

University of South Carolina

Department of Geography

Graduate Student Handbook

Academic Year 2018-2019



GRADUATE PROGRAM OVERVIEW

The Department of Geography at the University of South Carolina was established in 1963 and is the only program in the state to offer undergraduate (B.A. and B.S.) and graduate (M.A., M.S. and Ph.D.) degrees in Geography. We seek to maintain a balanced program of research, undergraduate and graduate teaching, and outreach and service that covers the breadth of Geography, including:

Physical Geography/Environmental Science. Physical geographers in our department investigate patterns and processes associated with the atmosphere, biosphere, hydrosphere, and lithosphere, exploring the causes and consequences of environmental variability over time and space. Specialized expertise includes climatology and meteorology, aeolian geomorphology, and biogeography and landscape ecology. Many of our physical geographers utilize geospatial technologies in their work.

Human Geography. Human geography in our department emphasizes questions of identity, social difference, and inequality in diverse geographical contexts. Human geographers in our department strive to understand how people construct social meanings and social identities through space, and how they enforce, contest, or negotiate the power relations embedded in specific places. Our human geographers are also keen to explore place-based transformations stemming from conflict, immigration, economic development, and changing modes of governance.

Environment-Society Relationships. Faculty working in this area explore interactions between human societies and the natural environment and seek to understand how people shape and adapt to changing environmental conditions. Our faculty embrace an integrative perspective that considers complex interrelationships between natural systems, human behavior, and systems of governance from local to global scales. Our faculty specialize in a range of topic areas, including political ecology, human adaptation to environmental change, natural resource use and management, and environmental hazards.

Geographic Information Science. GISci in our department engages with a wide spectrum of geospatial technologies, applications, and methodologies. Our GISci faculty and staff use geospatial techniques to address geographic questions relating to hazards, public health, population, environment, and climate change. Faculty research focuses on photogrammetry, satellite image analysis, LiDAR, GIS modeling, geovisualization, spatial programming, and big data.

To assist in its research and educational role, the Department administers the Center for Geographic Information Science and Remote Sensing, the Hazards and Vulnerability Research Institute (HVRI), the Climate Research Laboratory (CISA), the Biogeomorphic Research Laboratory, the WINDLab, the Center for Excellence in Geographic Education, and the South Carolina Geographic Alliance (SCGA).

GEOGRAPHY PERSONNEL

The Department of Geography is housed in the College of Arts and Sciences on Columbia Campus in the Callcott Building (CSSC).

The Department of Geography has 19 tenure track and research faculty:

<i>Dr. Caroline Nagel</i>	cnagel@mailbox.sc.edu	<i>Department Chair</i>
Dr. Jessica Barnes	jebarnes@mailbox.sc.edu	Jointly appointed with SEOE
Dr. Meredith DeBoom	deboom@mailbox.sc.edu	
Dr. Gregory Carbone	greg.carbone@sc.edu	Undergraduate Director
Dr. Susan Cutter	scutter@sc.edu	Carolina Distinguished Professor
Dr. Kirstin Dow	kdow@sc.edu	
Dr. Jean Taylor Ellis	jtellis@sc.edu	Graduate Director
Dr. Diansheng Guo	guod@mailbox.sc.edu	On Leave 2018-9
Dr. Conor Harrison	cmharris@mailbox.sc.edu	Jointly appointed with SEOE
Dr. April Hiscox	hiscox@mailbox.sc.edu	
Dr. Michael Hodgson	hodgsonm@sc.edu	
Dr. David Kneas	knease@mailbox.sc.edu	Jointly appointed with SEOE
Dr. John Kupfer	kupfer@mailbox.sc.edu	
Dr. Kirsten Lackstrom	lackstro@mailbox.sc.edu	
Dr. Zhenlong Li	zhenlong@mailbox.sc.edu	
Dr. Amy Mills	amills@sc.edu	
Dr. Jerry Mitchell	mitchejt@mailbox.sc.edu	
Dr. Cary Mock	mockcj@sc.edu	
Dr. Susan Wang	cwang@mailbox.sc.edu	

Additionally, there are research staff, instructors, and administrative staff that support Geography:

Ms. Amanda Farris	CISA	afarris@sc.edu
Ms. Charlie Faucette	HVRI	faucette@mailbox.sc.edu
Dr. Peng Gao	Postdoc	gaop@mailbox.sc.edu
Dr. Will Graf	Faculty Emeritus	
Ms. Kerry Guiseppa	CISA	guiseppk@mailbox.sc.edu
Dr. Allan James	Faculty Emeritus	ajames@sc.edu
Dr. Alice Kasakoff	Faculty Emeritus	kasakoff@sc.edu
Mr. Kevin Remington	Campus GIS Coordinator	kcreming@mailbox.sc.edu
Mr. Capers Stokes	Graduate Coordinator & Building Manager	stokesc@mailbox.sc.edu
[position to be filled]	Department Administrator & Undergraduate Coordinator	

GRADUATE PROGRAM ADMINISTRATION (in alphabetical order)

Advisement

All students should meet with their advisor (or “major professor”) prior to registering for courses. Students without an approved M-POS (Master’s Program of Study) or D-POS (Doctoral Program of Study) may have holds on their registration. The holds will be released with an email from the advisor to the Graduate Director and Graduate Coordinator that includes a list of courses the student will take the next semester.

Conference Travel Support

The Department of Geography and UofSC Graduate School encourages graduate student participation in professional national and international conferences through travel grants. Conference travel and fieldwork can be expensive, so students should not expect departmental and/or Graduate School funds to cover all expenses. Students are strongly encouraged to apply for funding and to seek out opportunities to reduce conference expenses, such as volunteering at AAG meetings. Students presenting research funded by faculty grants should also discuss opportunities for travel funding with the grant’s principal investigator.

Graduate School Travel Support

The Graduate School offers grants of up to \$500 for domestic conference travel and up to \$800 for foreign conference travel. The process for requesting travel support from the Graduate School is described on their web page (<http://gradschool.sc.edu/students/travgrant.asp?page=paying&sub=tg>). There are four funding cycles that correspond with particular travel dates. Grad School travel funding is available only to PhD students who are presenting a paper or poster at a national or international conference. The student must be sole or first author on the paper or poster being presented. Doctoral students may only receive two travel grants during their tenure in the Graduate School. The Graduate School gives priority to students who will be receiving funds for the first time. Applicants must complete and submit the online Conference Travel Grant Request Form via the Graduate Management System (GMS). Advisors will be sent an email to confirm the applicant’s academic standing. The application must then be approved by the Graduate Director and reviewed by the Graduate School. Be cognizant that the application is not complete until the advisor and the Director of Graduate Studies digitally sign off on the application. Students receiving an award must immediately complete a Travel Authorization form (available here: <https://image.admin.sc.edu/quickForms.php>). Note: this link may only work if you are on a UofSC computer or VPN’d into UofSC. The Travel Authorization Form goes to the Department Administrator. Upon completion of travel, students must complete a Travel Reimbursement Voucher (TRV – available at: https://www.sc.edu/about/offices_and_divisions/university_technology_services/forms/trv-form.pdf).

Geography Department Travel Support

The Geography Department will provide a *maximum of* \$250 (depending on departmental resources) per student for a presentation at one national or international meeting (e.g., AAG or

ASPRS). The travel requests can be used through June 30, 2019. Requests must be made via email to the Graduate Director and Graduate Coordinator. The email subject line should be "Department Travel Request." For those travelling to a conference, specify the conference name, place, dates, and your presentation title. Please list other funding applications that have been submitted or plan to be submitted and a line item budget of the trip (e.g., conference registration, food and travel costs, other expenses).

The soft deadline for Geography funds is December 1, 2018. This means that applications received by this date have priority. Applications will be accepted until May 15, 2019 for travel through to June 30, 2019. All requests will be reviewed. Recipients of Department funds must complete a Travel Authorization (TA) form (see link above) before travel and a Travel Reimbursement Voucher (TRV) upon return. The Department Administrator is the point of contact for travel. For more details regarding the Department's travel policies, reference the Appendix.

