**Thesis Title**

**Fall 2017**

### Ph.D. DEGREE

**Dissertation/Manuscript**

**GUIDELINES:**

- **Minimum Hour Requirements:**
  - Min. of 2 (not from same faculty)
  - 3.0 min. GPA (no grade < B-)
  - 13 hrs required courses
  - 14 hrs research (GEOG 7970)

**Residency**

- 2 consecutive full-time (9 hrs) semesters
- Full Time = 9 credit hours OR 3 credit hours of 7970 or 7981
- Part Time = 5-8 credit hours
- MINIMUM REGISTRATION = 1 credit hour OR 7990*

**2017 Fall**

- 13 hrs required courses
- 6961 (3)
- 6800 (3)
- Research course (3) OR Elective (3)

- Study, Research & Writing
  - Enroll 1 hr must be 7970 or 7981
  - 1st Semester
    - 9hrs = full time (16 max.)
    - 6961 (3)
    - 6000 (3)
    - Research course (3) OR Elective (3)
  - 2nd Semester
    - 9hrs = full time (16 max.)
    - Research course (3)
    - 7930 (1 to 5)
    - Core courses/electives/Independent Study
    - OR 7970 (1 to 10) - need 14 hrs
  - Add’l Semesters
    - (Must enroll for 1hr minimum)
    - Core courses/electives/Independent Study
    - OR 7970 (1 to 10) - need 14 hrs
  - Final Semester
    - (Must enroll for 1hr minimum)
    - Qualifying Exams
    - Oral & written
    - Dissert. Defense**

- **Final Exam**
  - 7970 OR 7981
  - NOT 7990

- **Dissertation Defense**
  - 3.5/hr
  - 3 yrs min./6 yrs max. to complete

**GRADUATION**

- **Dissertation Release**
- **Draft Submission Process:**
  - 1. Make any changes to manuscript that Committee may require
  - 2. Have Committee and Chair review the changes and sign approval form
  - 3. Have Committee Chair sign the Final Reading Approval form
  - 4. Give Department Chair two weeks to review manuscript and sign Final Reading Approval form
  - 5. Submit one copy of manuscript and the original (with one copy) of the signed approval forms to Thesis Editor for Format Approval (see calendar for deadlines)
  - 6. Make required formatting changes to manuscript
  - 7. Send Thesis Editor a pdf of edited manuscript for final review
  - 8. Upload approved pdf to ProQuest. A $55 charge is payable by credit card only.
  - 9. Open access publishing for U of U theses is provided at no charge thru USpace

**OTHER FORMS:**
(See FORMS page on website)
- 1. Recommendation for Change of Graduate Classification
- 2. Coursework Petition (Transfer Credit)
- 3. Undergraduate Petition for Graduate Credit
- 4. Independent Study Form
- 5. Geography Department Progress Assessment form
- 6. LOA (If inactive other than Summer)
- 7. Change of Option (Dissertation/Paper)
- 8. Request for Change of Supervisory Committee
- 10. Supervisory Committee Approval Form
- 11. Final Reading Approval Form

**Preparring to Defend:**

1. Refer to departmental guidelines for format and approved styles.
2. Undefended draft may be submitted to Thesis Editor for a preliminary review
3. With permission from Committee Chair, present final draft to Committee to see if defense is warranted and, if so, set the date
4. After 14 days, Chair will poll Committee to see if defense is warranted and, if so, set the date
5. Defense is open to public
6. Candidate must be enrolled for at least 1hr (cannot be 7990) during semester of defense

**Record of Progress**
- (Begin to track progress on Program Requirements form)

- Select Supervisory Committee Chair
- (Geography Faculty)
- **Dissertation Proposal Approval***
- Required prior to registering for research hours (GEOG 7970)
- **Proposal Process**
  1. Refer to departmental guidelines for proposals
  2. Submit written proposal to Supervisory Committee Chair
  3. Submit written proposal to Supervisory Committee for approval
  4. Committee Chair gives permission to schedule a colloquium
  5. Student presents proposal in Departmental colloquium
  6. Director of Graduate Studies signs verifying colloquium presentation

**Add’l Semesters**

- (Must enroll for 1hr minimum)
- Core courses/electives/Independent Study
- OR 7970 (1 to 10) - need 14 hrs

**Ph.D. Program Requirements**

- 2nd Semester
  - Add’l Semesters
  - Final Semester
  - 13 hrs required courses
  - 14 hrs Resident rate
  - 7970 OR 7981 only
  - 32 TOTAL
  - $37.50 (library privileges only)—limit
  - 3 yrs min./6 yrs max. to complete

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