INTRODUCTION

Policies for Graduate Study in Geography (the Geography “Red Book”) focuses on graduate guidelines specific to the Department of Geography and is not intended to summarize or cover all policies for graduate study at the University of Kansas. For guidelines published by the University and the College Office of Graduate Affairs (COGA), see the following links:

Online Graduate Catalog: http://www2.ku.edu/~distinction/cgi-bin/overview302

COGA Graduate Policies: http://www.clas.ku.edu/coga/department/policies

University Policy Library: http://www.policy.ku.edu/office.shtml

Graduate policies are continually being reviewed, updated, and published. As a general principle, specific graduate policies apply to those students who enter the program after the effective date of the policy. Students who entered the program prior to the effective date of a policy generally have the option of following either the policy in force when they entered the program (sometimes referred to as “grandfathering”) or the new policy. Decisions about which policy to follow should be made in conjunction with the advisor and any questions should be directed to the Chair of the Graduate Studies Committee.

Every effort is made to ensure that the policies spelled out in Policies for Graduate Study in Geography are free of error and conform to policies published by the University and the College Office of Graduate Affairs (COGA). In any case of disagreement between policies in this book and University or COGA policies, the University or COGA policies take precedence.

GENERAL PROCEDURES

Annual Progress Reports. All graduate students will be evaluated on an annual basis to achieve the following goals:

1) To fairly and transparently allocate funding beyond our normal 3 years for Ph.D. and 2 years for MA/MS students based on student progress and achievements.
2) To identify students who are under performing and in need of assistance.
3) To keep track of graduate student performance and achievements.

The evaluation procedure consists of the student filling out a form and sending it to their advisor for additional (optional) comments.

Annual Meeting with Thesis or Dissertation Committee. Once an MA thesis or Ph.D. committee has been established for a student (normally by the end of the first year of academic residence), the student will be required to meet with committee members on a yearly basis (before April 1 of the spring semester) to review the student’s program in all of its facets.
**GTA Evaluations.** The department is required to evaluate all Graduate Teaching Assistants at least once every academic year during the GTA’s appointment. The performance evaluations must include classroom observations documented in writing and a written performance evaluation from the evaluator. Faculty evaluators are assigned each year. Evaluations must be completed by May 31 of each year. Beyond the obvious advantage of improving teaching, this process will enable faculty members to comment directly on teaching skills when writing letters of recommendation for on-campus awards or postgraduate positions.

**Directed Readings and Independent Research Hours.** Although the Graduate School sets minimal hours requirements for the M.A., M.S., and Ph.D. degrees, most students take coursework beyond this basic core. Formal classes and seminars constitute the heart of degree programs, but independent study through readings-research-problem courses is often a useful adjunct. M.A. or M.S. students wanting to take more than 6 hours of independent study courses and Ph.D. students wanting to take more than 12 hours of independent study, however, must first obtain permission from the Graduate Studies Committee (GSC). In addition, a one-page statement of the nature of each independent study course shall be prepared by the student, signed by the professor involved, and placed in the student's file. If these statements are not so filed, the student will not be permitted to take the M.A. or M.S. proposal defense or Ph.D. comprehensive exam.

**Incompletes.** Students are strongly discouraged from requesting "incompletes" in lieu of regular letter grades. Students with six or more hours of "incomplete" grades will be denied permission to enroll until these hours are reduced to the allowable limit (i.e., five hours). “Incomplete” grades automatically revert to an “F” after one year.

**Colloquium Attendance.** All graduate students are strongly encouraged to attend the various departmental colloquia offered throughout the year. Enrollment in Geography 980 (Seminar in Geography: Colloquium) for 1 credit hour is required during each of the first two semesters of residence at KU.

**THESES AND DISSERTATIONS**

**Philosophy.** The department envisions master's theses to be demonstrations of a student's ability to formulate a geographic research problem, collect and analyze relevant data or appropriate literature, arrive at logical conclusions, and present the entire exercise in an acceptably professional form. Theses are more often learning experiences than substantive contributions to the field. The Ph.D. dissertation, on the other hand, is a major research effort designed to contribute significant new knowledge to geography.

