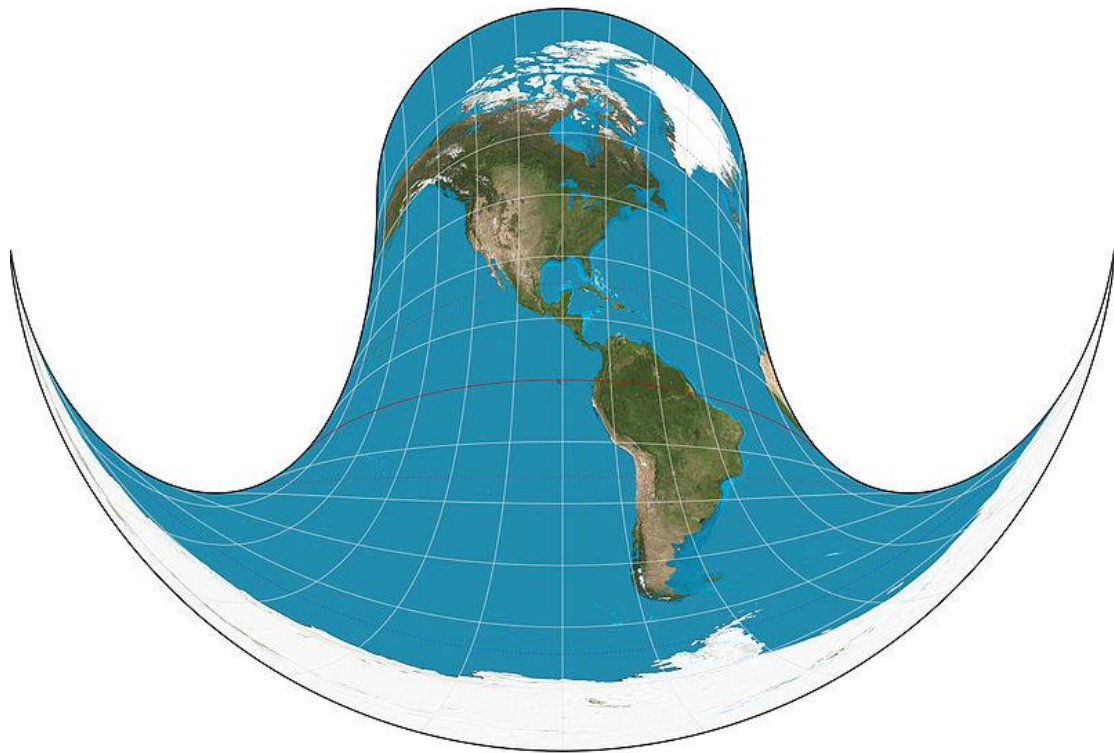


Graduate Programs in Geography

General Requirements and Information 2017-2018



DEPARTMENT OF GEOGRAPHY
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Student Responsibilities

This document outlines the policies, practices, and requirements of the Geography Graduate Program. It is the responsibility of the student to be aware of these requirements, so a careful reading of this document and frequent reference to it are necessary. If some point is unclear, the student should consult with the chair of his/her research committee and/or the Coordinator of Graduate Studies.

Information regarding Graduate College policies is believed to be accurate at the time of printing (August of each year); however, sometimes new policies are announced during the academic year that cannot be included in this handbook until the next year. All policies and rules of the Graduate College supersede information contained in this handbook in the event of a discrepancy, and students should consult the Graduate College website regularly to remain apprised of such policies: <http://gradcollege.okstate.edu>

Students generally underestimate the time involved in satisfying Graduate College requirements, obtaining signatures, conducting research, and writing, editing, and revising their theses and dissertations — **PLAN AHEAD!!!** This document provides general schedules, calendars, and advice on how to progress through the graduate degrees in Geography in a timely manner.

GENERAL INFORMATION AND REQUIREMENTS

Program and Admission

Oklahoma State University is a comprehensive land-grant university that advances knowledge, enriches lives, and stimulates economic development through instruction, research, outreach, and creative activities. Primarily located in Stillwater, Oklahoma, the University offers a wide range of undergraduate, graduate, and professional degrees serving the state and the wider Southwest region. Situated in the College of Arts & Sciences, the Department of Geography offers B.A./B.S., M.S., and Ph.D. degrees addressing a wide range of topics relevant to society today as well as a strong tradition of scholarship relating to the historical development of cultures, places, and peoples. Students graduating from the program are well-equipped to take up a wide variety of careers in private industry, government agency, or education, including training the next generation of university professors.

Mission Statement

The M.S. and Ph.D. programs in Geography specialize in three broad areas including cultural/historical geography, resource management, and transportation/urban geography. These degree programs are designed for students to master the theoretical knowledge and skills necessary to design, implement, and present, through oral and written form, original geographic research. Therefore, graduate students study geographic research methods and analysis, the history and philosophies of Geography, and current geographic research.

Graduates may seek professional employment in, for example, locational analysis, regional planning, resource management, remote sensing, geographic information systems (GIS), computer cartography, historic preservation, and culturally-focused agencies and organizations. Students completing the master's degree are well-prepared to continue in doctoral programs, which place a greater emphasis on theoretical facets of Geography. Doctoral graduates often seek research and teaching positions at the university level; therefore, the doctoral program emphasizes analytical theory as well as higher-level research design and a broader, more substantive geographic knowledge base.

Graduate students in the program are expected to accomplish the following learning outcomes:

- develop the ability to communicate geographic information effectively orally and in writing at the appropriate master's or doctoral level;
- develop apposite knowledge in geographic literature and research at the appropriate level;
- develop skills in tools for geographic data collection and methods of analysis at the appropriate level;
- be able to develop geographic creative components, theses, or dissertations that marshal evidence, analyze data, and synthesize meaningful conclusions;
- be able to identify and discuss significant geographic trends within their (three) chosen specialty areas of Geography (Ph.D. students); and
- become familiar with work in cognate fields.

More generally, students are also expected to:

- become engaged in the life of the department by attending colloquia and other departmental functions;
- become good university citizens by observing all policies relating to the responsible conduct of research, including academic integrity, and various other graduate and professional student organizations; and
- become practitioners in the discipline of Geography, including attending professional meetings, joining and engaging in professional organizations, and preparing research results for publication.

Application Procedures

Admission to the graduate programs in Geography is granted to college graduates with superior academic records whose interests align with those of faculty in the department. An undergraduate Geography major is not required and students with degrees in social, physical, and behavioral sciences or from the humanities are encouraged to apply. However, incoming graduate students who do not have a bachelor's degree in Geography must demonstrate through remedial coursework or other preparation that they have acquired basic competencies in human geography, physical geography, statistics, and cartography.

Prospective students (or references) must submit all the following materials through the OSU CollegeNET application system (<https://www.applyweb.com/oksugrad/>):

1. Graduate application for admission and application fee (\$50 domestic/\$75 international);
2. Official transcripts from each higher education institution attended;
3. Recent results (within the last ten years) of the Graduate Record Examination (GRE). The Department of Geography has no minimum required score for admission but uses scores to rank/assess applicants;
4. International students must submit current TOEFL scores (see below for more information);
5. Current résumé or curriculum vitae (CV);
6. Email addresses for three individuals who will upload letters of reference (at least two letters should be from university professors and at least one must be from the student's most recent institution/program attended);
7. A letter of application describing the student's academic background and vocational interests as they relate to faculty research specialties. Ph.D. applicants are encouraged to provide an overview of their thesis;
8. Writing sample (used to gauge students' current writing skills and hence prospects of success):
 - a. M.S. applicants should submit a recent term paper or paper completed as part of a capstone course (provided the student was the sole author).
 - b. Ph.D. applicants should submit a recent paper from a graduate course or seminar, or their thesis.
 - c. If applicants do not have such samples on hand, applicants can write an essay in response to prompts available on the departmental webpage.

Note: Applicants to the Ph.D. program must have earned a master's degree before matriculating.

Admission decisions are typically made within two weeks of the department receiving all application materials and an application referral from the Graduate College. The following application deadlines are enforced for each term:

- Fall Semester — all materials received to ensure Graduate College referral by July 1
- Spring Semester — all materials received/referral by November 1
- Summer Session — all materials received/referral by April 1

Students wishing to be considered for an assistantship should submit all materials to the Graduate College and the Department by **February 1** to receive full consideration for academic-year (August-May) support. Initial decisions on awarding assistantships are made in **February** but can occur at other times when positions become available.

Students receiving ANY SORT of assistantship or other form of financial aid at Oklahoma State University are required to complete the Free Application for Federal Student Aid (FAFSA) form (see link to OSU Financial Aid Office in Appendix). This can be done in advance of enrollment but must be completed by the time of first enrollment and **must be updated each year**.

Assistantships and Other Financial Support

All award decisions (assistantships, scholarships, tuition waivers) made by the Department of Geography are determined on the basis of scholastic promise and achievement rather than financial need. Assistantships typically come in one of two forms: graduate research assistantships (GRAs) on grants/contracts or graduate teaching assistantships (GTAs). GTAs either work under direct supervision of faculty members (such as teaching labs or serving as course graders/proctors) or as full responsibility instructors of record for lower-division introductory undergraduate courses (doctoral students only).

A graduate teaching or research assistantship carries with it a monthly stipend, an automatic waiver of out-of-state tuition, and a cumulative tuition waiver up to the total minimum for the respective degrees — 30 hours for the M.S. and 60 hours for the Ph.D. Minimum enrollment for all students on a 0.5 FTE appointment is 6 hours per semester, but students are encouraged to enroll in more than the minimum to ensure timely completion of the degree (typically 15 hours per year).

