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<td>8-Aug</td>
<td>All new grad students must attend teaching assistant training 8:00AM check-in. Taking place in School of Education room 114.</td>
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<td>9-Aug</td>
<td>University Orientation, New Graduate Students, 6 pm – 8 pm Elliott University Center Cone Ballroom.</td>
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<td>10-Aug</td>
<td>Mandatory Meeting for all incoming graduate students from 2:30 p.m. to 4:45 p.m. in Graham 106</td>
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<td>10-Aug</td>
<td>Welcome back for all graduate students and faculty 4:00 p.m. in Graham 106</td>
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<td>14-Aug</td>
<td>Classes begin, 8 AM</td>
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<tr>
<td>14-Aug</td>
<td>Late registration and schedule adjustment (through August 20)</td>
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<td>20-Aug</td>
<td>Last day to change course(s) or course section(s) without special permission</td>
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<tr>
<td>20-Aug</td>
<td>Last day to drop course for refund</td>
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<tr>
<td>21-Aug</td>
<td>Deadline to apply for December graduation</td>
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<tr>
<td>31-Aug</td>
<td>Plan of Study revisions due for December graduates (Master’s)</td>
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<td>3-Sept</td>
<td>Labor Day Holiday. Classes dismissed; offices closed.</td>
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<td>4-Sept</td>
<td>PhD Comprehensive Exams (through 2-Nov) written &amp; oral</td>
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<tr>
<td>TBA</td>
<td>Registration opens for Three Minute Thesis Competition (3MT)</td>
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<tr>
<td>5-Oct</td>
<td>Last day to notify grad school of PhD defense</td>
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<tr>
<td>5-Oct</td>
<td>Fall Break begins, 6 PM</td>
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<tr>
<td>5-Oct</td>
<td>Last day to drop courses without incurring a WF grade (withdraw failing)</td>
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<tr>
<td>10-Oct</td>
<td>Classes resume, 8 AM</td>
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<tr>
<td>10-Oct</td>
<td>Spring/summer 2019 Advising begins (through 13-Nov)</td>
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<tr>
<td>TBA</td>
<td>3MT registration closes at 5 p.m.</td>
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<td>19-Oct</td>
<td>Last day for December doctoral defense, grad school</td>
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<td>19-Oct</td>
<td>Last day to submit thesis/internship/portfolio to chair</td>
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<tr>
<td>22-Oct</td>
<td>Spring/summer 2019 registration begins (through 13-Nov)</td>
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<td>TBA</td>
<td>3MT Preliminary Rounds</td>
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<tr>
<td>2-Nov</td>
<td>Deadline to submit online dissertation and original signed title and approval pages to the Grad School for approval</td>
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<tr>
<td>2-Nov</td>
<td>Last day thesis defense, Dept. of Geography, Environment and Sustainability</td>
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<td>TBA-Nov</td>
<td>Internship Project Presentations, Noon, 109 Graham</td>
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<tr>
<td>TBA</td>
<td>3MT final rounds</td>
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<td>12-Nov</td>
<td>Deadline to submit electronic thesis to the Grad School</td>
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<td>18-Nov</td>
<td>SouthEastern Division of the Association of American Geographers (SEDAAG) conference (20-Nov) held in East Tennessee State University, Johnson City, TN</td>
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<td>20-Nov</td>
<td>Thanksgiving break begins, 10 PM</td>
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<td>26-Nov</td>
<td>Classes resume, 8 AM</td>
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<td>28-Nov</td>
<td>Last day of classes</td>
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<td>29-Nov</td>
<td>Final date for complete clearance of December graduates</td>
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<td>29-Nov</td>
<td>Deadline for final submission of thesis or dissertation to Grad School</td>
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<td>29-Nov</td>
<td>Reading Day</td>
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<td>30-Nov</td>
<td>Final Examinations begin (ending 6-Dec)</td>
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<td>6-Dec</td>
<td>Doctoral Hooding Ceremony</td>
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<td>7-Dec</td>
<td>December Commencement, Greensboro Coliseum</td>
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Spring 2019 Academic Calendar  
Department of Geography, Environment and Sustainability

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

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

By the end of the first semester, you will be required to select a permanent advisor, with that advisor’s consent. You may request a change of advisor at any time usually based on a substantial change of topic. This may entail a delay in your graduation. Following any change in committee membership, it is the student’s responsibility to immediately notify affected faculty and request permission to include any contribution of the faculty in their final work. After 12 credit hours, or at the end of their first year of study, a student may constitute a committee. After completion of 18 credit hours, failure to do so may indicate lack of progress toward a degree. Students are free to discuss project ideas with various faculty members. Faculty contribute their time and expertise in the valuable production of graduates, serving in the capacity of committee members as well as primary advisor, which should be respected by all involved in this critical process. In accordance with the investment of substantial time and intellectual property in project development, the advisor-advisee relationship should be formalized by signing the appropriate “Committee Appointment” form. The student needs to have a topic and a written paragraph summarizing their intended research, which is then signed by the intended advisor and committee.

