Graduate Program Handbook
2016-2017
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Geography Graduate Faculty

Andrew Curtis (F-4) – GIS & Public / Clinical health, spatial epidemiology, hazards, crime, GIS analysis, geospatial field techniques, research methods

Jacqueline Curtis (F-4) – post-disaster environments, Maternal Child Health (MCH), geospatial techniques

Amoaba Gooden (A-3) – African Caribbean Transnational Communities; Gender, identity and African Diaspora; African Diaspora social networks as determinants of health

David Kaplan (F-4) – Nationalism and Ethnicity; French and Italian Geography; Urban Planning; Transportation; Segregation

Jay Lee (F-4) – GIS; Geospatial Analysis; Urban Operations Research; Geography of China; Spatial and Temporal Simulation

Jennifer Mapes (F-3) – small towns, sustainability, planning, community economics, visualization & interactive mapping

Mandy Munro-Stasiuk (F-4) – Glacial and Karst Geomorphology, Remote Sensing, Geoarchaeology

Rebecca Parylak (A-1) – Physical Geography, Climatology, Precipitation Trends

Christopher Post (F-4) - Cultural Landscape, Historical Geography, North America, Commemorative Justice, Company Towns

Thomas Schmidlin (F-4) – Weather and Climate, Natural Hazards and Disasters, Severe Weather

Scott Sheridan (F-4) – Climate and Health, Climate Change, Synoptic Climatology
Sarah Smiley (F-3) – Sub-Saharan Africa, Urban Geography, Cultural Geography

Kelly Turner (F-3) – Sustainable Urban Planning, Institutional Analysis, Environmental Decision-making and Management, Urban Ecology, Water Resources

James Tyner (F-4) – Political, Population, Gender & Race

Emariana Widner (A-1) – Biogeography, Urban Ecology, Environmental Geography, Computational Modeling

Xinyue Ye (F-4) – Geographic Information Science, Computational Social Science, Open Source Spatial Econometrics, Crime Analysis
Graduate Mission

Congratulations on your admittance to the graduate program in Geography. Our goal is to ensure that you will have a successful career at Kent State University, and we hope that you will enjoy your time here with us. If you have any questions or if there is anything I or any other member of the staff can do to assist you, please let us know. We will be happy to help. Please keep this handbook with you for the duration of your program as it will provide you with all the key information for you to succeed. Also check the geography website for updates related to the program (www.kent.edu/geography/graduate)

Scott Sheridan (Professor and Chair, Geography).

The M.A. in Geography program prepares graduate students for careers in both the academic field and non-academic jobs in various private and governmental agencies, in areas such as urban/economic geography, social geography, physical/environmental geography, and geographic information technology. Students learn geographic thought, research techniques, and topical specialties while preparing to conduct original research. Within this broad framework, the program is sufficiently flexible to meet individual career objectives. The M.A. in geography is designed to be a two academic year program.

The Doctoral program in geography exposes students to advanced theories and techniques in contemporary geographic research. Students are expected to conduct original research that withstands the scrutiny of a community of scholars. The Ph.D. in geography is designed to be a three to four academic year program.
Admissions

The Admissions Process

Kent State’s application process is electronic. Submit your application at www.kent.edu/admissions/apply/; any paper material should be sent directly to the relevant address below. Do not send material to the Department unless specifically requested.

- Domestic applicants: Division of Graduate Studies, Kent State University, Cartwright Hall, 650 Hilltop Drive, Kent, OH 44242
- International applicants: Office of Global Education, Kent State University, 106 Van Campen Hall, 625 Loop Rd, Kent, OH 44242

You must submit the following items to be considered for our program. Please note that the file is assembled by the college, and passed to the Department only when it is complete; thus, we will not see applications missing any components.

1. Official copies of all post-secondary transcripts,
2. Three letters of recommendation,
3. A current résumé,
4. A statement of research interests (with recommended length of 1 to 2 pages),
5. GRE score (official copy sent from ETS), and
6. A Test of English as a Foreign Language (TOEFL) score. Applicants from the USA, Australia, Canada (excluding Québec), British Commonwealth states of the Caribbean, Ireland, Liberia, New Zealand, and the United Kingdom are exempt from this requirement. Applicants are also excluded from this requirement if they have completed a higher-education degree at a university in a TOEFL-exempt country listed above.
**Admission evaluation criteria**

All applications are evaluated by the Graduate Faculty as a whole. As available positions in the graduate program are limited, Faculty work to identify those candidates that they feel would best represent an asset to the program. The criteria below should be considered as guidance in terms of what Faculty look for in prospective students:

- The quality of the applicant’s preparation. Applicants must have a Bachelor’s degree completed by the time they enter the M.A. program. Applicants must have a Master’s degree completed within one semester of their entry into the PhD program. Assessment includes:
  - Coursework. An applicant’s coursework must include at least the equivalent of a minor in geography (24 credit hours) for M.A. applicants, and a Master’s degree in Geography for PhD applicants. Exceptions may be made for students who major in a closely related interdisciplinary program, especially when aligned with their proposed field of study, and students who major in a related field and come from institutions without a geography program. Applicants not meeting these criteria may still be admitted conditionally, and required to make up undergraduate coursework as determined by the graduate faculty.
  - Grades. The university has minimum GPA requirements of 3.0 (out of 4) at the undergraduate level and 3.0 at the graduate level; no students will be admitted with grades below these values. Most of our admitted students have GPAs well above these criteria: an undergraduate GPA of 3.3 or greater is strongly recommended; with a GPA of 3.5 or greater optimal. A graduate-level GPA of 3.5 or greater is strongly recommended, with a graduate GPA of 3.7 or greater optimal.
  - Prior research. For PhD applicants, a master’s degree in which a thesis or similar project is completed is strongly favored.
• GRE score. Applicants are recommended to have a minimum GRE of 300 (summing verbal and quantitative scores) on the new scale, with a score of 310 optimal. Essay scores of 4 or higher are preferred.

• For students that are required to take the TOEFL, the university-designated minimum acceptable scores are 197 on the computerized version, 71 on the Internet based version, or a MELAB score of 77. Students with scores below this level will not be admitted into the program.

• Clarity of expressed research interests, and their compatibility with faculty research. Admission to the program requires that at least one faculty member expresses a willingness to work with an applicant; students are thus encouraged to communicate with potential advisors during the application process.

• Strength of recommendation letters.

