 point font), with appropriate figures and tables, not including the reference list. Style and format of Proposals must follow the Campus Electronic Thesis and Dissertation Style Guide. (see http://www.gradschool.umd.edu/etd/styleguide/index.htm)
    ii. Copies of the written proposal shall be provided to each member of the DSAC not less than 10 working days prior to the announced date for the Dissertation Proposal Defense. A copy of the

Dissertation Proposal should also be uploaded to the Department's share drive (PhD Documents, Proposal Defense) where it will be available for review to any interested party.

1.7.3 Dissertation Proposal Defense.

The proposal defense is to show research can be accomplished and successful completion is appropriate for the PhD degree. The defense normally should be completed prior to the end of the fourth semester of study for students with a master's-level background in geography, and normally prior to the sixth semester of study for students without a master's-level background in geography. Timelines will vary, of course, based on an individual student's circumstances, such as external employment and part-time status. A proposal defense typically lasts no more two hours. During the defense, the DSAC shall also determine that the candidate has the overall knowledge and qualifications required to carry out the research outlined in the proposal. The Defense is open to the public, attended by all members of the DSAC (for further details, see Appendix G).

1.8 Dissertation Defense

1.8.1 General Requirements

The defense of the dissertation follows the rules and procedures set out in the Graduate School Catalog (http://apps.gradschool.umd.edu/Catalog/policy.php?doctoral-degrees#the-doctoral-dissertation-and-examination). The dissertation defense is public. 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 by the University. Departmental policy and significant highlights from Graduate School policy follow. Further details on the defense are provide in Appendix I.

