

**Graduate Programs
General Requirements and Information
2024-2025**



**Department of Geography
Oklahoma State University**

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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.

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 agencies, or education, including training the next generation of university professors.

Mission Statement

The department of geography has a long-term goal of academic excellence, and striving for excellence is the collective effort of our unit personnel. The OSU geography department's reputation compares favorably with, if not exceeds, that of the other Big 12 schools. The department strives to maintain this established reputation and to solidify our growing national standing through the implementation of our Ph.D. program in Geography (est. 2002). The mission of the Department of Geography is: a) to provide an exceptional educational experience in a student-centered departmental community that emphasizes the value of lifelong learning, employs engaging instructional activities, and prepares students for careers in an increasingly globalized world; b) to conduct innovative theoretical and applied research that promotes discovery, cultivates transdisciplinary and collaborative partnerships, fosters socioeconomic development, and responds to the needs of society; c) to promote the importance and relevance of geography to the public and to provide geographic expertise to the university, community, and state.

Learning Outcomes

The MS and PhD programs in Geography encourage students to specialize in one of three broad areas, including nature-society dynamics, cultural-historical geography, and geospatial technologies, including GIS, UAS and remote sensing. 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).
- 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.
- 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 application system** (SLATE):

- Graduate application for admission and application fee (\$50 domestic/\$75 international).
- Official transcripts from each higher education institution attended.
- International students must submit current TOEFL or IELTS scores (see below for more information).
- Current résumé or curriculum vitae (CV).
- 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).
- 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.
- Writing sample (used to gauge students' current writing skills and hence prospects of success):
 - 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).
 - Ph.D. applicants should submit a recent paper from a graduate course or seminar, or their thesis.
 - If applicants do not have such samples on hand, applicants can write an essay in response to prompts available on the departmental webpage.
 - Applicants should not submit any published work for a writing sample.
 - It is strongly recommended that applicants contact faculty members in the Department of Geography who specialize in corresponding research areas of interest. Applicants may find out more about our faculty and their contact

information on our website.

Applicants should read faculty research (publications) and then contact those faculty who share similar interests. Applicants will do well to outline ideas that they have regarding research and why they may want to work with the faculty member. Applicants may also want to note special skills/knowledge that they already possess that they can build upon in the program. This may require several emails, phone calls, and/or Zoom exchanges. It is also highly recommended that applicants contact more than one faculty member.

Admission to the program, as well as funding, are graduate committee decisions. While it is not a requirement to have an advisor secured, it is important for applicants to have communicated with faculty members in their area of research interests. Applicants should also specify in their personal statements which faculty members they may want to work with concerning research, as well as if they have communicated with those faculty members about possibly advising the applicant or participating on their research committee.

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:

Domestic Application Deadlines

For Graduate College processing, domestic applications must be complete and Program recommendations must be entered at least 30 days prior to the beginning of the semester of choice (i.e., Fall, Spring, or Summer). Applications completed after the deadline may be reviewed, but there is no guarantee. This means that complete applications submitted to the department should occur at least four weeks before these dates.

International Application Deadlines

For Graduate College processing, international applications must be complete and Program recommendations must be entered no later than May 1st for Fall admission, October 1st for Spring admission, and February 1st for Summer admission. Applications completed after the deadline may be reviewed, but there is no guarantee. This means that complete applications submitted to the department should occur as follows:

- Fall Semester — June 1
- Spring Semester — October 1
- Summer Session — March 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/March, 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 the 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 research or teaching 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 six hours per semester, but in most semesters, students are expected to enroll in nine credit hours to ensure timely completion of the degree (typically at least 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 all students to ensure that they meet this enrollment requirement.

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:

- 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, students must have a TOEFL score of at least 102 (iBT) with at least 26 on the speaking subsection. Students should refer to the **Graduate College information for International Admissions**.
- 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.

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 list of 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 Plan of Study is a formal contract between you, your research committee, and the Graduate College concerning course work necessary to complete a graduate degree. A Plan of Study pre-signing meeting with your entire committee must take place (see next page) before the Program of Study is submitted to the Graduate College. The Program of Study (<https://gradcollege.okstate.edu/resources/student-resources.html>) must be filed online 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 Program of Study approval process is entirely electronic, including signatures. The Program of Study usually needs to be updated in the semester of graduation, and students only need to list the courses applying to the 30 or 36 (M.S.) or 60 hours (Ph.D.) for the degree – **DO NOT LIST EXTRA COURSES BEYOND THE TOTAL NEEDED TO GRADUATE.**

Requirements for the M.S. Program of Study:

- Minimum of 30 hours (thesis option) or 36 hours (creative component option) beyond a bachelor's degree.
- Minimum of 16 hours in Geography, and 6 thesis hours (GEOG 5000) if on thesis option.
- All courses must have been taken for graduate credit (5000-level or above).
- No more than nine hours of transfer credit (must provide official transcript).
- No more than nine hours of coursework taken as a special student.
- No coursework that was used to complete requirements for another degree.
- No coursework that was used to satisfy program prerequisites (see page 10 for these courses).