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

Schedule for Completion

Graduate students should consult clearly and methodically with their advisor to plan their schedule of major due dates to complete their written work in order to graduate in optimal time. Be sure to give your committee members several opportunities to periodically read your work, providing plenty of time for them to respond to you and for you to make requested changes. Schedule a time to meet with each committee member face to face to discuss your work and their suggestions. Always send your work to your advisor to approve before release to the committee. Plan to graduate at the end of Fall or Spring
semester, as faculty are frequently elsewhere during the summer. Be aware of all the due dates on both the Graduate School and Department of Geography, Environment, and Sustainability web pages; compliance with these is your responsibility.

**Full-Time Academic Status & Assistantships**

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

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

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

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

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

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

- complete responsibility for 1-2 sections of a course (Ex. GES 103)
- teaching 2-3 lab sections of a course (Ex. GES 106L)
- serving as a technical assistant in courses (Ex. GES 121)
- serving as a lab assistant in the research lab
- some combination of technical assistance and lab assistance

Please note that assignments are made based on a balance of Departmental needs, student skills, and schedules. Students holding assistantships are evaluated yearly. Master’s students making adequate progress towards their degree and meeting their work requirements consistently and with positive evaluations can expect to receive a total of two years of funding. Doctoral students in similar circumstances can expect to receive a total of four years of funding. Specific details regarding criteria for receiving continued funding are described in the checklist in the Appendix X.
Expectations for Being Part of the Geography, Environment, and Sustainability Community

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

Provisional Status

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

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

Academic Eligibility

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

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

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

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

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

- Physical Geography: GES 103; GES 106, GES 330
- Regional Geography: GES 104; GES 333; GES 344
- Human Geography: GES 105; GES 301; GES 302; GES 304; GES 320
- Geographic Techniques: GES 121; GES 322; GES 357; GES 358; GES 359; GES 603

Plans of Study

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

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

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

GES 601 – Research Trends in Geography

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

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

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

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

Eighteen hours of graduate coursework must be completed before a student is eligible to enroll in GES 690 – Research Problems in Applied Geography or GES 790 – Independent Geographic Research. Students must also have at least a 3.0 average in their graduate coursework and the prior approval of a faculty member to enroll – faculty must fill out a form granting you approval to register (forms generally available in the front office).

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

Leaves of Absence

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

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

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

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

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

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

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

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

Global and Regional Studies in Geography

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

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

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

Required Core Courses (15 hours)

- GES 604 — Political Geography
- GES 633 — Regional Economic Development
- GES 605 — Regional Planning
- GES 634 — Advanced Topics in European Geography
- GES 635 — Geography of Asia
Elective Courses (3 hours)

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

Urban and Economic Development

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

Completion of the certificate requires 18 hours:

Required (12 hours)

- GES 602 — Urban Planning
- GES 633 — Regional Economic Development
- PSC 520 — Urban Political Systems
- PSC 630 — Community and Economic Development

Electives (6 hours)

- GES 605 — Regional Planning
- GES 603 — Understanding Geographic Information Science
- GES 622 — GIS Applications in Urban Planning
- GES 631 — Transportation Planning
- PSC 613 — Local Government Administration
- PSC 620 — Urban Development Policy
MASTER OF ARTS DEGREE

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

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

Graduate School Requirements

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

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

Graduate School Time Limits

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

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

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

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

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

Transfer of Courses

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

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

One of the milestones of the M.A. program is the successful completion of a Comprehensive Examination. By the time a student has completed 9 hours of graduate work at UNCG they need to have selected a committee chair/advisor and two additional faculty members to help guide them through the completion of their study. After the first semester the committee will meet with the student to evaluate their current level of preparation through a series of oral questions that may cover either general knowledge of the discipline or be specific to the student’s stated area of interest. Based on these discussions the committee will determine the most appropriate course selections in order for the student to reach their stated goal, and develop a time frame leading to graduation.