**Application deadlines**

The department prefers to admit students to begin the fall semester, although spring and summer admissions are possible. For fall semester, our primary application deadline is February 1\(^{st}\). This deadline means that all materials must be received and processed by the university by this date; we thus encourage applicants (especially international applicants) to begin the process much earlier. Applicants whose applications are complete by this deadline will be given primary consideration for funding opportunities in the department. Our final fall application deadline is July 1\(^{st}\), although these later applicants will not be considered for funding.

Applications for spring and summer admission are due on November 1\(^{st}\) and April 1\(^{st}\), respectively; please note that no funding is awarded for students beginning in these terms, although they would be eligible to apply for funding for the following fall.
Admission decisions

Faculty evaluate all applications promptly. For students applying during the regular cycle by February 1st, planning to begin during the following fall semester, decisions on admission will be made by late February. For students applying at other times, a decision is usually made within one month of the completion of the application.

There are two types of admission to our program: regular and conditional. Regular admission imposes no limits on the student’s entry into the program. Conditional admission requires that the students meet a certain set of criteria (usually a minimum GPA in select classes during their first semester in residence) in order to gain full entry into our program. Conditional admission is usually granted to students who show potential but have either inadequate backgrounds in geography, or lower grades than preferred. Note that the Department does not offer conditional admission to students that have not achieved a passing TOEFL score; one must obtain an acceptable score prior to application into the program.

Applicants admitted to the program before the completion of his/her previous degree program will see their status online as being “Conditional – Transcript”. This refers to the requirement that a final transcript from a previous institution showing the awarding of the degree must be provided to Kent State within one semester of entering the program. Students will not be allowed to register for a second semester of classes until this transcript is received; students on funding may lose their funding.
Matriculation into Ph.D. Program for current M.A. students

Students that are currently enrolled in Kent State’s MA program in geography do not need to file a full application in order to be considered for the PhD program. Rather, the matriculation process is presently conducted within the department. An interested student should obtain a matriculation form from the Department Office, and submit it to the Graduate Coordinator, along with:

1. A copy of your Kent State transcript,
2. Two letters of recommendation, and
3. A new statement of research interests (with recommended length of 1 to 2 pages).

All applications are evaluated by the Graduate Faculty as a whole, utilizing the same criteria described above for regular admission. Students have one semester from matriculation to complete all requirements for the MA degree.
Master of Arts (M.A.) Program

Program Requirements

The M.A. program requires a total of 30 credit hours: 24 of these hours are taken for letter-graded (i.e. not S/U) course work, and 6 hours for the M.A. thesis. A minimum of 18 hours of graded work must be taken in GEOG courses.

There are two required core courses that all M.A. students must take, totaling 6 credit hours:
- GEOG 60800 – Development of Geographic Thought
- GEOG 69701 – Research and Presentation of Geographic Data

In addition, students must also take at least 6 credit hours of methods courses:
- GEOG 54070 – Spatial Analysis and Location Theory
- GEOG 59070 – Geographic Information Science
- GEOG 59072 – GIS and Health
- GEOG 59075 – GIS: Urban and Economic Applications
- GEOG 59076 – Spatial Programming
- GEOG 59078 – GIS and Environmental Hazards
- GEOG 59080 – Advanced GIS
- GEOG 59085 – Web and Mobile GIS
- GEOG 59162 – Cartography and Geovisualization
- GEOG 59230 – Remote Sensing GEOG
- 60900 – Qualitative Methods GEOG
- 69004 – Quantitative Methods

Students who earned their bachelor’s degree at Kent State and have taken the undergraduate equivalents of any methods courses listed can count these towards the above requirement. Note that these courses taken at the undergraduate level will not count towards the total degree course hour requirement; only that additional methods classes will not be required.
Other graduate-level methods courses, as approved by Advisor and Graduate Coordinator, may count towards this requirement.

Students are allowed to count no more than 3 credit hours of Research (GEOG 60996/60998) towards their MA degree requirements.

All graduate students are required to attend all colloquia during their residence.

**The Thesis**

All M.A. students must complete a Master’s Thesis as part of their requirements for graduation. A thesis should reflect the individual’s ability to identify a problem, carry out the necessary research, apply appropriate analytical tools, and present the results of the research in a scholarly manner. An advisory committee shall be chaired by the advisor and at least two additional members selected by the student in consultation with the advisor. All Graduate Faculty are eligible to serve on Master’s Committees; however, the thesis advisor must be level A2, A3, F3, or F4. At least one of these two members must be a member of the Department of Geography.

There are two main sequences of events related to the thesis: first, the development and approval of a thesis proposal, and second, the writing and defense of the thesis. Each of these sequences is shown below. It is strongly advised that the students and all committee members, especially the advisor, maintain regular contact during these processes.

**Procedure for Developing a Thesis Proposal**

A thesis proposal that clearly and succinctly lays out the student’s intentions for his/her thesis research is the basis of a successful thesis. Ideally, the proposal developed in Research and Presentation of Geographic Data can form the foundation for the thesis proposal. Students are strongly encouraged to
defend their proposal before starting considerable work on the thesis itself. The Notification of Approved Thesis Topic form, to be completed at the end of this process, signals the approval of the proposed thesis work.

1. The student should work with his/her advisor to identify his/her thesis committee members, and meet with these members to ask whether they are willing to serve on the committee.

2. The student develops an acceptable thesis proposal with his/her advisor. Excluding references, the thesis proposal is typically between 4000 and 5000 words.

3. When the advisor gives approval, the student should submit copies of the proposal to the remainder of the thesis committee.

4. The committee members have one week to review the proposal. Committee members will provide feedback to the advisor regarding the suitability of the proposal for defense, and any requested changes.

5. Once all committee members have reviewed the proposal, the advisor will confer with the student concerning the reviews. If the proposal is acceptable, the student, in conjunction with his/her advisor, will arrange for a defense in which the M.A. proposal is formally approved. If changes are necessary, go back to Step 2.

6. A proposal defense begins with an oral presentation (generally between 10 and 15 minutes) of the thesis proposal. Following this presentation, an oral examination will proceed, consisting of questions from the entire committee. Once questioning is complete, the thesis committee will vote on the defense. The student may pass unconditionally, pass with changes to be made to the proposal, or fail the oral defense.
   a. If the student passes the defense unconditionally, the student may proceed to Step 7.
   b. If a student passes the defense but changes are requested in the proposal document, the student must work to meet the committee’s concerns before proceeding to Step 7.
c. If a student fails the oral defense, he/she must go back to Step 2.