Requirements for the Ph.D. Program of Study:

- Minimum of 60 credit hours beyond the master's degree (including 15-24 hours of dissertation (6000) credits).
- At least 30 hours must be taken at OSU, and no more than 9 hours of transfer credit from a non-doctoral granting institution.
- All courses must have been taken for graduate credit (5000-level or above).
- No more than nine hours of coursework taken as a special student.
- No coursework that was used to complete requirements for another degree.
- No coursework that was used to satisfy any program prerequisites (see page 10 for these courses).
- Outside committee member must be an OSU Graduate Faculty member but cannot be from Department of Geography

Note: All courses on a Program of Study must be completed with an A or B. All core courses must appear on the Plan of Study.

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 ask faculty members to serve as their advisor and on their research committee, subject to departmental approval via the Program of Study. 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 Program of Study, 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 Program of Study and a summary of his/her research plans to the committee members prior to this meeting. The student should electronically circulate the **Departmental Plan of Study Committee Meeting form** immediately after the meeting for the student and all committee members to sign.

This form is different from the Graduate College Program of Study and confirms for the department only that the meeting was held to discuss and approve coursework and research direction. This form should be submitted to the Department of Geography's Graduate

Coordinator electronically and will be filed in the department's main office. Once the committee approves the plan, the Graduate College Program of Study form is also electronically circulated for approval by all committee members. Any change in the Program of Study 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 assume that multiple drafts of a proposal, thesis, or dissertation will take place before they are in an appropriate form to be delivered to the remaining committee members. **So, students should anticipate many 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.

Students 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 completes a Committee Change Request form with the Graduate College (see link in Appendix). In the event a student becomes without an advisor, MS students have two months and PhD students have four months to find a new advisor. Failure to do so can be grounds for dismissal from the program.

Progress Toward Degree

At the end of each fall and spring term, the faculty evaluates the progress of all students toward their degrees and their work duties (if employed by the department). 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 and to graduate. To retain an assistantship, students must perform satisfactorily in all assigned duties. Students are required to submit by April 15 annually a personal progress report and development plan for

the following academic year, which is used to assess each student's progress at the end of the spring term. A template for this progress report is available on the department's website.

Students must be enrolled in at least two credit hours for any semester (including Summer Session, with the 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).*** Students are expected to defend proposals, oral comprehensive exams (Ph.D. students), and final creative components, theses, and dissertations in Fall and Spring semesters. While defenses may be scheduled outside of these semesters, such instances should occur only in *exceptional* situations. 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.

Faculty Sabbaticals and Leave of Absences

Faculty should inform graduate students of their plans for sabbatical or leave of absence as soon as possible. During such leaves, faculty may not be available to review documents, research, participate in comprehensive exams (Ph.D. students), and defenses.

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 coursework are permitted, whether courses are or are not on the student's Plan of Study. After the third grade of a 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 coursework 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 defenses (proposals and final defenses), excluding Ph.D. comprehensive exams:

- **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).
- **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 ask whether their committee members prefer hard or electronic copies and deliver accordingly.
- **Location:** All required Advisory Committee members, Chair, Advisor, Graduate College Representative, Expert Member(s), and the graduate student are expected to be present for defenses in person or virtually. However, there may be scheduling challenges due to travel, illness, etc. Technology, such as teleconferencing and videoconferencing, may be used to address scheduling challenges. Additionally, the student's desired format (e.g., in-person vs. virtual) should be given the most consideration; however, this does not imply that students should avoid in-person, public presentations, especially if they lack this experience. Also, no recordings/transcription should be made of defenses without the expressed consent of all persons present, including audience members. For in-person defenses, students must schedule a room for the defense with the main office in the department.
- **Audience:** The defense is only open to faculty and students of Oklahoma State University. The committee chair makes a determination as to when audience members are to be dismissed (before or after committee questions) and 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 the thesis/dissertation submission workshop or watch the workshop video.
- File:
 - Revised plan of study (if needed), and
 - Graduation Clearance Form to Graduate College.
- File a graduate application on **Registrar's website**.
- Ph.D. students only—**Admission to Doctoral Candidacy form** due online to the Graduate College to be eligible for graduation.
- Results of **Thesis/Dissertation Defense forms** are due online to the Graduate College (thesis plan/Ph.D. only).
- Online submission of dissertation or thesis and a signed committee approval page (electronic).