Choosing a Master’s Track

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

Completing a Master’s Thesis

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

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

The Thesis Committee. To have a proposal accepted, you must have a thesis committee in place. Once you have an idea for a proposal, talk to faculty you think would be interested in your topic and identify someone to be your advisor. Next, formally write up your
Graduating. With your advisor, identify 1-2 other members of the department to serve as 2nd and/or 3rd readers of your work and give the proposal to them to consider. The third member may be from another department. Once the proposal has been accepted by all three, Fill out the Thesis Committee form and submit to the Director of Graduate Studies (see appendix).
When your committee is in place and you have completed 18 graduate credit hours towards your degree, you may register for thesis hours (GES 699).

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

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

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

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

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

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

The Internship Presentation. When your internship is completed to the satisfaction of your advisor, supervisor and third reader, you and your advisor will schedule an internship presentation with the Geo Club advisor. The internship presentation takes place during the semester you plan to graduate and must be successfully completed no later than the published departmental date for completion of internships (mid-November/mid-April). Presentations are typically scheduled for the last Wednesday of the semester, during Geo Club meeting time. Depending on the number of presenters, presentation time may run as little as 10 minutes or as long as 20. In a typical presentation, which is open to the public, you will be asked to summarize your research. Following your summary, committee members and the audience may ask you questions about your research. When there are no more questions, the committee will ask you to step outside while they deliberate. Then they will call you back in to inform you of the outcome, which will either be a pass, conditional pass, or, rarely, fail.
Graduating. Your degree requirements are not fulfilled until you make all the corrections required by your committee at the internship presentation, your advisor reads and approves the corrections, and you submit the final corrected and formatted product to the Department. One bound copy of the finished research must be filed with the department. It is also customary to provide each committee member with a bound copy for their libraries.

Completing a Master’s Professional Portfolio/Non-Thesis

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

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

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

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

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

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

Required Core Courses (12 hours)

- GES 602 Urban Planning (3)
- GES 632 Seminar in Population and Urban Studies (3)
- GES 633 Regional Economic Development (3)
- GES 622 GIS Applications in Urban Planning (3)

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

- GES 605 Regional Planning (3)
- GES 631 Transportation Planning (3)
- PSC 620 Urban Development Policy (3)
- PSC 630 Community and Economic Development: Theory and Practice (3)
Master’s Degree Check List

Important procedures for completing the master’s program in the Department of Geography Environment, and Sustainability are outlined below. It is the student’s responsibility to work with his or her advisor to complete this checklist and submit to the Graduate Director by March 1 (October 1 if first semester in program was spring semester).

_Completed Hours of Coursework: 0 – 9 (Semester I)_

_____ Work with your _temporary_ advisor (the Director of Graduate Study) to select initial coursework

_____ Complete any remedial undergraduate coursework required

_____ Complete a _preliminary plan of study_ with the Director of Graduate Study

_____ If you have graduate credits you want to transfer from another program or university (_that have NOT been used to satisfy a previous degree requirement_), complete the _Graduate Student Request for Transfer Credit_ and file _with_ your preliminary plan of study (nine credit maximum)

_____ Submit your _preliminary plan of study_ to the Director of Graduate Study for routing to the Graduate School

_Completed Hours of Coursework: 10 – 18 (Semester II)_

_____ Declare a Master’s track or capstone experience by March 1 (October 1 if first semester in program was spring semester)

_____ Select a chair for your _Master’s Committee_ (thesis, internship, non-thesis)

_____ Work with your chair to select the rest of your _Master’s Committee_

_____ Committee will meet with you to evaluate your current level of preparation through a series of oral questions

_____ Complete the form _Results of Master’s Comprehensive Examination_ and submit to the Director of Graduate Study for routing to the Graduate School

_____ Work with your chair to complete either a thesis or internship topic approval form, or if your track is non-thesis, a table of contents for your professional portfolio
Complete the appropriate committee form and submit to the Director of Graduate Study

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

Continue taking elective courses

**Completed Hours of Coursework: 27 – 34/37**

Apply for graduation

Finish your master’s experience!

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

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

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

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

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

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

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

Present your project during the Geo Club meeting slot to which you are assigned (presentation lengths should be a maximum of 12 minutes)
If your capstone is a professional portfolio:

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

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

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

Graduate School Requirements

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

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

Graduate School Time Limits

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

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

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

Transfer of Courses

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

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

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

Changes in the doctoral committee are made by the committee chair and approved by the Director of Graduate Studies or the Department Head at the request of the student, and with approval of faculty members involved, when such changes can best serve the student’s programmatic and research needs. Committee changes during the final semester prior to the defense of the dissertation are not permitted, except in highly unusual cases. Committee changes may be recommended to the Director of Graduate Studies or Department Head through the Committee Revision Form in the Appendix section or obtained from the department website.