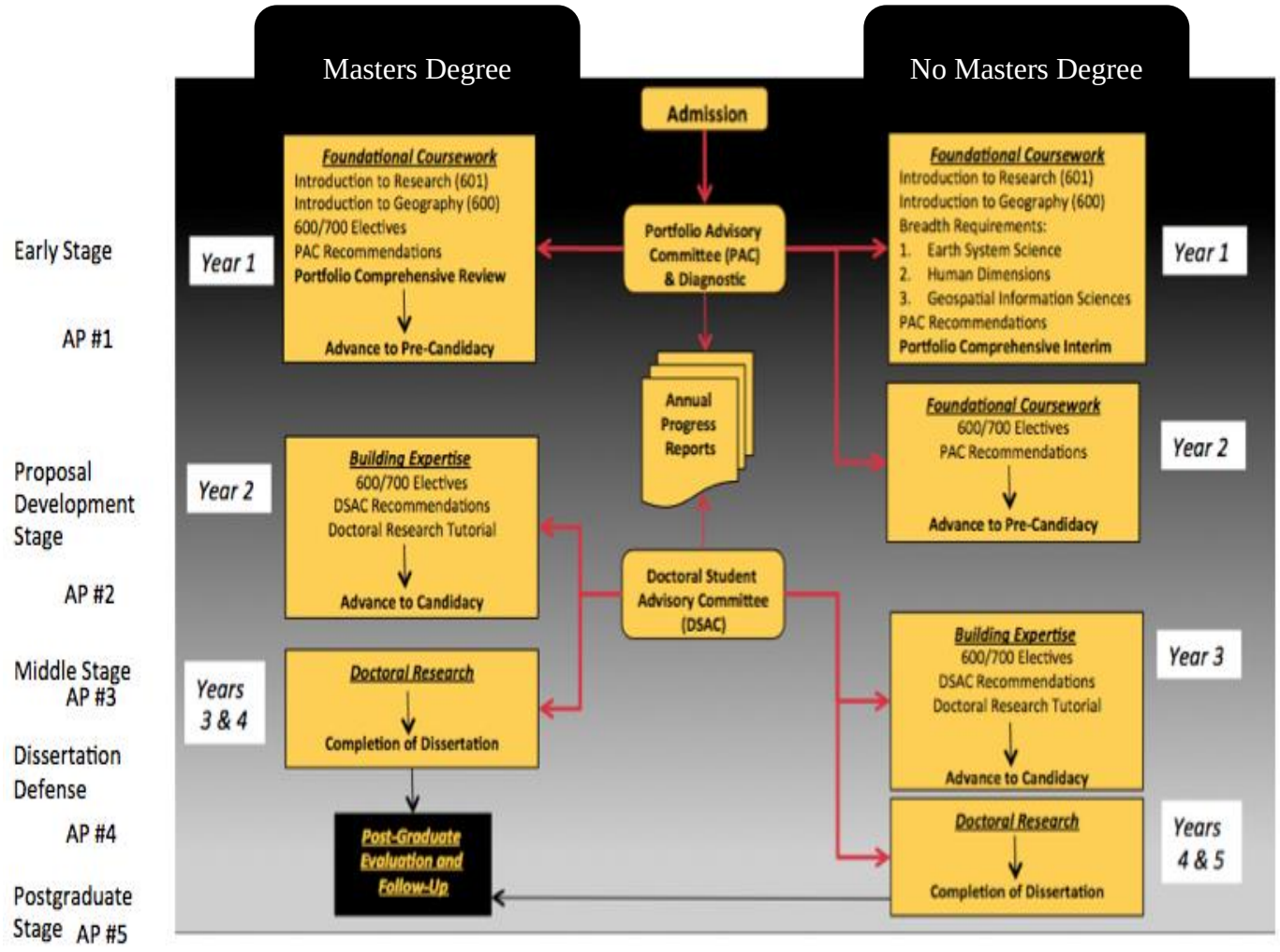
1.8.2 *Dissertation Credits*

A minimum of 12 credits of GEOG899 are needed, see Section 1.2.4. However, if a student desires to graduate in the Summer Term, he/she must register for at least one credit for that term, which can be GEOG899 if the student has not accumulated the 12 credits necessary for graduation or another course if they have.

1.8.3 Readiness for defense

Students should meet with their DSAC at least one and no more than three months before the dissertation defense. The purpose of the meeting is to establish whether the research has reached a stage at which it is ready for a defense. All Committee members should attend except the Dean's representative, whose presence is optional.

Appendix A—Geographical Sciences Graduate Program Overview



New doctoral students are evaluated before entry and, based on their background, may be required to take more core knowledge courses during their first two years than better-prepared students.

Appendix B—Terminal Masters

1. Eligibility: Students who are terminated from the program or decide voluntarily that they do not want to continue with the PhD program may petition for a terminal masters.
2. Students petition the graduate director to do a scholarly product:
    a. The acceptance of the petition for a terminal masters is at the sole discretion of the Department and will be granted only under extraordinary circumstances.
    b. The graduate director consults the advisor and makes decision.
    c. Decision based on criteria used for annual review, advisor and committee advice, reasons for termination, etc.
    d. The advisor will have right of refusal to supervise paper.
    e. Normally not available to students with an MS in Geography and related areas.
3. The product has to qualify as a scholarly product (a research proposal is not necessarily sufficient).
4. Once there is a petition to leave the program, funding is subject to cancellation.
5. If the student's petition is approved, they have one semester to complete the scholarly product.
6. A submitted and/or published paper with a significant contribution by the student may be used to fulfill the requirement if conducted as part of the student's research at UMD.

Appendix C—TA Evaluation

TA name: ……. Instructor name: ……

Course name and code: …GEOG _ _ _ Size of class: …….

Total number of TAs assigned to the class: ……

Duties assigned to TA:

……

****

Comments on TA by Instructor

The following scoring system is suggested. Brief explanations of each score would be helpful.

- "**Special excellence**" - Indicates a TA worthy recognition by the Dept, BSOS and Campus.
- "**Excellent**"- Beyond what would be expected of a normal TA.
- "**Satisfactory**" Tasks were carried out competently (most TAs will be in this class).
- "**Poor**" Some significant shortcomings that must be corrected if the student is to continue as a TA.
- "**Unsatisfactory**" The student should no longer be employed as a TA in this class

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- Knowledge of the content of the Course.
- Ability to learn new material and explain it to students.
- Ability to interact with students effectively (including language ability).
- For Lab classes only: possession of skills and knowledge needed.
- On time for assignments (punctual for class meetings, lab, office hours, grading, grade entry (as appropriate).
- Demonstrated concern for the students' learning.
- Would you be content for this TA to be assigned to the class in the future? **(Yes/no)**
- Would you be content to have this TA assigned to other classes for which you are the Instructor? **(Yes/no)**

Overall score:…… **Instructor's signature**: ……

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TA's comments:

- Did you have adequate briefings on what the Instructor required at the start? Explain.
- How did the Instructor mentor you during the semester?
- Do you have any suggestions for improvements to any aspects of the Course, instruction method, Instructor's use of your time and skills, or other aspects?
- Do you have any comments on this evaluation?
- Would you be content to be the TA for this class in future?
- Would you be content to be the TA for this Instructor in future?