Students should go to **Graduate College webpage** and click on appropriate links under "Academic" as well as "Graduation" and in the Canvas Communities, especially, "Graduation Checklist: Master's Students" and "Graduation Checklist: Doctoral Students" to ensure they are up to date on the latest procedures and deadlines. Students should also consult the **University**

Catalog when needed. Finally, students may **contact the Graduate College** or the department's Graduate Coordinator with any questions.

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 or IELTS scores above OSU's 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 least 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:

- 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.
 - Taking one of the following courses for the appropriate deficiency:
 - Fundamentals of GIS: GEOG 5103
 - Statistics: GEOG 3333, taken as GEOG 5510 CRN 65498 (for Fall 2023), or equivalent
 - Advanced Human Geography¹: Courses listed in Group I
 - Advanced Physical Geography²: Courses listed in Group II
- ♦ ¹GEOG 31*3/41*3 (topical), 32*3/42*3 (special), 37*3 (regional) may be taken but will not be covered by tuition waivers. Students may consult with faculty teaching these courses to determine if they may offer the student to be in the course, but taken as a graduate research problems or readings course with equivalent graduate work.

- ◆ ²GEOG 3023, 3033, 4023, 4053, 4063, 4073, 4083 may be taken but will not be covered by tuition waivers. Students may consult with faculty teaching these courses to determine if they may offer the student to be in the course but taken as a graduate research problems or readings course with equivalent graduate work.

Note: Remediation courses may be taken concurrently with courses that count toward the Program of Study. However, remediation deficiencies CANNOT be applied toward any Program of Study. Also, all courses listed on the Program of Study must have grades no lower than a B. Finally, undergraduate courses cannot receive a tuition waiver. Students may take 5000 and 6000 level courses for remediation and receive tuition waivers if the remediation is included in their initial offer letter.

Courses more than 10 years old may not be included in the Program of Study per Graduate College regulations. Thus, any core courses more than 10 years old must be re-taken by the student and be included on the Program of Study (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 six hours (total) of IS and SA coursework on their Program of Study. 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 Program of Study, with the following provisions:
 - There is a maximum of six credit hours in research topics (6910) and six credit hours in readings (6930).

- There is a maximum of six credit hours of these types of courses from any one professor.
- Also, Ph.D. students may include no more than six hours of study abroad (GEOG 5700) courses on their Program of Study.

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 in its Canvas communities.

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.

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. Coursework 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:

- Nature-Society Dynamics
- Cultural-Historical Geography
- Geospatial Technologies, including GIS, UAS and Remote Sensing

Course Requirements

Required Geography Core: 10 hours

- 5001 Professional Development in Geography (fall semester)
- 5403 Current Geographic Research (usually spring semester)
- 5413 History and Philosophy of Geography (usually fall semester)

Choose **ONLY ONE**:

- 5303 Geographical Analysis I (usually spring semester)
- 5423 Geographic Renderings in Qualitative Methods (usually fall semester, even years)
- 6313 Mixed Methods in Field Research (usually fall semester, odd years)

MS students must complete these core courses by the end of their first year (by the end of their second semester in the program), unless core courses are not offered in the student's first year—this rarely occurs.

Other Required Courses: 6 hours

Each M.S. student must take one 3-credit GEOG graduate course/seminar from each of the following groups in Human and Physical Geography. The list below reflects recent offerings, while the OSU course catalogue provides a full list of potential courses that may be offered and that may fulfill the Human and Physical Geography requirement (check with your advisor and the Coordinator of Graduate Studies for approval of courses not listed):

- **Group I – Human Geography**
 - 5233 Human Dimensions of Global Environmental Change
 - 5443 Sustainable Tourism and Geography
 - 5453 Black Geographies and Memorialization in the Landscape
 - 5510 Global Water Resources Seminar (special topics number)
 - 6110 Seminar in Cultural and Political Ecology
 - 6210 Seminar in Historical Geography
- **Group II – Physical Geography**
 - 5053 Biogeography
 - 5063 Geoarchaeology and Environmental History
 - 5073 Climate Change: Past, Present, and Future
 - 5133 Environment and Development
 - 5233 Human Dimensions of Global Environmental Change
 - 5510 Global Water Resources Seminar (special topics number)
 - 6110 Seminar in Cultural and Political Ecology

Note: GEOG 5233, 5510, and 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

- **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
- **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.
 - **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 plan with the committee for remedial work and reschedule 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.

Note: 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 II)

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

- **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
 - Objectives and hypothesis/hypotheses or research questions
 - Literature review
 - 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 RCR module found on the Graduate College website
- **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.

- **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.
- **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 plan with the committee for remedial work and reschedule the exam. It is the student's responsibility to obtain all forms required to complete the graduation process.

Note: 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 nine hours of enrollment 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.
3. **Ongoing Enrollment.** All master's students must take GEOG 5001, 5303 or 5423 or 6313, 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 six credit hours per semester. However, in most semesters, students are expected to enroll in nine credit hours or take summer courses/hours in order to make adequate progress toward the degree (typically at least 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 the thesis or creative component research.