The Dissertation Proposal

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

- Title page - proposed title of dissertation; name of student; name and signature of 1st and 2nd readers, and the names of two reviewers; date of submission; a 50-100 word abstract typed (single spaced) stating concisely the nature of the problem to be pursued, objectives of the study, and data and methods to be employed
Introduction & Justification – A specific statement of the problem as a researchable issue, including its relationship to past and present research

Literature Review – Discussion of the pertinent literature and placing the proposal in context with this

Procedure – Discussion of research objectives and design, along with the data to be used

Timetable – A timetable for producing the product, including research, analysis, and writing phases

Bibliography – Listing of works that most clearly relate to the study as sources of theory, data or methodology

Preliminary Doctoral Examinations

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

When you have completed all coursework, passed the preliminary examination, and submitted a dissertation research proposal approved by your dissertation committee, you may then make formal application in the Graduate School for admission to candidacy for the doctoral degree.

The Doctoral Dissertation

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

Three-Paper Dissertation Option (adapted from Cornell)

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

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

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

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

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

Important procedures for completing the doctoral program in the Department of Geography, Environment, and Sustainability are outlined below:

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

_____ Work with the Director of Graduate Study/ or your temporary advisor to select initial coursework

_____ Complete a preliminary plan of study with the Director of Graduate Study/or with your temporary advisor. If you have credits that you want to transfer from another program or university, include them on your Doctoral Plan of Study.

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

_____ Select a chair for your dissertation committee

_____ Work with your chair to select the rest of the dissertation committee

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

_____ Submit the Recommendation for Doctoral Advisory/Dissertation Committee Appointment and Plan of Study to the Director of Graduate Study for routing to The Graduate School (http://grs.uncg.edu/forms/Committee&POS.pdf)

_____ Submit the department’s Dissertation Plan of Study Form (https://geo.uncg.edu/forms/) to the Director of Graduate Study for routing to the Graduate School.

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

Student’s Signature ______________________________________

Advisor’s Signature ______________________________________
Completed Hours of Coursework: 19 – 27 (Semester III)

_____ Finish core coursework

Completed Hours of Coursework: 28-36 (Semester IV)

_____ Take the written comprehensive exam

_____ Defend Dissertation proposal at the Preliminary Oral Examination

_____ Complete the form Results of Preliminary Doctoral Comprehensive Examination and submit to the Director of Graduate Study for routing to the Graduate School

_____ **After** finishing all core courses, passing your written and oral comprehensives, and filing you Dissertation Topic Approval form, complete the Application for Admission to Candidacy and submit to the Director of Graduate Study for routing to the Graduate School

Student’s Signature ____________________________________________

Advisor’s Signature ____________________________________________

Completed Hours of Coursework: 37-42 (Semester V)

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

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

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

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

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

Completed Hours of Coursework: 55-57 (Semester VIII)

_____ Finish and defend your dissertation

_____ Complete the form Application for Graduation for Graduate Students


Complete the form *Final Oral Examination Schedule* and submit to the Director of Graduate Study for routing to the Graduate School

Complete the form *Results of Oral Examination in Defense of Thesis/Dissertation* and submit to the Director of Graduate Study for routing to the Graduate School

Graduate!

*Intellectual Property (Adopted from University of Tennessee Geography handbook)*

Prior to graduation, all original data comprising the thesis and dissertation should be placed on file and a timetable should be finalized for publishing the thesis, both with the advisor. This is to protect the student from others using her/his data without permission; it also ensures that data that are often critical to the research program of a faculty member will be available for use after a mutually agreed upon amount of time has elapsed. Work completed by students as part of projects funded by NSF or other government agencies may have particular data reporting and sharing requirements.
Appendix

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

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

MA Students: (Funding maximum for two years)

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

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

PhD students: (Funding up to 4 four years)

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

1st Year students:
- A permanent advisor must be selected with the consent of that faculty member
- Student must identify an area of dissertation topic
- Course work (Overall, B or above) (3.0 GPA)
- Must receive positive evaluations on TA/GA Assignments
- Continue to represent and promote the qualities of our program during residency (e.g., colloquium attendance, attend professional meetings, etc…)