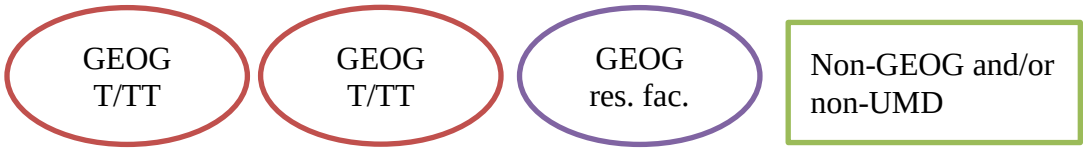
I have read this evaluation and have shared my comments with the Instructor

TA signature…….

Appendix D: Doctoral Student Advisory Committee (DSAC)

Committee Members:

- Three members from GEOG faculty
  - At least two must be tenured or tenure-track (T/TT)
  - One can be non-tenure-track (ex: research faculty), but must be on the Graduate Faculty as an adjunct or special member.
- One member outside of GEOG
  - Can be tenure-track or non, as well as within UMD or not, but must be on the Graduate Faculty as an adjunct or special member.



DSAC Meeting Policies:

1. The full committee must have met as a group, in its entirety, at any point up to 1 month prior to the defense.
2. At least four members of the DSAC must be present (physically or remote) at the defense, and these four members must constitute a legal committee as above.
   a. The student and the advisor must be physically present for the defense. All other members may be eligible for remote participation if approved by the Graduate Director in advance.

Appendix D: Dissertation Examination Committee (DEC)

Committee Members:

- Three members from GEOG faculty
  - At least two must be tenured or tenure-track (T/TT)
  - One can be non-tenure-track (ex: research faculty), but must be on the Graduate Faculty as an adjunct or special member.
- One member outside of GEOG
  - Can be tenure-track or non, as well as within UMD or not, but must be on the Graduate Faculty as an adjunct or special member.
- One Dean's Representative: a tenured member of the graduate faculty from another department on the College Park Campus.
  - If the dean's rep is a voting member of the committee, then the final committee is a group of five.
  - If the dean's rep is NOT a voting member of the committee, then the final committee is a group of six

- At least three of the five voting members of the committee must be full (tenured or tenure track) members of the Graduate Faculty. If the dean's rep is a voting member of the committee, this person plus the two tenure/tenure-track professors from GEOG meet the three full member requirement.

OR

DEC Meeting Policies:

1. Three members must be tenure/tenure track members (full members of the graduate faculty); at least two of the T/TT must be from the Department.
    a. If the dean's rep is a voting member, he/she fulfills the third full member requirement.
2. A fourth member may be full, special, or adjunct member. Special members include research faculty, lecturers, or outside members (from other universities or institutions).
3. The dean's rep must be tenured in another department on the College Park Campus.
4. The committee must have met as a group, at any point up to one month prior to the defense. Dean's rep attendance is optional here.
5. The student, advisor, and dean's rep must be physically present for the defense. All other members may be eligible for remote participation if approved by the Graduate School in advance.

APPENDIX E—DOCTORAL STUDENT ADVISORY COMMITTEE REPORT FORM

This form is to be completed after each meeting. One copy is provided to the student, the other added to the student's file in the departmental academic records.

Date of meeting:
Student:
Advisor:
Committee members:
Written materials submitted before meeting? ___Y ___N Date received:

Student's progress _____ has exceeded expectations
_____ has met expectations
_____ is below expectations
_____ is unsatisfactory

SUMMARY OF ADVISORY COMMITTEE COMMENTS AND ACTIONS

Additional written response(s) to student? ___ Y ___N. If yes, please attach.

If this is the Annual Progress Report, I certify the student ___ has ___ has not made satisfactory progress over the past year towards completion of the requirements for the degree of PhD in Geography

_____ _____

Signature of Advisor Date Signature of Student Date

NOTE: The student should meet with the Members of the Doctoral Student Advisory 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 Doctoral Student 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. (PhD Handbook, 1.4.5). This form may also be used for the Annual Progress Report for Doctoral Students in April of each year. (PhD Handbook, 1.5.1)

Appendix F - Procedures for Conduct and Evaluation of Doctoral Student Progress Certification.