5. **Selection of Topic/Research Committee.** In consultation with their 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 Program of Study and will supervise and review her/his research product (thesis or creative component). As part of this process, students should:
 - a. Choose the general area of interest/emphasis.
 - b. Secure their committee chair/advisor.
 - c. Choose a specific topic/research problem to pursue.
 - d. Choose the thesis or creative component option.
 - e. If research involving human subjects will be involved, 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).
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 Program of Study 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.
 - a. The student should electronically circulate the **Departmental Plan of Study Committee Meeting form** immediately after the meeting for the student and all committee members to sign.

Note: This form is different from the Graduate College Program of Study and confirms for the department only that the meeting was held to discuss and approve coursework and research direction. This form should be submitted to the Department of Geography's Graduate Coordinator electronically and will be filed in the department's main office. Once the committee approves the plan, the Graduate College Program of Study form is also electronically circulated for approval by all committee members. Any change in the Program of Study must receive prior approval from all members of the student's research committee. Students should consult closely with their committee on all phases of their research project or program.
7. **General Oral Examination/Proposal Defense.** Students should begin work on their 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 six credit hours of GEOG 5000 (with grades of 'SR') during this process. Students may wind up taking more than six hours of GEOG 5000 during their careers, but only six hours may be listed on or applied to the Program of Study.
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 the time of enrollment for the term in which the student expects to graduate, students must ensure that the Program of Study is up-to-date, a Graduation Clearance has been filed with the Graduate College. After the Graduation Clearance Form is submitted to the Graduate College, students wishing to graduate must submit an online graduation application to the Registrar's office. To apply for the diploma, students should log into Banner Self-Service and select the "Graduation Application" option located under the Student Records menu.
11. **Draft of thesis submitted to the Graduate College by the 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 should submit the online "Thesis/Dissertation Oral Defense Results" form for their committee to complete after the defense.
 - b. Creative component students must bring the "Creative Component Final Defense Results" form to the creative component defense (see Appendix).
 - c. 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 access the signature page online to send electronically for committee signatures. When all signatures are completed, students must submit the signature page with their thesis online 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 Program of Study 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:

- Nature-Society Dynamics
- Cultural-Historical Geography
- Geospatial Technologies including GIS, UAS and Remote Sensing

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 (fall semester)
- 5403 Current Geographic Research (usually spring semester)
- 5413 History and Philosophy of Geography (usually fall semester)

Choose **ONLY ONE**:

- 5303 Geographical Analysis I (usually spring semester)
- 5423 Geographic Renderings in Qualitative Methods (usually fall semester, even years)
- 6313 Mixed Methods in Field Research (usually fall semester, odd years)

PhD students have two years to complete these core courses (by the end of their fourth semester in the program). Core courses need not be repeated if completed by the student while in the OSU Geography MS program.

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

- Nature-Society Dynamics
- Cultural-Historical Geography
- Geospatial Technologies including GIS, UAS and Remote Sensing

Elective Coursework *Outside* Geography: 9-15 hours. Coursework should complement the student's research track and align with the chosen specialty above.

Ongoing Enrollment Before Candidacy: 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, in most semesters before candidacy, Ph.D. students are expected to enroll in 9 credit hours or take summer courses/hours in order to make adequate progress toward the degree (typically at least 15 credit hours per year).

Dissertation Hours: 15-24 hours

Note: No more than six 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 a Graduate College Representative member from a department or program other than Geography.

The Advisory Committee must also include one member who serves as the Graduate College Representative (Grad College Rep) and ensures a high level of integrity in the processes that the Advisory Committee utilizes to review and evaluate the student throughout the doctoral graduate program. The Grad College Rep serves as an advocate for the student. The Grad College Rep must be a member of the OSU faculty and the Graduate Faculty. The Graduate Faculty Database is an excellent resource for identifying potential Grad College Reps. The Graduate College Rep must not be a faculty member from the academic unit or graduate program of either the graduate student, the Advisor or the Chair of the Advisory Committee. The Grad College Rep ensures that appropriate academic standards are applied in evaluating the student and that the student is dealt with in a fair manner consistent with OSU policies. As such, the Grad College Rep must attend any meeting with the Advisory Committee (and student) and must be a part of any communication (i.e., email, Zoom) with the Advisory Committee (and student). There are no exceptions to this policy. The Grad College Rep may also provide expert advice when appropriate, but this is not necessary nor their primary role, to the student in the conduct of research and writing of the dissertation.

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

To be admitted to candidacy (colloquially known as ABD), doctoral students must:

- Have an approved Plan of Study on file in Graduate College.
- Pass written and **oral comprehensive examinations** in three subjects within Geography and/or a related discipline that are appropriate to the student's research.