2nd Year students:
- Must pass preliminary exam by the end of Spring semester
- Course work (Overall, B or above) (3.0 GPA)
- Must receive positive evaluations on TA/GA Assignments
- Continue to represent and promote the qualities of our program during residency (e.g., colloquium attendance, presentation in professional meetings, etc…)
3rd Year students: (if want to qualify for additional year of funding)
- Must make substantial progress in dissertation (at least 50% of the work should be completed) by the end of Spring semester
- Must receive positive evaluations on TA/GA Assignments
- Continue to represent and promote the qualities of our program during residency (e.g., colloquium attendance, presentation in professional meetings, etc…)

4th year students:
- Must defend their dissertation before the Spring semester graduation deadline.
- Continue to represent and promote the qualities of our program during residency (e.g., colloquium attendance, presentation in professional meetings, etc…)

Please note: Students will be evaluated at the beginning of November if their funding period starts from Spring semester.
MASTERS/CERTIFICATE STUDENT REQUEST FOR TRANSFER CREDIT

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

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

Name of University visited: ________________________________________________________________

Student’s name: __________________________________________ ID#___________________________

Course(s) presented for transfer:

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<th>Course Number and Title</th>
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<th>Semester Hours</th>
<th>Substitutes for which course at UNCG</th>
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<td>Spring 2018</td>
<td>3</td>
<td>NUR 602</td>
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Total hours: ____________________________

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

Student Signature: ______________________________________________________________________

Date

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

Department Head, or
Director of Graduate Study: ____________________________________________________________

Date

The Graduate School: ___________________________________________________________________

Date

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

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

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

7/23/13
# LEAVE OF ABSENCE APPLICATION

**School/Department:** ____________________________________________  
**Date:** ________________________________

**Student’s Name:** ____________________________________________  
**Student ID Number:** ________________________________

**Address:** ____________________________________________  
**City:** __________________________  
**State:** ________  
**Zip:** ____________

**E-mail:** ____________________________________________

**Degree:** __________________________  
**Major:** ____________________________________________

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<thead>
<tr>
<th>Semester to return:</th>
<th>*A Leave of Absence may not exceed one calendar year (three terms). Summer session counts as one semester/term.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
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<tr>
<td>Year</td>
<td>Year</td>
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</table>

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

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

**Student Signature** ________________________________________________________________________________  
**Date** ________________________________________________________________________________

**Department Head or Director of Graduate Study:** ________________________________________________________________________________  
**Date** ________________________________________________________________________________

**Approved:** ________________________________________________________________________________  
**Vice Provost and Dean of The Graduate School** ________________________________________________________________________________  
**Date** ________________________________________________________________________________

**For Office Use Only:** Reactivate for _________________ with Admission Status GA or GC (as shown in SGASTDN)  
**Term** circle one  
**IS/OS** ______ **Catalog** ______ **Degree** _______ **Major** _______ **Conc** _______
APPLICATION FOR GRADUATION FOR GRADUATE STUDENTS

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

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

DEADLINE FOR THESES/DISSERTATIONS: All doctoral candidates and master’s candidates, who are preparing a formal thesis, should be aware of the following deadlines (see the University’s Academic Calendar: (grs.uncg.edu/calendar):
(1) Final oral examination in defense of doctoral dissertation. Master’s thesis candidates should check with their thesis committee chair.
(2) Submission of thesis/dissertation online with The Graduate School for approval.
(3) Submission of final approved thesis/dissertation with The Graduate School.

DEADLINES FOR GRADUATION

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

REMOVAL OF INCOMPLETE GRADES

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

FORMATTING AND SUBMISSION OF DISSERTATION

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

FORMATTING AND SUBMISSION OF THESIS

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

REGISTRATION IN FINAL TERM

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

COMMENCEMENT

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

SCHOOL LICENSURE APPLICATION OR UPGRADE

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

7/14/17
**GEOGRAPHY Plan of Study: Urban & Economic Development Certificate**

<table>
<thead>
<tr>
<th>Name</th>
<th>Preliminary or Final Plan? (P/F)</th>
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<tr>
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### Required Courses

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<th>Credit Hours</th>
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<th>Area</th>
<th>Deficient? (y/n)</th>
<th>Course</th>
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**Deficiency Coursework** – Undergraduate courses required if you enter the program without the requisite Geography background

---

### Electives (two of the following courses – GES 602, GES 603, GES 622, GES 631, PSC 613, PSC 620)

Additional courses may be approved – see the Director of Graduate Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Taken</th>
<th>Credit Hours</th>
<th>Grade</th>
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**Student Signature**

__________________________

Date

__________________________

Advisor Signature (Final Plan)