**Guidelines for Proposals.** Although a dissertation proposal is necessarily more elaborate than that for a M.A. or M.S. thesis, all proposals are expected to contain four basic elements:
1. Problem statement--the research problem and/or questions presented in concise terms.

2. Relevant literature--a demonstration of how the proposed research relates to existing knowledge.

3. Outline of methodology--an outline of the general methodology if not specific techniques to be utilized in solving the research problem or answering the basic research questions.

4. A projected timeline for completion.

While these are the minimum content requirements for all proposals, students should consult with their advisor early in the proposal writing process with regard to specific format, length, or content requirements. It is expected that the student will consult closely with the advisor during the development and drafting of the proposal and that the student will receive the advisor’s approval of the proposal before submitting it to committee members and scheduling the M.A. or M.S. thesis proposal defense or the Ph.D. oral exam.

**Thesis and Dissertation Format.** Because of the diversity of Geography as a discipline, the Department does not specify a required format for theses and dissertations. The preferred format varies from subfield to subfield and from advisor to advisor; therefore, you should consult with your advisor early in your graduate studies with regard to your advisor’s required format. In all cases, of course, the thesis or dissertation must meet University guidelines.

**Submission of Thesis/Dissertation for Committee Examination.** Students should submit theses and dissertations directly to their advisors, and this advisor’s approval must be received before a “clean and complete” version of this document is passed on to other committee members and the final oral defense is scheduled. A "clean" manuscript is typed in legible fashion with a minimum of handwritten corrections and is "complete" in the sense that the entire text is provided, together with table of contents, notes, bibliography, appendices, and supporting materials such as tables, graphs, maps, and illustrations. Graphics and maps should be carefully laid out with complete information in a format (size and shape) that is appropriate for inclusion in the final document. The thesis/dissertation need not, and in fact should not, be in final form for binding. The presumption is that some changes will be necessary and these are easier to recommend and implement if the copy is "clean and complete" but not "final." Five weeks before the intended date of a student’s final oral examination, the student (with approval of the committee chair), will submit a complete draft of the thesis or dissertation to all committee members. The advisor and committee members have a responsibility to provide timely evaluations. Within two weeks of this submission, committee members must indicate whether or not the thesis or dissertation is defendable by signing a “Permission to Schedule Defense” form.

**Public Presentation.** All M.A., M.S., and Ph.D. defenses must have a public component, which typically will involve an oral presentation by the student. These defenses must be announced via departmental email, the departmental Web page, and flyers posted in Lindley Hall. Once the presentation has been given and the public has been given a chance to ask questions, the public
will be required to leave, and committee members will be able to ask questions in a private session.

**Publication of Thesis and Dissertation Research.** It is an expectation of the Department of Geography that all thesis and dissertation research be of publishable quality. All graduate students, under the guidance of their advisors and graduate committees, are strongly encouraged to develop a plan to publish their research in peer-reviewed journals, edited books, or other appropriate venues. Elements of that plan may include publishing abstracts and making presentations at scholarly conferences, submitting conference proceedings papers, and structuring the thesis or dissertation so as to facilitate publications.

**M.A. or M.S. Program and Coursework.** The program at the M.A. or M.S. level continues the general training of the bachelor’s degree, but also provides for the development of some concentration in preparation for employment or further study. Upon a student’s admission to the department, the Graduate Studies Committee will appoint an advisor. Early in the first semester (preferably in the first week of classes), the student should meet with this advisor to outline a tentative program of coursework for the degree. Such programs should be solidified by the time of enrollment for the second semester and submitted to the GSC for approval. The student and advisor then continue to discuss and update programs each semester, bearing in mind that any substantive changes must be approved by the GSC. Program sheets are available in the department office and must be filed before the comprehensive oral examination can be scheduled. All candidates must pass a proposal defense (after a substantial portion of the coursework is complete) and then submit and successfully defend a thesis in a final oral defense. The course requirements are as follows:

**M.A. Program Requirements**

**General -**
One course in each of the following areas of study:
- Geographic Information Science
- Human/Regional Geography
- Physical Geography

**Required -**
- GEOG 805 (History of Geographic Thought)
  Two-day (non-credit) field trip before classes begin in the fall semester
- GEOG 980 (Seminar in Geography: Colloquium) for 1 credit hour during each of the first two semesters of residence at KU.

