

# GEOGRAPHY DEPARTMENT GRADUATE STUDENT MANUAL 2024 – 2025

*Selected contents of this manual derive from the University General Catalog and various DGE publications. This manual is intended as a resource for graduate students in the Department of Geography only. Students are strongly encouraged to read the relevant sections of the current University Catalog that provide updated details about university rules, regulations and policies, as well as discuss questions or concerns with the Student Affairs Officer.*

**LAST  
UPDATED  
12/09/2024**

# TABLE OF CONTENTS

<b>Introduction</b> .....	<b>3</b>
Geography at UCLA / Aims of the Graduate Program .....	3
Admission .....	4
Major Fields or Sub-disciplines.....	4
<b>UCLA General Policies and Regulations Governing Graduate Study</b> .....	<b>5</b>
Registration and Enrollment .....	5
Standards of Scholarship.....	5
English as a Second Language (ESL) Requirement for International Students .....	6
Leaves of Absence.....	6
In Absentia Registration .....	6
Standards and Procedures for Graduate Study at UCLA.....	7
Forms and Petitions Submitted to other Campus Units.....	7
<b>The Master of Arts Program</b> .....	<b>8</b>
Course Requirements .....	8
M.A. Advancement to Candidacy .....	9
The M.A. Capstone Option .....	10
The M.A. Thesis Option .....	10
Request for Continuation from M.A. to Ph.D.....	13
<b>The Doctor of Philosophy Program</b> .....	<b>14</b>
Course Requirements .....	14
Written and Oral Qualifying Examinations .....	16
Nomination of the Doctoral Committee.....	17
Remote Participation .....	17
Reconstitution of Doctoral Committee .....	18
Dissertation Defense / Advancement to Candidacy .....	18
Doctoral Dissertation Guidelines .....	19
Final Oral Examination .....	20
Guidelines for Completion of a Ph.D. ....	20
<b>Faculty and Student Advisory Relationship</b> .....	<b>21</b>
<b>The Student and the Department</b> .....	<b>22</b>
Office Space .....	22
Computer Labs and Department Rooms .....	22
Keys .....	22
Mailboxes and Department Address .....	23
Graduate Student Representatives .....	23
The Spring Review .....	23
<b>Laboratory and Field Safety</b> .....	<b>24</b>
<b>Financial Support</b> .....	<b>24</b>
DGE and Department Funding/Publications.....	24
Miscellaneous Funding.....	25
Departmental Fellowships and Grants .....	25
Graduate Conference Travel and Research Funding .....	25
Non-Resident Student Tuition .....	26
Taxes and Fellowships.....	26
Teaching Assistantships (TA)/Graduate Student Researchers (GSR).....	26
TA Training.....	27
Criteria for TA Appointments and Ranks .....	28
<b>Grievance Procedures</b> .....	<b>30</b>
Office of Ombuds Services .....	30
<b>Helpful links</b> .....	<b>31</b>

# GEOGRAPHY AT UCLA

Like other long-lived disciplines, Geography has evolved and continues to evolve in its subject matter, concepts, and methods. Bringing together methods and concepts from the social sciences, the natural sciences, and the humanities, geographers today address questions about the spatial organization of human and physical phenomena, the nature of the places and landscapes that form the human and physical environment, and the relationship between that spatial organization and those places and landscapes. The work of geographers is expressed in diverse forms, in works seemingly different as theoretical models and historical narratives, philosophical analyses, and digital maps. The faculty and students in the Department of Geography at UCLA work in all of these areas.

## Aims of the Graduate Program

Designed primarily for students pursuing a Ph.D., the principal goal of the graduate program is to train scholars and scientists able to produce geographical work of the highest quality. The M.A. exists here as a foundation for the Ph.D., and we admit to the M.A. program only those students who have the Ph.D. as their ultimate goal. Graduate students are a core part of the scholarly and scientific community that constitutes the Department. Their research and teaching contributions are regarded as central to its mission.

These goals generate a number of objectives within the program:

- To bring graduate students as rapidly and fully as possible into the collegial, scholarly, scientific, and teaching life of the Department.
- To provide a common foundation for graduate research in geography that socializes students into the discipline as fully as possible, while respecting both the nature of geography as a broad academic endeavor and the need for research specialization.
- To provide within the Department a variety of courses that are relevant to student research and training needs and to provide adequate information on opportunities for such courses outside the Department.
- To provide opportunities for students to become familiar both with current research within geography (especially as practiced within the Department) and with the culture of research presentation and criticism as related to the work of others but also to their own work.
- To support as far as possible the financial needs of graduate students through a variety of teaching and research assistantships, fellowships, and stipends.

As scholars actively involved in the production of knowledge, graduate students are expected to take every opportunity to present research at scholarly meetings and publish their work. The number and quality of published papers, conference presentations, and external grants and fellowships are important criteria used by hiring committees to select candidates for academic positions.