Doctoral students who have completed the requirements for admission to doctoral candidacy (successfully completed comprehensive exams and defended a dissertation proposal) and have had their “Admission to Doctoral Candidacy” form accepted by the Graduate College may enroll for a minimum of two credit hours and be considered full-time. This post-candidacy reduced enrollment option includes GTAs, GRAs and international students. Continuous enrollment post-candidacy is required of all students. Enrollment of a minimum of at least two credits per semester is required for every semester of a student's candidacy (summer session excluded) until graduation. It is the responsibility of each student to ensure that they meet this enrollment requirement.

Oklahoma State University is a member of the Council of Graduate Schools, and abides by the Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants. This resolution holds that students are under no obligation to respond to offers of financial support before April 15th, and any student wishing to withdraw acceptance of such an offer after that date must receive a written release from the offering institution in order to accept an alternative offer from another institution. This resolution may be viewed at <http://www.cgsnet.org>.

International Student Requirements

The Department of Geography welcomes applications from foreign students. OSU has a large and diverse international graduate student population and has special requirements for admission of international graduate students. To comply with U.S. Immigration laws, international students should submit applications several months prior to the desired enrollment date. In order to apply for graduate programs at OSU, an international student must provide:

1. Recent (less than two years old) TOEFL scores of at least 79 on the internet-based test (iBT), 550 on the paper-based test (PBT), or an IELTS overall band score of at least 6.5. For students with teaching duties, OSU requires a TOEFL score of at least 102 (iBT) with at least 26 on the speaking subsection. Students should refer to Graduate College information for International Admissions at: <http://gradcollege.okstate.edu/content/application-process-0>
2. Provide evidence of financial support to meet U.S. Immigration requirements. If a student has been offered an assistantship by the Department of Geography, the student will be sent a letter from OSU stating the value of the assistantship with an indication of how much additional financial support, if any, is required before an I-20 form can be issued. The office of International Students and Scholars (ISS) and the Graduate College (see Appendix for websites) supervise these requirements, and all inquiries should be directed to those offices rather than the department.

Please note that the Geography Department has established a minimum score of 86 on the TOEFL iBT for admission consideration. All international applicants must submit TOEFL scores to the department, even if they have a degree from a U.S. institution and are thus not required to do so by the Graduate College. In this situation the scores can be older than two years.

Policies and Requirements

The Plan of Study

All graduate students in the program must have a Plan of Study (POS) on file with the Graduate College. The lists courses taken towards the degree, membership of the student's research committee, and whether the student's research will require Institutional Review Board (IRB) approval (see page 9). The POS is a formal contract between you, your research committee, and the Graduate College concerning course work necessary to complete a graduate degree. The POS must be filed with the Graduate College **PRIOR** to the completion of the second semester (excluding summer) for the master's students and **PRIOR** to the completion of the third semester for doctoral students. The POS approval process is entirely electronic, including signatures.

Requirements for the M.S. POS:

1. Minimum of 30 hours (thesis option) or 36 hours (creative component option) beyond bachelor's degree
2. Minimum of 21 hours of course work at 5000 level or above
3. Minimum of 16 hours in Geography, and 6 thesis hours (GEOG 5000) if on thesis option
4. All courses must have been taken for graduate credit. If using undergraduate courses, they must be offered for graduate credit (have the asterisk (*) in the catalog).
5. No more than 9 hours of transfer credit (must provide official transcript)
6. No more than 9 hours of course work taken as special student
7. No course work that was used to complete requirements for another degree
8. No course work that was used to satisfy program prerequisites (see page 10 for these courses)

Requirements for the Ph.D. POS:

1. Minimum of 60 credit hours beyond the master's degree (including 15-24 hours of dissertation (6000) credits)
2. At least 30 hours must be taken at OSU, and no more than 9 hours of transfer credit from a non-doctoral granting institution
3. At least 75% of coursework must be at the 5000-level or above.
4. All courses must have been taken for graduate credit. If using undergraduate courses, they must be offered for graduate credit (have the asterisk (*) in the catalog).
5. No more than 9 hours of course work taken as special student
6. No course work that was used to complete requirements for another degree
7. No course work that was used to satisfy any program prerequisites (see page 10 for these courses)
8. Outside committee member must be an OSU Graduate Faculty member but cannot be from Department of Geography

Role of the Research Committee and the Committee Chair (Advisor)

In addition to coursework requirements, all graduate students must execute a research project (creative component, thesis, or dissertation) to complete their degree requirements. All research topics must be developed in consultation with Geography faculty, and research topic selection will, to a certain extent, guide the process of forming a research committee. **As early as possible students should formulate ideas about research topics and begin identifying faculty members to serve as their committee chair (advisor).** Unlike some departments, in the Department of Geography students choose their advisors and committee members, subject to departmental approval via the POS. In consultation with their advisors, students then identify other faculty members to serve on their research committee. Ph.D. students are required to select at least one member of the research committee from outside the Department of Geography. However, at least two committee members, and a majority of any graduate research committee, must be full-time OSU Geography faculty. All committee members must be members of the OSU Graduate Faculty. Students must convene a **Plan of Study pre-signing meeting**, at which the committee discusses: courses to be included on the

POS, the student's research focus, final document format (creative component or thesis for M.S., traditional monograph or three article dissertation for Ph.D.), the student's timeline, and other relevant information. The student should provide a draft (printer-friendly) copy of the POS and a summary of his/her research plans to the committee members prior to this meeting. Once the committee approves of the plan, the POS form is electronically circulated for approval by all committee members. Any change in the POS must receive prior approval by all members of the student's research committee. **Students should consult closely with their committee on all phases of their research project or program.**

It is the student's responsibility to keep all members of her/his committee informed about their research progress (including copies of manuscript drafts for review). A minimum of two weeks must be allowed for committee members to review research materials in advance of posted defenses. Earlier drafts of such work will usually be passed between the student and his/her research committee chair (*i.e.*, advisor) multiple times before the document is approved for dissemination to the rest of the committee. Students should not assume that the first or even second draft of a proposal, thesis, or dissertation will be in an appropriate form to be delivered to the remainder of the committee members **and so should anticipate several repetitions of the edit/review process with their advisors before the defense draft is approved for distribution to the rest of the committee.** Revisions at this stage may require **more than two weeks' turnaround time** depending on the quantity and quality of the submitted materials as well as the committee chair's schedule and other commitments (including conference travel, field work, end-of-semester grading, etc.). Students should work closely with their advisors to coordinate this process and to reach a mutually-agreeable schedule by which the student submits drafts and the advisor returns them for revision. Graduation delays and other conflicts arise when students assume that advisors will always be able to provide comments and revisions on drafts within a two-week window, though this is the timeline faculty strive for when their schedules permit.

In the event that an advisory committee member finds the draft indefensible in its current state, he/she should inform the student and the committee chair at least 48 hours in advance of the scheduled defense time to discuss the necessary remediation and a new timeline for a defense.

It is anticipated that students may sometimes need to make a change in their research committee membership. In such situations, students should first consult with their advisor, then the member(s) being replaced and their replacement(s). If all parties are agreeable, the student then obtains a Committee Change Request form from the Graduate College (see link in Appendix) and circulates it for the appropriate signatures. This form must be submitted to the Coordinator of Graduate Studies, who will review it prior to forwarding it to the Department Head for final departmental approval. The form must ultimately be approved at the Graduate College before the change takes effect.

Progress toward Degree

At the end of each fall and spring term, the progress of all students toward their degrees and their work duties (if employed by the department) is evaluated by the faculty. To remain in the program, students must make satisfactory progress toward degree completion. A grade point average of B (3.0) is required to remain in good standing with the Graduate College. To retain an assistantship, students must perform satisfactorily in all assigned duties. Students must be enrolled in at least 2 credit hours for any semester (including Summer Session, with advisor's approval) in which demands are made on faculty time. **Students should be advised that many faculty members will be unavailable during the summer, and likewise students should not assume faculty members are available for defenses or consultation between terms (December break, May, and August).** Any student who hopes to finish a program between terms should discuss scheduling options with her/his committee and understand how this scheduling affects the official semester of graduation as well as Graduate College enrollment requirements.

Minimum Grade Requirements

Failure to earn an A or B in a core course (see page 10) upon first enrollment will result in the student being placed on written departmental probation. A student must earn an A or B on the second enrollment in that core course. Failure to earn an A or B in the second enrollment will result in the student's dismissal from the program. No more than three grades of C or lower in course work is permitted, whether courses are or are not on the student's Plan of Study. After the third grade of C or lower in any course, the student will be placed on written department probation. Failure to earn an A or B in any remaining course work will result in the student's dismissal from the program. Students experiencing extenuating circumstances that result in not meeting the above expectations may petition the department to remain in the program by providing documentation of their situations and a plan of improvement for completing the degree.

Departmental Policies Regarding Defenses

The following rules apply to all oral defense meetings (proposals, creative components, theses, and dissertations):

- **Timing** (proposals): An oral defense of the research proposal and its relevance to the field of Geography must be held no later than pre-finals week of the semester **prior** to the one in which a student plans to graduate (except creative components, proposals for which may be defended within the first three weeks of the graduation term). **During the summer the proposal defense must be held no later than July 31st** to count as a summer defense (and therefore to be eligible to graduate the following fall).
- **Announcement**: All defenses must be publicly posted (on departmental bulletin boards) **at least two weeks** before the date of the defense (see example announcement in the Appendix). The details, including a short (<250 word) abstract, must also be emailed to the Graduate Coordinator for electronic dissemination at this time.
- **Review**: Advisor-approved final defense drafts (see comments earlier) must be delivered to all members of the student's committee **at least two weeks** in advance of the scheduled oral exam date.
- **Format**: Students should determine whether their committee members prefer hard copies of defense documents or electronic copies (*e.g.*, e-mail attachments, CD-ROM) and deliver accordingly.
- **Location**: Students must schedule a room for the defense with the main office in the department. Students and their advisors must be physically present for the defense; teleconferencing methods are not permitted. In extenuating circumstances, no more than one committee member may participate remotely (*e.g.*, phone, Skype).
- **Audience**: The defense is only open to faculty and students of Oklahoma State University, and the committee chair has full discretion to remove anyone from the defense who is disruptive of the proceedings.