Completion of Portfolio GEOG 608

a. Passing grade in 608 (the Comprehensive Portfolio Assessment (CPA) exercise)

b. If the student fails to meet the expectations for the CPA the PAC shall provide the following in writing and a copy provided to the Department Graduate Office:

- Any actions that the committee *requires* the student to complete before they are judged to have fully passed the CPA; and
- A precise deadline for completing these requirements and how new materials are to be evaluated (i.e., by whom and in what context).

Successful Advancement to Candidacy

- Department may choose to discontinue funding after 2nd or 3rd year if student has not advanced
- Student will be terminated if not advanced by 3rd or 4th year. Student may petition to remain in program, with decision made by the Graduate Director

One Negative Annual Review

- Review rating is only valid if given in writing to student before start of next academic year
- Student may petition Graduate Director to reverse rating: Graduate will discuss the rating with the advisor and will weigh faculty comments during the review. Decision on petition must be given within two weeks. If denied, the student may appeal to the Associate Chair. Graduate Director has discretion with respect to continued TA and state fellowship funding. RA supervisor has equal discretion for termination of funding

Two Negative Annual Reviews

- Student will automatically be terminated
- Student may appeal to Graduate Director to reverse decision; Graduate Director will meet with advisor, student, and will weigh faculty review comments. Student must initiate appeal within one month of notification
- If decision is reversed, the student will remain in the program. This will require the consent of the current advisor or the securing of a new advisor. Funding may be terminated regardless of decision reversal
- If decision is upheld, the student may appeal to the Chair. The Chair is free to us any information available in reaching the decision. The Chair holds a meeting with the Associate Chair and the Graduate Director who will then decide as a group (majority opinion). The decision should be made as soon as possible, but no later than the start of the next academic year

Completion of Dissertation

- The departmental goal is completion of dissertation in four years
- Student is subject to termination of funding after five years regardless of the type of support (GRA, TA, fellowship)
- Students are still subject to annual review requirements

In addition to causes for termination by the department, discussed above, a doctoral student may be terminated from the program by the University or the Graduate School for the following reasons:

- University: 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, loss or cancellation of funding source, or voluntary mutual agreement. If the Teaching or Graduate Research Assistantship of a student is terminated by the University, they will also be terminated from the program.

a. Graduate School: Failure of the student to Advance to Candidacy within five years and complete all requirements for the Doctoral Degree within nine years are causes for termination from the program. Failure to register for courses for two consecutive Fall and Spring semesters are causes for termination from the program.

Appendix G - Procedures for Convening and Conducting a Dissertation Proposal Defense

A proposal defense typically lasts no more two hours.

Dissertation Proposal Defense Organization

a. Selection of time and location of the defense is provided by chair of the DSAC. PhD proposal defenses should be held at a time agreed by members of the student's DSAC and at a time conducive to attendance by other members of the Department and Campus.
b. The dissertation proposal defense will be announced by the student at least one week (5 working days) prior to the scheduled time, and a digital copy of the dissertation proposal must be uploaded to the Department's share drive (PhD Documents, Proposal Defense folder).
c. Conduct of the defense will consist of :
    i. **Part 1, which will be a public presentation by the candidate** on the main aspects of the research reported in the dissertation proposal. During Part 1, questions from the audience to the candidate will be permitted. For questions from persons who are not members of the DSAC, the Chair of the DSAC will have discretion to decide whether such questions are germane to the topic of the dissertation proposal and how much time will be allotted for the answers.
    ii. **Part 2, which will be a formal examination of the candidate** by the DSAC. This part will be open only to the DSAC, other members of the Graduate Faculty, and graduate students from the candidate's graduate program. During Part 2, only members of the DEC will be permitted to ask questions.
    iii. **Attendance at the final discussion and vote** will be limited to the members of the Dissertation Examining Committee.
d. The examining committee has no authority to change this document or department rules unless decided by the department.
e. The DSAC will place equal emphasis on testing background knowledge pertaining to the research topic and the suitability of the research proposal.

DSAC Members participation

All members of the DSAC are expected to be present for the entire period of the Dissertation Proposal Defense. However, if a member is not able to attend or be present for the entire defense due to unforeseen circumstances, the Dissertation Proposal Defense may still be held if the DSAC has more than four members. The candidate and the committee chair (or at least one of the co-chairs) must all be present in the examination room. If necessary, other members of the committee may participate from one or more remote sites as long as the conferencing software supports the rules of the conduct of the defense. Permission for remote participation must be approved in advance by the Graduate Director. The request for remote participation must provide a compelling reason and/or explanation as to why each remote committee member cannot be physically present. A defense may also still be held if one (and only one) member is physically absent, but is able to participate via audio or video conferencing. A minimum of three members of the Doctoral Student Committee must be physically present at the defense.