**Recommended -**
Non-credit 8-hour Responsible Scholarship session held before classes start in the spring semester.

**Electives -**
At least three courses in an approved area of concentration. (Courses taken to meet the "general" requirement may not be double counted here.)

**Thesis -**
1-6 hours
Total credit hours: a minimum of thirty

M.S. Program Requirements

Required -

GEOG 805 History of Geographic Thought
GEOG 716 Advanced Geostatistics or an equivalent course in statistics and experimental design
Two-day (non-credit) field trip before classes begin in the fall semester
GEOG 980 (Colloquium) for 1 credit hour during each of the first two semesters in residence at KU

Recommended -

Non-credit 8-hour Responsible Scholarship session held before classes start in the spring semester.

Electives -

One course (500-level or above) in each of the three areas in geography (GIScience, Physical Geography / Atmospheric Sciences, and Regional / Human Geography).

At least three courses (500-level or above) in an approved area of concentration (GIScience or Physical Geography). GIScience or Physical Geography courses taken to meet the one course in each of the three areas in geography electives cannot be double counted here.

For the GIScience concentration, a graduate level (500-level or above) computer programming course must be one of the three electives.

Thesis -

1-6 hours

Total credit hours: a minimum of thirty

The M.A. or M.S. Committee. Ideally, work on the M.A. or M.S. thesis should begin during the second full-time semester so that field, laboratory, or library work can be done the following summer. During the second semester of the M.A. or M.S. program, the student should decide on the general area of thesis research and select a member of the Geography faculty who is competent in that area and is willing to supervise the thesis and serve as the student’s general advisor. The student’s advisor must have at least a partial FTE appointment (i.e., tenured or tenure-track) within the Department of Geography. Should the student desire an advisor outside of the department, a departmental co-advisor is required. In consultation with the faculty advisor, the student should invite two additional members of the graduate faculty to serve on the M.A. or M.S. Committee. At least one of the additional committee members must be a member of the Geography faculty – all committee members must be approved by the GSC. Additional
committee members beyond the minimum of three may be appointed to the M.A. or M.S. Committee if desired and if approved by the GSC. Members of the M.A. or M.S. Committee conduct the proposal defense, read the thesis, and conduct the final thesis defense.

**Proposal Defense.** Each M.A. or M.S. student will undergo a proposal defense with members of his or her M.A. or M.S. committee to demonstrate that he or she is prepared to conduct research that will result in a satisfactory thesis. This examination should take place after a substantial portion of the coursework is complete and after at least one full draft of the proposal has been submitted to the advisor for review. The proposal defense may address all components of the proposal, including the problem statement, the literature review, and, particularly, the methods of research and analysis to be applied.

At the conclusion of the proposal defense, the committee awards an evaluation of either Satisfactory or Needs Revision. In cases where the committee determines that the proposal needs to be revised, the student is provided specific criticisms that need to be addressed. Once the criticisms have been addressed, the proposal is circulated to the advisor and then to the committee members. There is no need for the committee to formally meet again unless the advisor deems it necessary. Once the proposal is determined to be satisfactory by all committee members, the advisor forwards the decision to the Graduate Studies Committee.

**M.A. or M.S. Final Examination.** A final general examination in geography is required of all M.A. or M.S. students. This examination, a defense of the thesis, is normally held during the semester of the student’s final enrollment in course work but cannot occur until the entire thesis has been completed and has received approval from the advisor. The examination should be scheduled for a two-hour time slot, and in no case is it to extend beyond three hours. This final examination is separate from, and should not be confused with, the proposal defense, which is held earlier in the program when the proposal is complete and the student is ready to begin research.

**Other M.A. or M.S. Procedures.**

**Continuous Enrollment.** All master's students who have completed required coursework for their degrees are required to be continuously enrolled until all requirements for the degree are completed. No enrollment is necessary for the summer term unless the degree will be completed at that time. The Graduate School has established a maximum time limit of seven years between initial graduate enrollment and completion of all degree requirements.