All recipients of travel funds to attend the AAG (and other conferences, if requested by the advisor) are *required* to present their conference paper or poster to the department on March 22, 2019. Students who do not participate in the AAG practice session on March 22nd may have their funds revoked.

All students traveling internationally must follow the University policies outlined at: <http://www.sc.edu/policies/ppm/acaf209.pdf>.

Enrollment

Full-time status for funded students is six credit hours (CH) and nine CH for unfunded students during regular (fall and spring) semesters. During the summer, it is six and three CH, respectively.

Students who have defended their proposal and completed all their coursework can be eligible for full-time status by taking fewer than a full load of classes. This is done by applying for z-status. Information and the necessary form (that must be signed by the Graduate Director) is found at: <http://www.gradschool.sc.edu/post.asp?eventid=365>.

During the preparation of the thesis or dissertation, any student who wishes to use University facilities or to confer with the faculty must be enrolled in GEOG 799 (MS/MA) or GEOG 899 (PhD).

Degree Tracking

Degree tracking spreadsheets are available for students. Please contact the Graduate Director if you would like one.

Geography Colloquia

The Department of Geography holds colloquia throughout the academic year in which distinguished faculty from other institutions, and sometimes UofSC, will present their research.

Colloquium is mandatory for all students, regardless of funding status. If you are not able to attend, please notify your advisor.

Graduate Student Awards

There are several graduate student awards. Graduate students will receive information via email from the Graduate Director and/or the Department Chair about these opportunities throughout the year. The Department of Geography awards for this academic year are found in the Appendix. It is also suggested that students navigate to the Graduate School's website for University-level award opportunities: <http://gradschool.sc.edu/students/paying-outside.asp?page=paying&sub=af>

Graduate Geography Student Association (GGSA)

The Graduate Geography Student Association (GGSA) is a student-led volunteer organization that offers academic and personal support for Geography students. It is also the bridge that connects students with Geography faculty members and the University as a whole. The GGSA provides various opportunities for service during the year relating to colloquium planning and the recruitment of undergraduate and graduate Geography students. The GGSA also plans social events throughout the year, including picnics and potlucks. Descriptions of the GGSA officers and the constitution are found at <https://carolinagggsa.wordpress.com/ggsa-constitution-and-officer-descriptions/>. For more information about the GGSA please contact one of the GGSA officers.

Graduation Application

Students must apply for graduation through Self Service Carolina (SSC). The deadlines can be found at:

https://www.sc.edu/about/offices_and_divisions/registrar/graduation/deadline_dates/index.php.

Independent Study

Graduates students are eligible to enroll in Directed Independent Studies (GEOG 705 for MS/MA and GEOG 805 for PhD) and Selected Topics in Cartography and Remote Sensing (GEOG 706 for MS/MA/PhD). The total number of independent study credit hours that students can apply towards their degree (and include in their M-POS or D-POS) is specific to the degree—please see below. All independent studies courses require a contract and a syllabus that specifies reading and writing requirements. The independent study contract can be found here: <http://gradschool.sc.edu/forms/G-ISC.pdf>. The contract requires the signature of the instructor and the Graduate Director. The signed form goes to the Departmental Administrator, who will open a course section for the student. The student will then be able to register using the specific CRN assigned to the section.

Professional Development Plans (PDPs)

Professional development plans (PDPs) are the mechanism our department uses to evaluate annual graduate student performance. Towards the end of each academic year, graduate students must record their yearly accomplishments in the PDP. The Graduate Director then includes faculty evaluations of the student's performance in Geography courses and TA/RA

assignments (as applicable) into the PDP. The PDP is reviewed at the end of the academic year in a meeting between the advisor and the student. Non-completion of the PDP may threaten a student's 'good standing' in the department. There are unique PDP forms for MA/MS and PhD students – both are found in the handbook appendix.

Scheduling Defenses

Defenses of proposals, theses, and dissertations are open to the public (except for MS/MA proposals for students under the old bulletin). In scheduling a proposal, thesis, or dissertation defense, students should be mindful of their committee members' availability to attend a defense, especially if the defense is scheduled to take place between semesters or during the summer semester. Students should avoid scheduling anything the first or last week of classes. Students should submit a complete draft of the relevant document to the committee at least two weeks prior to the scheduled defense date. The student must also make a copy of the proposal or the thesis or dissertation available for public view in the department office at least one week prior to the defense. Additionally, the defense should be announced to the Geography faculty and graduate students via email at least one week before the defense. Students should bring a copy of the appropriate defense forms. Please reference the appropriate proposal, thesis, or dissertation defense section found later in this document for a list of the exact forms relevant to your defense.

Student Health Services

All enrolled graduate students can take advantage of the many services provided at UofSC's Student Health Services. There are in-person and on-line counseling and psychiatry services – please navigate to: <http://www.sa.sc.edu/shs/cp> or call 803.777.5223.

Students' Rights and Recourse

All students are assigned an advisor upon admission to the graduate program. The first meeting between student and advisor should include a thorough review of graduate program requirements and a discussion of student and advisor expectations. All students from the start of their program should be aware of their rights vis-a-vis their advisor and other faculty members. The rights of graduate students in the Department of Geography include:

- The right to meet face-to-face with their advisor at least once a month during the regular semesters to discuss the student's progress;
- The right to timely (within 2 weeks under normal circumstances) feedback from their advisor and course instructors on written work, including seminar papers, proposal drafts, thesis/dissertation drafts, and written comprehensive exams;
- The right to professional advice relating to conferences, grant opportunities, publication activities, and other aspects of academic life;
- The right to confidentiality and privacy (i.e., faculty members should not share the details of a student's academic record or personal matters with other students);
- The right to be treated in a professional manner and not to be harassed or bullied by any faculty member (see <http://sc.edu/policies/policiesbysubject.php#H> and <http://sc.edu/policies/policiesbysubject.php#B>); and

- The right to request a different advisor.

Students have avenues of recourse if they feel that they have been evaluated unfairly or if their progress in the program has been hindered by the actions or inactions of faculty members. A student who feels that his/her rights have not been respected by a faculty member and who is not able to resolve the problem directly with the faculty member should consult with the Graduate Director, the Department Chair, the Department Ombudsperson, and/or the Graduate School Ombudsperson (<http://gradschool.sc.edu/students/ombs.asp>)

Students should note that the role of the Department or Graduate School ombudsperson is not to advocate on behalf of a student, but to evaluate the situation at hand in an impartial manner and to propose a fair resolution to whatever problem exists between the student and faculty member. For the graduate student who has not reached a satisfactory resolution to the problem, the ombudsperson can further explain the Department and University grievance procedures. The Department's grievance policy is found in the Appendix. The Department ombudsman for the 2018-9 academic year is Prof. Kirstin Dow.

Student Conduct

Graduate students are expected to conduct themselves with professionalism and to treat faculty, staff, undergraduates, and fellow graduate students with respect. The Department of Geography is a place of business. The consumption of alcohol is forbidden in the Callcott Building and students should not come to the department if they are impaired by alcohol or drugs. We will not tolerate in-person or digital harassment. Students should not post photos of their fellow students on social media without permission. Students are discouraged from forming social-media links with individual faculty members. Students should familiarize themselves with the Carolina Creed, the Honor Code, and the Code of Conduct:

https://www.sc.edu/about/offices_and_divisions/student_conduct_and_academic_integrity/index.php

Submission of Theses and Dissertations

Master's and Doctoral students must submit their thesis or dissertations to format check (<http://gradschool.sc.edu/students/thesisdiss.asp?page=acad&sub=etd>). This can be an arduous process that may start before the defense (you are allowed to format check a draft). However, at some point, you must get the final thesis/dissertation version approved (by your committee and the Graduate School). Theses and dissertations must be submitted with more than 30 days before the graduation date – check the Grad School website for the exact date (<http://gradschool.sc.edu/calendar.asp>). Final approval of your thesis/dissertation is 'proven' when the Thesis Signature and Approval form (<http://gradschool.sc.edu/forms/G-TSF.pdf>) or Dissertation Signature and Approval Form (<http://gradschool.sc.edu/forms/G-DSF.pdf>) is received by the Graduate School. This form is the final page needed to graduate that includes signatures from all committee members and the Graduate Director. It is advised that students reference the Graduate's School checklist for graduation (<http://gradschool.sc.edu/students/progress-doc.asp?page=acad&sub=etd>) to ensure all other graduation requirements are completed. Doctoral students are required by the Graduate School

to announce their defense via submission of a Dissertation Defense Announcement form at least 14 days prior to the defense (student log-in to Graduate Management System is required to retrieve this form). A similar process is not required for the MS/MA students.