Areas Assessed in Qualifications and Proposal

a. Presentation of a proposed research topic with the same degree detail as is normally given in the introductory sections of research papers
b. Relating the specific research area in a. to the broader context of the current state of knowledge in the proposed field

c. Clearly stating one or more research questions and put forth a practical work plan to answer these.
d. Demonstration that the data and necessary research tools are available, or could be acquired, and are understood.
e. Possessing the necessary background knowledge to complete the proposed research.

Dissertation Proposal Defense Conclusion

After discussing the qualifications of the student and the dissertation proposal and its defense, the Doctoral Student 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 Doctoral Student Advisory 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 Doctoral Student Advisory Committee on the Defense of the Dissertation Proposal*. The chair will certify that the student has taken the necessary steps to improve his/her knowledge in the specified areas, and, upon his or her approval, sign the *Report.*
c. To recommend that the student make improvements in his/her qualifications in specific areas and not sign the *Report of the Doctoral Student Advisory 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*.
e. To recommend revisions to the dissertation proposal and not sign the *Report of the Doctoral Student Advisory Committee on the Defense of the Dissertation Proposal* until the student has made the changes and submitted the revised dissertation proposal for the Doctoral Student Advisory Committee's approval. The Doctoral Student Advisory Committee members sign the *Report* 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 DSAC 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

Pass/Fail Criteria

The student passes the Dissertation Proposal Defense if all, or all but one, member of the Doctoral Student Advisory Committee agree to sign *Report of the Doctoral Student Advisory 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.

Notification of Examination Results

Following the Examination, the chair of the Doctoral Student Advisory Committee must inform the student of the outcome of the Examination.

The chair signs a *Report of the Doctoral Student Advisory Committee on the Dissertation Proposal Defense* indicating which of the above alternatives has been adopted.

a. A copy of this statement is to be included in the student's file at the Department of Geographical Sciences Graduate Office.

b. A copy is given to the student and to the Graduate Director.

If a student fails the Dissertation Proposal Defense, within one week (5 working days) of the Examination the advisor/chair of the Doctoral Student Advisory Committee will submit an attachment to the *Report of the Doctoral Student Advisory Committee on the Dissertation Proposal Defense* that:

a. Explains the areas of deficiencies identified by the members of the committee.
b. If revisions to the proposal are requested and/or improvements in the qualifications of the students are required as a condition for passing the examination, the specific revisions and/or improvements will be summarized in writing and attached to the report.

In either of these cases, the Chair of the Doctoral Student Advisory Committee will also provide the student with a copy of the reasons or the recommended areas of revision and/or improvement.

Second Dissertation Proposal Defense

A second Dissertation Proposal Defense is available (upon approval of the Chair of the Doctoral Student Advisory Committee and the Graduate Director) provided that the student is in good standing at the time of the second examination. If the student fails this second examination, or if a second examination is not permitted, the student's admission to the graduate program is terminated.

Requirements Prior to Formal Admission to Candidacy

After successfully defending their proposal, but before *Application for Admission to Candidacy* form is filed with the Graduate School:

a. The student must submit a poster of his/her research summarizing the dissertation proposal to be installed in Room 1158 and with their profile on the department website. Contact the Graduate Office if you have questions concerning format or need access to the plotter. The advisor must review the poster.
b. The student must provide bio information (including a list of publications) and add their profile to the department website, if not already done so.