Date

__________________________

Date

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

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

Student Name: ___________________________ Date: ____________

Student ID: ______________________________

Briefly describe the nature of your internship project:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Committee Member Signatures

Committee Chair & Advisor: ____________________________________________
                           Print                                          Signature

2nd Reader: _________________________________________________________
            Print                                          Signature

Internship Supervisor: _______________________________________________
                      Print                                          Signature

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

cc: Departmental File
RESULTS OF PRESENTATION

TO: Graduate Director

FROM: ________________________________________ / ________________________________________
Print Name (Candidate’s Committee Chair)

DATE: ______________________

RE: Results of Oral Examination of Internship

Degree Candidate: _______________________________    ID#: __________________
Degree: __________________________    Major: __________________________________________
Date of Examination: ________________________    Competency Rating: □ Pass    □ Fail
Comments: ____________________________________________

Chair’s Signature: ____________________________________________    Date: ______________________

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

cc: Departmental File,
### Required Courses (7 credit hours)

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<th>Course</th>
<th>Semester Taken</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Area</th>
<th>Deficient? (y/n)</th>
<th>Course</th>
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<th>Credit Hours</th>
<th>Grade</th>
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</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Taken</th>
<th>Credit Hours</th>
<th>Grade</th>
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</table>

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

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<tr>
<th>Course</th>
<th>Semester Taken</th>
<th>Credit Hours</th>
<th>Grade</th>
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**Student Signature**

**Date**

**Advisor Signature (Final Plan)**

**Date**

**Director of Graduate Studies, GES**

**Date**

*Return form to the Director of Graduate Studies, Department of Geography, Environment, and Sustainability cc: Departmental File, Graduate School*
The Non-Thesis/Portfolio Committee consists of three members. The chair of the committee and one other member must be from the Department of Geography, Environment, and Sustainability. The third member may be from another department. All members must hold advanced degrees and/or be on the Graduate Faculty.

Student Name: __________________________ Date: ____________

Student ID: __________________________

Briefly describe the nature of your 2 research papers:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Committee Member Signatures

Committee Chair & Advisor: ________________________________________________

Print __________________________ Signature __________________________

2nd Reader: ____________________________________________________________

Print __________________________ Signature __________________________

3rd Reader: ____________________________________________________________

Print __________________________ Signature __________________________

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

cc: Departmental File
Completion of Non-Thesis/Professional Portfolio

TO: Graduate Director

FROM: __________________________________________
Print Name (Candidate’s Committee Chair)

DATE: ______________________

RE: Completion of Non-Thesis/Professional Portfolio

Degree Candidate: ______________________________________     ID#: ____________________
Degree: ________________________    Major: _________________________________________
Date of Completion: _____________________ Competency Rating:   □ Pass   □ Fail
Comments:

Chair’s Signature: ___________________________ Date: _____________

Return form to the Director of Graduate Studies, Department of Geography, Environment, and Sustainability
cc: Departmental File,
# GEOGRAPHY: Non-Thesis/Portfolio Plan of Study  

<table>
<thead>
<tr>
<th>Name</th>
<th>Preliminary or Final Plan? (P/F)</th>
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<tbody>
<tr>
<td></td>
<td>Concentration in Urban Planning?</td>
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</table>

## Required Courses (4 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Taken</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Area</th>
<th>Deficient? (y/n)</th>
<th>Course</th>
<th>Semester Taken</th>
<th>Credit Hours</th>
<th>Grade</th>
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## Deficiency Coursework – Undergraduate courses required if you enter the program without the requisite Geography background

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Taken</th>
<th>Credit Hours</th>
<th>Grade</th>
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</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Taken</th>
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</table>

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**Student Signature**

**Date**

---

**Advisor Signature (Final Plan)**

**Date**

---

**Director of Graduate Studies, GES**

**Date**

*Return form to the Director of Graduate Studies, Department of Geography, Environment, and Sustainability cc: Departmental File, Graduate School*
The Thesis Committee consists of three members. The chair of the committee and one other member must be from the Department of Geography, Environment, and Sustainability. The third member may be from another department. All members must hold advanced degrees and/or be on the Graduate Faculty.