Teacher Training

Upon their entry to the program, all graduate students must complete the TA (teaching assistant) training workshops and orientations offered by the University. Currently, this includes a two-part training workshop held before the start of the academic year, plus a zero-credit GRAD 701 course. International students must also attend an International Teaching Assistant (ITA) orientation at the start of the academic year, regardless of how long they have lived in the United States. International students for whom English is not a first language must also complete the International TA language assessment organized through the English Programs for Internationals office (assessments take place at the start of each semester). International students for whom English is not a first language *may not* serve as a TA or as a graduate instructor of record until they have passed their language assessment and completed all required TA training.

MA / MS DEGREE REQUIREMENTS

Students completing a majority of their coursework credit hours in physical/environmental and/or GIScience courses will earn the MS degree. Students completing the majority of their coursework credit hours in human geography or environment-society relationship courses will earn the MA degree.

The Master's Degree Plan of Study (M-POS) (found at <http://gradschool.sc.edu/forms/Mastersprogramofstudysavable.pdf> or <http://gradschool.sc.edu/forms/Mastersprogramofstudy.pdf>) must list all the courses the student plans to take in order to graduate with the master's degree. Students must submit this paperwork to their advisor for approval prior to the start of their third semester. The form then goes to the Graduate Director and then to the Graduate School. If changes need to be made to the M-POS, the student should complete the Program of Study Adjustment (POSA) form (<http://gradschool.sc.edu/forms/POSAform2018.pdf>) which needs to be signed by the advisor and then brought to the Graduate Director.

The Department is currently transitioning from an old master's program bulletin to a new bulletin. Students entering the program prior to Fall 2018 must continue to use the old bulletin. Students entering the program Fall 2018-Summer 2019 may choose between the old and the new bulletin, but we prefer that these students use the new bulletin. New students who wish to use the old bulletin should convey this to the Graduate Director by email no later than December 15, 2018. Please note that the new bulletin will not appear in the on-line Graduate Studies Bulletin until 2019, but it has been officially approved. Key requirements from the old and new bulletins are elaborated below. Note that both the old and new bulletins include thesis and non-thesis options.

Old Bulletin Requirements (must be used by students starting before Fall 2018; may be used by students starting in Fall 2018, Spring or Summer 2019)

Thesis Option (31 credit hours total)

1. Coursework
 - a. GEOG 740 – Research Trends in Geography (1 credit hour).
 - b. One course from the Physical/Environmental Cluster (3 credit hours) – requirement cannot be satisfied by GEOG 595, 705, 706, or 805.
 - GEOG 545 - Synoptic Meteorology
 - GEOG 546 - Applied Climatology
 - GEOG 547 - Fluvial Geomorphology
 - GEOG 549 - Water and Watersheds
 - GEOG 567 - Long-Term Environmental Change
 - GEOG 571 - Microclimatology (4 CH course)

- GEOG 573 - Climatic Change and Variability
 - GEOG 590 - Beach and Dune Interactions
 - GEOG 730 - Seminar in Environmental Geography
 - GEOG 746 - Seminar in Climatology
 - GEOG 747 - Seminar in Physical Geography
 - GEOG 748 - Geomorphology from Space
 - GEOG 830 - Advanced Seminar in Environmental Geography
 - GEOG 847 – Advanced Seminar in Physical Geography
- c. One course from the Human/Regional Cluster (3 credit hours) – requirement cannot be satisfied by GEOG 595, 705, 706, or 805.
- GEOG 511 - Planning and Locational Analysis
 - GEOG 512 - Migration and Globalization
 - GEOG 515 - Political Geography
 - GEOG 516 - Coastal Zone Management
 - GEOG 521 - Landscapes of South Carolina
 - GEOG 530 - Environmental Hazards
 - GEOG 535 - Hazards Analysis and Planning
 - GEOG 544 - Geography of the City
 - GEOG 566 - Social Aspects of Environmental Planning and Management
 - GEOG 568 - Human Dimensions of Global Environmental Change
 - GEOG 569 - Environment and Development
 - GEOG 570 - Geography of Public Land and Water Policy
 - GEOG 581 - Globalization and Cultural Questions
 - GEOG 701 - History of Geographic Thought
 - GEOG 709 - Women Explorers and Travelers
 - GEOG 711 - Seminar in Regional Geography
 - GEOG 712 - Urban Geography
 - GEOG 713 - Advanced Economic Geography
 - GEOG 721 - Seminar in Systematic Geography
 - GEOG 723 - The Geography of Recreation
 - GEOG 724 - Seminar in Geography of Latin America
 - GEOG 725 - Seminar in Geography of Europe
 - GEOG 726 - Seminar in Geography of the Middle East and Africa
 - GEOG 730 - Seminar in Environmental Geography (Sp 2017 only)
 - GEOG 734 - Field Seminar in Third World Development Projects
 - GEOG 735 - Seminar in Political Geography
 - GEOG 737 - Seminar in Spatial Cognition
 - GEOG 789 - Area Analysis: Europe, the Latin American Republics, Asia, or the United States
 - GEOG 810 - Advanced Seminar in Human Geography
 - GEOG 811 - Advanced Seminar in Regional Geography

- d. One course from the Technical Cluster (3 credit hours) – requirement cannot be satisfied by GEOG 595, 705, 706, or 805.
- GEOG 531 - Quantitative Methods in Geographic Research
 - GEOG 541 - Advanced Cartography
 - GEOG 542 - Dynamic Cartography
 - GEOG 551 - Principles of Remote Sensing
 - GEOG 552 - LiDARgrammetric and Photogrammetric Digital Surface Mapping
 - GEOG 554 - Spatial Programming
 - GEOG 562 - Satellite Mapping and the Global Positioning System
 - GEOG 563 - Advanced Geographic Information Systems
 - GEOG 564 - GIS-Based Modeling
 - GEOG 565 - Geographic Information System (GIS) Databases and Their Use
 - GEOG 731 - Seminar in Quantitative Analysis in Geography
 - GEOG 741 - Seminar in Cartography
 - GEOG 751 - Digital Techniques of Remote Sensing
 - GEOG 763 - Seminar in Geographic Information Systems
 - GEOG 841 - Advanced Seminar in Cartography
 - GEOG 851 - Advanced Seminar in Remote Sensing
 - GEOG 863 - Advanced Seminar in Geographic Information Systems
- e. Specialized Coursework (minimum of 12 credit hours)
Courses should be selected by the students in consultation with their advisor. Courses listed in the clusters above (b-d) can be used to satisfy this requirement, but the same courses cannot be double counted to satisfy both requirements. Note that this requirement is a *minimum* of 12 CH. Students who take 6 CH of GEOG 799 will need to take 15 CH of specialized coursework and 9 CH from b-d (above) to reach the required 31 CH.
- f. Research Coursework
A minimum of one (1) and maximum of six (6) credit hours of thesis preparation hours (GEOG 799) must be included on the M-POS. Students cannot enroll in GEOG 799 until they have an approved thesis proposal.
- g. Notes about all coursework:
- Half the coursework (not including GEOG 799) listed on the M-POS must be at the 700- or 800-level.
 - No more than six (6) credit hours of independent study in Geography (i.e., 705 or 706) and no more than nine (9) credit hours of independent studies with any designator may be included on the M-POS.