Deadlines

There are several important Graduate College deadlines for students in their final (graduation) term. These are:

- Attend thesis/dissertation submission workshop or watch workshop video – Friday of 9th week;
- File 1) revised plan of study (if needed), and 2) Graduation Clearance Form to Graduate College – Friday of 10th week;
- File diploma application with Registrar's Office – 11th week;
- Ph.D. students only – Admission to Doctoral Candidacy form due in Graduate College to be eligible for graduation in following term – Friday of 12th week in fall (for spring graduation), Friday of 3rd week in spring (for summer graduation), or Friday of the 2nd week in summer session 2 (for fall graduation);
- Results of Thesis/Dissertation Defense forms due in Graduate College (thesis plan/Ph.D. only) – Friday of 15th week;
- Online submission of dissertation or thesis and signed committee approval page – Friday of 16th week.

The specific dates and relevant procedures to which they relate are posted on the [Graduate College website](#) and in the University Catalog. Students should also contact the department for further departmental requirements.

Presentation Requirement

The ability to present research results is critical to many positions held by our graduates. Each student is required to formally present near-final results of his/her thesis, creative component, or dissertation research at a professional meeting or similar venue after his/her research proposal has been successfully defended. The student must consult with his/her advisor as to an appropriate outlet and the advisor must affirm that the student has completed enough research to give an effective presentation. Students must file copies of their meeting programs or presentation flyers with the departmental office to confirm their presentation. The following is a list of acceptable venues for giving poster or paper presentations; others exist and may be used if approved by the student's advisor and the Graduate Committee:

- Association of American Geographers (AAG) annual meeting (Spring)
- Southwestern Division AAG (SWAAG) annual meeting (Fall)
- Oklahoma Academy of Science Fall Technical meeting (Fall)
- Department of Geography Colloquium (end of each semester)
- Seminar/Colloquium series in another department on campus
- OSU Graduate College Research Symposium (part of Research Week in February each year)
- OU (Geography) Graduate Colloquium (**Note:** one of the student's committee members must attend)

Policy on Human Subject Research/IRB

Federal regulations require review and approval by the Institutional Review Board (IRB) of all research studies that involve human subjects, including research questionnaires. Students who intend to employ such data collection techniques or who conduct other research involving human subjects must consult with the IRB concerning the proper procedure for receiving IRB approval or certification of exemption from review (see link in Appendix). IRB approval must be obtained **BEFORE** data collection begins — there are no exceptions to this rule. Dissertations, theses, and creative components involving human subjects will not be accepted by the Graduate College if IRB approval is not obtained **BEFORE** the research is conducted. It is the student's responsibility to consult with the IRB office in order to obtain approval. The Department of Geography recommends that students have IRB approval for any surveys or questionnaires in hand at the time of the research proposal defense.

OSU policy requires all graduate students to complete, on a one-time-only basis, an online module about responsible conduct of research (RCR). A link to the module is available on the Graduate College website. **All graduate students should complete the module during their first semester**, but those supported by a contract or grant, or taking thesis (5000) or dissertation (6000) hours, **MUST** have completed the module. When finished, print the completion certificate and take it to the Department of Geography office for filing by the Graduate Secretary. A link to the RCR website is available on the Graduate College's website.

Foreign Language Proficiency for International Students

Students for whom English is not their native language and who submit a PBT (paper-based test) version of the TOEFL, or who take the IELTS, must take the Test of English Language Proficiency (TELP) upon arrival at OSU. Occasionally the department may also require a student whose language skills appear to be borderline to take the TELP. Students must comply with the provisions associated with that test. The TELP is administered on the Stillwater and Tulsa campuses before each regular semester through the office of University Assessment and Testing (UAT). Some assistantship positions that do not involve teaching, primarily research assistantships, do not require TOEFL scores above OSU minimums. However, such students should not expect to remain on non-teaching assistantships throughout their studies in the department. Therefore, such students on an assistantship but not cleared to teach are required to take the OSU International Teaching Assistant (ITA) test at least once per year until they attain clearance to teach. Registration and information about the test can be obtained from itaexam@okstate.edu and the test is administered several times per year. The fall test usually occurs the week before classes start for the fall semester.

Coursework Information

Prerequisites and Remediation

All graduate students are expected to demonstrate minimal proficiency (earned an A or B in relevant coursework) in the following four areas: (1) Cartography or GIS, (2) Statistics, (3) Advanced physical geography, and (4) Advanced human geography. Courses satisfying prerequisites 3 and 4 must have been taken at the junior/senior level. Students who are admitted to the graduate program with deficiencies in one or more of the prerequisites categories above may demonstrate minimal proficiency by one of the following two methods:

- A. Completing an equivalent course at another institution. Equivalence will be affirmed by the Coordinator of Graduate Studies during initial student advisement and copies of course syllabi and the student's graded work may be requested. Students entering the graduate program with a previously-earned Geography degree are assumed to have satisfied prerequisites 3 and 4.
- B. Taking one of the following courses for the appropriate deficiency:
 1. Fundamentals of GIS or Cartography: GEOG 4203 or 4323
 2. Statistics: GEOG 3333 or STAT 5013 or equivalent
 3. Advanced physical geography: GEOG 3023, 3033, 4023, 4053, 4063, 4073, 4083
 4. Advanced human geography: GEOG 31*3/41*3 (topical), 32*3/42*3 (special), 37*3 (regional)

Note: Remediation courses may be taken concurrently with courses counting toward the POS. However, remediation deficiencies CANNOT be applied toward any POS. Also, all courses listed on the POS must have grades no lower than a B. Finally, undergraduate courses not offered for graduate credit cannot receive a tuition waiver.

Core Courses

The following core courses (10 hours) are required of all Geography graduate students. Students must complete the core courses by the end of their second semester in the program and should adhere to the following schedule:

First Fall Semester

5001 Professional Development in Geography
5413 History and Philosophy of Geography

First Spring Semester

5303 Geographical Analysis I
5403 Current Geographic Research

Ph.D. students must also take GEOG 6313 (Mixed Methods in Field Research) for 13 total core hours.

Note: Required courses can only be satisfied with an A or B, and must appear on the POS.

Courses more than 10 years old may not be included on the POS per Graduate College regulations. Furthermore, any core courses more than 10 years old must be re-taken by the student and be included on the POS (this situation typically occurs when students take a break from the program and subsequently are re-admitted to OSU to resume their studies).

Course Waivers

In a few instances students can demonstrate that they possess the competencies of a required course. Such students should submit a completed "Core Course Waiver Request" form (available from the department) to the Graduate Committee along with supporting documentation (syllabi, graded course work, etc.) for consideration.

Courses without Regular Meetings

Some courses, variously listed as research problems, readings, internships, or other independent study formats, typically do not have regular meeting times/days and instead are classified as “Independent Study (IS)” courses. IS courses are often an important part of a student’s preparation, especially for doctoral students to prepare for their comprehensive examinations but also when students desire advanced study in topics that are not covered in regularly-offered courses. Study abroad (SA) courses similarly do not meet on a regular semester schedule and have wide variation in content. Hence, these courses are acceptable for graduate degree credit with the following limitations:

M.S. students may include no more than 6 hours (total) of IS and SA coursework on their POS. Exceptions are made for regular courses that use the research problems (5510) course number as a temporary placeholder prior to the creation of a permanent course number.

Ph.D. students may include no more than 12 hours of IS courses on their POS, with the following provisions:

- There is a maximum of 6 credit hours in research topics (6910) and 6 credit hours in readings (6930).
- There is a maximum of 6 credit hours of these types of courses from any one professor.

Also, **Ph.D. students** may also include no more than 6 hours of study abroad (GEOG 5700) courses.

While a syllabus for independent study courses is not mandatory under university policy, it is highly recommended to faculty and students alike that a syllabus-like document (*e.g.*, a semester plan, contract, or agreement) be enacted and signed by both parties outlining the expectations for the quantity of time/work produced, the deliverable format, and the overall expectations for the grade to be assigned. Furthermore, while thesis (GEOG 5000) and dissertation (GEOG 6000) research hours are a different kind of course without regular meetings than those described above, it is still good practice to enact some type of written agreement each semester as to what effort/output will result in a grade of either SR (satisfactory research) or UR (unsatisfactory research). The Graduate College has templates at <http://gradcollege.okstate.edu/faculty-and-staff-resources>.

Students should be aware that UR grades in these courses can trigger disciplinary action by the Graduate College and department, including a requirement that students develop an improvement plan approved by the department before further enrollment is permitted (no further enrollment without clearance).

Students should meet with their advisors frequently as a matter of course, but students must gain their advisor’s approval before enrolling in GEOG 5000/6000 and maintain routine contact throughout the semester. Too often students enroll in these courses without informing their advisors, without communicating with them all semester, and without any work (or evidence or progress) being submitted, and are then surprised when they receive UR grades. While UR grades are GPA neutral, they nonetheless indicate unsatisfactory progress that semester and can be grounds for academic probation or suspension by the Graduate College.

Other Courses

Some 3000- and 4000-level courses are approved for graduate credit; these courses are listed in the OSU catalog with an asterisk (*). A minimum of 21 hours of courses at the 5000 level (or above) courses is required for completion of M.S. degree with either the 30-hour thesis option or the 36-hour non-thesis option. As noted earlier, at least 75% of coursework must be at the 5000-level or above on Ph.D. Plans of Study.