7. The student must complete a Notification of Approved Thesis Topic form, which is then sent to Graduate Studies for the official record.

8. The student must then register for GEOG 60199 (Thesis I) the next semester. Once the student has registered for Thesis I once, he/she must then remain continuously registered Thesis II until the thesis is successfully defended and submitted. This includes summer sessions.

**Defense of Thesis**

The student and advisor will work closely during the process of the student’s thesis research. Regular meetings should be scheduled, and the research should be reviewed at a frequency that is acceptable to both student and advisor. Students are encouraged to set up occasional thesis committee meetings to discuss progress with the full committee. The student must register for graduation (in Flashline) by the start of the semester in which he/she hopes to graduate.

1. When the student and advisor believe the thesis is ready for defense, it will be sent to the members of the committee for review.

2. The committee will have a period of 10 working days to read the thesis, unless a shorter period is agreed to beforehand. The advisor will convene the thesis committee (without the candidate) for the purpose of evaluating it. The committee must unanimously agree that the thesis is ready for defense. Recommended revisions will be noted by the advisor and communicated to the candidate; the committee may:
   a. accept the thesis document as is, and the student and advisor can schedule a defense;
b. require minor changes, in which case the student can move forward with the current document as the defense document and schedule a defense, while making the required changes;

c. require major revisions, in which case the modified thesis must be reevaluated by the committee before approval to move forward to defense is given; or

d. find the thesis work unacceptable for defense. If this happens, the student, advisor, and Graduate Coordinator will meet to discuss a route forward.

3. Once the student’s committee has agreed to proceed to the thesis defense, the student and committee will identify an acceptable time and place. The defense should be scheduled at least 10 working days in advance, unless the committee unanimously agrees otherwise. The Chair, Graduate Coordinator, and secretary should be notified of the time and date at this point. The defense will be open to the University community. Notification of the time and place of the defense should be made public at least one week in advance of the defense. In the absence of the Thesis Advisor, the oral defense may not be held. If it is a matter of long-term absence or illness, the Chair and Graduate Coordinator, in consultation with the Dean, should make appropriate arrangements for a substitute.

4. The defense begins with the thesis committee agreeing that the defense may proceed. This is to be determined by vote prior to the final oral examination and without the candidate or others being present. If more than one member of the thesis committee finds that the thesis is not in acceptable form, the oral defense will not be held. A rescheduling of the defense, if necessary, will occur when, in the opinion of the advisor and the student, the thesis has been modified to address concerns. The thesis must be acceptable, with no more than one dissenting vote, before the rescheduled defense can be held. If the
thesis is not in suitable form at this second scheduled defense, the Dean will be notified, and all further action is then the responsibility of the Dean.

5. The student will open the defense with a 15-20 minute presentation of his/her findings.

6. The members of the thesis committee will then question the candidate. Typically, there are two rounds of questioning, with the length and order determined by the committee. Following questions by the examining committee, members of the audience are permitted to ask questions. Questioning should focus on the substantive nature of the research, rather than grammatical minutiae, which should be written out and presented to the student after the defense. The questioning will continue until it has run its course. If it is deemed necessary to discontinue the defense, the advisor may recess the defense until a time mutually agreeable to the advisor, the candidate, and the Dean.

7. Once questioning is completed, the advisor will adjourn the defense and the room will be cleared of everyone except for the committee. The committee will then evaluate the candidate on both the overall quality and significance of the thesis, as well as the oral defense. Each committee member will vote ‘pass’ or ‘fail’; a candidate passes the defense if he/she received no more than one dissenting vote. If the candidate does not pass the defense, a rescheduling of the defense will occur when, in the opinion of the committee and the student, the thesis has been modified appropriately. If a candidate does not pass the defense after a second attempt, the Dean will be notified, and all further action is then the responsibility of the Dean.

8. Following the successful defense of the thesis, any requested changes to the thesis document must be made by the student, and a final version of the thesis must be approved by the student’s committee.
9. Once the committee has approved the thesis document, the document must then be submitted to the Chair for approval. The thesis document must be submitted as a PDF. Formatting instructions are at: www.kent.edu/library/about/depts/technicalservices/etd. The student must give the chairperson at least three days to examine the thesis. The student must also fill out the thesis preparation form, which will be given to you by Tracee who will instruct you on how to fill it out along with your signature pages.

**Recommended timeline for full-time M.A. Students**

**Fall semester, Year 1**
Take GEOG 60800 (Geographic Thought) and two other graduate-level classes. Schedule regular meetings with temporary advisor and meet with other faculty with similar research interests.

**Spring semester, Year 1**
Take GEOG 69701 (Research and Presentation) and two other graduate-level classes. Identify a permanent advisor by Week 6. Potential committee members should be identified by end of semester. Consult with your advisor for turning your Research and Presentation proposal into a Thesis Proposal.

**Fall semester, Year 2**
Seek to meet remaining requirements by registering for two graduate-level classes. Defend your proposal in the early part of the semester, and begin thesis work.

**Spring semester, Year 2**
Register for Thesis I, and either Colloquium or any other remaining requirements. Continue work on thesis, with the goal to defend by the end of this semester.

**Summer semester, Year 2 (if necessary)**
Continue to register for Thesis II this and each subsequent semester until the thesis is defended and submitted.
Doctoral Program

Program Requirements
The K.S.U. Graduate College requires a minimum of 60 credit hours for the Ph.D., of which at least 30 must be for work on the dissertation. Of the remaining 30 hours, the department requires the completion of a minimum of 24* credit hours in letter-graded (A-F) coursework numbered 6/7/80000. In particular:

- At least 18† credit hours must consist of graded geography coursework of level 6/7/80000. Students are not allowed to count Research (GEOG 80996/80998) towards this requirement.
- A minimum of 6 credits of coursework or equivalence in research at a graduate level must be taken in a cognate discipline. Generally, such work will be taken with the cognate member of the student’s advisory committee.
- A student must complete all 30 hours of regular coursework before he/she is allowed to defend the dissertation proposal. Comprehensive exams and the proposal defense can occur while the student is finishing up the last bit of coursework.
- All graduate students are required to attend all colloquia during their residence.
- Once a student reaches candidacy, it is expected that he/she will register for Dissertation I for two academic terms at 15 hours each, and Dissertation II thereafter, each semester, including summers, until all requirements for the degree have been met.