2. Thesis

- a. Thesis Committee

The thesis committee consists of three members. At least two members must be UofSC Geography faculty members. A research faculty member may chair a committee so long as this person is an Associate Member of the UofSC Graduate Faculty and holds a doctoral degree. The third committee member can be any member of UofSC's Graduate Faculty, including one who holds a term appointment on the Graduate Faculty. All members of the thesis committee must be from the Columbia campus.

b. Thesis Proposal and Proposal Defense

The thesis proposal must be approved by the committee prior to the completion of the third regular semester. The proposal defense involves a short (15-20 minutes) public presentation and questions from the audience, followed by a closed session with committee members. At the proposal defense the student and committee must codify the format of the thesis (manuscript or traditional). If the defense is successful, the students and faculty should complete the Thesis Proposal Defense Form found in the appendix of this handbook. Please reference the "Scheduling Defenses" at the beginning of this handbook.

c. Thesis Format

Theses must follow the formats defined by the Graduate School. The manuscript style thesis will consist of at least one manuscript plus appendices (e.g., expanded literature review or methods section). Typically, the manuscript sections translate to chapters of the thesis. The student must be first author on any manuscript(s) from the thesis. The manuscript does not have to be submitted to a journal to be accepted as a thesis by the Department of Geography or the Graduate School.

d. Thesis Defense

The thesis defense serves as the Master's Comprehensive Exam; therefore, students must bring (and complete) the following form:

<http://gradschool.sc.edu/forms/masterscompexamverification.pdf>. Students have their committee sign the G-TSF form (download from: <http://gradschool.sc.edu/forms/G-TSF.pdf>) when all thesis remediation is complete and the final versions has been approved. Please reference the "Scheduling Defenses" at the beginning of this handbook.

Non-Thesis Option (37 credit hours total)

Students choosing the non-thesis option have an advisor and a second reader. Both must be faculty within UofSC's Geography Department and can be research faculty members who hold a doctoral degree and are Associate Members of UofSC's Graduate Faculty.

1. Coursework

- a. GEOG 740 – Research Trends in Geography (1 credit hour).

- b. One course from the Physical/Environmental Cluster (3 credit hours) – requirement cannot be satisfied by GEOG 595, 705, 706, or 805. The eligible courses are listed above (in the MA/MS Thesis Option Old Bulletin Requirements).
- c. One course from the Human/Regional Cluster (3 credit hours) – requirement cannot be satisfied by GEOG 595, 705, 706, or 805. The eligible courses are listed above (in the MA/MS Thesis Option Old Bulletin Requirements).
- d. One course from the Technical Cluster (3 credit hours) – requirement cannot be satisfied by GEOG 595, 705, 706, or 805. The eligible courses are listed above (in the MA/MS Thesis Option Old Bulletin Requirements).
- e. Specialized Coursework (27 credit hours)
Courses should be selected by the students in consultation with their advisor. Courses listed in the clusters (b-d) can be used to satisfy this requirement, but courses cannot be counted to satisfy both the cluster *and* specialized coursework requirements.
- f. Notes about all coursework:
 - At least half the coursework listed on the M-POS must be at the 700- or 800-level.
 - No more than six (6) credit hours of independent study in Geography (i.e., 705 or 706) and no more than nine (9) credit hours of independent student with any designator may be included on the M-POS.

2. Research Paper

The comprehensive exam for the non-thesis option is an extended research paper. The paper is written by the student under the guidance the student’s advisor who must a faculty member in the Department of Geography. The second reader must also be a UofSC Geography faculty member and can be a research associate. The approved research paper must be submitted to the Graduate Director by the Graduate School’s “Final Submission Deadline.” The readers must have two weeks to review the document and provide comments. Students should recognize that it is likely that changes will need to be made to their paper, so early submissions are strongly recommended. When the research paper is accepted the following paperwork must be completed: 1) Department of Geography MA/MS Research Paper Completion form (found in the Appendix); and 2) Master’s Comprehensive Exam Form (<http://gradschool.sc.edu/forms/masterscompexamverification.pdf>). The research paper serves as the ‘comprehensive exam,’ so the acceptance date of the research paper is the date of the exam.

New Bulletin Requirements (option for students entering Fall 2018, Spring or Summer 2019)

Thesis option (30 credit hours total)

1. Coursework
 - a. GEOG 801 (3 credit hours).
 - b. A graduate-level (500-level or above) techniques or methods course with GEOG designator selected with advisor approval (3 credit hours).
 - c. Twenty-four (24) additional credit hours with the following stipulations:
 - Half the coursework (not including GEOG 799) listed on the M-POS must be at the 700- or 800-level.
 - No more than six (6) credit hours of independent study with any designator may be included on the M-POS.
 - A minimum of one (1) and maximum of six (6) credit hours of GEOG 799 must be included on the M-POS. Students cannot enroll in GEOG 799 until they have an approved thesis proposal.
 - A maximum of six (6) credit hours with non-GEOG designators may be included on the M-POS.
2. Thesis
 - a. Thesis committee

The thesis committee consists of three members. At least two members must be UofSC Geography faculty members. A research faculty member may chair a committee if s/he is an Associate Member of the UofSC Graduate Faculty and holds a doctoral degree. The third committee member can be any member of UofSC's Graduate Faculty, including one who holds a term appointment on the Graduate Faculty.
 - b. Thesis Proposal and Defense

The thesis proposal outlines the topic of investigation, the purpose and context of the study, and the research design. It must be approved by the committee prior to the completion of the third regular semester. At the proposal defense, which is open to the public, the student and committee will codify the format of the thesis (manuscript or traditional). If the defense is successful, the students and faculty should complete the Thesis Proposal Defense Form found in the Appendix. Please reference the "Scheduling Defenses" at the beginning of this handbook.
 - c. Thesis Format

Theses must follow the formats defined by the Graduate School. The manuscript-style thesis will consist of at least one manuscript plus appendices (e.g., expanded literature review or methods section). The student must be first author on any manuscript(s) from the thesis. The manuscript does not have to be submitted to a

journal to be accepted by the Department of Geography or the Graduate School for the thesis.

d. Thesis Defense

The thesis defense serves as the Master's Comprehensive Exam; therefore, students must bring (and complete) the following form:

<http://gradschool.sc.edu/forms/masterscompexamverification.pdf>. Students have their committee sign the G-TSF form (download from: <http://gradschool.sc.edu/forms/G-TSF.pdf>) when all thesis remediation is complete and the final versions has been approved. See "Scheduling Defense" section for additional information.

Non-Thesis Option (36 credit hours total)

Students must declare their intention to pursue the non-thesis option no later than the end of the student's third regular semester. Students choosing this option should have an advisor and a second reader for the research paper. The advisor and second reader must be faculty within the Geography Department. Either may be a regular, associate, or term graduate faculty member.

1. Coursework

- a. GEOG 801 (3 credit hours).
- b. A graduate-level (500-level or above) techniques or methods course with GEOG designator selected with advisor approval (3 credit hours).
- c. Thirty (30) additional credit hours with the following stipulations:
 - Half the coursework listed on the M-POS must be at the 700- or 800-level. GEOG 799 does not count towards this requirement.
 - No more than six (6) credit hours of independent study with any designator may be included on the M-POS.
 - A maximum of six (6) credit hours with non-GEOG designators may be included on the M-POS.

2. Research Paper

An extended research paper is written under the guidance the student's advisor. The completed paper will be submitted a minimum of six weeks prior to the Graduate School's "Final Submission Deadline" to the student's advisor and a second reader. Prior to the Graduate School's "Final Submission Deadline," the student must orally present the research paper to the advisor and a second reader. The advisor and second reader will evaluate the research paper as "Pass," "Conditional Pass," or "Fail." The student will have two weeks to complete remediation if a "Conditional Pass" or "Fail" is given. The remediated work will be evaluated as "Pass" or "Fail" within two weeks. Students only have one opportunity to remediate. The committee must assign a "Pass" to the paper for the student to pass the comprehensive exam. When the committee finalizes their

assessment and assigns a “Pass,” the following paperwork should be completed: 1) Department of Geography MA/MS Research Paper Completion form (found in the Appendix); and 2) Master’s Comprehensive Exam Form (<http://gradschool.sc.edu/forms/masterscompexamverification.pdf>). The research paper serves as the ‘comprehensive exam,’ so the “Pass” date of the research paper is the date of the exam.