GRADUATE DEGREES IN GEOGRAPHY

The M.S. Degree in Geography

The Department of Geography offers a program of study leading to the Master of Science (M.S.) degree. Course work is oriented toward problem-solving skills and techniques. Considerable leeway is granted with respect to the selection of course offerings. Plans of Study can be developed to accommodate numerous specialties in one of the department's three broad areas of emphasis: (1) cultural/historical geography, (2) natural resource management, and (3) transportation/urban geography.

Course Requirements

- **Required Geography Core: 10 hours**

5001	Professional Development in Geography	5303	Geographical Analysis I
5413	History and Philosophy of Geography	5403	Current Geographic Research

- **Other Required Courses: 6 hours**

Each M.S. student must take **one** 3-credit GEOG graduate course/seminar from each of the following groups:

- Group I – Cultural, Historical, and other Human Geography:
 - 5140 Cultural and Historical Geography Seminar
 - 5150 Geography of Sport, Recreation and Leisure Seminar
 - 5443 Sustainable Tourism and Geography
 - 6110 Seminar in Cultural and Political Ecology
 - 6120 Seminar in Urban Geography
 - 6130 Seminar in Political Geography
 - 6180 Seminar in Transportation Geography
 - 6210 Seminar in Historical Geography
- Group II – Natural Resources and Physical Geography:
 - 5023 Geography of Arid Lands
 - 5063 Geoarchaeology and Environmental History
 - 5073 Climate Change: Past, Present, and Future
 - 5083 Geography of Grass-Dominated Ecosystems
 - 5113 Landscape Ecology
 - 5123 International Resource Management
 - 5163 Resource Management and National Parks
 - 5233 Human Dimensions of Global Environmental Change
 - 6013 Seminar in Quaternary Paleocology
 - 6110 Seminar in Cultural and Political Ecology

Note: GEOG 6110 cannot satisfy both Group I and II requirements simultaneously.

- **Thesis Hours (thesis option only): 6 hours**
- **Elective Coursework: 8 hours (thesis option) or 20 hours (non-thesis option):** See Elective Coursework section on page 22.

The Thesis Option (Plan I)

The Thesis Option requires 30 hours of graduate credit. The thesis is a traditional, formal research report that is written as a single, cohesive document. It consists of a series of chapters that lay out the research problem or synthesis theme, review the relevant literature, detail the data or evidence and the mode of analysis employed, and identify conclusions. It includes a list of works cited/references as well as prefaces, acknowledgements, and appendices as appropriate. Students selecting this option must submit their theses to the Graduate College in accordance with Graduate College regulations and deadlines.

Thesis Requirements:

1. **Proposal.** A written proposal for the thesis (and committee approval thereof) is required. An oral defense of the proposal and its relevance to the field of Geography will be held as early as the student's second semester but no later than pre-finals week of the term prior to the term in which a student graduates. **These examinations are open to OSU students and faculty members and must be publicly announced/posted two weeks prior to the examination date.** See the sample announcement in the Appendix.

Components of a Thesis Proposal:

- Introduction - What is the background and context of the study?
 - Objectives, and hypothesis/hypotheses or research questions
 - Literature review
 - Methodology to be employed
 - Research plan and calendar
 - Preliminary reference list
 - IRB forms approving research if using human subjects as well as completion of the online RCR module found on the Graduate College website.
2. **Thesis.** The OSU Graduate College maintains Thesis and Dissertation Guidelines (see link in Appendix) that contain format specifications for theses and dissertations. Students should follow the style used by the *Annals of the Association of American Geographers* or *The Professional Geographer* for grammar, punctuation, illustrations, and other matters. Students must be aware of and adhere to all copyright laws and should consult *Copyright Law and the Doctoral Dissertation* by Kenneth Crews (UMI, 1991) for issues concerning the use of a photograph, illustration, or other published work. An approved draft of the thesis must be submitted for review by the Graduate College well in advance of the end of the semester in which the student expects to graduate (see "Graduate College Academic Calendar" in the University Catalog or on the Graduate College's website for semester-specific dates). It is departmental policy that students submit final draft copies of their theses to members of their committee at least two full weeks prior to the oral defense.
 3. **Final Oral Examination.** The final oral examination will be conducted on the draft copy of the thesis so that changes suggested by the student's Research Committee may be incorporated into the final version. The examination is conducted by members of the student's committee, and while it is open to OSU students and faculty, only members of the committee may vote on the success or failure of the exam. The examination may include any question concerning Geography or the student's area of emphasis. Those who fail the oral examination must make a plan with the committee for remedial work and rescheduling the exam. Students may not defend a thesis in the same semester in which they defended the proposal. **It is the student's responsibility to obtain all forms required to complete the graduation process.**

NOTICE OF FINAL ORAL EXAMINATION FOR THE THESIS MUST BE PUBLICLY POSTED TWO WEEKS PRIOR TO THE SCHEDULED DATE.

The Non-Thesis/Creative Component Option (Plan III)

The Non-Thesis Option requires 36 hours of graduate credit. This option should be pursued by students whose specific research topic lends itself to the generation of a different kind of final product including, but not limited to: a report, a piece of software, or an interactive map. All graduate students pursuing the non-thesis option will be expected to craft a project that demonstrates original thought and applies geographic concepts and methods in an intellectually rigorous fashion that is commensurate with the expectations of anyone holding a professional degree.

Creative Component Requirements:

1. **Proposal.** A written proposal for the creative component (and committee approval thereof) is required. An oral defense of the proposal and its relevance to the field of Geography will be held as early as the student's second semester but no later than the third week of the term in which a student intends to graduate. **These examinations are open to OSU faculty and students and must be publicly announced/posted two weeks prior to the examination date.** See the sample announcement in the Appendix.

Components of a Creative Component Proposal:

- Introduction - What is the background and context of the study?
 - Objectives, and hypothesis/hypotheses or research questions
 - Literature review as needed
 - Methodology to be employed
 - Research plan and calendar
 - Preliminary reference list
 - Specification of final product deliverable (*e.g.*, written report, computer program)
 - IRB forms approving research if using human subjects as well as completion of the online IRB module found on the Graduate College website.
2. **Creative Component.** The creative component may involve the use of geographic tools to produce a product in an innovative manner (*e.g.*, unique portrayal of data in cartographic form, spatial analysis of a data set, or poster presentation of research). Students choosing the non-thesis option must deposit a copy of their creative component materials with the department. Each student will work with his/her research committee to determine what materials will be placed on file.
 3. **Writing Sample.** If the creative component does not take the form of a formal, written report, the student shall submit to his/her committee a research paper that was written for a graduate course or seminar. This paper will be evaluated by the committee as a sample of the student's writing ability.
 4. **Final Oral Examination.** The oral examination will be conducted upon completion of the project. The examination is conducted by members of the student's committee, and while it is open to OSU students and faculty, only members of the committee may vote on the success or failure of the exam. The examination may include any question concerning Geography or the student's area of emphasis. Those who fail the oral examination must make a plan with the committee for remedial work and rescheduling the exam. **It is the student's responsibility to obtain all forms required to complete the graduation process.**

**NOTICE OF FINAL ORAL EXAMINATION FOR THE CREATIVE COMPONENT
MUST BE PUBLICLY POSTED TWO WEEKS PRIOR TO THE SCHEDULED DATE.**

Summary of Steps toward Completing the Master's Degree:

The following plan should help students complete their degrees in the expected two years (four semesters):

1. **First Advisement.** Prior to first enrollment, students meet with the Coordinator of Graduate Studies to discuss their educational/vocational objectives and to complete initial advisement and enrollment forms. Students admitted on strict academic probation must earn at least a "B" in each course in the first 9 hours of enrollment (including at least 3 hours of 5000-level Geography) to remain in the program.
2. **First Enrollment.** After meeting with the Coordinator of Graduate Studies, students acquire enrollment and other authorizations through the department. Students new to OSU must create an OKEY account (see link in Appendix) and obtain their OSU I.D. cards (113 Math Sciences Building).
3. **Ongoing Enrollment.** All master's students must take GEOG 5001, 5303, 5403, and 5413 during their first year of enrollment, unless meeting program prerequisites necessitates a modification to this schedule (such students should consult with the Coordinator). To maintain full-time student status, the Graduate College requires students with half-time (0.5 FTE) assistantships to enroll in at least 6 credit hours per semester. However, students may need to exceed 6 credit hours per semester or take summer courses/hours in order to make adequate progress toward the degree, typically 15 credit hours per year.
4. **Responsible Conduct of Research (RCR) Training.** Students are encouraged to complete the online RCR module (available through the Graduate College's website) as soon as is feasible, preferably before or at the beginning of their first semester at OSU. Students working as research assistants (GRAs) must have completed RCR training before commencing duties. All students must complete the training before commencing with thesis or creative component research.
5. **Selection of Topic/Research Committee.** In consultation with his/her advisor, the student forms a research committee with a minimum of three Graduate Faculty members (two must be active members of the Department of Geography). This committee will make recommendations regarding the student's POS and will supervise and review her/his research product (thesis or creative component). As part of this process students should:
 - a. choose general area of interest/emphasis;
 - b. choose their committee chair/advisor;
 - c. choose a specific topic/research problem to pursue; and
 - d. choose the thesis or creative component option.
6. **Plan of Study pre-signing meeting and submission to Graduate College.** The student must convene a meeting of his/her committee to review the POS form, which must be submitted to the Graduate College prior to completion of the student's second semester in order to enroll for subsequent semesters. The POS also indicates if research involving human subjects will be involved. If so, students must file appropriate paperwork with the Institutional Review Board (IRB) to confirm that proper research protocols for any surveys, questionnaires, or other research involving human subjects are followed (see earlier section in this document for more information).
7. **General Oral Examination/Proposal Defense.** Students should begin work on thesis or creative component proposals as soon as they have a research committee/chair selected. Students must orally defend their proposals no later than the semester prior to the semester in which they graduate (thesis option; typically the student's third semester) or by the third week of their graduation semester (creative component option; typically the student's fourth semester). If creative component students successfully defend their proposals by the third week of their final semester, they are permitted to defend their final projects during the last three weeks of that same semester (but prior to Finals Week). However, no students may defend both the proposal and the final project in the summer term, and no thesis students may defend both the thesis proposal and final thesis in the same fall or spring semester. A proposal defense completion form (see Appendix) must be signed and submitted to the department (Coordinator of Graduate Studies) after the defense — this form does not go to the Graduate College.