**Submission of Thesis.** When the thesis has been completed, a thesis defense is scheduled. The student must submit a list of committee members, the proposed date and time, and the thesis title three weeks prior to the scheduled defense. After a successful defense, both electronic and hardbound copies need to be prepared. Both should include an abstract of no more than 150 words. A hardbound copy (8 ½” x 11”) with original signatures by the advisor and the other two committee members is required for the department. The KU Libraries recommend the following
binders that can bind paper copies of your thesis and additionally offer print-from-electronic file services: 1) Heckman Bindery (http://www.thesisondemand.com/) or 2) Acme Bookbinding (http://www.acmebook.com/bindery/thesis). Bound copies can also be obtained through UMI Dissertation Publishing. The student must turn in a receipt showing that arrangements have been made for such work prior to the deadline for graduation set by the Graduate School. It is also customary for the student to provide a bound copy for the advisor.

The thesis must be submitted to the Graduate School and UMI Dissertation Publishing electronically using Portable Document Format (PDF). Instructions for this process are available at the KU graduate school website. See also UMI’s website at http://dissertations.umi.com/ku/.

In addition to this electronic submittal, a student must submit a paper copy of the title page and an “acceptance page” with original signatures to the College Graduate Studies Office in 102 Strong Hall. Formats for both of these are at the graduate school website. A copy of the title page should also be turned in to the Geography office.

**KU M.A. or M.S. Students Continuing for the Ph.D.** Departmental M.A. or M.S. students desiring to continue at KU for their Ph.D. studies must apply to the Graduate Studies Committee. The application consists of a letter requesting admission accompanied by letters of evaluation from at least two KU faculty members in a position to judge the student's performance at the graduate level; one of these letters must be from the chair of the student's M.A. or M.S. committee. A student is eligible to apply any time after successfully passing his or her M.A. or M.S. examination. No more than nine hours of coursework completed within the M.A. or M.S. program and in excess of the thirty-hour minimal requirement therein will be allowed to count toward Ph.D. requirements.

**JOINT MASTER’S PROGRAM IN GEOGRAPHY AND URBAN PLANNING**

This interdisciplinary program combines in three years the degrees of M.A. in geography and Master of Urban Planning. Details are available in a separate booklet available either online or from either of the two departments. Entering students should submit separate applications to each department. The joint degree entails 61 credit hours of coursework (39 in planning, 22 in geography) including a thesis.

**PH.D. PROGRAM AND PROCEDURES**

**Programs and Coursework.** The doctoral program generally includes sixty hours of work beyond the M.A. or M.S. of which eighteen to thirty hours will be satisfied by the dissertation. No specific credit-hour figure can be set for a doctoral degree because each program is designed on an individual basis. Of greater importance is the student's demonstrated competence in the selected area(s) of specialization. The program is comprised of formal courses, seminars, individual research and reading, and preparation of a dissertation. Although no "outside minor" is formally required of candidates, the department favors study in auxiliary departments.
Programs are planned with the advisor and then approved by the GSC. Such approval must be secured at latest by the second month of the second semester of study. Changes in the approved program can be initiated by the student at any time but must be approved by the advisor and the GSC. Program sheets are available in the department office and must be filed before the comprehensive examination can be scheduled.

**Required Courses.** GEOG 805 (History of Geographic Thought). Two-day (non-credit) field trip before classes begin in the fall semester. GEOG 980 (Seminar in Geography: Colloquium) for 1 credit hour during each of the first two semester of residence at KU. Non-credit 8-hour Responsible Scholarship session held just before classes start in the spring semester.

**Major Areas of Study.** The capabilities and interests of the department fall into four areas of study: geographic information science, physical, human, and regional geography. A student concentrating within one of these divisions will develop a program in consultation with professors in that area. This program usually will include work in other aspects of geography and related disciplines. A student also may develop a second concentration if he or she takes at least nine hours in that specialty and includes a professor from that second area on the committee for the comprehensive examination. This second area of concentration may lie outside of geography.