Academic Progress – Applicable to All MA/MS Students

A student must demonstrate satisfactory academic progress at the end of each semester and maintain a minimum of a “B” average in all courses and a “B” average in courses at the 700-level and above. Any student who receives less than a “B” in a graduate course will be on probation for the next semester. Financial assistance will be terminated or reduced for a student who is on probation or who is not progressing satisfactorily. A serious or repeated failure to make satisfactory academic progress will result in a student being terminated from the master’s program. A student will be notified of termination, in writing, prior to the beginning of classes for a semester. The more likely causes for termination are as follows:

1. All requirements for previous degree not completed by the end of the first semester;
2. Failure to pass the comprehensive examination;
3. On probation for two consecutive semesters;
4. Failure to have an academic advisor at all times;
5. Receiving a total of three grades lower than B; and
6. Failure to have an approved thesis proposal or research paper topic by the end of the fourth semester for full-time students or by the end of the semester in which the 36th credit is earned for part-time students.

DOCTORAL DEGREE REQUIREMENTS

The Doctoral Plan of Study, or D-POS, (<http://gradschool.sc.edu/forms/Doctoralprogramofstudy.pdf>) lists the 33 post-master's degree credit hours (CH) the student will take to earn a doctoral degree and the courses that will satisfy the residency requirement. If changes need to be made to an approved D-POS, use the following form <http://gradschool.sc.edu/forms/POSAform.pdf>, which needs to be signed by the advisor and brought to the Graduate Director.

The doctoral residency requirement is satisfied with 18 CH of coursework taken in consecutive major (fall and spring) semesters. Enrollment in a summer term is not required to maintain continuity, but credits earned during summer terms (including May Session) will count toward the 18 CH required for residency. The maximum course load in each summer session is 6 credit hours.

Doctoral students must request revalidation for UofSC graduate courses that are over ten years old for inclusion in the doctoral program of study (coursework taken at other institutions may not be revalidated). Approval of the revalidation request is at the discretion of the Graduate Director. Students who do not complete the program within a ten-year period become subject to changes in degree requirements adopted after that ten-year period.

The Department is transitioning from an old bulletin to a new bulletin. Students entering the program prior to Fall 2018 are obligated to use the old bulletin. Students entering the program Fall 2018-Summer 2019 can choose between the old and the new bulletin. We will assume that entering students are using the new bulletin unless the Graduate Director is informed otherwise, in email, by December 15, 2018. Please note that the new bulletin will not appear in the on-line Graduate Studies Bulletin, but it has been officially approved. The old and new requirements are presented below, followed by key information that applies to both the old and new bulletins. Students using the old bulletin may consult the on-line bulletin: http://bulletin.sc.edu/preview_program.php?catoid=76&poid=4646&returnto=2190

Old Bulletin Requirements (for students starting before Fall 2018; may be used by students starting in Fall 2018, Spring or Summer 2019)

1. Coursework (33 credit hours, post Master's degree)
 - a. GEOG 801 – Contemporary Approaches to Geography (3 CH).
 - b. An advanced techniques course (3 CH) taken at the 700+ level.
 - c. An 800-level advanced seminar in the student's area of specialization (3 CH).
 - d. A course without a GEOG designator (3 CH).

- e. Nine (9) credit hours of additional courses.
- f. Dissertation Preparation (12 CH) – Students may not enroll in GEOG 899 until the proposal has been successfully defended and remediated.
- g. Please note the following about the courses:
 - At least one-half of the courses (excluding 899) listed on the D-POS must be at the 700- or 800-levels.
 - No more than 6 CH of independent study in GEOG (e.g., 705, 706, 805) may appear on the D-POS. No more than 9 CH of independent study with any designator may be on the D-POS.

2. Admission to Candidacy

Doctoral students must complete the following to be admitted into candidacy:

- a. Full admission into the doctoral program;
- b. Approval of D-POS; and
- c. Successful completion (with a grade of B or better) of the following courses:
 - GEOG 801.
 - GEOG 531 (or its equivalent; this requirement can be satisfied at the MS/MA level, but the CH will not be double counted).
 - Advanced techniques course.
- d. Completing the following form:
http://gradschool.sc.edu/forms/qual_exam_verification.pdf. The qualifying exam date is the last day of the last semester the course requirements were completed.
- e. Submitting a completed D-POS
<http://gradschool.sc.edu/forms/Doctoralprogramofstudy.pdf>

Students must be admitted to candidacy at least one year prior earning the doctoral degree.

3. Comprehensive Examination

The comprehensive examination consists of the oral defense of the dissertation proposal and a written exam. The proposal defense and the written exam must take place within one regular semester (or the equivalent) of each other. The comprehensive examination may not be given fewer than 60 days before the student receives the degree. Certification of the comprehensive examination for doctoral students remains valid for five years, after which it must be revalidated. Revalidation is not guaranteed.

The comprehensive examination committee must include no fewer than four members and must include one (but no more than one) member from outside UofSC Geography. Regular and associate graduate faculty may serve on or chair a doctoral committee. Faculty members with term appointments may serve on, but may not chair, doctoral committees. Once the comprehensive examination committee members have been selected, the student must complete a Doctoral Committee Appointment request form (<http://gradschool.sc.edu/forms/G-DCA.GS48.pdf>) that must be signed by the student and brought to the Graduate Director.

- a. Oral Defense of the Dissertation Proposal
See “Important Information Applicable for All Doctoral Students” (below) and “Scheduling Defenses” (above) for additional information.
- b. Written Exam
The written exam typically occurs after coursework is completed, or during the final semester of coursework. The examination committee and the student work together to compile reading lists corresponding to each disciplinary field (represented by the committee members) to be examined. The reading lists must be finalized at least 3 months prior to the exam. Each committee member is responsible for evaluating written exam responses corresponding with that member’s area of expertise within two weeks of the student’s completion of the written exam. Each committee member will assign a grade of Pass, Conditional Pass, or Fail. A Conditional Pass indicates that a student must undertake remedial work on the exam response. See below (“Important Information Applicable for All Doctoral Students”) for additional information.

4. Dissertation

The dissertation is a substantial written analysis of the doctoral student's original research. Twelve dissertation credit hours (GEOG 899) are required for graduation and students must be enrolled for at least 1 credit hour of GEOG 899 during any semester in which dissertation progress is made and university resources as the library, computer facilities, or faculty time are used.

- a. Dissertation Committee
See below (“Important Information Applicable for All Doctoral Students”) for additional information.
- b. Dissertation Format
See below (“Important Information Applicable for All Doctoral Students”) for additional information.
- c. Dissertation Defense
See below (“Important Information Applicable for All Doctoral Students”) for additional information.

5. Teaching Experience

All doctoral students must have at least one semester’s worth of teaching experience either as an instructor of record or as an assistant.

6. Presentation of a Full-Length Research Talk

All students must present a 35-45 minute public research presentation prior to graduation. See below (“Important Information Applicable for All Doctoral Students”) for additional information.

New Bulletin Requirements (option for students entering Fall 2018, Spring or Summer 2019)

1. Coursework

The doctoral degree requires a minimum of 21 credit hours of coursework plus a minimum of 12 credit hours of dissertation preparation (GEOG 899). Doctoral students must file a completed D-POS within the first 24 months of full-time enrollment. The specific course requirements include:

- a. GEOG 801 (3 credit hours).
- b. A techniques or methods course at the 700-level or above that is appropriate to the student's specialization and selected with advisor approval (3 credit hours). Courses taken at the Master's level cannot be applied toward this requirement.
- c. A graduate-level statistics course (3 credit hours). If an equivalent course was taken at the master's level, this requirement will be waived, but the credit hours will not count toward the doctoral degree.
- d. Twelve (12) credit hours of Dissertation Preparation (GEOG 899). Students cannot enroll in GEOG 899 until they have an approved dissertation proposal.