8. **Thesis/Creative Component Research.** Upon successful defense of the research proposal, students proceed with their research under the direct supervision of the research chair/advisor with guidance and input from committee members as appropriate/necessary. Thesis students must complete 6 credit hours of GEOG 5000 (with grades of 'SR') during this process. Students may wind up taking more than 6 hours of GEOG 5000 during their careers, but only 6 hours may be listed on or applied to the POS.
9. **Presentation.** Students must consult with their committees to plan a formal presentation of research results at an acceptable professional venue (see *Presentation Requirement* earlier in this document). Students may not complete their presentation requirement before the successful defense of the proposal, as the research must be complete or nearly so to satisfy this requirement, but this presentation must precede the Final Oral Examination (Step 12 below).
10. **Application for Degree.** At time of enrollment for the term in which the student expects to graduate, students must ensure that the POS is up-to-date, a Graduation Clearance has been filed with the Graduate College, and a "Diploma Application" has been made online to the Registrar through the Student Information System (SIS).
11. **Draft of thesis submitted to Graduate College by due date.** The student must submit a draft of the thesis to the Graduate College for format review (not required for Creative Components). A format review workshop (or online video) offered by the Graduate College fulfills this requirement.
12. **Final Oral Examination.** Students must successfully complete a defense of the thesis or creative component. Announcement of this defense must be made at least two weeks before the scheduled defense via departmental postings, and committee members must be given at least two weeks to review the draft:
 - a. Thesis students must bring the "Thesis/Dissertation Oral Defense Results" form to the thesis defense (download from Graduate College website).
 - b. Creative component students must bring the "Creative Component Final Defense Results" form to the creative component defense (see Appendix).
 - c. The committee chair will deliver the "Thesis/Dissertation Oral Defense Results" form to the Graduate College immediately following conclusion of the examination. **The advisor (not the student) returns the completed form to Graduate College after the exam is finished.** The creative component completion form is filed with the department only (Coordinator of Graduate Studies).
13. **Submission of Final Copies.** Students usually have revisions to complete on their research projects, especially theses, after the Final Oral Examination. Students must be aware that such revisions, even in the event of a successful defense, may be extensive and time-consuming. Scheduling defenses on or near the Graduate College deadline may not leave sufficient time to complete final revisions before the Graduate College deadline for submitting the final thesis draft.
 - a. **Theses:** Committee members do not sign the final title page until all required changes to the thesis have been made and approved. Students file the final thesis online with the Graduate College and a submit paper copy of the signature page to the Graduate College.
 - b. **Creative Components:** Copies of the final product for the creative component must be filed with the departmental office for archiving and/or display. Students who do not provide a copy of their creative components will not be cleared for graduation by the Coordinator of Graduate Studies.
14. **Miscellaneous:**
 - a. Degree candidates must ensure that all I and R grades for courses included in the POS are changed to letter grades, if applicable. Contact the appropriate instructors/advisors.
 - b. Complete departmental check-out (turn in keys, employment separation forms, etc.).

The Ph.D. Degree in Geography

OSU's Ph.D. program is an innovative and vibrant program that provides an integrated systems approach to the study of human and environmental resources. The Department of Geography has long-standing emphases in cultural/historical geography, natural resource management, and transportation/urban/economic geography, and doctoral students will select one of these three areas of specialization. Considerable flexibility exists within these tracks, allowing the student to choose from a broad spectrum of coursework in both Geography and related disciplines. Students must have earned a master's degree to gain admission to the Ph.D. program; a minimum of 60 credit hours beyond the master's degree and a successfully defended dissertation are required to receive the doctoral degree.

Course Requirements

- **Required Geography Core: 13 hours**

5001	Professional Development in Geography	5303	Geographical Analysis I
5413	History and Philosophy of Geography	5403	Current Geographic Research
	6313*		Mixed Methods in Field Research

* This course must be completed by the end of the student's fourth semester in the program. Core courses are not repeated if satisfactorily completed (grade of A or B) by the student while in the master's program.

- **Elective Coursework In Geography: 15-27 hours.** Students are expected to focus in **one** of the following areas:

- Cultural/Historical Geography
- Natural Resource Management
- Transportation/Urban/Economic Geography

- **Elective Coursework Outside Geography: 9-15 hours**

Coursework should complement the student's research track and align with the chosen specialty above.

- **Dissertation Hours: 15-24 hours**

Note: No more than 6 hours of GEOG 6000 may be taken before admission to candidacy (departmental rule)

Composition of Ph.D. Committees

The doctoral committee must be composed of at least four members and must feature an "outside" member from a department or program other than Geography. All committee members must be members of the OSU Graduate Faculty. Committees may include faculty from institutions other than OSU and these members may participate in the normal advisement and discussions regarding the student's doctoral work, including the final defense of the dissertation. However, such a member must be approved as an Affiliate member of the OSU Graduate Faculty, does not have voting privileges regarding the passing or failing of the dissertation defense, and may not serve as the outside member or chair of the student's doctoral committee. Regardless of the composition of the committee, a **majority** of voting members must be from the Department of Geography at OSU (*e.g.*, 3 out of 4 or 5, 4 out of 6).

Admission to Doctoral Candidacy

- I. To be admitted to candidacy (colloquially known as ABD), doctoral students must:
 - A. have an approved Plan of Study on file in Graduate College.
 - B. pass written and oral comprehensive examinations in three subjects within Geography and/or a related discipline that are appropriate to the student's research (See Comprehensive Exams document on the Geography website for more information). It is recommended that these areas align with the subfields designated by the AAG Specialty Groups.
 - The written component can take on many formats depending on the preference of each committee member, and each committee member can potentially have a different format than the others. The two most common examples include a cloistered, 6-hour writing session (with or without a notes sheet, or with or without Internet access) and a take-home exam (no more than one week). While each faculty member can set the terms of his or her exam, the student's committee will provide oversight and must agree that each exam format/timeframe is reasonable.
 - The oral component will take place on a subsequent day agreeable to the student and the committee with sufficient time between the written and oral components so faculty have adequate time to evaluate answers to the written components. The questions asked in the oral examination will be questions resulting from the student's written answers as well as the student's research specialty. **The oral exam is not open to the public.**
 - OSU Graduate College policy states that in the case of failure of either the oral or written portion of the examination, the student will be notified in writing of the conditions under which another examination can be taken. A second examination may not be given earlier than four months after a failure. If the results of a second examination are unsatisfactory, the student will be dismissed from the doctoral program. A departmental completion form (see Appendix) must be submitted to the Graduate Coordinator after the oral defense.
 - C. successfully defend a dissertation proposal and submit the "Admission to Doctoral Candidacy" form to the Graduate College. The proposal defense can occur no earlier than one month after the oral portion of the comprehensive exam. See information regarding thesis proposals for a guide to the components and requirements of a dissertation proposal. The actual format of the proposal will likely depend on the dissertation format chosen (see *Dissertation Types* later in this document). Students are required to complete the comprehensive examination before the dissertation proposal defense unless the student's research committee and the department's Graduate Committee all approve reversing the order. In such circumstances, the "Admission to Doctoral Candidacy" form must not be submitted to the Graduate College until the student has passed both the dissertation proposal defense and the oral qualifying examination.

**NOTICE OF THE DISSERTATION PROPOSAL DEFENSE MUST BE
POSTED TWO WEEKS IN ADVANCE OF THE SCHEDULED DATE.**

2. **After being admitted to candidacy**, students must wait a minimum of 6 months before being eligible to undertake their final dissertation defense for graduation. Furthermore, no more than 6 hours of GEOG 6000 taken before admission to candidacy may be used towards the Plan of Study.
3. Complete one of the following five **Research Tool** options:
 - **Option #1:** The student must demonstrate proficiency in the reading, speaking, and writing of one language other than English. In other words, the student will be reasonably fluent in one language other than her/his native language. This can be demonstrated by completing two years of coursework in a foreign language (20 OSU credit hours or equivalent with grades of B or above). In the case of an international student with a first language other than English, a minimum score of 86 on the iBT TOEFL, 8.5 on the IELTS, or 250 (unconditional pass) on the ITA test demonstrates English language proficiency (as a second language) for this option.

- **Option #2:** The student must demonstrate reading proficiency in two languages other than English. In other words, the student will have a modest knowledge of two languages other than her/his native language. This can be demonstrated by completing coursework in each of two languages (In each language, 10 OSU undergraduate credit hours or equivalent with grades of B or above).
- **Option #3:** The student must demonstrate proficiency in quantitative methods by successfully completing Geography 6303 (Geographical Analysis II) and an additional 9 hours of graduate-level coursework in quantitative techniques (12 hours total; all grades must be A or B). A list of courses approved for this option is given below. Prerequisites taken for these courses do not count towards the 12 hours. Other graduate courses may be used to satisfy this requirement if first approved by the student's advisor and the department's Graduate Committee. Students who complete GEOG 6303 as part of their M.S. programs must still complete 12 hours for this option as a Ph.D. student; simply choose 12 hours from the list below.