Appendix H – Comprehensive Portfolio Assessment

In the **Comprehensive Portfolio Assessment** meeting, the focus shifts from academic and professional development to formal evaluation. The purpose of this meeting is to assess the student's readiness to proceed to the dissertation phase of the doctoral program (analogous to the traditional doctoral comprehensive exam). Discussion will normally center on the following components of the portfolio:

- Current Goal Statements
- Research and Professional Competencies for which additional preparation is needed
- Evidence of Analytical and Integrative Thinking
- Initial Dissertation Planning

At the end of the Comprehensive Portfolio Assessment meeting, the student is asked to leave the room, and the Portfolio Advising Committee discusses the student's progress and performance, and agrees upon one of three possible **Outcomes** that are based upon the evaluation criteria and scoring guidelines (see below):

- **Outcome 1: Pass.** The student has demonstrated readiness to proceed to the dissertation phase of the program and may do so immediately (although non-binding recommendations for modifications or additional work may be specified by the doctoral advising committee); The PAC is disbanded.
- **Outcome 2: Conditional Pass.** The student may proceed to the dissertation phase of the program when required actions are completed -- a second meeting is not required, although a deadline for completing the required actions (between 1 month and 12 months from the date of the Comprehensive Portfolio Assessment meeting) must be specified along with precise procedures for verifying that these actions have been completed (non-binding recommendations for modifications or additional work may also be specified by the doctoral advising committee). If the student does not meet the timeline or the actions taken are insufficient, the result of the assessment is changed from Conditional Pass to Fail.
- **Outcome 3: Fail.** A second Comprehensive Portfolio Assessment meeting will be scheduled when required actions are completed, with the second meeting scheduled no earlier than one month and no later than 12 months from the date of the first meeting (non-binding recommendations for modifications or additional work may also be specified by the doctoral advising committee).

When the student fails to meet the expectations for the Comprehensive Portfolio Assessment (Outcome 2 or 3), the PAC shall provide the following in writing and a copy provided to the Department Graduate Office:

- Any actions that the committee *requires* the student to complete before they are judged to have fully passed the Comprehensive Portfolio Assessment; and
- A precise deadline for completing these requirements and how new materials are to be evaluated (i.e., by whom and in what context).

Evaluation Criteria

1. **Goal Formulation:** Statements of professional and academic goals directly relevant to student's proposed program objectives. These statements should go beyond generic statements of program competencies, and apply directly to the student's personal aspirations. Goal statements should be carefully thought out, be directly relevant to the student's academic and professional situation, be realistic, and demonstrate that the

student is actively considering his or her own learning and the implications for the future, and not simply "going through the motions" of taking courses and accumulating credits.

2. **Discipline Breadth:** Student demonstrates the ability to grasp and synthesize core disciplinary concepts and theories, for example, as introduced in Geog600. Student thinks critically and understands problems or texts in a disciplinary (or interdisciplinary) context.
3. **Research Competency**: Student demonstrates with course papers and other course work proficiency in essential methods and tools pertaining to Geographical Sciences more generally and the chosen dissertation research specifically.
4. **Analytical and Integrative Thinking:** Student demonstrates with products, and in discussion with committee members, that he or she has engaged in higher order, scholarly thinking that goes beyond attaining understandings required for individual courses. Such thinking may include evaluating components and subcomponents of program courses and activities, and evaluating how each relates to others. This thinking also allows the student to arrive at understandings that go across individual courses and activities to gain broader general understandings relevant to student goals.
5. **Reflective Thinking:** Student demonstrates skills at self-evaluation with respect to program objectives and goal statements. Student is able to reflect upon different activities, consider student's own products, and appropriately evaluate them, attributing more successful and less successful outcomes appropriately to student efforts, prior understandings, planning, and procedures. Based on this thinking, the student is able to identify how to improve performance and further develop skills and competencies in future endeavors. Reflective thinking should go beyond individual evaluation of products to evaluation of student overall performance in pursuit of academic and professional goals.
6. **Effective Communication:** Student demonstrates, with products and in discussion with committee members, that they are able to write and speak clearly and at an appropriate level for doctoral study

NOTE: The full portfolio guidelines are published separately on the department's Intranet website (PhD Students link, PAC link).

Scoring Rubric and Guidelines

Does not meet standards (1 point in scoring rubric) *Student does not demonstrate readiness to proceed to the proposal development stage of the doctoral program.*

1. Goal statements are not clear or relevant; evidence for meeting goals is not present.
2. The student does not demonstrate the breadth in the field of geography necessary for advancing to dissertation studies.
3. Research or professional competencies require additional preparation even though the coursework has been completed.
4. The student failed to demonstrate adequate evidence of analytical and integrative thinking in reflecting on the program at the end of coursework, especially with respect to upcoming dissertation work, or on integrity and ethical practice.
5. Student fails to demonstrate an ability for self-evaluation of goals and objectives, projects and writing.
6. Responses to questions are overly general and disorganized, vague, or contain factual errors. Written products disorganized, unfocused and may contain frequent grammatical errors.