The following stipulations apply to doctoral coursework:

- a. At least half the coursework (not including GEOG 899) listed on the D-POS must be at the 700- or 800-level.
- b. No more than 3 credit hours of independent study (e.g., GEOG 705, 706, 805) with any designator may be included on the D-POS.
- c. A maximum of 6 credit hours with non-GEOG designators (or 9 credit hours if students take techniques/methods or graduate-level statistics outside of Geography) may appear on the D-POS.
- d. During preparation of the dissertation, any student who wishes to use University facilities or to confer with faculty must be enrolled in at least one credit hour of GEOG 899.

2. Admission to Candidacy

Doctoral students must complete the following to be admitted into candidacy:

- f. Full admission into the doctoral program;
- g. Approval of D-POS; and
- h. Successful completion (with a grade of B or better) of the following courses:
 - GEOG 801
 - a techniques or methods course at the 700-level or above (3 credit hours)
 - a graduate-level statistics course (3 credit hours)

These courses are the same listed above in “Coursework.”

- i. Completing the following form:
http://gradschool.sc.edu/forms/qual_exam_verification.pdf. The qualifying exam date is the last day of the last semester the course requirements were completed.
- j. Submitting a completed D-POS
(<http://gradschool.sc.edu/forms/Doctoralprogramofstudy.pdf>)

Students must be admitted to candidacy at least one year prior earning the doctoral degree.

3. Comprehensive Examination

The comprehensive examination consists of the oral defense of the dissertation proposal and a written exam. The proposal defense and the written exam must take place within one regular semester (or the equivalent) of each other. The comprehensive examination may not be given fewer than 60 days before the student receives the degree. Certification of the comprehensive examination for doctoral students remains valid for five years, after which it must be revalidated. Revalidation is not guaranteed.

The comprehensive examination committee must include no fewer than four members and must include one (but no more than one) member from outside UofSC Geography. Regular and associate graduate faculty may serve on or chair a doctoral committee. Faculty members with term appointments may serve on, but may not chair, doctoral committees. Once the comprehensive examination committee members have been selected, the student must complete a Doctoral Committee Appointment request form (<http://gradschool.sc.edu/forms/G-DCA.GS48.pdf>) that must be signed by the student and brought to the Graduate Director.

- a. Oral Defense of the Dissertation Proposal
See “Important Information Applicable for All Doctoral Students” (below) and “Scheduling Defenses” (above) for additional information.
- b. Written Exam
The written exam occurs after coursework is completed or during the final semester of coursework; it can occur before or after the oral proposal defense. Students and individual committee members should agree on concepts and/or reading lists no fewer than 90 days prior to the start of the exam. Each committee member is responsible for evaluating written exam responses corresponding with that member’s area of expertise within two weeks of the student’s completion of the written exam. Each committee member will assign a grade of Pass, Conditional Pass, or Fail. A Conditional Pass or Fail indicates that a student must undertake remedial work on the exam response. See below (“Important Information Applicable for All Doctoral Students”) for additional information.

4. Dissertation
 - a. Committee
See below (“Important Information Applicable for All Doctoral Students”) for additional information.
 - b. Format
See below (“Important Information Applicable for All Doctoral Students”) for additional information.
 - c. Defense
See below (“Important Information Applicable for All Doctoral Students”) for additional information.
5. Teaching Experience
All students must have at least one semester’s worth of experience as an instructor of record or as a laboratory instructor.
6. Full-Length Research Presentation
All students must present a 35-45 minute public research presentation prior to graduation. See below (“Important Information Applicable for All Doctoral Students”) for additional information.

Important Information Applicable to All Doctoral Students

Comprehensive Exam – Oral Presentation of Dissertation Proposal

The dissertation proposal defense should take place no later than the fourth major semester of enrollment and preferably before the start of the fourth semester. The dissertation proposal should be of a quality commensurate with a funding proposal to a nationally recognized funding agency and should include a clear set of research questions, a thorough literature review, an explanation of methods and data sources, and an explanation of how the dissertation research will make a meaningful contribution to relevant fields of study. Proposal lengths vary significantly between subdisciplines, but generally range between 20 and 40 double-spaced pages including references.

The student will have up to one month after the oral proposal defense to complete remediation requested by committee members. Students have only one opportunity to complete the remediation. Students must pass the dissertation proposal defense and complete remediation in order to enroll in 899 (dissertation credits). If the dissertation is successful, the student, advisor, and committee should sign the Dissertation Proposal Defense Form (see appendix) and submit it to the Graduate Director. Please also see the “Scheduling Defenses” above for additional information.

Comprehensive Exam - Written

The purpose of the written exam is to test students' preparedness to execute independent research and teach in their disciplinary fields. The examination committee and the student compile reading lists corresponding to each disciplinary field to be examined. Example fields of study include, but are not limited to:

- Well established systematic areas of study within Geography, like fluvial geomorphology, cultural geography, economic geography, hazards, biogeography, microclimatology, cartography, and remote sensing;
- Regional specialties like Latin America, the Middle East, or Europe;
- Methods, techniques, applications, and methodological approaches, like spatial statistics, quantitative methods, or qualitative GIS;
- Philosophical/theoretical approaches, like feminist geography, Marxist geography, humanism, time-space theory, or post-colonial theory;
- Broad disciplinary themes, like the history of geographic thought or space and place; and
- Broad interdisciplinary fields of study, such as, climate-change adaptation, social movements, food systems, gender and sexuality, aeolian processes, environmental history, youth studies, migration studies, and development studies.

The reading lists must be finalized at least three months prior to the exam. Each reading list should be composed of classic and contemporary references appropriate to the disciplinary field being tested. The advisor compiles exam questions with the assistance of each committee member. Students should not expect that their written exam will be the same as other students' written exams. Written exam formats and requirements, as well as the length of reading lists, will vary across the department reflecting different disciplinary norms and traditions.

All written exams must follow these basic guidelines: 1) Students will be required to answer no more than three questions for each designated disciplinary field/faculty member; 2) Students must have between 5 and 8 hours to complete the exam for each designated disciplinary field/faculty member; and 3) The examination committee must inform the student of the exam format and requirements at least three weeks prior to the exam.

Students may be asked to undertake remedial work on their written responses. Students have one opportunity to complete remedial work and must pass every section of the written comprehensive exam in order to pass the exam as a whole. The committee may allow a maximum of one month for the student to complete required remediation.

Dissertation Committee

The dissertation is completed under the direction of a dissertation committee. The dissertation committee may or may not consist of the same members as the comprehensive examination committee. The dissertation committee must include no fewer than four members and must include one (but no more than one) member from outside UofSC Geography. Regular and

research faculty who have been appointed to associate membership of the UofSC Graduate Faculty may also serve on or chair a doctoral committee. Faculty members with term appointments may serve on, but may not chair, doctoral committees. The dissertation committee may or may not have the same members as the comprehensive examination committee. Once dissertation committee members have been selected, the student must complete a Doctoral Committee Appointment Request form (<http://gradschool.sc.edu/forms/G-DCA.GS48.pdf>) and bring it to the Graduate Director. Even if the composition of the proposal and dissertation committees are the same, the student must fill out and submit separate forms.

Dissertation Format

Dissertations may be traditional or manuscript style. Manuscript style dissertations must consist at least three manuscripts prepared for, but not necessarily accepted for, publication. The student must be senior author on all three manuscripts. All dissertations must follow the formatting guidelines defined by the Graduate School.

Dissertation Defense

The dissertation defense must be announced to the University a minimum of 14 prior to your defense through UofSC's GMS system (<https://app.gradschool.sc.edu/gms/student/>). The defense of the dissertation involves a 25-30 minute public presentation of the doctoral research followed by a closed session before the dissertation committee. The committee may allow one month for a student to complete any required remediation. Students have only one opportunity to complete the remediation.

Research Talk

A research talk is required of all doctoral students. This talk is not the same as the dissertation defense and it can be conducted well in advance of the completion of the dissertation. The event should be scheduled and announced to all faculty and students at least one week ahead of time by the student and the advisor. At the conclusion of the research talk, please complete the Doctoral Research Talk form (found in the Appendix) and submit it to the Graduate Director.