* 18 credit hours for students that began their program prior to Fall 2015
† 12 credit hours for students that began their program prior to Fall 2015
New students are strongly encouraged to take the following courses within the first year of their enrollment, if they have not already taken similar courses at the Masters level:

GEOG 69701- Research & Presentation of Geographic Data (3)
GEOG 70800- Seminar in the Development of Geographic Thought (3)

Students are allowed to take a maximum of 4 credit hours of workshop courses for graduate credit. However, students must first receive approval for receiving graduate credit for appropriate graduate level workshops from their advisor and the Graduate Coordinator. Approval will be determined based on the applicability of the workshop toward the student’s academic progress and the graduate faculty status of the workshop instructor.

**Cognate discipline**

A student’s doctoral work is expected to reflect the current status of the discipline of Geography; moreover, it is expected that he/she will integrate knowledge and techniques from a related field outside of geography. This field serves as the student’s cognate.

As noted above, students will take at least 6 hours of classes in a cognate field; a committee member from a cognate discipline is also on the student’s dissertation committee. Ideally, the committee member will be from the same discipline as the student’s cognate classes, but this is not always the case.

**The Dissertation**

Ph.D. students must complete a Dissertation as part of their requirements for graduation. A student’s work on his/her dissertation is supported and evaluated by an advisory committee chaired by the student’s advisor. The student must consult with the committee to design his/her course program, examinations, and dissertation research. The graduate faculty will meet at least once a year to review the progress of each student.
There are two dissertation formats allowed.

The first is a conventional, book-length document that provides a full accounting of an original research project.

The second is an option to write three or more papers, related to a single overarching topic, and packaged with introductory and concluding material.

The choice of format is up to the student and the advisor, and will not affect the overall process of completing the Ph.D. While it is helpful to know the preferred format before the proposal defense, it is possible to decide during the period of candidacy.

**Dissertation Committee and Progress**

The advisory committee is chaired by the advisor and at least three additional members selected by the student in consultation with the advisor. Two of these members should be from Geography, and at least one member must be a member of a cognate discipline. No more than one member of the committee may have A-3 or F-3 graduate faculty status; all others must be F-4. Please see Graduate Faculty list on page 2 for specific status level of faculty members.

There are three main sequences of events related to the dissertation. First, the student completes all of the relevant coursework (30 credits including 24 credits of graded coursework). Second, the student must reach candidacy (aka, become “ABD”); this includes the development and approval of a dissertation proposal and passing of oral exams. Third, the student will write and defend the dissertation. The second and third step is shown below. It is strongly advised that the students and all committee members, especially the advisor, maintain regular contact during these processes.

**Procedure for Reaching Candidacy**

The foundation for a successful dissertation is developing a research proposal
that clearly and succinctly lays out the student’s intentions for his/her doctoral research. Students will likely conduct some preliminary work on their dissertation before reaching candidacy, but are advised to seek to defend their proposal before starting considerable work on the dissertation itself.

1. The student should work with his/her advisor to identify dissertation committee members, and meet with these members to ask whether they are willing to serve on the committee.

2. The student develops an acceptable dissertation proposal with his/her advisor. Excluding references, the dissertation proposal is typically between 6000 and 8000 words.

3. When the advisor gives approval, the student should submit copies of the proposal to the remainder of the committee.

4. The committee members have one week to review the proposal. Committee members will provide feedback to the advisor regarding the suitability of the proposal for defense, and any requested changes.

5. Once all committee members have reviewed the proposal, the advisor will confer with the student concerning the reviews. If the proposal is acceptable, the student, in conjunction with his/her advisor, will arrange to move forward to his/her exams. If changes are necessary, go back to Step 2.

6. The student, in consultation with the committee, will set the dates for his/her written comprehensive exams. There are three examinations, one administered by each member of the committee within the Department. All written exams must be completed within five working days. The student should confer with committee members regarding the topics to be covered and the ground rules for each exam (e.g. open-book or closed-book), as each faculty member determines his/her rules.
7. The student will take the three exams. Within one week of completion, the advisory committee will evaluate the written examinations.
   a. For successful candidates, the oral examination will be scheduled.
   b. If a portion of the written examination is failed, the student must retake that component within one month of notification. The student must successfully pass all written examinations before proceeding to the oral examination.
   c. If any component is failed twice, the student is terminated from the doctoral program.

8. The student, in consultation with the committee, will set the dates for his/her oral exams. Unless agreed to beforehand, the oral exam must be within two weeks of notification of the successful completion of all aspects of the written examination.

9. A proposal defense begins with an oral presentation (generally between 10 and 15 minutes) of the dissertation proposal. Following this presentation, an oral examination will proceed, consisting of questions from the entire committee related to both the dissertation proposal and the written examinations. Once questioning is complete, the committee will vote on the defense. The student may pass unconditionally, pass with changes to be made to the proposal, or fail the oral defense.
   a. If the student passes the defense unconditionally, the student may proceed to Step 10.
   b. If a student passes the defense but changes are requested in the proposal document, the student must work to meet the committee’s concerns before proceeding to Step 10.
   c. If the oral examination is failed, the student must retake the exam within one month of notification.
   d. If the oral examination is failed for a second time, the student is terminated from the doctoral program.
10. The *Report of Candidacy* and the *Approval of Dissertation Topic* forms must be completed and filed with Graduate Studies following the successful candidacy examination. Once the dissertation topic has been approved, the candidate is cleared to register for Dissertation I.

11. The student must then register for GEOG 80199 (Dissertation I) for the next two semesters. Once the student has registered for Dissertation I twice, he/she must then remain continuously registered in Dissertation II until the dissertation is successfully defended and submitted.

**Defense of Dissertation**

The student and advisor will work closely during the process of the student’s dissertation research. Regular meetings should be scheduled, and the research should be reviewed at a frequency that is acceptable to both student and advisor. Students are encouraged to set up occasional dissertation committee meetings to discuss progress with the full committee. The student must register for graduation (in Flashline) by the start of the semester in which he/she hopes to graduate.

The examining committee will consist of the dissertation committee plus a Graduate Faculty Representative and a moderator, both of which are appointed as the defense nears. The Graduate Faculty Representative may also serve as moderator, or if a separate moderator is desired, he/she will be selected by the dissertation committee from the members of the Graduate Faculty outside of Geography who have been approved to direct dissertations. A Graduate Faculty Representative must be requested by the advisor from the college. The advisor should put in a request for a Graduate Faculty Representative around 2-3 months before an anticipated defense date.