Student Name: __________________________ Date: ______________
Student ID: __________________________

Briefly describe the nature of your thesis:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Committee Member Signatures

Committee Chair & Advisor: ____________________________________________
Print __________________________ Signature __________________________

2nd Reader: _________________________________________________________
Print __________________________ Signature __________________________

3rd Reader: _________________________________________________________
Print __________________________ Signature __________________________

Return form to the Director of Graduate Studies, Department of Geography, Environment, and Sustainability
cc: Departmental File
## GEOGRAPHY: Thesis Plan of Study

### 34 Hours

<table>
<thead>
<tr>
<th>Name</th>
<th>Preliminary or Final Plan? (P/F)</th>
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<tbody>
<tr>
<td></td>
<td>Concentration in Urban Planning?</td>
</tr>
</tbody>
</table>

#### Required Courses (7 credit hours)

<table>
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<th>Course</th>
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<th>Credit Hours</th>
<th>Grade</th>
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#### Deficiency Coursework – Undergraduate courses required if you enter the program without the requisite Geography background

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<thead>
<tr>
<th>Area</th>
<th>Deficient? (y/n)</th>
<th>Course</th>
<th>Semester Taken</th>
<th>Credit Hours</th>
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#### Electives (600 level and higher) – minimum of 12 hours required, not including required courses

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<th>Course</th>
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#### Electives (500 level) – Credit hours for these courses, when added to 600 level credits, must = 34 credit hours

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<th>Course</th>
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**Student Signature**

**Date**

**Advisor Signature (Final Plan)**

**Date**

**Director of Graduate Studies, GES**

**Date**

Return form to the Director of Graduate Studies, Department of Geography, Environment, and Sustainability cc: Departmental File, Graduate School
RESULTS OF MASTER’S COMPREHENSIVE EXAMINATION

TO: The Graduate School

FROM: ______________________/___________________________
      (Candidate’s Committee Chair)        Chair Signature

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

DATE: ______________________

RE: Results of Comprehensive Examination

Degree Candidate: ______________________________________     ID#: __________________

Degree: ________________________    Major: __________________________________________

Date of Examination: _______________________________

Competency Rating: ___________________     ___________________
      (Pass)             (Fail)

Comments:

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

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

Student’s Name ____________________________________________________    ID# __________________

Degree __________________    Major __________________________________________________________

Tentative Thesis Title: _______________________________________________________________________

__________________________________________________________________________________________

Purpose of the Study:

Committee Approval:    Chair: ________________________________________________________________

Members: ___________________________    ________________________________

_____________________________    ______________________________________

Department Chair or
Director of Graduate Study: ______________________________    Date: _________________

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

cc: Departmental File,

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

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

Student’s Name: ___________________________________________ Student ID#: __________________

Address: ___________________________________ City: ___________________ ST: ____ Zip: _____________

Degree: ___________________       Major: ______________________________________________________

Tentative title of dissertation: __________________________________________________________________

________________________________________________________________________________________

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

Chair’s Signature: ___________________ Print Name: ___________________

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

Member’s Signature: ___________________ Print Name: ___________________

Member’s Signature: ___________________ Print Name: ___________________

Member’s Signature: ___________________ Print Name: ___________________

Member’s Signature: ___________________ Print Name: ___________________

Department Head or
Director of Graduate Study: ___________________ Date ___________________

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

*Attach doctoral plan of study

Original to Student File
To: Director of Graduate Study
   Dean (for education majors)
   Committee Chair
   Student
DOCTORAL PLAN OF STUDY REVISION

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

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

Student’s Name: ___________________________________________ ID#: ___________________

Address: ______________________ City: ______________________ State: ______ Zip: __________

Email: ____________________________________ Phone Number: _______________________

Degree: ______________________ Major: ____________________________________________

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

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

Chair: ______________________________________  Print Name: __________________________

Member: ____________________________________  Member: __________________________________

Member: ____________________________________  Member: ____________________________

Department Head or Director of Graduate Study: ____________________________________________ Date

Approved: ______________________________________ Vice Provost for Graduate Education Date

Original to Student File

Email: Department Head or Director of Graduate Study Committee Chair

Administrative Assistant Student
DISSERTATION TOPIC APPROVAL

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

Student’s Name ____________________________________________________  ID# __________________

Address: ____________________________  City: ____________________  ST: _________  Zip: ___________

Degree ________________  Major __________________________________________________________

Tentative Title of dissertation:

_________________________________________________________________________________________

Purpose of the Study:

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

Chair: ___________________________

Print name: ___________________________

Members: ___________________________

Print name: ___________________________

Print name: ___________________________

Print name: ___________________________

Department Head or  
Director of Graduate Study: ___________________________  Date: _________________