Note: 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 from 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. Students must complete all written portions of the comprehensive exams within a continuous three-week period.
- 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 that 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.
- Successfully defend a dissertation proposal and submit the "Admission to Doctoral Candidacy" form online 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.

Note: Notice of Final Oral Examination for the Creative Component must be publicly posted *two weeks* prior to the scheduled date.

After being admitted to candidacy, students must wait a minimum of six months before being eligible to undertake their final dissertation defense for graduation. Furthermore, no more than six hours of GEOG 6000 taken before admission to candidacy may be used towards the Plan of Study.

Ph.D. students take 12 additional credit hours in research tools courses beyond the core methods requirements (six credit hours). These courses must be approved by the student's committee and must be 5000 or higher. If the student and their committee find that proficiency in another language besides English is necessary for their dissertation research, the student may demonstrate such proficiency (as determined by the student's committee). Such necessary proficiency reduces the number of additional research tools courses required to nine credit hours.

Possible research tools courses may be chosen from those listed below. They are divided under specific categories to help guide the student; however, students are not required to take courses only in one category. Other graduate courses may be used to satisfy this requirement if first approved by the student's committee.

- **Quantitative Methods:**
 - 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 Big Data Management
 - ECON 6903 Regional Economic Analysis and Policy
 - ECON 6913 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 Analysis and Design
 - NREM 5133 Advanced Topics in Forest Biometrics
 - NREM 5193 Spatial and Non-Spatial Database Management
 - POLS 5013 Quantitative Methods

- REMS 5013 Research Design and Methodology
- 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 Statistical Machine Learning with R
- STAT 5073 Categorical Data Analysis
- STAT 5513 Multivariate Analysis
- **Qualitative Methods:**
 - HIST 5023 Historical Methods
 - POLS 6013 Qualitative Methods
 - SCFD 5913 Introduction to Qualitative Inquiry
 - SCFD 6123 Qualitative Research I
 - SCFD 6163 Ethnography
 - SCFD 6173 Visual Methodologies
 - SCFD 6183 Narrative Research Methodologies
 - SCFD 6190 Qualitative Research: Selected Methods
 - SCFD 6193 Qualitative Research II
 - SOC 5273 Qualitative Research Methods
 - SOC 5283 Advanced Qualitative Sociological Research
- **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
 - GEOG 5663 Web GIS: Trends, Principles, and Applications
 - GEOG 6303 Geographical Analysis II

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 must discuss the merits and drawbacks of each format with their advisors and research committee members early in their programs. The format must be approved by the advisor and research committee. Though dissertation formats can be subsequently changed if necessary, students may lose a significant amount of work/time if they do so.

- **Monograph Dissertation**
 - 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.
 - The dissertation is completed when approved by the student's research committee.
- **Three-Article Dissertation (TAD)**
 - The TAD constitutes a dissertation volume composed of:
 - ◆ An introductory chapter addressing the general problem, in which the three articles are encapsulated
 - ◆ At least three publishable dissertation articles (PDA) related to a coherent research problem, and
 - ◆ A summary/conclusion that sets the overall contribution of the research in context.
 - ◇ The introductory chapter establishes:
 - The broader problem or topic of study and how the three PDAs fit within it, and
 - Provides the relevant literature review and discussion of methods employed in the dissertation research, but not found in any of the three articles.
 - ◇ 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.
 - ◇ 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.
 - ◇ It is recommended that, in situations where articles are submitted well in advance of the final dissertation defense, the student and research 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.
 - 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.

- 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.
- 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.
- The dissertation may have prefaces/acknowledgements, appendices, and other complementary sections as needed.
- The dissertation is completed when approved by the student’s research 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.
- Rules regarding PDA development within the Three-Article Dissertation:
 - ◆ 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 research committee.
 - ◆ None of the three articles can be published in any other dissertation. The articles may have been published or in press previous to the completion of the dissertation if they are a product of the research proposal defended and approved by the research committee. The research committee and the Coordinator of Graduate Studies must approve any exception to this rule.
 - ◆ 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.
 - ◆ Authorship of the articles in their submitted form must include the dissertation author as:
 - ◇ The sole author of at least one article, and
 - ◇ The lead author of any multiple-authored submissions. The required preamble to the PDAs will include all of this information ([see here](#)).
 - ◇ Any changes in content or authorship of the proposed PDAs must be approved by the research 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 guide to possible courses that students may consider in the selection of additional courses, both inside and outside Geography. Students should consult with their advisor and research committee concerning which courses to enroll. 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, 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 check with their advisor as well as the Coordinator of Graduate Studies for information relating to such courses and their possible inclusion in this listing.