1. When the student and advisor believe the dissertation is ready for preliminary approval, it will be circulated among the members of the committee.
2. The committee will have a period of 10 working days to read the dissertation and will then convene the dissertation committee (without the candidate) for the purpose of evaluating it. The Graduate Faculty Representative must be notified of this meeting and invited to attend (and vote) on the readiness of the dissertation for final defense. The committee must unanimously agree that the dissertation is ready for defense. Recommended revisions will be noted by the advisor and communicated to the candidate; the committee may:
   a. accept the dissertation document as is, and the student and advisor can schedule a defense;
   b. require minor changes, in which case the student can move forward with the current document as the defense document and schedule a defense, while making the required changes;
   c. require major revisions, in which case the modified dissertation must be reevaluated by the committee before approval to move forward to defense is given; or
   d. find the dissertation work unacceptable for defense. If this happens, the student, advisor, and Graduate Coordinator will meet to discuss a route forward.
3. When the dissertation committee has met and has agreed to proceed to the final examination, the student and committee will identify an acceptable time and place. The defense should be scheduled at least 10 working days in advance, unless the committee unanimously agrees otherwise. The Chair, Graduate Coordinator, and secretary should be notified of the time and date at this point.

The defense will be open to the University community. Notification of the time and place of the defense should be made public at least one week in advance of the defense. In the absence of the advisor, the oral defense may not be held. If it is a matter of long-term absence or illness, the Chair and Graduate Coordinator, in consultation with the Dean, should make appropriate arrangements for a substitute.

4. The dissertation must be in final form prior to the final oral defense. If, in the opinion of more than one member of the examining committee,
the dissertation is not in acceptable final form the oral defense will not
be held. This is to be determined by vote prior to the final oral
examination and without the candidate or others being present. If a
negative vote occurs, the candidate may be called in to provide
clarification. A rescheduling of the oral defense, if necessary, will occur
when, in the opinion of the Advisor and the student, the dissertation
has been modified to incorporate the suggested changes. The
dissertation must be acceptable, with no more than one dissenting
vote, before the rescheduled final oral can be held. If the dissertation is
not in suitable form at this second scheduled oral, the Dean will be
notified, and all further action is then the responsibility of the Dean.

5. The student will open the defense with a 15-20-minute presentation of
his/her findings.

6. The members of the thesis committee will then question the candidate.
Typically, there are two rounds of questioning, with the length
determined in consultation with the committee. Following questions
by the examining committee, the Moderator may open the
examination to appropriate questions from others present. Questions
dealing with the substance, meaning, and usefulness of the research in
the dissertation are of greatest propriety. Comments dealing with
grammatical minutiae should be written out and privately submitted to
the advisor. The questioning will continue until it has run its course. If
it is deemed necessary to discontinue the defense, the advisor may
recess the defense until a time mutually agreeable to the advisor, the
candidate, and the Dean.
7. Once questioning is completed, the moderator will adjourn the defense and the room will be cleared of everyone except for the committee. The committee will then discuss the success or failure of the candidate, with the Moderator acting as Chair without a vote. The candidate should be evaluated both (a) upon the overall quality and significance of his/her dissertation, and (b) upon the oral defense of his/her findings. A candidate passes the final oral defense if he/she passes with no more than one dissenting vote. If the candidate does not pass the defense, a rescheduling of the defense will occur when, in the opinion of the committee and the student, the thesis has been modified appropriately. If a candidate does not pass the defense after a second attempt, the Dean will be notified, and all further action is then the responsibility of the Dean.

8. Following the successful defense of the dissertation, any requested changes to the dissertation document must be made by the student, and a final version of the dissertation must be approved by the student’s committee. Once the committee has approved the dissertation document, the document must then be submitted to the Chair for approval. The dissertation document must be submitted as a PDF. Formatting regulations and instructions are found at: www.kent.edu/library/about/depts/technicalservices/etd. The student must give the chairperson at least three days to examine the dissertation. The student must also fill out the dissertation preparation form, which will be given to you by Tracee who will instruct you on how to fill it out along with your signature pages.
**Recommended timeline for full-time Ph.D. Students**

**FALL SEMESTER, YEAR 1**
Take three Ph.D. level courses; GEOG 70800 (Geographic Thought) is recommended. Consider cognate courses each semester as you will need two total. Schedule regular meetings with temporary advisor and meet with other faculty with similar research interests.

**SPRING SEMESTER, YEAR 1**
Take three Ph.D. level courses; GEOG 69701 (Research and Presentation) is recommended. Identify a permanent advisor by Week 6. Consult with your advisor for turning your Research and Presentation proposal into a Thesis Proposal.

**FALL AND SPRING SEMESTERS, YEAR 2**
Take two additional courses as part of your full-time load. The remainder of a full-time load can be additional courses or research hours. Continue to work with your advisor to develop your dissertation proposal, and assemble your committee. Aim to defend your proposal either in late spring or early summer of year 2.

Prepare for Comprehensive Examinations

**YEAR 3**
Register for Dissertation I (two semesters in a row). Following this, register for Dissertation II. You should be taking no additional coursework, unless it helps your dissertation.

**YEAR 4**
Continue to register for Dissertation II each semester until the dissertation is defended and submitted. This includes summer sessions.
Financial Support

The Department encourages all students to seek out funding to support their enrollment in the graduate program. The department offers a limited number of assistantships at the master’s and doctoral level, and additional research assistantships may be available from individual faculty members.

Applying for Assistantships

All newly admitted students, as well as all continuing students in good standing that are not on funding, will be considered for assistantships each academic year. No separate application is necessary, though continuing students will need to indicate their interest in being considered on their Annual Report. Assistantships are only awarded for terms beginning in Fall Semester.

Expectations

Students awarded graduate assistantships will receive a stipend of $12,000 (M.A.) or $15,000 (Ph.D.) on an annual 9-month (September to May) contract. Aside from the stipend, students will receive tuition remission for 9 hours (15 hours for those registered in Dissertation hours), a waiver for most fees, and a partial credit for health insurance.

Each M.A. graduate assistant is required to perform a maximum service load of 20 hours per week. This Graduate Assistant (G.A.) service involves assisting in classroom instruction, grading of papers, and other activities beneficial to the student’s training and to the department. Students on funding are also expected to assist in other departmental activities as needed, including proctoring of exams and serving as a mentor for undergraduate students. Additional forms of assistantships, including Research Assistantships (R.A.), may also be available. All students on full-time assistantships are required to be present in McGilvrey Hall for a minimum of 20 hours weekly.
Graduate students on assistantships must carry a minimum of 8 credit hours and a maximum of 16 hours of graduate course load.

