

# Geography Program PhD Degree Checklist

| √ | Procedure  | When To Do  |
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|   | 1. Read general regulations and PhD degree sections of the UNL <a href="#">Graduate Studies Bulletin</a> , and the <a href="#">Guidelines and Requirements /Geography Ph.D.</a> Consult with your assigned first-year advisor and register for coursework, making certain you include the required courses listed in the <b>Guidelines and Requirements/Geography Ph.D.</b>  | As soon as the semester starts, or before.  |
|   | 2. Bookmark the <a href="#">Graduate Studies website</a> and refer to it often for <b>deadlines</b> , forms, and detailed instructions. Also check out the <a href="#">Resources for Current UNL Graduate Students</a> web page for additional information.  | Shortly after beginning your program.   |
|   | 3. <b>Select a permanent advisor</b> who will also serve as your committee chair.  | Within the first year of your program.  |
|   | 4. With the aid of your advisor, <b>select a Supervisory Committee</b> of at least three other professors in addition to your advisor to serve as your examining committee. At least one member of your committee must be from outside the Geography program. File the <a href="#">Appointment of Supervisory Committee for Doctoral Degree</a> form with Office of Graduate Studies.  | Must be done prior to the completion of 45 credit hours. Choose committee members on their ability to advise you. |
|   | 5. Changes to your Supervisory Committee. If any changes to the committee are made after the <b>Appointment of Supervisory Committee for Doctoral Degree</b> form is submitted to Graduate Studies, the student's advisor must notify the Doctoral Specialist by submission of the <a href="#">Change of Committee</a> form, especially when changing chairs. <i>For more information</i> refer to the <a href="#">Graduate Studies Bulletin</a> . |   |
|   | 6. Select an initial dissertation topic and an initial <a href="#">Program of Studies</a> . After approval by your advisor submit these documents to the members of your committee and organize a meeting to discuss your dissertation, coursework, and research tools.  | Must be done prior to the completion of 45 credit hours.  |
|   | 7. Submit the <b>Program of Studies</b> to the Graduate Studies Office for approval. The signatures of your advisor and the Geography Graduate Committee Chair must be obtained prior to submission. All course deficiencies must also be completed before approval.   | Prior to completion of more than half of your program requirements.   |
|   | 8. Schedule and take the <b>Written Comprehensive Exam</b> . It is the student's responsibility to schedule the examination in consultation with you advisor.  | After most of your coursework has been successfully completed.  |

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|   | 9. Schedule and take the <b>Oral Comprehensive Exam</b> (if required). It is student's responsibility to schedule the examination in consultation with your supervisory committee.  | After most of your coursework has been successfully completed.   |
|   | 10. File <a href="#">Application for Admission to Candidacy</a> with Eva Bachman, the Doctoral Specialist in the Office of Graduate Studies.  | Once you have passed the Comprehensive Exams and satisfied the language or research tool requirement, you should apply no later than seven months prior to the final oral examination. |
|   | 11. Prepare Geography Program <a href="#">Dissertation Proposal form</a> . Meet with Dr. Merchant to select a date to present dissertation proposal at General Seminar and turn form in to the Geography Program secretary.   |  |
|   | 12. Provide a pdf of your proposal to all Geography Graduate Committee members and Geography Program office. The Geography Program secretary will send out an announcement by email to other departmental faculty and students announcing the seminar. The student is responsible for all other notification. | Two weeks prior to your proposal presentation.   |
|   | 13. Present Dissertation Proposal at General Seminar. This seminar is open to the public.   |  |
|   | 14. Follow the instructions presented in the <a href="#">Guidebook for Preparing and Submission of a Dissertation</a> in preparing your dissertation.   | Before dissertation is ready to be typed.  |
|   | 15. Complete the <a href="#">Application for Degree</a> and turn it in to the Graduate Services Office, 109 Canfield Administration Building, with \$25 payment.  | At the beginning of the semester in which you plan to graduate.  |
|   | 16. After preliminary approval of dissertation by your advisor, provide copies to readers on your supervisory committee for their comment. Make revisions.  | Seven weeks before planned defense. You should allow 2 weeks for your reading committee to read your dissertation.   |
|   | 17. When your advisor and the readers have given final approval of dissertation, provide copies to all Supervisory Committee members and <b>schedule the Oral Defense</b> . Complete and submit the <a href="#">Final Oral Examination or Waiver</a> to the Office of Graduate Studies.                       | Must be filed at least three weeks prior to your final Oral Examination.   |
|   | 18. Submit a preliminary copy of dissertation/abstract to Eva Bachman in the Office of Graduate Studies Office.   | At least three weeks prior to your final Oral Examination  |
|   | 19. <b>Final Oral Examination</b> (or Oral Defense). The Oral Defense is open to the public. The student is responsible for posting notification. Advise Geography Program secretary (currently Joyce Hurst) of date and she will send out the email announcement to Geography faculty and students.          |  |

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|   | 20. <b>Final Packet for Doctoral Students.</b> Upon receipt of the Final Oral Examination form by the Office of Graduate Studies, you will receive final instruction from that office. File your dissertation according to those instructions. |                       |
|   | 21. Have the final copies of your dissertation stamped by the Office of Graduate Studies before taking them to the Library.  |                       |
|   | 22. Deposit two approved copies of your thesis at Love Library, Room 106. Librarian will sign final exam form.   |                       |
|   | 23. Pay binding fee to Cashier in Administration building. Cashier will sign final exam form.  |                       |
|   | 24. File completed form with the Office of Graduate Studies.   |                       |
|   | 25. Settle all outstanding accounts (libraries, campus police, etc.) and any items borrowed from other departments, labs, or your advisor.   |                       |
|   | 26. Have copies of your <b>dissertation hardbound for your advisor and the Geography Program.</b> If requested, provide copies to members of your supervisory committee.   |                       |
|   | 27. Return your keys and get your refund at the Geography Program Office..   |                       |
|   | 28. Attend Doctoral Hooding Ceremony   | Day before graduation |
|   | 29. <b>Congratulations! Attend Graduate Ceremony</b>   |                       |

**Additional Resources:**

**Resources for Current Graduate Students:** <http://www.unl.edu/gradstudies/current/> Includes other helpful information for grad students including fellowships, awards, insurance etc.

**Institutional Research Board (IRB):** <http://www.unl.edu/research/orr/irb.shtml> - Information concerning procedures and policies regarding research using human subjects.

**Certificate of Full-time Status:** <http://research.unl.edu/gradstudies/fulltime/> If a student does not need to be registered for full time hours, this allows them to have a reduced course load without losing their full time status. A doctoral student granted candidacy by the Office of Graduate Studies may file from the time candidacy is granted until they graduate.