Satisfactory Academic Progress

A student must demonstrate satisfactory academic progress. At the time of graduation, the student's graduate cumulative grade point average (GPA) must be at least 3.00 on a 4.00 scale. All courses listed on the Doctoral Program of Study must be at least a B. Graduate students whose cumulative grade point average drops below 3.00 (B) will be placed on academic probation and allowed one calendar year in which to raise the grade point average to at least 3.00. Financial assistance may be terminated or reduced for a student who is on probation. Students who do not reach a cumulative 3.00 grade point average during the probationary period will not be permitted to enroll for further graduate coursework and will be

terminated from the program. Other causes for termination may include, but are not limited to, the following:

1. Failure to complete all requirements for previous degree by the end of the first semester;
2. Failure to have a dissertation proposal approved by the end of the fifth semester for full-time students;
3. Failure of the written comprehensive exam;
4. Failure to produce a defensible dissertation; and
5. Acts of academic dishonesty.

A student will be notified of termination, in writing, before classes begin for the semester.

HOUSEKEEPING

1. Office Space: All students in residence are provided office space. Priority is given to PhD students over MS/MA students. Students are expected to keep their office space clean. Any food items must be cleaned up at the end of each day and disposed of appropriately (students may use the refrigerator in the first-floor lounge). If you have any problems relating to office space, please contact Capers Stokes.
2. Keys: All students will be issued keys to their offices, labs (if applicable), and the building front door.
3. Mailboxes: All students have mailboxes in Room 118.
4. All technology related issues should be directed to Kevin Remington.

APPENDIX

Page 1 – Department of Geography Grievance Policy

Page 3 – MA/MS Research Paper Completion Form

Page 4 – MA/MS Thesis Proposal Defense Form

Page 5 – Dissertation Proposal Defense Form

Page 6 – Doctoral Research Talk Form

Page 7 – Master's PDP

Page 10 – Doctoral PDP

Page 13 – Department Travel Guidelines

Page 14 – Department of Geography Graduate Student Awards

UofSC Department of Geography

Graduate Student Grievance, Appeal, and Petition Process

The University of South Carolina, the Graduate School, the College of Arts and Sciences and the Department of Geography have policies and regulations in place to address a wide variety of circumstances that might arise. However, there may be instances when a student¹ believes that a situation warrants a submission of a grievance, appeal, or petition to these policies and/or regulations.

The three major categories of academic grievances, appeals, and petitions are²:

- 1) Student petitions for waiver of, or exception to, Graduate School or program regulations and/or requirements;
- 2) Student appeals of decisions or actions taken within the academic unit, in this case the Department of Geography (not, however, appeals for change of grade originated by the student); and
- 3) Requests for change of grade in courses taken for graduate credit originated by faculty, usually the course instructor.

Proper Course of Action - All steps in the process will be documented in writing for the student's file.

1. The proper course of action for students is first to seek resolution with the instructor, faculty member, or staff member.
2. If resolution cannot be made, the student will speak with the Department Chair.
3. If the Chair cannot find resolution, the department formal procedure for reporting and resolving grievances should be followed:
 - A. Student will document and submit the grievance to the Director of Graduate Studies (DGS) in writing. The grievance will include:
 - i. Student name
 - ii. Department
 - iii. Position (if applicable)
 - iv. Faculty advisor
 - v. Statement of grievance
 - vi. Resolution requested
 - B. Department Ombudsman will review grievance to identify solution options.
 - C. DGS will review grievance and will consult with Department Ombudsman and Chair. The Chair will suggest a resolution to the student.

4. If the proposed solution is not acceptable to the student, the issue will be brought to the Dean of the College of Arts and Sciences.

¹ A "student" here is defined as a graduate student that is either enrolled in a GEOG course, employed as an RA or TA by the Geography Department, and/or is seeking resolution with an employee of the Geography Department.

² UofSC Graduate Council Manual <http://gradschool.sc.edu/facstaff/gradcouncil/GradCouncilManual.pdf>

5. If the issue remains unresolved, it will be brought to the Graduate School by submitting a G-GAP form. If the grievance is against the DGS, then the Undergraduate Director will replace the DGS in the process outlined above. If the grievance is against the Chair, then the grievance will go directly to the College of Arts and Sciences.

Policy revised August 2017



UNIVERSITY OF
SOUTH CAROLINA

Department of Geography
MA/MS Research Paper Completion Form

Student Name

Student ID

The above-named student submitted a research paper on _____ (date)
to complete the requirements for the non-thesis master's degree.

The title of the research paper is

Primary Reader Signature

Printed Name

Secondary Reader Signature

Printed Name

Director of Graduate Studies



UNIVERSITY OF
SOUTH CAROLINA

Department of Geography
MA/MS Thesis Proposal Defense Form

Student Name

Student ID

The above-named student successfully defended their thesis proposal. The defense occurred on

_____.

The title of the thesis proposal is

The format of the thesis will be _____
(traditional or manuscript style). If manuscript style, the designated journal for

submission will be _____.

Examining Committee:

Advisor Signature

Printed Name

Committee Member Signature

Printed Name

Committee Member Signature

Printed Name



UNIVERSITY OF
SOUTH CAROLINA

**Department of Geography
Dissertation Proposal Defense Form**

Student Name

Student ID

The above-named student successfully defended their dissertation proposal. The defense occurred on

_____.

The title of the dissertation proposal is

The format of the dissertation will be _____
(traditional or manuscript style).

Examining Committee:

Advisor Signature

Printed Name

Committee Member Signature

Printed Name

Committee Member Signature

Printed Name

External Committee Member Signature

Printed Name and Department



UNIVERSITY OF
SOUTH CAROLINA

**Department of Geography
Doctoral Research Talk Form**

Student Name

Student ID

The above named student delivered a public research talk on _____.

The title of the talk was

Student Signature

Printed Name

GEOG Faculty Member Signature Attending Talk Signature

Printed Name

Director of Graduate Studies Signature

Printed Name

UofSC Department of Geography

2018-2019 Professional Development Plan (Master's)

- Students complete “Program Milestones, Review of This Academic Year, and Goals for Next Academic Year” → Due to Graduate Director by 5/3.
- Graduate Director fills-in “Coursework and Assistantship” using the comments that the faculty emails the Graduate Director by 12/20 (Fall semester) and 5/10 (Spring semester).
- The PDP meeting between student and advisor should be scheduled no later than 5/31 at which time the “Advisor Evaluation” is completed.
- Advisor DIGITALLY returns completed PDP to Graduate Director.

Student Name:

Advisor Name:

Program Milestones (Completed by student. List month/year; indicate completed or planned)

Submission of Program of Study (M-POS)	
Formation of committee (list members)	
Proposal defense (if applicable)	
Thesis defense (or research paper) target date	

Review of This Academic Year (Completed by student)

Research activities (e.g., progress on proposal, fieldwork, data collection and analysis)

Grant or fellowship funding applications (both applied for and received)

Presentations at professional meetings

Publication activities (specify submitted, accepted, in press, etc.)

Honors and awards

Professional development activities (e.g., CTE workshops; grant-writing workshops, organizing conference session; Grad Student day presentation)

Departmental and community service and leadership (on-campus, and off-campus, including GSA and GGSA activities)

Other noteworthy activities

Goals for Next Academic year (Completed by Student)

Required skills

Grant or fellowship applications

Publications

Professional development activities

Career-related goals and activities

Coursework Evaluations (Completed by Graduate Director)

Assistantship Evaluations (Completed by Graduate Director)

Advisor Evaluation (Completed by Advisor during end-of-year meeting)

This student is on track for which degree (please highlight one):

Master of Arts	Master of Science
----------------	-------------------

This student will complete a _____ type degree (please highlight one):

Thesis	Non-thesis
--------	------------

This student will complete a _____ style thesis (please highlight one):

Thesis - traditional	Thesis – manuscript style
Not yet determined	Not applicable

This student’s progress in academic year 2017-2018 has been (please highlight one):

Excellent	Very Good	Good	Adequate	Unsatisfactory
-----------	-----------	------	----------	----------------

Advisor comments and recommendations:

Student's performance over past academic year (coursework, research progress, assistantships, etc.)

Student's goals

Other comments/recommendations

Advisor and student sign below at PDP meeting. Provide original to Graduate Director; student and advisor keep copies.