**MAJOR AREAS OF STUDY FOR THE PH.D.**

I. **Geographic Information Science**
   - Cartography
   - Geographic Information Systems
   - Remote Sensing
   
   Slocum, Pearce
   Dobson, Egbert, Feddema, Li, Slocum
   Braaten, Brunsell, Egbert

II. **Physical Geography**
   - Biogeography
   - Climatology
   - Geomorphology
   - Pedology
   
   Brown, W. Johnson
   Braaten, Brunsell, Feddema, Mechem, Tucker, van der Veen, Rahn
   W. Johnson, Hirmas
   Hirmas

III. **Human Geography**
The level of competence attained in the major study area should be such that the graduate can teach upper-level seminars and conduct research in that area. If a second area of concentration is chosen, it is often complementary to the first. Here the graduate is expected to have knowledge sufficient to teach undergraduate courses at the introductory and intermediate levels, even if teaching is not the ultimate career objective.

In addition to the area(s) of specialization, the candidate is expected to have a broad background in general geography as well as knowledge of those research skills most appropriate to the areas of specialization. This background is primarily gained through coursework requirements in the bachelor’s and master’s degree programs, which are prerequisites for Ph.D. work.

**Research Skills Requirement.** Research skills are important elements of any graduate program and should complement the student’s research topic. Coursework necessary to meet this requirement should commence early in the program. Selection of a particular Research Skills option must be approved by the student’s advisor and student’s committee members. A student’s Research Skills requirement may be met by one of the following:

1. Demonstrate a reading, writing, and speaking capability in a single foreign language sufficient to enable the student to do field work without an interpreter. An examination for competence, including written and oral portions, will be conducted by the appropriate language department having expertise in that language.

2. Demonstrate a satisfactory capability in one research skill from the list below. The actual courses must be approved by the student's advisor and committee members.
   a. Computer Science--complete a computer-programming course in the Department of Electrical Engineering and Computer Science (e.g., C++, Fortran, or Visual Basic) with a grade of B or higher and create a substantial computer program that illustrates a
geographic application of that language. Both the course and computer program must be approved by the Computer Programming Committee of the Department of Geography.

b. Mathematics--complete nine hours of courses at the 500 level or above with a grade of B or better.

c. Statistics--complete nine hours of courses outside the Geography Department at the 500 level or above with a grade of B or higher.

d. An outside discipline relevant to the student's field(s) of specialization within geography, e.g. anthropology, biology, economics, geology, history, psychology--complete nine hours of courses at the 500 level or above with a grade of B or higher. (Atmospheric science courses may be used for this option, but not courses listed or cross-listed as geography.) Students may petition the Graduate Affairs Committee to have nine hours of courses at the 500-level or above in multiple departments fulfill this requirement.

Students whose native language is not English may, in some cases, use their native language to fulfill the Research Skills requirement but only if the language is considered an adequate research tool for their program and is justified by the student’s advisor and committee members. Using a native language to fulfill part of the Research Skills requirement must GSC approval.

**Responsible Scholarship Requirement:** As part of the University requirement that all Ph.D. students receive “training in responsible scholarship relative to the field of study,” the Department of Geography will conduct a non-credit training seminar in responsible scholarship to be held at the beginning of spring semester each year. This requirement must be completed prior to taking the comprehensive exam. The seminar consists of eight (8) contact hours between seminar leaders and Ph.D. students. Seminar leaders will include faculty members in the Geography Department who represent the broad range of research fields in Geography and who have expertise and experience in the topic(s) they cover. Topics to be addressed will include (but are not limited to): human subjects, data management, conflicts of interest, appropriate research conduct, collaborative research, authorship of research articles and grant applications, citation ethics, plagiarism, copyright, peer review, confidentiality and non-disclosure agreements, mentor/student responsibilities, classroom behavior and ethics, and professional liability. The format will consist of readings, policy reviews and resources, short presentations, case studies, and discussion.