Approved: ___________________________  Date: _________________  

Vice Provost and Dean of The Graduate School

Original to student file

Email: Department Head or Director of Graduate Study  

Committee Chair

Administrative Assistant  

Student

R
### Required Core Courses

<table>
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<th>Courses</th>
<th>Semester Taken</th>
<th>Credit Hours</th>
<th>Grade</th>
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### Cluster Courses –24 hours required* (*no more than 6 credit hours of 500-level courses may be taken)

#### Geographic Information Science (6 credit hours)

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#### Physical Geography (6 credit hours)

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### Human/Regional Geography (6 credit hours)

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### Dissertation-related Courses (6 credit hours)

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### Dissertation (15-21 hours)

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Student Signature

Date

Advisor Signature, Final Plan

Date

Director of Graduate Studies, GES

Date

Return form to the Director of Graduate Studies, Department of Geography, Environment and Sustainability cc: Departmental File, Graduate School
The Doctoral Preliminary Comprehensive Exam Schedule is completed by the Doctoral Dissertation Committee and submitted to the Director of Graduate Studies four weeks prior to the Comprehensive Exam.

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

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

Student Name: ________________________________ Date: ______

Student ID: ________________________________

Examination Date: ________________________________

Committee Member Signatures

Committee Chair: ____________________________________________

Print ___________________________ Signature ________________

2nd Member: ____________________________________________

Print ___________________________ Signature ________________

3rd Member: ____________________________________________

Print ___________________________ Signature ________________

4th Member: ____________________________________________

Print ___________________________ Signature ________________

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

cc: Departmental File
RESULTS OF DOCTORAL PRELIMINARY EXAMINATION

TO:    The Vice Provost and Dean of The Graduate School

FROM:  ________________________________
        Print Name of Candidate’s Committee Chair or Committee Co-Chairs

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

DATE:  ____________________________

RE:    Results of Doctoral Preliminary Examinations

Degree Candidate: ___________________________    ID#: __________________________

Degree: _______________________    Major: __________________________

Date of Written
Examination: ___________________________    Competency Rating: □ Pass    □ Fail

Date of Oral
Examination: ___________________________    Competency Rating: □ Pass    □ Fail

Comments:

Original form sent to Graduate School

Copy to Departmental Office/Director of Graduate Study

Committee Chair: ___________________________    Signature ___________________________    Date ___________________________
APPLICATION FOR ADMISSION TO CANDIDACY
(DOCTORAL CANDIDATES ONLY)

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

DATE:  ____________________________________________

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

FROM:  ____________________________________________  Student ID#  _______________________

Student’s Name

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

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

Student Signature   ________________________________________________________________

Address  __________________________________________________________

City  _______________________________ St. ________ Zip  ______________

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

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

Chair, Doctoral Advisory/
Dissertation Committee:  __________________________________________________________

Date

*Director of Graduate
Study, School of Music  ___________________________________________________________

Date

*Required: School of Music majors only
FINAL ORAL EXAMINATION SCHEDULE

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

Degree Candidate: ___________________________ Student ID Number: ___________________________

Degree: ___________________________ Major: ___________________________________________________

Dissertation Title: ________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Examination Date: ___________________________

Time: ___________________ AM ___________ PM

Location: ___________________________

Please attach copy of dissertation abstract.

Submitted by
Advisory/Dissertation Committee Chair: ___________________________

_________________________ Date

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

cc: Departmental File, Graduate School
RESULTS OF ORAL EXAMINATION IN DEFENSE OF
THESIS/DISSERTATION

TO:      The Vice Provost and Dean of The Graduate School

FROM: ________________________________________________________________
      Print Name of Candidate’s Committee Chair or Committee Co-Chairs

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

DATE: ______________________

RE: Results of Oral Examination in Defense of Thesis      □ Dissertation

Degree Candidate: ______________________________________     ID#: ____________________

Degree: ________________________    Major: __________________________________________

Date of Examination: _____________________ Competency Rating:   □ Pass   □ Fail

Comments:

______________________________  ____________________
Committee Chair:                               Signature                               Date

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

cc: Departmental File, Graduate School
# Dissertations with Multiple Authors

Name of Student: 

Student ID: 

Chair of Dissertation Committee: 

How many chapters of the dissertation have multiple authors?

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

<table>
<thead>
<tr>
<th>Chapter Number and Title:</th>
<th>Is the student the primary author of this chapter? Yes [ ] No [ ]</th>
<th>Percentage of Chapter developed/written by primary author:</th>
<th>Has the chapter been published? Yes [ ] No [ ]</th>
<th>If yes, publication information:</th>
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<td>Contributions of each author:</td>
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Chair of Dissertation Committee signature: ______________________________