**Outside Employment Prohibition**

Students on assistantships should not be employed outside the department. Please contact the Graduate Coordinator if you have any questions about this policy.

**Eligibility**

A student is eligible for funding for up to 2 years in the M.A. program, and up to 4 years in the Ph.D. program, pending appropriate progress (see below). Students admitted conditionally are ineligible for funding consideration until they have met the conditional requirements.

An annual review will be held no later than the end of February by the graduate Faculty to assess the progress of all graduate students toward completion of their degree. Students who have received departmental funding, but whose progress or performance is judged to be unsatisfactory, may have their funding and/or enrollment terminated at the end of the academic year. Marginal performance may result in students being subsequently funded on a semester basis instead of an annual basis. Students will be notified of this decision before May 1.

A M.A. student on assistantship who has not been defended his/her proposal before the end of his/her first year in residence will only initially receive a commitment of one semester of funding for the second year. The second semester of funding will be restored if he/she defends his/her proposal by Week 10 of the first semester of his/her second year. A Ph.D. student on assistantship who has not been admitted to candidacy before the end of his/her second year will only initially receive a commitment of one semester of funding for the third year. The second semester of funding will be restored if
he/she is admitted to candidacy by Week 10 of the first semester of his/her third year.

Students that are admitted to the university but not initially provided funding may apply for funding in subsequent years; this will be indicated on the Annual Report. Those students will then be evaluated alongside new applicants, and if they are awarded funding, will be eligible up through their 2\textsuperscript{nd} year in the M.A. program or 3\textsuperscript{rd} year in the Ph.D. program.

**Funding support for the 4th year of PhD study**

The Department of Geography believes that most full-time doctoral students should be able to finish their dissertations within 3 years of starting the program. However, considering the competitive nature of the job market today, we believe that providing support for a 4th year in residence is necessary to prepare students for academic or research careers. This 4th year of support allows time to complete the dissertation, disseminate the results through publication and presentation, and participate in professional development opportunities.

To be eligible for a 4th year of funding, a student must have achieved the following in their first 3 years in the PhD program:

1. Reached ABD status by the start of their 3rd year in residence
2. Clear progress towards the completion of their dissertation, with a work plan to complete the dissertation by the end of the 4th year. Progress includes the completion of all primary data collection, completion of the majority of the analysis, and submission of a manuscript if the dissertation is article-based.
3. Have submitted at least one proposal for dissertation or research support to one external (i.e. non-KSU) entity by the end of their 3rd year in residence (note: for the NSF Doctoral Dissertation Improvement Grant, this means by February of the 3rd year in residence)
4. Have presented their research at three or more conferences. At least two presentations should be at national or international meetings.

5. Have at least two peer-reviewed manuscripts published/accepted, including one as lead or sole author

Other evidence of substantial scholarly activity (e.g. receiving external funding) can be presented if any of the above criteria are not met.

**Fellowships**

The university offers several fellowships each year, for which PhD students may be qualified, including the University Fellowship (aka ‘Dissertation Fellowship’) and the David B Smith Fellowship. Calls to qualified nominees will be made each spring.

**Summer support**

The Department offers limited summer support for graduate students to serve as instructors for any courses that are available. Calls for interested students will be made each spring. Research support may also be available from faculty with external funding. Students are also encouraged to explore other options at the University during the summer.

**Departmental travel support**

The Department of Geography encourages graduate students to participate in academic conferences and workshops as part of their professional development. To help facilitate this, the Department offers travel support of $400 per academic year to eligible students. This total may be used for one conference or split across multiple conferences. To be eligible, students must:

1. Actively participate in the conference by giving an oral presentation, a poster, or a panel (other forms of participation considered on a case-by-case basis);
2. Be enrolled in at least 6 credit hours during one semester of the academic year;
3. Be in good standing (not on departmental probation); and
4. Be within the first two years of an MA program or four years of a PhD program.

We realize that conferences and travel are expensive, and that this amount is unlikely to meet all costs. We thus encourage all students to also apply for additional funding, including at the university level, for GSS travel support.

**Departmental research support**

Some research projects incur costs that are otherwise prohibitive for students. To that end, the Geography Department sponsors four separate awards:
- A. Beck Fund supports general research costs for any project topic.
- B. Gandhi Fund supports research costs for projects on South Asia.
- C. Schmidlin Fund supports general research costs for any project topic.
- D. Norah Henry Fund supports research costs for female students with demonstrated financial need, with preference for students of Irish, German, Australian, Pacific Islander ancestries or first-generation American students and preference for international research.

Eligibility: All applicants must be enrolled in a MA or PhD program in the Department of Geography and in good standing. Each Fund has additional eligibility requirements:

Review: Decisions will be made by the Graduate Committee. Awards will be determined based on the (1) scholarly merit of the project; (2) the quality of the written proposal; (3) the qualifications of the student to complete the work; and (4) award specific criteria (see award descriptions above).

A call for proposals will be announced at regular intervals, once or twice a year. There will be instructions and an official application cover sheet.
Graduate studies travel and research support

Graduate Studies offers several awards for graduate students in support of research or other professional travel:

• **Domestic Travel Award**: Travel, research, or professional development in the U.S., Canada, or Mexico. This reimbursement award is non-competitive and most popular with fall, spring, and summer application deadlines.

• **International Travel Award**: Overseas travel, research, or professional development (non-Domestic). This reimbursement award is non-competitive and most popular with fall, spring, and summer application deadlines.

• **Research Travel Award**: Used for thesis or dissertation research, graduate writing projects, and archival needs. This reimbursement award is competitive with a fall and spring application deadline.

Work Study Application Requirements and Student Loans

All U.S. citizens being considered for a departmental graduate assistantship are required to process a Free Application for Federal Student Aid (FAFSA) to determine their eligibility for Federal Work-Study. Students must complete the FAFSA form and have the results of this form sent to the University.

All graduate students are encouraged to apply for needed financial assistance through the Student Financial Aid Office, 103 Michael Schwartz Center. Student loans and Federal Work-Study are available for all eligible graduate students.
Office Policies

To keep things running smoothly in the office, students should observe these policies.