- **In Geography**

- Applicable to all three Specialty Areas:
 - GEOG 5383 Introduction to GIS Programming
 - GEOG 5450 Seminar in Geography*
 - GEOG 5503 Applications of GPS in Field Research
 - GEOG 5510 Research Problems in Geography*
 - GEOG 5663 Web GIS
 - GEOG 5700 Geography Study Abroad
 - GEOG 5940 Graduate Cooperative Education Internship
 - 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.
- Nature-Society Dynamics:
 - GEOG 5063 Geoarchaeology and Environmental History
 - GEOG 5073 Climate Change: Past, Present, and Future
 - GEOG 5133 Environment and Development
 - GEOG 5233 Human Dimensions of Global Environmental Change
 - GEOG 5263 Geospatial Applications for Unmanned Aerial Systems
 - GEOG 5323 GIS: Resource Management Applications
 - GEOG 5333 Remote Sensing
 - GEOG 5343 Advanced GIS: Resource Management Applications
 - GEOG 5373 GIS in Public Health
 - GEOG 5443 Sustainable Tourism and Geography
 - GEOG 6110 Seminar in Cultural and Political Ecology
- Cultural/Historical Geography:
 - GEOG 5140 Cultural and Historical Geography Seminar
 - GEOG 5423 Geographic Renderings in Qualitative Methods
 - GEOG 5443 Sustainable Tourism and Geography
 - GEOG 5453 Black Geographies and Memorialization in the Landscape

- GEOG 5373 GIS in Public Health
 - GEOG 6110 Seminar in Cultural and Political Ecology
 - GEOG 6210 Seminar in Historical Geography
- Geospatial Technologies including GIS, UAS and Remote Sensing:
 - GEOG 5253 Geographic Information Systems: Socioeconomic Applications
 - GEOG 5353 Advanced GIS: Socioeconomic Applications
- Outside Geography
 - Applicable to all three Specialty Areas:
 - STAT 5043 Sample Survey Designs
 - STAT 5063 Statistical Machine Learning with R
 - STAT 5303 Experimental Design
 - Nature-Society Dynamics:
 - AGECE 5713 Rural Regional Analysis
 - AGECE 5733 Food Import Demand and Trade Policy
 - ENVR 5210 Seminar in Environmental Science
 - LEIS 5443 Social Foundations of Leisure Services
 - NREM 5133 Advanced Topics in Forest Biometrics
 - NREM 5193 Spatial and Non-Spatial Database Management
 - SOC 5493 Seminar in Environmental Justice
 - BIOL 5503 Spatial Ecology and Analysis
 - BIOL 5643 Ecological Niche Modeling and Species' Distributions
 - Cultural/Historical Geography:
 - HIST 5023 Historical Methods
 - HIST 5063 Historical Preservation
 - HIST 6023 Historiography
 - POLS 5213 Seminar in International Political Economy
 - GS 5223 Culture, History and World Systems
 - GS 5233 Global Competitive Environment
 - Geospatial Technologies including GIS, UAS and Remote Sensing:
 - 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 the Summer Session 2 for fall graduation.*
- ✓ Enroll in last semester classes.*
- ✓ Turn in the Final Revision of the Plan of Study (if needed) and the Graduation Clearance form online.*

- ✓ File **Graduate Application online** for graduation through Student Self-Services.*
- ✓ Attend or view a video of the thesis/dissertation submission workshop.*
- ✓ Submit to the Graduate College the “Thesis/Dissertation Oral Defense Results” form (thesis option only)* Oral Defense Report Form: available in GC Round-up.*
- ✓ (Ph.D. students only) Complete the Survey of Earned Doctorates (instructions provided via email after oral defense).
- ✓ Complete online submission of thesis or dissertation.*
- ✓ Complete Coursework. Ask instructors to submit the “Change of Final Grade” form for any courses with “I” or “R” that are listed on the Plan of Study.

*See the Graduate College 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 on the Graduate College Canvas community; this community 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. As members of the Department of Geography, it is important that you consider how your actions affect the department and its personnel. Good citizenship and good stewardship of our resources are important in maintaining a healthy, congenial, and functioning community and workspace.

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 indicate 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. All M.S. students should have a research committee-

approved proposal prior to enrollment for the third semester. Failure to do so can result in loss of assistantship. Assistantship retention is also dependent upon the satisfactory performance of assistantship duties.

Colloquia

All graduate students are expected to attend Fall and Spring department colloquia. Colloquia are a wonderful opportunity to learn about a wide array of geographic research, enhancing awareness, appreciation, and understanding of the discipline of geography. Students should consider colloquia a priority, making every effort to attend. If, under unforeseeable circumstances, a student cannot attend a colloquium, they should email the Graduate Coordinator and their advisor, indicating the reason they cannot attend.