**Residency Requirement.** In order to fulfill the university’s residency requirement, a student must be involved full-time in academics for two semesters. One of these semesters can be a summer session. Full-time is defined as any of the following combinations:

1) 9 credit hours per semester; or 6 credit hours per summer session;
2) 8 credit hours per semester with a 30% TA or RA;
3) 7 credit hours per semester with a 40% TA or RA;
4) 6 credit hours per semester with a 50% TA or RA;
5) 5 credit hours per summer session with a 25% TA or RA;
6) 3 credit hours per summer session with a 50% TA or RA.

**Comprehensive Examination.** The comprehensive examination is scheduled when the student and the advisor believe that competence in the specialty or specialties has been achieved. Normally the process occurs after the student has completed nearly all of his/her coursework, although Graduate School regulations stipulate that the testing can take place as soon as five months after enrollment in the Ph.D. program. Admittance to the examination is by approval of the GSC. In petitioning for admittance, the student must submit the following materials at least three weeks prior to the scheduled examination (forms are available for 1 and 2 in the departmental office).

1. a program sheet listing courses taken, grades received, etc.

2. demonstration that the Research Skills and Responsible Scholarship requirements have been satisfied (see description above).

3. demonstration that the Residency Requirement has been satisfied (see description above).

4. a written dissertation proposal approved by the advisor (see guidelines on previous pages of this document).

5. a list of examination committee members. The Graduate School requires that the committee consist of at least five members of the graduate faculty. This consists of the student’s advisor and four additional members. The student’s advisor must have at least a partial FTE appointment (i.e., tenured or tenure-track) within the Department of Geography. Should the student desire an advisor outside of the department, a departmental co-advisor is required. At least one member must be from a KU department outside of geography and at least three members must represent the department. Members are chosen by the student in consultation with the advisor on the basis of expertise in the areas of specialization. They must also be approved by the GSC and recommended by the department to the Graduate School.

6. The date and time proposed for the oral portion of the examination.

The comprehensive examination normally focuses on the student's areas of specialization, including proposed dissertation research. It consists of two parts: written questions submitted by the committee members and then an oral examination. At least four members of the committee must submit written questions. The procedure is for each examiner to give his/her questions to the chair of the student's committee at least one week before the written examinations begin. The committee chair has the responsibility of screening these questions for overlap and clarity, and then administering them, one set per day. The questions may be open-book or closed at the discretion of the individual submitting the questions, and the student normally will have up to eight hours to complete each set of questions. At the conclusion of the written portion of the
examination, the committee chair will poll the committee. A majority of the members must approve their individual written portions of the examination in order for the second (oral) portion to take place. In the oral section, students often are asked to elaborate and comment on their written answers. The focus is on the proposal, however, with probes into its scope, justification, and methodology being common. Significant revisions to the research subject and approach sometimes emerge from this process. Three grades are possible for the overall examination: "honors," "satisfactory," and "unsatisfactory." In the unsatisfactory case, the student may be allowed to repeat the process upon recommendation of the committee. Such repetition can be undertaken no sooner than ninety days after the last testing. The comprehensive examination may be taken no more than three times. Approval of the Graduate School must be secured for the scheduling of this procedure and the request must be submitted three weeks prior to the proposed date for the examination.

**Ph.D. Comprehensive Exam Procedures.** In order to give committee members sufficient time to read and discuss responses to the written comprehensive examination questions, at least seven (7) calendar days must elapse between the date of the last written exam question and the meeting for the oral examination. The gap between the last written exam question and the oral exam may be up to 30 calendar days. Any exceptions to these policies must be unanimously agreed upon by all examination committee members and the chair of the Graduate Studies Committee.

**The Doctoral Dissertation.** Serious work on the dissertation should begin no later than the third full-time semester of study for the Ph.D. and well before the scheduling of the comprehensive examination. When selecting a topic, the student first should make sure that an advisor exists who is able and willing to supervise on that subject. Then, usually in close consultation with this advisor, a proposal is developed to articulate the research idea for the rest of the examination committee. The advisor also serves as chair of this committee.

The dissertation committee, consisting of the advisor and at least four others, is designated immediately following the passing of the comprehensive examination and is usually comprised of members of the examination committee. This committee must include at least one member from a KU department outside of geography and must have at least two members from Geography. Committee members must be approved by the GSC and recommended to the Graduate School.