Approved Courses for Ph.D. Option 3: Quantitative Methods

CIVE 5263	Terrain Analysis
CIVE 5343	Urban Transportation Planning
CS 5273	Advanced Software Engineering
CS 5413	Data Structures and Algorithm Analysis II
CS 5423	Principles of Database Systems
CS 5433	Distributed Database Systems
ECON 5903	Regional Economic Analysis and Policy
ECON 5913	Urban Economics
MSIS 5543	Advanced File and Data Management for Business
MSIS 5623	Information and Network Technology Management
MSIS 5643	Advanced Database Development
MSIS 5653	Advanced Systems Development
NREM 5133	Advanced Topics in Forest Biometrics
NREM 5193	Spatial and Non-Spatial Database Management
POLS 5013	Quantitative Methods of Political Analysis
REMS 6003	Analysis of Variance
REMS 6013	Multiple Regression Analysis in Behavioral Studies
SOC 5213	Techniques of Population Analysis
SOC 5243	Social Research Design
SOC 5263	Quantitative Analysis of Social Research
STAT 5013	Statistics for Experimenters I
STAT 5023	Statistics for Experimenters II
STAT 5033	Nonparametric Methods
STAT 5043	Sample Survey Designs
STAT 5053	Time Series Analysis
STAT 5063	Multivariate Methods
STAT 5073	Categorical Data Analysis
STAT 5513	Multivariate Analysis

- **Option #4:** The student must demonstrate proficiency in qualitative methods by successfully completing Geography 5423 (Geographic Renderings in Qualitative Methods) and an additional 9 hours of graduate-level coursework in qualitative techniques (12 hours total; all grades must be A or B). A list of courses approved for this option is given below. Prerequisites taken for these courses do not count towards the 12 hours. Other graduate courses may be used to satisfy this requirement if first approved by the student's advisor and the department's Graduate Committee. Students who complete GEOG 5423 as part of their M.S. programs must still complete 12 hours for this option as a Ph.D. student; simply choose 12 hours from the list below.

Approved Courses for Ph.D. Option 4: Qualitative Methods

HIST 5023	Historical Methods
POLS 6013	Qualitative Methods for Fire and Emergency Managers
SCFD 5913	Introduction to Qualitative Inquiry
SCFD 6123	Qualitative Research I
SCFD 6190	Qualitative Research: Selected Methods
SCFD 6193	Qualitative Research II
SOC 5273	Qualitative Research Methods
SOC 5283	Advanced Qualitative Sociological Research

- **Option #5:** The student must demonstrate proficiency in a mixture of skills by successfully completing 12 hours of graduate-level coursework in multi-skills (all grades must be A or B). A list of courses approved for this option is given below. Prerequisites taken for these courses do not count towards the 12 hours. Students must take at least one course each from Group A and Group B.

Approved Courses for Ph.D. Option 5: Multi-Skills

Group A – Geo-techniques:

GEOG 5263	Geospatial Applications of UAS
GEOG 5333	Remote Sensing
GEOG 5343	Advanced GIS: Resource Management Applications
GEOG 5353	Advanced GIS: Socio-Economic Applications
GEOG 5383	Introduction to GIS Programming (after Fall 2016)
GEOG 5393	Remote Sensing of Water Resources
GEOG 6303	Geographical Analysis II
GEOG 6333	Advanced Remote Sensing

Group B – Qualitative skills:

GEOG 5203	Writing across the Discipline: Geographic Theses and Dissertations
GEOG 5423	Geographic Renderings in Qualitative Analysis
HIST 5023	Historical Methods
POLS 6013	Qualitative Methods for Fire and Emergency Managers
SCFD 5913	Introduction to Qualitative Inquiry
SCFD 6123	Qualitative Research I
SCFD 6190	Qualitative Research: Selective Methods
SCFD 6193	Qualitative Research II
SOC 5273	Qualitative Research Methods
SOC 5283	Advanced Qualitative Sociological Research

Dissertation Types

Students choose to write and defend either the traditional Monograph Dissertation or the Three Article Dissertation (TAD). Some research topics may lend themselves more naturally to one format or the other, but in all cases Ph.D. students are strongly encouraged to discuss the merits and drawbacks of each format with their advisors and committee members early in their programs. Though the format chosen can be subsequently changed if necessary, students may lose a significant amount of work/time if they do so.

I. Monograph Dissertation

- A. The Monograph Dissertation constitutes the classical dissertation in which the topic of the dissertation is written as a single, cohesive document. It consists of a series of chapters that lay out the research problem or synthesis theme, review the relevant literature, detail the data or evidence and the mode of analysis employed, and identify conclusions. It includes a list of works cited/references as well as prefaces, acknowledgements, and appendices as appropriate.
- B. The dissertation is completed when approved by dissertation committee.

2. Three Article Dissertation (TAD)

- A. The TAD constitutes a *dissertation volume* composed of: (i) an introductory chapter addressing the general problem, in which the three articles are encapsulated, (ii) at least three publishable dissertation articles (PDA) related to a coherent research problem, and (iii) a summary/conclusion that sets the overall contribution of the research in context.
 - i. The introductory chapter establishes: (i) the broader problem or topic of study and how the three PDAs fit within it, and (ii) provides the relevant literature review and discussion of methods employed in the dissertation research but not found in any of the three articles.
 - ii. The PDAs constitute original research, review, or conceptual-philosophical contributions to geographical or geographical-related scholarship. The PDAs should be preceded by a brief preamble outlining authorship, article titles, and target journal(s) for the individual PDAs. The abstract for each PDA should also be included.
 - iii. The concluding chapter reviews the findings of the PDAs and specifies the contributions that each article and the three-article set make to science/knowledge more broadly, the specific dissertation problem/topic, and the discipline awarding the dissertation degree.
 - iv. It is recommended that, in situations where articles are submitted well in advance of the final dissertation defense, the student and committee members all sign and date a document that denotes committee approval of that manuscript as submission-ready and acceptable for inclusion in the final dissertation.
- B. The entire dissertation is initially and primarily written by the doctoral candidate regardless of the subsequent revisions and authorship of the articles submitted for publication.
- C. The introductory and concluding chapters must follow the style of *Annals of the AAG* and contain individual lists of works cited. The “article” chapters must follow the style of the journal to which it is being submitted, and the entire dissertation must be consistent with the dissertation submission rules of Oklahoma State University.
- D. Each chapter of the dissertation must contain the requisite tables, graphics, and reference lists, regardless of redundancy that may appear owing to the 3 article format.
- E. The dissertation may have prefaces/acknowledgements, appendixes, and other complementary sections as needed.
- F. The dissertation is completed when approved by the dissertation committee. It is understood that this approval asserts that the three articles are of sufficient quality that they are ready for submission to the identified journals.
- G. Rules regarding PDA development within the Three Article Dissertation
 - i. Each PDA is a complete and publishable research contribution unto itself following the content and length of a “research article” as defined by major journals. Journal selection requires written approval of the dissertation committee.

- ii. None of the three articles can be published in any other dissertation. The articles may have been published or in press previous to completion of the dissertation if they are a product of the research proposal defended and approved by the committee. The committee and the Coordinator of Graduate Studies must approve any exception to this rule.
- iii. Each article must be submitted for consideration of publication (either previous or subsequent to the completion of the dissertation) to a major journal (see 2Gi) consistent with the research discipline, subfield, or interdisciplinary area of the dissertation author. It is the advisor's responsibility to ensure that the submissions are made.
- iv. Authorship of the articles in their submitted form must include the dissertation author as: (i) the sole author of at least one article, and (ii) the lead author of any multiple authored submissions. The required preamble to the PDAs will include all of this information (see 2Aii).
- v. Any changes in content or authorship of the proposed PDAs must be approved by the committee prior to completion of the dissertation.

Elective Coursework

As noted earlier under both the M.S. and Ph.D. program requirements, students will need to take additional hours beyond the core courses and research hours to complete their degrees. The following list represents a comprehensive guide to courses that students may consider in the selection of additional courses both inside and outside Geography. Though every effort has been made to keep this list up-to-date, it is possible some courses listed below are not offered on a regular basis or have been deleted from the course catalog. Additionally, other courses outside Geography may exist that the Graduate Committee is unaware of but which would be appropriate to one of the three categories. Students finding such courses should contact the Coordinator of Graduate Studies with information relating to such courses and their possible inclusion in this listing.

In Geography:

Applicable to all three Specialty Areas:

GEOG 4303	Applications of GPS in Field Research
GEOG 4323	Computer Cartography (if not used as prerequisite; see <u>Coursework</u>)
GEOG 5203	Writing across the Discipline: Geographic Theses and Dissertations
GEOG 5383	Introduction to GIS Programming (after Fall 2016)
GEOG 5450	Seminar in Geography*
GEOG 5510	Research Problems in Geography*
GEOG 5700	Geography Study Abroad
GEOG 5940	Graduate Cooperative Education Internship
GEOG 6333	Advanced Remote Sensing
GEOG 6910	Topics in Geography*
GEOG 6930	Readings in Geography*

* Special uses of these numbers for new/experimental courses with set meeting times/content may fall under one of the following three categories depending on focus/topic. Otherwise, such courses constitute *Courses without Regular Meetings* (see earlier section in this document) and students must ensure they do not exceed stated credit limits.