• Before receiving departmental reimbursement for travel, you need to include GSS paperwork. Before applying to GSS, talk to Tracee first.

• Key cards or keys cost $20 if lost.

• Office hours are from 8-5. Please do not do any extensive copying after 4 since Mary Lou and Tracee have to wait until you are finished.

• In the office, you can use the Dell computer on the far side of the office (near the printer).

• There is absolutely no parking on R25. You can purchase permits for other lots, provided they are available. If not, you will need to make your own arrangements. If you park illegally, chances are you will be ticketed.

• Always check your mailbox in room 445. Also make sure to check your kent.edu email as this is the official email for all university business.

• For forms requiring signatures from the Chair or Graduate Coordinator, please put them onto the metal bin on top of Tracee’s desk.
Maintaining Good Standing

Your responsibilities

The Department prides itself on its collegial atmosphere among faculty and students. While the advisor and Graduate Coordinator both supervise student’s progress towards their degree, it is ultimately the student’s responsibility to maintain proper registration, meet deadlines, and all other criteria laid out in this document as well as in the University Graduate Catalog.

Maintaining registration

A full-time student must be enrolled for at least 8 hours per semester. He/she may not be enrolled in more than 16 hours without written permission. All students on departmental support must be enrolled full-time. Students do not need to register for summer courses, unless they have already defended their thesis or dissertation proposal, after which they must enroll in Thesis or Dissertation hours during the summer. It is the student’s responsibility to make sure he/she is properly registered.

All students must enroll in for at least one term each calendar year to maintain their status as a degree-seeking student. A student that does not meet these criteria will be considered to have withdrawn from the university. If this happens, and a student would like to be re-instated, he/she must reapply for admission into the program through the same procedures as a new applicant. (Policy 3-01.13)

Coursework transfer

The Department will accept up to 12 hours of transferred coursework towards a MA degree, and 11 hours towards a PhD agree. This credit must be earned at the relevant level at an accredited institution; the student must have earned at least a B in the hours being transferred; and the work must be in Geography
and relevant to the student’s degree. To transfer credit, students must provide a transcript of and syllabus for all coursework to be transferred, and fill out the form found here: 
http://du1ux2871uqvu.cloudfront.net/sites/default/files/file/Transfer%20of%20Graduate%20Credit_0_0.pdf

**Time limit for completion**

The M.A. (Ph.D.) programs are designed to be 2 (3-4) year programs, although it is recognized that it may require some students longer to complete, particularly if they are part-time. To ensure timely completion of degree, the department requires the completion of all M.A. (Ph.D.) degree requirements within four (six) years from the first enrollment at that level\(^1\). Ph.D. students must also reach candidacy within four years of first enrollment. Extensions may be granted via petition to the Graduate Coordinator, and must be approved by the Department Graduate Faculty and the College. Students who have not completed their degree requirements within this time frame will be dismissed.

**Incomplete coursework**

Students are discouraged from taking incomplete (IN) grades in any graduate coursework unless there are extenuating circumstances. A student must discuss their situation with the professor of the course in which they need an IN, and reach an understanding of the timeline for completion of all work. The professor will file the required paperwork. Please note that for students on funding, all IN grades must be completed within one semester; further, all IN grades must be rectified before graduation.

\(^1\) These limits are applicable to students that began their programs from Fall 2011 onwards. For those who began earlier, university regulations of six years (M.A.) and five years from reaching Ph.D. candidacy apply.
**Academic Dismissal**

Students are expected to maintain a 3.0 GPA average GPA in all graduate work at Kent State. Any student whose GPA falls below 3.0, or who receives a combination of more than 8 credit hours of B- or lower grades, or more than 4 credit hours of C or lower grades, is subject to dismissal. Procedures for dismissal and appeals can be found in the University Graduate Catalog.

**Plagiarism and academic misconduct**

Academic honesty is a value taken seriously by the Department of Geography and the University. Students are expected to adhere to standards set by the university. It is recognized that the boundaries of plagiarism and academic dishonesty may be difficult to discern in certain circumstances; the university has created a website to provide information on the definitions of and remedial methods for instances of academic dishonesty: [www.kent.edu/plagiarism](http://www.kent.edu/plagiarism)

**Dealing with your responsibilities**

Life in a graduate program can be very different than an undergraduate program, as there are many more expectations that go beyond the traditional semester-to-semester plan. It is not uncommon for students to have difficulties balancing the diverse set of professional expectations within the graduate program; the inevitable personal issues that arise in life complicate things further. Successful time-management skills and self-discipline are keys to success in a graduate program. A student’s advisor, the Graduate Coordinator, and the Chair are all available and willing to discuss a student’s difficulties in managing day-to-day responsibilities while in the program.
The Institutional Review Board

Any research on people requires approval from the University’s Institutional Review Board [www.kent.edu/research/research-humans](http://www.kent.edu/research/research-humans). This process involves the approval of the proposed work and the successful completion of online training modules. Each student should take IRB procedures seriously to avoid legal repercussions. Human subjects work may not proceed until IRB approval is granted. This process may take up to 6 weeks during the school year, and longer during the summer. Their website contains relevant details on procedures, which will vary depending upon the level of human subject research incorporated into a project.

Selection of Advisor

Upon entry into the program, the Graduate Coordinator assigns one faculty member as a temporary advisor to each incoming student, based on mutual interest. This assignment by no means confers an obligation for the student to work with the faculty member as a permanent advisor. The temporary advisor will help the student design a program of courses for the first semester. The temporary advisor assignment is terminated when the student selects a permanent advisor.

The selection of a permanent advisor must take place by Week 6 of the second semester in the program. A copy of the Advisor Declaration Form, once signed by the permanent advisor and the Graduate Coordinator, will be placed in the student’s academic file in the departmental office. All academic decisions must be made following consultation with the student’s advisor.

Students are expected to remain with their permanent advisor. In cases of insurmountable difficulties, students can change advisors, but any decision should be made in consultation with the Graduate Coordinator, the current advisor, and the prospective advisor. An advisor change must be accompanied by the filing of a new Advisor Declaration Form.
Under certain circumstances, co-advising may be possible. This should be considered only when two faculty members equally cover the spectrum of the thesis or dissertation research, and are amenable to serving as co-advisors.