Graduate Research Assistantships in Summer

Students on graduate research assistantships in the summer may need to enroll in two credit hours during the summer months as a graduate research assistant. Such students should first inquire with the faculty member they are working with, as well as the Coordinator of Graduate Studies.

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 main office staff 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 an undergraduate 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, including Artificial Intelligence (AI), and to abide by it. Students should note that

faculty/instructors may have more specific guidelines for AI in their courses. For more information, visit the **Academic Integrity website** (link also in Appendix).

Student Progress

Each graduate student must electronically submit to their advisor and the Coordinator of Graduate Studies by 5 p.m. on April 15th. The template is included at the end of this handbook and is also located on the department website.

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, 5423, 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, Services and Spaces

Departmental Main Office Resources

- Copier:
 - The main office copier is available to you for job-related duties. GTAs should consult with office staff before using the copier to determine the appropriateness of the printing job and scheduling big jobs (exams, assignments). GRAs should consult with supervisors, as many grants have an allowance for copying; these jobs should be billed to the grant.
 - DO NOT attempt to unjam or in any way repair the copier if it malfunctions; notify the office staff so that they may seek appropriate remedies.
 - DO NOT print personal materials to the main office printer or the lab printers; this includes master's or doctoral research (e.g., journal article print-offs). The Edmon Low Library provides unlimited printing in its labs, which is funded by student fees.
- Office supplies:
 - Basic office supplies (pens/pencils, notepads, staples/binder clips, etc.) are available in reasonable quantities when related to your work duties or research activities.
 - Please ask for assistance in the main office for supplies; this helps the administrative assistants keep an eye on inventory and order more when we are running low.
- Mailboxes:

- All departmental personnel are assigned a mailbox in room SSH 337C; faculty and staff are on the east wall and graduate students are on the south wall.
- Please check your box weekly, if not more often; please do not allow mail to pile up all semester, as this makes more work for the office staff, and you might miss an important piece of campus mail.
- DO NOT have personal mail (credit card statements, shopper rewards programs, etc.) sent to the main office—your mailbox is for official university and professional purposes.
- You may deposit personal outgoing mail in the outbox, but be sure it has proper postage on it—neither the department nor the university provides postage for personal mail.

Departmental Equipment Usage

The department houses many forms of equipment and media for use in research and/or teaching. This equipment and media are 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.

Hardware and Software Policy

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.

Departmental Computer Policy

Graduate Students will be assigned departmental computers based solely on the needs of their assigned work role within the Department of Geography. Graduate Teaching Assistants, Graduate Teaching Associates, GIS Lab Teaching Assistants, and Research Assistants will be assigned appropriate computers if at all possible or will be assigned to workstations within either the CARS or Cart Services Labs. Other Teaching Assistants will be assigned computers based on availability, but no student is guaranteed to be assigned a departmental computer. All computers are assigned for use within the assigned work role, and while a student is welcome to use the computer for his/her own work, these machines are not assigned permanently –

when a student leaves a specific role (i.e., GIS Lab TA) they will be required to return the computer or give it to the next student taking on the role they are leaving. At least one group computer will be placed within the large graduate student offices when possible for students to use in relation to their work assignments—as stated above, additional computers will be assigned based on availability.

All graduate students can have 24-hour access to the three departmental computer labs in (301, 302, and 314 Social Sciences & Humanities (SSH). Students do need to be aware of the lab schedules and posted class times in the computer labs, but during non-scheduled times students are welcome and encouraged to make use of the computer labs.

Departmental Spaces

- All Geography personnel are encouraged to make appropriate use of shared facilities – the Keso Room (327) (schedule with the department administrative assistant), CAS seminar rooms (340 and 341) (controlled by CAS, request through the department administrative assistant), and labs. Please keep these secure and cleaned up, do not leave personal items in them, and do not “dump” old journals or books on the assumption that someone might want them.
- The Break Room is a place for storing/preparing/consuming food. Please be mindful of the following “good citizenship” rules:
 - Wash, dry, and put away any common dishes you use.
 - Clean the microwave of splatters after use (please cover food with paper towels to prevent splatters in the first place!).
 - Wipe down tables and brush crumbs into the trash receptacle.
 - Dispose of all uneaten food into the trash—the sink does NOT have a garbage disposal.
 - Keep the refrigerator clean and dispose of old foods. Office staff will periodically announce a fridge/freezer clean-out.
- All computer labs have an abundance of valuable equipment, and we have had very little lost equipment or other issues. To continue this “lucky” streak:
 - Never prop open lab doors or permit entry to someone who doesn’t already have access through the swipe card reader.
 - Keep food and drinks out of the lab, and definitely away from computers and keyboards.
 - Do not use the lap printers for personal or research jobs; these are only to be used for class lab-related jobs.
 - Do not modify any software or add unauthorized software; consult with **Jean Wang** (309 SSH) for any software needs that may not already be met by the software suite installed on the machines.