After successful completion of the comprehensive examination, the student is officially admitted to candidacy for the Ph.D. degree (prior to this stage, the student is a Ph.D. aspirant). By passing to the candidacy stage, the examination committee records its view that this person has a satisfactory dissertation proposal as well as the capability to complete the proposed task of research and writing. Although formal coursework is finished at this point, continued scholarly and professional development obligates the candidate to continue attendance at special-interest seminars and colloquia while still in residence.

After passing the comprehensive oral examination, every student must be continuously enrolled, including summer sessions, from the time of candidacy until the dissertation is deposited at the
Graduate School office. The Graduate School further stipulates that a minimum enrollment of six hours is required each semester (plus three in summer) until a total of eighteen is achieved. Thereafter the enrollment may be dropped to one hour per semester, assuming that the dissertation is deposited in the Graduate School office within six months after the defense. Students who exceed this six-month limit must enroll in three hours per semester until the dissertation is so deposited.

When the dissertation committee has tentatively approved the dissertation, approval is sought from the Graduate Studies Committee to schedule the final oral defense. At least five months must elapse between the successful completion of the comprehensive examination and the date of this oral defense. The final oral defense committee has the same composition requirements as does the dissertation committee. Approval of the Graduate School must be secured for the scheduling of this exam and the request must be submitted to the GSC three weeks prior to the proposed date for the examination. Submission procedures for the dissertation are described elsewhere in this booklet.

When the final oral defense has been passed and the dissertation completed, both electronic and hardbound copies need to be prepared. Both should include an abstract of no more than 150 words. A hardbound copy (8 ½” x 11”) with original signatures by the advisor and the other committee members is required for the department. The KU Libraries recommend the following binders that can bind paper copies of your thesis and additionally offer print-from-electronic file services: 1) Heckman Bindery (http://www.thesisondemand.com/) or 2) Acme Bookbinding (http://www.acmebook.com/bindery/thesis). Bound copies can also be obtained through UMI Dissertation Publishing. The student must turn in a receipt showing that arrangements have been made for such work prior to the deadline for graduation set by the Graduate School. It is also customary for the student to provide a bound copy for the advisor.

The dissertation must be submitted to the Graduate School and UMI Dissertation Publishing electronically using Portable Document Format (PDF). Instructions for this process are available at the KU graduate school website. See also UMI’s website at http://dissertations.umi.com/ku/.

In addition to this electronic submittal, a student must submit a paper copy of the title page and an “acceptance page” with original signatures to the College Graduate Studies Office in 102 Strong Hall. Formats for both of these are at the graduate school website. A copy of the title page should also be turned in to the Geography office.

The Graduate School has established a maximum time limit of eight years between initial enrollment in the doctoral program and completion of all degree requirements. For people earning both M.A. and Ph.D. degrees from KU, the combined time limit is ten years.

**GENERAL INFORMATION**

**Use of Departmental Resources.** Only graduate students who hold teaching assistantships have access to photocopy and secretarial support. All graduate students have access to computers in
the various laboratories so long as they follow posted guidelines. The department endeavors to provide desk space for every graduate student but people holding teaching assistantships and research assistantships have priority. All graduate students are provided with e-mail addresses.

**Departmental Grievance Procedures.** The Geography Department's grievance procedures are on file in the departmental office and are available upon request.

**Student Rights and Responsibilities.**

All graduate students are responsible for informing themselves of requirements of the Graduate School as stated in the most recent issue of the Graduate School Catalog, both the general requirements and those specific to geography. Members of the faculty and the staff of the graduate school are ready to answer questions and offer counsel.

The university’s *Code of Student Rights and Responsibilities* describes protected rights and expectations for conduct. Included are rights to free speech, expression, assembly, pursuit of educational goals, privacy, and due process. It also outlines how student and campus organizations may operate, and describes nonacademic misconduct such as threats and violence against disrupting classes and events. The complete text of the *Code of Student Rights and Responsibilities* is available on-line at [www.vpss.ku.edu/rights.shtml](http://www.vpss.ku.edu/rights.shtml) or at the offices of the Vice Provost for Student Success and the Dean of Students.

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