**Student-advisor relationship**

A student’s likelihood of success in his/her pursuit of a graduate degree is higher in cases where a good working relationship with their advisor is established. The student and advisor should work to define a regular time for meetings. In these meetings, the advisor should work with the student to lay out a timetable for their completion of all degree requirements, identify potential research areas, provide a prompt turnaround on all written work, and take an active role in professional mentoring of the student.

The student and his/her advisor each have specific expectations. A student should be open to suggestions and critiques from his/her advisor and make a good faith effort to see these through in a timely manner. An advisor should always keep the academic progress of the student uppermost in their consideration. Advisors should not assign additional work to a student that is not directly tied to the student’s own research or a specific, paid project appointment. If a student has any concerns about expectations, they should consult first with the advisor, and then with the graduate coordinator if the issue is still unresolved.

**On romantic and/or sexual relationships**

Romantic and/or sexual relationships between graduate students and faculty present a conflict of interest if one person has a supervisory, teaching, evaluation, advising, or similar responsibility over another. Relationships of this nature may not continue without making alternative academic/supervisory arrangements.
If such a situation occurs, the faculty member has the responsibility to eliminate the conflict of interest. This person must notify the Departmental Chair of any romantic and/or sexual relationships that pose a conflict of interest, and has a duty to cooperate in making acceptable alternative arrangements. The conflict of interest must be eliminated in a way which minimizes potential for harming the graduate student. Individuals who engage in such relationships (i.e., who do not notify their supervisors and do not make acceptable alternative arrangements) are in violation of this policy, and may be subject to sanctions.

**Selection of Committee**

For both the thesis and the dissertation, an examining committee is required. For the thesis, this committee consists of two faculty in addition to the advisor, at least one of which must be in Geography. For the dissertation, this committee consists of three faculty, in addition to the advisor, with two Geography faculty and one cognate member. Three of the four members of the dissertation committee must be F-4 graduate faculty. While the student’s advisor is the chair of the committee examining the student’s work, all committee members should be kept informed of the student’s progress at regular intervals.

After approval of a thesis / dissertation topic, no changes may be made to the composition of the student’s committee without approval by two-thirds of the Graduate Faculty.

**Annual report**

All students are required to file an annual report by February 1st of each year, to keep the faculty informed of their progress towards their degree. Students that do not submit annual reports may lose funding in the subsequent academic year, be placed on probation, and/or be dismissed from the program.
The Graduate Studies Committee will review annual reports, and by March 1st of each year, will classify the students into one of the following categories:

Adequate Progress / No Action: The student is making adequate progress in the program.

Warning: The student’s performance and/or progress are falling below expectations.

Recommendation for Dismissal: The student has not met requirements or made appropriate progress, and thus the Graduate Studies Committee is recommending dismissal from the program.

All students that receive a Warning assessment may be reviewed on a semester basis until they are no longer on Warning. The Graduate Studies Committee reserves the right to re-review all cases as needed, should a student’s progress or standing in the program change.

Grievances

Complaints regarding professional or academic matters, such as grading or workload, should first be discussed with the relevant faculty member. If a resolution is not reached, the issue should then be discussed with the Chair and/or Graduate Coordinator. If a solution cannot be reached within the Department, or if the issue involves the entire Department, the Dean should be consulted.

Geography Graduate Student Association

The purpose of the Geography Graduate Student Association (GGSA) shall be to act as intermediaries between the faculty and graduate student body. In addition, promotion of the field of geography within the university and community is a pillar mission of the organization. Through activities, the GGSA intends to foster a sense of interdisciplinary community, collaborative research, and professional development. All graduate students in the Department of Geography are members of the Geography Graduate Student Association with
all rights and privileges.

**Graduate Student Senate**

The Graduate Student Senate serves the needs of graduate students through University-wide representation and financially assists graduate student travel and research by offering specific awards to Kent State University graduate students across all academic disciplines. The springtime Graduate Research Symposium highlights academic achievements and scholarship of Kent State University graduate students. Monthly meetings are held to inform all graduate students of university policies and issues. More information is available at [www.kent.edu/graduatestudies/gss](http://www.kent.edu/graduatestudies/gss).
Forms

Flashline
Students apply for Graduation (by the start of the semester in which they plan to graduate) within Flashline.

Graduate Studies Form Library
www.kent.edu/graduatestudies/forms-library
This webpage contains all the University-level forms relevant to the programs. Direct links are not provided since the URLs change often. Critical forms on this webpage are:

- **Application for Graduate Re-enrollment**
  *For students that have become inactive and are applying for reinstatement*

- **Letter of Recommendation Form**
  *For students applying to the program that are having trouble with the recommendation form process in the system, this form can be used as a substitute*

- **Report of Candidacy** and **Approval of Dissertation Topic**
  *Submitted when a student passes his/her PhD candidacy exams*

- **Transfer of Graduate Credit**
  *For students that wish to transfer graduate-level credits earned elsewhere*

- **Notice of Matriculation**
  *For students in the Master’s program who are applying to continue in the PhD program.*

- **Approval of Thesis Topic**
  *Submitted when a student passes his/her thesis proposal defense*
• Report of Dissertation Final Examination or Report of Thesis Final Examination
  Submitted when a student successfully defends his/her thesis or dissertation

• Application for Extension of Time Limits
  Submitted when a student has reached normal time limits for degree completion, and is requesting an extension

• Recommendation for Appointment to the Graduate Faculty
  Submitted for non-KSU faculty that will be serving on a student’s thesis or dissertation committee

• Request for Leave of Absence
  Submitted when a student needs to temporarily leave the program. Submission of this form ‘stops the clock’ towards time limits for the degree.

Department of Geography Forms
www.kent.edu/geography/forms

• Declaration of Advisor Form
  Submitted when declaring or changing a permanent advisor

• Thesis Preparation Approval Form
  Submitted when the Thesis / Dissertation Document is Submitted

• Annual Report
  Submitted every February 1st
Contacts and Resources

Department Chair: Scott Sheridan (ssherid1@kent.edu)

Graduate Coordinator: Dave Kaplan (dkaplan@kent.edu)

Administrative Assistant: MaryLou Church (mchurch1@kent.edu)

Administrative Clerk: Tracee Young (tayoung@kent.edu)

Geography Graduate Student Association President: Amber Hill (ahill59@kent.edu)

Department of Geography website: www.kent.edu/geography

Graduate Studies website: www.kent.edu/graduatestudies

University Registrar: www.kent.edu/registrar/

Office of Global Education: www.kent.edu/globaleducation

Graduate Student Senate: www.kent.edu/graduatestudies/gss