Cultural/Historical Geography:

- GEOG 4113 Cultural and Political Ecology
- GEOG 4143 Geography of Travel and Tourism
- GEOG 5140 Cultural and Historical Geography Seminar
- GEOG 5423 Geographic Renderings in Qualitative Methods
- GEOG 6110 Seminar in Cultural and Political Ecology
- GEOG 6130 Seminar in Political Geography
- GEOG 6210 Seminar in Historical Geography

Natural Resource Management:

- GEOG 4113 Cultural and Political Ecology
- GEOG 4153 Geography of Outdoor Recreation
- GEOG 5023 Geography of Arid Lands
- GEOG 5063 Geoarchaeology and Environmental History
- GEOG 5073 Climate Change: Past, Present, and Future
- GEOG 5083 Geography of Grass-Dominated Ecosystems
- GEOG 5113 Landscape Ecology
- GEOG 5123 International Resource Management
- GEOG 5163 Resource Management in National Parks
- GEOG 5233 Human Dimensions of Global Environmental Change
- GEOG 5323 GIS: Resource Management Applications
- GEOG 5333 Remote Sensing
- GEOG 5343 Advanced GIS: Resource Management Applications
- GEOG 5393 Remote Sensing of Water Resources
- GEOG 5443 Sustainable Tourism and Geography
- GEOG 6013 Seminar in Quaternary Paleoecology
- GEOG 6110 Seminar in Cultural and Political Ecology

Transportation/Urban Geography

- GEOG 4123 Geographic Aspects of Urban Planning
- GEOG 4353 Geographic Information Systems: Socioeconomic Applications
- GEOG 4373 Spatial Analysis of Public Health
- GEOG 5113 Landscape Ecology
- GEOG 5183 Topics in Transportation Geography
- GEOG 5353 Advanced GIS: Socioeconomic Applications
- GEOG 6120 Seminar in Urban Geography
- GEOG 6180 Seminar in Transportation Geography

Outside Geography:

Applicable to all three Specialty Areas:

- STAT 5043 Sample Survey Designs
- STAT 5063 Multivariate Methods
- STAT 5303 Experimental Design

Cultural/Historical Geography:

- HIST 5023 Historical Methods
- HIST 5063 Historic Preservation
- HIST 6023 Historiography
- INTL 5213 Seminar International Political Economy
- INTL 5223 Culture, History and World Systems
- INTL 5233 Global Competitive Environment

Natural Resource Management:

- AGEC 5713 Rural Regional Analysis
- AGEC 5733 International Agricultural Policy and Development
- BAE 4213 Precision Agriculture
- BOT 4123 Ethnobotany
- CIVE 5263 Terrain Analysis
- ENVR 5210 Seminar in Environmental Science
- GEOL 3073 Geomorphology
- GEOL 5503 Advanced Environmental Geology
- HORT 4713 Public Garden Management
- LEIS 5443 Social Foundations of Leisure Services
- NREM 4053 Natural Resource Recreation
- NREM 4063 Ecotourism and Wilderness Management
- NREM 4343 Natural Resource Administration and Policy
- NREM 5133 Advanced Topics in Forest Biometrics
- NREM 5193 Spatial and Non-Spatial Database Management
- ZOOL 5503 Spatial Ecology and Analysis
- ZOOL 5643 Ecological Niche Modeling and Species' Distributions

Transportation/Urban Geography

- CIVE 5263 Terrain Analysis
- CIVE 5343 Urban Transportation Planning
- IEM 5763 Supply Chain Strategy
- SOC 5493 Seminar in Environmental Justice

Graduate College Graduation Checklist

- ✓ **(Ph.D. students only)** File the “Admission to Doctoral Candidacy” form by the appropriate deadline in the semester prior to the semester graduation is expected — currently these dates are the Friday of the 12th week of the fall semester for spring graduation, the Friday of the 3rd week of the spring semester for summer graduation, and the 2nd Friday of Summer Session 2 for fall graduation.
- ✓ Enroll for last semester classes (See Catalog for enrollment deadlines).
- ✓ Turn in Final Revision of Plan of Study (if needed) and Graduation Clearance form (Graduate College, 202 Whitehurst).*
- ✓ File Diploma Application online in SIS through the Registrar’s Office.*
- ✓ Attend or view video of thesis/dissertation submission workshop.*
- ✓ Turn in “Thesis/Dissertation Defense Results” form immediately after the defense (Graduate College, 202 Whitehurst).*
- ✓ Complete online submission of thesis or dissertation.*
- ✓ Complete Coursework. Ask instructors to submit “Change of Final Grade” form for any courses with “I” or “R” that are listed on the Plan of Study.

* See <http://gradcollege.okstate.edu/graduate-college-academic-calendar> for deadline dates.

Note: Graduate students must have their advisor’s approval to participate in the Graduate College hooding convocation.

These requirements represent the general requirements of all graduating students in the Graduate College. Students should also contact their departments for further departmental requirements, if applicable. In addition, students should be sure that any outstanding bursar balances are paid to avoid delays in issuing diplomas upon graduation.

The Graduate College Thesis/Dissertation Guidelines should be consulted routinely at <http://gradcollege.okstate.edu/tdg>; this page also has document templates to download while preparing the thesis or dissertation. Other thesis or dissertation questions can be answered by contacting the Graduate College (405-744-6368) in 202 Whitehurst. Also refer to the appropriate *Graduation Checklist* on the Graduate College’s website.

ADDITIONAL PROGRAM INFORMATION, SERVICES, AND MISCELLANY

Expectations of Graduate Students

Graduate students play a key role in shaping the image of our department both on and off-campus. Please represent the department in a professional manner at all times.

Assistantship Retention

To maintain an assistantship and/or tuition waiver, a student must demonstrate satisfactory progress towards completion of the degree. This means avoidance of academic probation and other conditions that indicated poor academic performance, such as dropping courses to avoid receiving low grades, or failure to successfully defend a thesis or creative component proposal after the second semester in residence. Assistantship retention is also dependent upon the satisfactory performance of assistantship duties.

All M.S. students must have a committee-approved proposal prior to enrollment for the fourth semester. Failure to do so can result in loss of assistantship. Ph.D. students must have a committee-approved for admission to candidacy. Exceptions must be specifically authorized by the student's research committee.

Departmental Obligations during Finals Week

Scheduling conflicts during finals week sometimes make it impossible for GTAs to proctor for the courses they would ordinarily. As a result, all students holding assistantships (both GTAs and GRAs) will be expected to help with proctoring duties during finals week. During the last week of classes the Graduate Secretary will prepare sign-up sheets for courses needing proctors.

All GTAs and GRAs are expected to be available through the end of finals week. In the event that a question about a student's grade arises, GTAs who maintain student grades may need to be available after finals week. It is the responsibility of all GTAs and GRAs to make appropriate arrangements with their faculty supervisors to ensure that they have satisfactorily completed their work assignments **BEFORE** they leave for a semester break.

Academic Integrity Policy

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its students, staff, and faculty. Participating in a behavior that violates academic integrity (*e.g.*, unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in sanctions. Violations may subject you to disciplinary action including: receiving a failing grade on an assignment, examination or course; receiving a notation of a violation of academic integrity on your transcript; losing your funding/assistantship; and/or being dismissed from the graduate program and/or the University. All students are expected to be familiar with the University's Academic Integrity policy and to abide by it. For more information, visit the Academic Integrity website (see link in Appendix).

Assessment of Student Performance

Besides coursework and pass/fail decisions at defenses, students are routinely assessed by faculty for Outcomes Assessment. At all defenses, some form of assessment is undertaken, usually of writing and oral presentation skills. Additionally, students are assessed in the core courses (5303, 5403, 5413, and 6313) by those instructors separately from the grades they assign. Students are encouraged to review the department's Graduate Assessment Plan (see the web page, under "Documents") and in particular the rubrics that are used in various situations. Each student's performance at defenses becomes part of the student's overall record in the department and is used as part of the performance review undertaken each semester.

Departmental Equipment and Services

Departmental Equipment Usage

The department houses many forms of equipment and media for use in research and/or teaching. This equipment and media is kept in the departmental office. Students and staff are allowed to check out the equipment for one week intervals. If the equipment is not returned to the departmental office on the due date, a fee of \$5 per day will be incurred (this fee will be charged to the holder's Bursar account) until the equipment is returned.

Departmental Services

Occasionally, opportunities may arise for the incorporation of thesis or research paper work into funded research projects. Students should inquire about such opportunities. It is only under these circumstances that students may receive departmental assistance with the preparation of their research documents.

Policy on Hardware and Software

The Department of Geography provides some hardware and software for student use. Students are to use their own media to store programs and data. **NO DATA OR PROGRAMS ARE TO BE STORED ON HARD DRIVES WITHOUT APPROVAL OF THE DEPARTMENTAL COMPUTER COORDINATOR.** The Department assumes no responsibility for the software or data storage it provides to students. Guidelines for computer, local area network (LAN), and printer/plotter use and priorities for their use are available from the LAN Manager.

Computer Lab Rules

- No food or drink.
- No children.
- Do not prop doors open for any reason.
- No music.
- Please be conscious of others and keep noise levels/conversations down.
- After hours use limited only to Geography personnel and students.

All rules are expected to be followed. Any violations could result in loss of lab privileges.

Student Check-Out/Key Return

Upon completion of the program but before graduation, students are responsible for returning all departmental keys, ensuring secure storage of any course grades for which they were responsible, leaving contact/forwarding addresses, and other miscellaneous items.

Other Opportunities

Internships

A student may elect to obtain work experience during the course of study leading to the graduate degree. With the consent of the student's committee the student may be able to earn internship credit (GEOG 5940) while working towards her/his degree. The amount of credit allowable under this program will depend on the student's committee, with a maximum of three credits allowed for any student. The Internship Coordinator will be responsible for (1) supervising the student's internship, and (2) assigning the grade.