Office Keys and Office Spaces

As appropriate to your position, you may be issued keys to the building and a departmental key that opens the common GTA/GRA office spaces and the Keso Room. You may also be assigned an office space suitable for your position. It is important that you remember a few key details:

- Keys:
 - Keys are to be checked out and in through the main office with the Administrative Assistant. This is important so that we know where all the keys are, who has them, etc. Do not “trade” keys with fellow graduate students; arrange for this transfer with the Administrative Assistant so they can maintain proper records.
 - Be sure to surrender all keys when you separate from the department, hopefully due to graduation, but any time that you will no longer be an active student.
 - Maintain high security with your keys; be careful not to lose them, do not loan them to anyone, and be mindful of their whereabouts on campus and off.
- Offices:
 - You will be assigned an office pertinent to your position. For example, 1114 lab TAs are usually to be officed in SSH 346, and non-1114 TAs should not reside in that office. Full responsibility instructors of 1113 and 1114 are generally paired in 4th-floor offices, while GIS lab TAs and GRAs are officed as appropriate on the 3rd or 4th floors. The department will accommodate personal preferences as much as possible, but please do not trade offices and/or keys without requesting permission from the graduate coordinator.
 - As with keys, be conscious of office security as not only will your personal effects be at risk, but so too with others’ property as well as university property (furniture, computers, etc.). If you leave your office unattended, you should always lock up and take your keys with you. Put a note on your door if you are expecting students and only plan to step away for a few minutes (to go to the restroom, check mail, etc.)
 - Do not open windows. When SSH opened they were all screwed shut, but over the years some people have removed the screws. Open windows disrupt the building’s air handling, can allow birds and insects to invade, and if unattended can lead to local water damage and flooding (this has happened on the third floor in the past during a thunderstorm).

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 research 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 research committee, with a

maximum of three credits allowed for any student. The Internship Coordinator will be responsible for:

- Supervising the student's internship, and
- Assigning the grade.

GIS Certificate

The Department awards an official graduate certificate in Geographic Information Systems (GIS). This certificate 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 15 credit hours, which can also be used on the student's Plan of Study if the hours are approved for graduate credit. Details about the Certificate are available on the department's website. Application to the program is 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 a 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).
- Working .25 FTE or more throughout the semester and meeting all other eligibility criteria to hold the assistantship.
- Taking six or more graduate credit hours (spring and fall; to enroll in at least two 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

- [OKEY](#)
- [OSU Portal](#)
- [Financial Aid](#)
- [Graduate College](#)
- [Academic Integrity](#)
- [Graduate Assistant/Associate Health Insurance](#)
- [Office of International Students and Scholars \(ISS\)](#)
- [Responsible Conduct of Research](#)
- [Student Affairs](#)

Note: Many documents, web pages, forms, and templates are now found in the Graduate Student Community in Canvas.

- [Geography Faculty](#)
- [Geography Staff](#)

Online Graduate Forms

- [M.S. Proposal Defense \(Thesis or Creative Component\)](#)
- [M.S. Creative Component Final Defense](#)
- [Ph.D. Oral Defense of Comprehensive Exam](#)

End of Semester Progress Report Geography Graduate Students

Student Name (print): _____

This annual progress report is designed to help me monitor your research progress in the Geography Graduate program and to help you reflect on and monitor your own progress from year to year. It can also help us understand how we can best support you and help you complete your degree. Please submit this form to the Graduate Coordinator by April 15 of each year.

Milestones

List the dates of any milestones you have completed thus far.

Milestone	Date Completed
Initial Research Committee Meeting (P.O.S. Approval, Internal POS form complete and electronically sent to Coordinator of Graduate Studies)	
Plan of Study submitted/approved	
Comprehensive Exam Passed (Ph.D. only)	
Dissertation Workshop Completed (Ph.D. only)	
Proposal defended/approved	

Scholarship

Provide information on the scholarship you have achieved over the past 12 months, including:

- Awards, Honors, Grants, and Fellowships
- Publications/Creative Activities
 - Conference papers presented
 - Book chapters
 - Articles in scholarly journals
- Elected positions in professional organizations and societies

You may also include any additional information about your scholarship activities that you feel are not included in the above categories (e.g., invited lectures, proposals submitted, etc.).

Coursework

List the courses you have taken in the past year. Write a few sentences explaining which course(s) you found most helpful and why. This will help us determine what future courses might be of value to you.

Self-Assessment

Provide a brief self-assessment that discusses what you see as your strengths, areas needing improvement, and overall progress. If you are not satisfied with the progress you have made during this review period, discuss what you plan to do to improve and how we might be able to help you in that effort.

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 SSH

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. This does NOT replace posting hard copies of an announcement on the department bulletin board(s).