Meets standards (2 points in scoring rubric) *Student demonstrates readiness to proceed to the proposal development stage of the doctoral program.*

1. Goal statements are clear and relevant; evidence of goals having been met is present.
2. The student demonstrates adequate breadth in the field of geography necessary for advancing to dissertation studies.
3. Research or professional competencies have been met to an adequate degree of competence. Integrity and ethical practice are evident in research and/or professional activities.
4. The student presents adequate evidence of analytical and integrative thinking in reflecting on the program at the end of coursework, especially with respect to upcoming dissertation work, and on integrity and ethical practice.
5. Student demonstrates ability for self-evaluation of goals and objectives, projects and writing.
6. Responses to question are more general, but still accurate; analyses go beyond the obvious. Written products generally organized and focused, with few grammatical errors, showing good use of figures, citations, etc.

Exceeds standards (3 points in scoring rubric) *Student clearly demonstrates a high degree of readiness to proceed to the proposal development stage of the doctoral program.*

1. Goal statements are clear and relevant; evidence of goals having been met to a high degree of competence may be present.
2. The student demonstrates substantial breadth in the field of geography necessary for advancing to dissertation studies.
3. Research or professional competencies may have been met to a high degree of competence. Integrity and ethical practice are clearly evident in research and/or professional activities.
4. The student demonstrates evidence of excellence in analytical and integrative thinking in reflecting on the program at the end of coursework, especially with respect to upcoming dissertation work integrity and ethical practice.
5. Student demonstrates excellent ability for self-evaluation of goals and objectives, projects and writing.
6. Responses to questions are specific and accurate. Written products well organized and focused with effective use of graphics, citations.

Scoring the Comprehensive Portfolio Assessment

The following Rubric Score Sheet will be used for the Comprehensive Portfolio Assessment

	Score			
Evaluation Category	**Member 1**	**Member 2**	**Member 3**	**PAC**
1. Goal Formulation				
2. Discipline Breadth				
3. Research Competency				
4. Analytical and Integrative Thinking				
5. Reflective Thinking				
6. Effective Communication				

Each PAC member will independently score the student's portfolio in each Evaluation Category (based on the criteria on the scoring rubrics guidelines above:

1. Does not meet expectations;
2. Meets expectations;
3. Exceeds expectations.

The PAC score will be based upon the majority score awarded by two out of three committee members (e.g., if the member scores are 1,1,2, then the PAC score = 1). Note: a scoring of (1,2,3) results in an overall score of 2.5 for a criterion.

Assigning the outcome of the assessment

The following is used to assign the outcome of the comprehensive assessment.

1. *Outcome 1: Comprehensive Portfolio Assessment is passed:* The student receives a PAC score of 2 or greater in **all 6** Evaluation Criteria.
2. *Outcome 2: Comprehensive Portfolio Assessment is conditionally passed:* The student receives a PAC score of 1 in **no more than 2** Evaluation Criteria. If only 1 criterion does not meet expectations the student is conditionally passed. If two criteria do not meet expectations the PAC may choose to place the student in Outcome 3 (fail) depending on the criteria that were not passed and their overall assessment of the student.
3. *Outcome 3: Comprehensive Portfolio Assessment is failed:* The student receives a PAC score of 1 in **more than 2** Evaluation Criteria.

Discontinuation

A student who fails their second Comprehensive Portfolio Assessment (i.e. receive Outcome 3 twice) will not be allowed to continue work towards the dissertation. Students in Outcome 2 who fail to satisfy the requirements as given by their PAC in the specified time (and thus receive an Outcome 3) may also be prevented from continuing work towards a dissertation at the discretion of the PAC.

Appendix I - Procedures for Convening and Conducting a Dissertation Defense

Nomination of a Dissertation Examining Committee
This committee is normally the same as the DSAC and if a Dean's representative had not yet been appointed, they need to be included in this committee. Per the "Graduate School Requirements Applicable to all Doctoral Degrees," by the prescribed deadline and at least six weeks prior to the date of the oral Dissertation Defense, the student needs to formally nominate his/her 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, and is done through the department's graduate office.

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 Geographical Sciences 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. (See Appendix D.)