GIS Certificate

The Department awards an official certificate in Geographic Information Systems (GIS). This is not a degree in itself but is intended to enhance the professional development of the student and increase prospects for employment. The student will choose from a variety of courses in programming, database management, spatial analysis techniques, and GIS. The GIS Certificate requires a minimum of 21 credit hours which can also be used on the student's Plan of Study if the hours are 4000 level or above and are approved for graduate credit. The Certificate is explained in a brochure available from the Department of Geography and on the department's website. Application to the program may be made through the department's GIS Certificate Coordinator.

Graduate Assistant/Associate Health Insurance

Oklahoma State University offers health insurance for qualified graduate GTAs and GRAs. You are eligible for Graduate Assistant/Associate health insurance coverage if you are a graduate student who is:

- ✓ Graduate Teaching Assistant or Associate (GTA) or Graduate Research Assistant or Associate (GRA), **and**
- ✓ Working .25 FTE or more throughout the semester and meeting all other eligibility criteria to hold the assistantship, **and**
- ✓ Taking six or more graduate credit hours, (spring and fall; 3 hours in summer), or have declared the current term to be the terminal semester and have filed a diploma application.

It is the student's responsibility to verify that their health coverage is active and to make certain that all insurance forms have been submitted before any deadlines. Visit the University Health Services website at the address given in the Appendix.

Appendix

Useful websites:

OSU/General:

OKEY: <http://okey.okstate.edu>

Financial Aid: <http://www.okstate.edu/finaid/>

Academic Integrity: <http://academicintegrity.okstate.edu>

Student Information System (SIS): <http://prodosu.okstate.edu>

Graduate Assistant/Associate Health Insurance: <http://www.okstate.edu/UHS>

Office of International Students & Scholars (ISS): <http://iss.okstate.edu/>

Institutional Review Board: <http://compliance.vpr.okstate.edu/IRB/irb-index.aspx>

Graduate College:

General: <http://gradcollege.okstate.edu>

Miscellaneous forms: <http://www.gradcollege.okstate.edu/forms>

Thesis/dissertation guidelines: <http://gradcollege.okstate.edu/tdg>

Plan of Study information: <http://www.gradcollege.okstate.edu/planofstudy>

Committee Change: <http://gradcollege.okstate.edu/content/committee-change-0>

International Teaching Assistant (ITA) test: <https://gradcollege.okstate.edu/content/ita-policy>

Deadlines/calendar: <http://www.gradcollege.okstate.edu/graduate-college-academic-calendar>

External:

Council of Graduate Schools "April 15 Resolution": http://cgsnet.org/portals/0/pdf/CGS_Resolution.pdf

Faculty:

Brad A. Bays, Ph.D., Nebraska, 1996. Associate Professor.

Historic Preservation, Historical GIS, Native Americans, Agricultural History, Great Plains, Oklahoma

Donald E. Colley III, Ph.D. candidate, San Diego State, 2017. Instructor of Professional Practice and Undergraduate Advisor.

Geographies of young people, geographic education, social movements, violence, post-capitalist communities.

Jonathan C. Comer, Ph.D., Ohio State, 1994. Professor, Associate Head, and Coordinator of Graduate Studies.

Location Analysis, Wireless Communications, Rural Transportation, Quantitative Methods.

Carlos E. Cordova, Ph.D., Texas, 1997. Professor.

Quaternary Paleoecology, Geomorphology, Geoarchaeology, Great Plains, Middle East, Black Sea region, southern Africa.

G. Allen Finchum, Ph.D., Tennessee, 1992. Associate Professor.

Urban, GIS, Sport, Population Geography, United States/American South.

Amy E. Frazier, Ph.D., Buffalo, 2013. Assistant Professor.

Remote Sensing, Landscape Ecology, Natural Resource Management, Human-Environment Interactions, Spatial Analysis.

Alyson L. Greiner, Ph.D., Texas, 1996. Professor.

Cultural, Historical, Folk Architecture and Historic Preservation, Necrogeography, Europe, Australia/Pacific.

Reuel R. Hanks, Ph.D., Kansas, 1993. Professor.

Political, Ethnic, Central Asia, Russia.

Peter J. Kedron, Ph.D., Buffalo, 2012. Assistant Professor.

Economic and Innovation Geography, Renewable Energy, Spatial Analysis and Statistics, GIS.

Dale R. Lightfoot, Ph.D., Colorado-Boulder, 1990. Professor and Head.

Resource Management, Water Resources, Historical Water Technology, Cultural Ecology, North Africa/Middle East/Central Asia.

Adam J. Mathews, Ph.D., Texas State, 2014. Assistant Professor.

GIS, Remote Sensing, Unmanned Aerial Vehicles, Lidar, Wine.

Rebecca A. Sheehan, Ph.D., Louisiana State, 2006. Associate Professor.

Cultural, Historical, Tourism, Public Space, Homelessness, Identity, Community, Alternative Spaces and Places.

Stephen J. Stadler, Ph.D., Indiana State, 1979. Professor.

Applied Climatology, Wind Power, Remote Sensing.

Jacqueline M. Vadjunec, Ph.D., Clark, 2007. Associate Professor.

Human Dimensions of Global Environmental Change, Common Property Resource Management, Cultural and Political Ecology.

Thomas A. Wikle, Ph.D., Southern Illinois, 1989. Professor and Associate Dean, College of Arts & Sciences.

Resource Management, Public Lands, Wireless Communication Systems.

Hongbo Yu, Ph.D., Tennessee, 2005. Associate Professor and GIS Certificate Coordinator.

Transportation Geography, GIS, Time Geography.

Professional Staff:

Clay Barrett, GIS Specialist, Cartography Services (M.S., Oklahoma State, 2015).

Sharon Elliott, Administrative Service Specialist.

Michael Larson, Coordinator, Cartography Services (M.S., Oklahoma State, 2003).

Jing (Jean) Wang, Coordinator, CARS (M.S., Clark, 2012).

Emily Williams, Senior Administrative Support Assistant.

Chang-Heng (Hank) Yang, GIS Specialist, RMP-GIS Project (M.S., North Carolina State, 2013).

Proposal and Defense Announcement Example

Dissertation Proposal Defense

Are Oklahoma City Residents Ok?

A socio-spatial analysis of economic and physical
accessibility in relation to health inequalities

By
Stacey R. Brown

April 27, 2010
1:30 PM

340 Murray Hall

Committee Members

Dr. Jonathan C. Comer (Chair)

Dr. Thomas A. Wikle

Dr. Jianjun Ge

Dr. Dan Rickman (Economics)

*NOTE: Also email this information plus an abstract to the Graduate Program
Coordinator for electronic dissemination*



M.S. Proposal Oral Defense Results

To the Coordinator of Graduate Studies:

The following student appeared for his/her thesis/creative component proposal defense:

Name _____ CWID# _____

On the following date: _____ Upon the degree/major given below:

Degree _____

Major _____

Please sign below whether the student has or has not passed the defense:

Student **has** satisfactorily completed
the proposal defense:

Student **has not** satisfactorily
completed the proposal defense:

Chair

Chair

Provisions: If the student satisfactorily completes the defense but with significant provisions attached, the committee should indicate those provisions and the conditions (including deadlines) by which the provisions are met on the back of this form.

(Must be signed and returned to the Coordinator of Graduate Studies following defense)

NOTE: At the close of the defense, after the candidate has been excused, the members of the Committee should discuss the student's defense of the proposed research associated with his/her thesis or creative component. Each member of the Committee must sign under one of the above statements recommending either a satisfactory or unsatisfactory defense.

Please also remember to complete the appropriate departmental assessment rubric(s) related to this defense; copies can be obtained from either the Coordinator or Associate Coordinator for Graduate Studies in the department, and are returned to the Associate Coordinator.



Creative Component Final Defense Results

To the Coordinator of Graduate Studies:

The following student appeared for his/her final creative component defense:

Name _____ CWID# _____

On the following date: _____ Upon the degree/major given below:

Degree _____

Major _____

Please sign below whether the student has or has not passed the defense:

Student **has** satisfactorily completed
the final defense:

Student **has not** satisfactorily
completed the final defense:

Chair

Chair

Provisions: If the student satisfactorily completes the defense but with significant provisions attached, the committee should indicate those provisions and the conditions (including deadlines) by which the provisions are met on the back of this form.

(Must be signed and returned to the Coordinator of Graduate Studies following defense)

NOTE: At the close of the defense, after the candidate has been excused, the members of the Committee should discuss the student's defense of the research associated with his/her creative component. Each member of the Committee must sign under one of the above statements recommending either a satisfactory or unsatisfactory defense.

Please also remember to complete the appropriate departmental assessment rubric(s) related to this defense; copies can be obtained from either the Coordinator or Associate Coordinator for Graduate Studies in the department, and are returned to the Associate Coordinator.



Ph.D. Comprehensive Exam Defense Results

To the Coordinator of Graduate Studies:

The following student appeared for his/her comprehensive exam oral defense:

Name _____ CWID# _____

On the following date: _____ Upon the degree/major given below:

Degree _____

Major _____

Please sign below whether the student has or has not passed the defense:

Student **has** satisfactorily completed the final defense:

Student **has not** satisfactorily completed the final defense:

Chair

Chair

Provisions: If the student satisfactorily completes the defense but with significant provisions attached, the committee should indicate those provisions and the conditions (including deadlines) by which the provisions are met on the back of this form.

(Must be signed and returned to the Coordinator of Graduate Studies following defense)

NOTE: At the close of the defense, after the candidate has been excused, the members of the Committee should discuss the student's defense of his/her comprehensive examination. Each member of the Committee must sign under one of the above statements recommending either a satisfactory or unsatisfactory defense.

Please also remember to complete the appropriate departmental assessment rubric(s) related to this defense; copies can be obtained from either the Coordinator or Associate Coordinator for Graduate Studies in the department, and are returned to the Associate Coordinator.