Advisor signature/date _____

Student signature/date _____

Graduate Director signature/date _____

Graduate Director comments:

UofSC Department of Geography

2018-2019 Professional Development Plan (PhD)

- Students complete “Program Milestones, Review of This Academic Year, and Goals for Next Academic Year” → Due to Graduate Director by 5/3.
- Graduate Director fills-in “Coursework and Assistantship” using the comments that the faculty emails the Graduate Director by 12/20 (Fall semester) and 5/11 (Spring semester).
- The PDP meeting between student and advisor should be scheduled no later than 5/31 at which time the “Advisor Evaluation” is completed.
- Advisor DIGITALLY returns completed PDP to Graduate Director.

Student Name:

Advisor Name:

Program Milestones (To be filled in by student. List month/year; indicate completed or planned.)

Submission of Program of Study	
Advancement to candidacy	
Completion of written comprehensive exam	
Proposal defense	
Teaching Experience (semester and course)	
Full-length research presentation to Department	
Dissertation defense	

Review of This Academic Year (Completed by student)

Research activities (e.g., progress on proposal, fieldwork, data collection and analysis)

Grant or fellowship funding applications (both applied for and received)

Presentations at professional meetings

Publication activities (specify submitted, accepted, in press, etc.)

Honors and awards

Professional development activities (e.g. CTE workshops; grant-writing workshops, organizing conference session; Grad Student day presentation)

Departmental and community service and leadership (on-campus, and off-campus, including GSA and GGSA activities)
Other noteworthy activities

Goals for Next Academic Year (Completed by student)

Required skills
Program milestones
Grant or fellowship applications
Publications
Professional development activities
Career-related goals and activities

Coursework Evaluations (Completed by Graduate Director)

Assistantship or Teaching Evaluations (Completed by Graduate Director)

Advisor Evaluation

This student's progress in academic year 2017-2018 has been (please highlight one):

Excellent	Very Good	Good	Adequate	Unsatisfactory
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Advisor comments and recommendations:

Student's performance over past academic year (coursework, research progress, assistantships, etc.)

Student's goals

Other comments/recommendations

Advisor and student sign below at PDP meeting. Provide original to Graduate Director; student and Advisor keep copies.

Advisor signature/date _____

Student signature/date _____

Graduate Director signature/date _____

Graduate Director comments:

Student Travel Brief Guidelines

I. Before Travel

- a. If you are planning on being reimbursed for your travel:
 - **Electronically submit** the Travel Authorization (TA) form 10 business days prior to travel <https://image.admin.sc.edu/entryT.php>. You will need a fund number from your advisor.
 - **Turn in a hard copy of the TA form** to the Department Administrator, Callcott 127, for signature and processing (once signed by chair you will receive a copy of the signed TA)
 - **Keep a copy of the TA form.** You will need the electronically assigned TA number for your reimbursement form (see below.)
- b. If international travel –
 - All students (undergraduate and graduate) traveling abroad for University-related purposes are required to **register their international travel** in the [Student International Travel Registry](#) maintained by the Study Abroad Office by an established deadline before the expected departure date. ACAF 2.09, Section I.A. **Please note:** registration is required at least **30 days prior** to departure. If you are traveling to a [destination of risk](#), petitions are due **60 days prior** to departure.

II. After Travel is completed

- a. For reimbursement of travel costs:
 - **Complete a Travel Reimbursement Voucher** <http://web.admin.sc.edu/control/forms/trv-form.pdf>. Once completed, print a copy and sign it. (Note: you will need to have previously submitted a TA and know the electronically assigned TA number.) See the link below for a sample document.)
 - **Make a copy of completed TRV and all receipts** for yourself in case they get lost.
 - **Attach original receipts to the TRV and submit to the Department Administrator** for signature and processing.

[Sample TRV](#)

FOR QUESTIONS OR IF YOU NEED ASSISTANCE COMPLETING ANY OF THE PAPERWORK PLEASE SEE THE DEPARTMENT ADMININSTRATOR IN CALLCOTT 127.

Department of Geography Graduate Student Awards

The **Departmental Graduate Instructor Award** recognizes outstanding graduate student Instructors. Graduate students who are serving as instructor of record for a course may nominate themselves for the **Instructor Award**. Applicants should submit a course syllabus, course evaluations, and a brief (1-2 page) teaching statement that describes their general teaching philosophy and teaching methods and approaches. All materials should be given to the Awards Committee via email by May 10. Up to two awards will be given each year. This award comes with a small monetary prize.

The **Teaching Assistant Award** recognizes outstanding TAs (i.e. graduate students who lead lab sections or who have a significant role in classroom teaching; graders do not qualify). Faculty members whose courses requires a teaching assistant may nominate students for this award. The faculty member should compose a brief letter (1 page) to the Awards Committee explaining why the student should be considered for the award. If teaching evaluations are available, those should be attached to the application. All nominations should be submitted to the Awards Committee via email by May 10. A maximum of two Teaching Assistant Awards will be given each year. This award come with a small monetary prize.

The **Lovingood Graduate Research Award** (\$500) is awarded annually to recognize the most outstanding peer reviewed paper authored or co-authored by a geography graduate student. The competition is available to graduate students in good standing in the Department of Geography. The graduate student must be the first author, but multiple authorship papers are acceptable as long as the student is first author. The manuscript must be designated as 'in press' (have a DOI) between April 15th of the previous year and April 14th of the current year. Students may win the Lovingood Graduate Research Award multiple times during their graduate career. The application package, prepared by the student, comprises a cover letter and the manuscript compiled as a single PDF and emailed to the Awards Committee by the fourth Monday of April. The cover letter should include information about the publication status of the manuscript (e.g., accepted to *Professional Geographer* on January 1), and should indicate if the Lovingood Graduate Research Award has been previously won. If the paper has multiple authors, the cover letter should also provide a detailed statement of each author's contributions. The entire application should be submitted to the Awards Committee for review.

Cynthia MacCharles-Medina Memorial Award (\$200) is awarded annually to a graduate student emphasizing the business application of GIS in their research. The fund was established in memory of a UofSC Geography graduate student, Cynthia MacCharles-Medina, who was passionate about GIScience and business-related applications of GIS. Students applying for the award should submit a one-page (single-spaced) statement describing their use of GIS for a business-related application. Applications should be submitted (via email) to the Awards Committee by the second Monday in March.

The **Bennett S. Masaschi Graduate Award** (\$500) is awarded annually to graduate students with financial need to conduct fieldwork. A maximum of three awards will be given annually. Students

may only receive one award per degree, and doctoral students have priority. To apply, students should write a 500-word description of their fieldwork that includes how this money will be used. Students should also indicate additional support received for their master's or doctoral research (not included in the word count). Students must be in good standing. There is no specific deadline for this award; applications will be considered on a rolling basis. Requests for funds should be submitted (via email) to the Awards Committee.

The **Richard G. Silvernail Scholarship for Geographic Education** (\$500) will be awarded to a graduate student pursuing research in geographic education. Students may only receive this award once per graduate degree. Students must be nominated by a faculty member (deadline is the second Monday in March) to the Department of Geography Awards Committee. The nomination consists of a one-page letter from the faculty member and a CV from the student, sent as a single document to the Awards Committee.

The **Grace and Allan Davis Scholarship** (\$750) is awarded annually to a graduate or undergraduate student majoring in geography with a focus on geographic information science, remote sensing, and/or cartography and has a financial need (preference is given to graduate students). In addition to financial need, the award prioritizes students who are: 1) married with children; 2) married; or 3) single. All students applying must have a 3.0 GPA; graduate students must be in good standing. Students apply for the award by composing a brief letter (1-2 pages) outlining their interest in geographic information science, remote sensing, and/or cartography. Applicants should also provide a very brief, general statement describing their financial need. Letters must be submitted (via email) to the Department of Geography Awards Committee by the final Monday in February. By submitting an application for this award, the applicant gives permission to the Department of Geography to access FAFSA information through the Registrar.

Note – the Awards committee for Academic Year 2018-2019 comprises Drs. Jean Ellis and Greg Carbone

Updated 5/29/18