Presence of Dissertation Examining Committee at Dissertation Defense
Oral examinations must be attended by all members of the student's officially established Dissertation Examining Committee as approved by the Dean of the Graduate School. All examinations must be open to all members of the University of Maryland Graduate Faculty . Under department policy, the defense is also open to the public. Under normal circumstances, all members of a Dissertation Examining Committee must be physically present in the examination room during the entire dissertation defense and during the committee's private deliberations following the examination. Participation by telephone is not permitted under any circumstances. Remote participation by video teleconferencing is permitted under the following circumstances:

- Permission to conduct a remote-participation defense must be obtained by the dissertation chair from the Graduate School in advance. In making this request, the chair must indicate in writing that he or she has read the rules for a remote defense listed below.
- Approved web-conferencing software must be used that allows all participants to see and hear each other during the entire defense.
- The candidate, the committee chair (or at least one of the co-chairs), and the Dean's Representative must all be present in the examination room; none may be at a remote site.
- If necessary, other members of the committee may participate from one or more remote sites as long as the conferencing software supports the rules of the conduct of the defense. Permission for remote participation must be approved in advance by the Dean of the Graduate School. The request for remote participation must provide a compelling reason and/or explanation as to why each remote committee member cannot be physically present.
- The program must pay for any costs associated with the remote participation. The remote participants must connect to the defense using hardware that will ensure that all participants are visible and audible and that the connection is stable and available throughout the scheduled time of the defense.
- The Dean's Representative is responsible for ensuring that all requirements for remote participation are met, that the remote participation was uninterrupted, and if interrupted, that the defense was paused until all remote participations were fully restored.

The Graduate School provides procedures for last-minute substitution of a member if that member cannot attend due to an emergency and allows remote videoconferencing with a member under certain circumstances (http://apps.gradschool.umd.edu/Catalog/policy.php?doctoral-degrees#the-doctoral-dissertation-and-examination).

Style and format of Dissertations
Style and format of dissertations must follow the Campus Electronic Thesis and Dissertation Style Guide. (see https://gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/DissertationThesis/etd_style_guide_201608.pdf)

Dissertation Copies
In addition to providing each member of the Dissertation Examining Committee with a copy of the dissertation, the student should also upload a digital copy of the dissertation to the shared Departmental drive (PhD Documents folder, Dissertation folder).

Oral Defense
A dissertation defense typically lasts no more two hours The procedures for conducting the oral defense are the same as those for the defense of the dissertation proposal, see Appendix G.

Conclusion of the Defense
At the conclusion of the defense, the Committee has the following options:

a. To accept the dissertation without any recommended changes and sign the *Report of Examining Committee*
b. To accept the dissertation with recommendations for changes and, except for the chair, sign the Report of the Examining Committee. The Chair will check that the changes to the dissertation have been made, and, upon his or her approval, sign the *Report of Examining Committee.*
c. To recommend revisions to the dissertation and not sign the Report of Examining Committee until the student has made the changes and submitted the revised dissertation for the Dissertation Examining Committee's approval. The Dissertation Examining Committee members sign the *Report of Examining Committee* if they approve the revised dissertation.
d. To recommend revisions and convene a second meeting of the Dissertation Examining Committee to review the dissertation and complete the student's examination.
e. To rule the dissertation (including its examination) unsatisfactory. In that circumstance, the student fails. Following the examination, the Dissertation Examining Committee Chair, in the presence of the Dean's Representative, must inform the student of the outcome of the examination. The Chair and the Dean's Representative both sign a Report of the Examining Committee indicating which of the above alternatives has been adopted. A copy of this statement is to be included in the student's file at the graduate program office, and a copy is given to the student.

Pass/Fail Criteria
The student passes if one member refuses to sign the *Report of the Examining Committee,* but the other members of the Dissertation Examining Committee agree to sign, before or after the approval of recommended changes. Two or more negative votes constitute a failure of the candidate to meet the dissertation requirement. In cases of failure, the Dissertation Examining Committee must specify in detail and in writing the nature of the deficiencies in the dissertation and/or the oral performance that led to failure . This statement is to be submitted to the program's Graduate Director, the Dean of the Graduate School , and the student. A second examination

may be permitted if the student will be in good standing at the time of the proposed second examination. A second examination requires the approval of the program's Graduate Director and the Dean of the Graduate School . If the student fails this second examination, or if a second examination is not permitted, the student's admission to the graduate program is terminated.

Exit Survey
Upon successful completion of the defense and fulfillment of all requirements for the doctoral degree, the student will complete an exit survey and file with the graduate office.