# ADMISSION

Complete information about applying for Graduate Admissions, as well as program requirements, may be found at <https://grad.ucla.edu/academics/>. For information on the Department, go to [www.geog.ucla.edu](http://www.geog.ucla.edu).

**The Department admits applicants for the degree of Ph.D.** The master's degree is earned en route to the Ph.D. **Students entering the program with only a bachelor's degree must complete master's degree requirements, before completing Ph.D. requirements.** Students must apply online through the DGE website. Any materials that must be submitted in hard copy should be sent to the following address: *Graduate Advisor, UCLA Department of Geography, 1255 Bunche Hall, Box 951524, Los Angeles, CA 90095-1524*. A complete application includes the following:

- 1) Statement of purpose (500 words maximum)
- 2) Unofficial transcripts of all prior college and university coursework are acceptable for applying. Prior to beginning in the Fall quarter, all **Official transcripts are to be sent directly from the registrar's office of every secondary institution attended to the Department (either via mail or electronically) or a hold will be placed on your admission.**
- 3) Three letters of recommendation (academic references are strongly recommended)
- 4) Writing sample: Evidence of one's ability to conduct substantive research and articulate ideas clearly in writing. For those with an M.A. or equivalent degree, the sample should be in the form of a single-authored published paper, thesis chapter, or the equivalent.
- 5) If you did not receive your bachelor's degree in an Anglophone country, you must certify proficiency in English. This applies to U.S. citizens and Permanent Residents as well as international applicants. Your official TOEFL or IELTS scores are required: More specific information regarding the English requirements may be found at <https://grad.ucla.edu/admissions/english-requirements/>.

In general, a successful applicant will have (1) completed an undergraduate degree with a major in geography or a related field, (2) attained at least a 3.3 grade-point average (GPA) in courses taken in the junior and senior years and in the major for admission to begin the graduate program on the M.A. track, or a 3.5 GPA in graduate courses for students entering the Ph.D. program with an M.A. degree in a related field, and (3) provided strong letters evaluating past academic, and possibly professional, performance and potential for high achievement in graduate studies. Exceptions to these guidelines may be made for students whose records indicate unusual promise.

Admission to the program requires that a faculty member from the Department of Geography express a willingness to serve as an interim advisor to the applicant. Students are therefore strongly advised to establish personal contact with potential advisors before applying to the program. For a list of faculty and their research interests, please visit [www.geog.ucla.edu](http://www.geog.ucla.edu) and click on "People" and "Faculty" and the individual faculty members name to review their research area/s.

## Major Fields or Sub-disciplines

Students commonly specialize in one or more of the following areas of geographical knowledge: environmental studies, biogeography, GIS, remote sensing, climatology, demography, geomorphology, hydrology, cultural, economic, historical, political, regional, social, or urban geography. However, because geographical knowledge and its associated research questions frequently transcend disciplinary and sub-disciplinary boundaries, the student, in consultation with knowledgeable faculty members, is expected to further refine and deepen their research interests, within, across, and beyond these organized research and teaching areas.

# UCLA GENERAL POLICIES AND REGULATIONS GOVERNING GRADUATE STUDY

Definitions and guidelines outlined in this manual should be compatible with the regulations imposed on graduate study outlined in the most current UCLA General Catalog. If conflicts arise, University regulations take precedence, although the Department does have the right to set its own requirements in a number of areas. To access the current catalog, visit <https://catalog.registrar.ucla.edu/>.

A note on terminology: At UCLA, the term “Graduate Advisor” is used to refer to what is often termed the “Graduate Director” or “Director of Graduate Studies,” and you will see all three terms used interchangeably in this manual. Each student is, upon arrival, assigned a faculty member as an “Interim Advisor.” That person often, though not always, becomes the “Chair of Advising Committee” or “Committee Chair” or, simply, “Advisor.” “Student Affairs Officer” refers to the staff departmental Graduate Advisor OR “SAO” in 1255B Bunche. The Division of Graduate Education is referred to as “DGE” throughout.

## Registration and Enrollment

Registration consists of paying fees and enrolling in classes. Graduate students must be registered and enrolled or be on an official leave of absence (or LOA) every term until completion of the degree. Failure to register or be on an official leave of absence for any term constitutes withdrawal from UCLA. A student who withdraws must apply for re-admission in order to continue studies at UCLA.

Registration fees and other enrollment charges are paid through the UCLA Student Billing statement, also referred to as “Bruin Bill” or “BAR.”

Enrollment is completed via MyUCLA at [www.my.ucla.edu](http://www.my.ucla.edu).

**The Department, following University guidelines, requires that each student enroll in at least 12 units by Friday of Week 2 of each quarter.** These units will consist of a combination of 200-500 level courses (see more detailed requirements throughout the manual). The student’s choice of courses should be determined in consultation with the Interim Advisor. Students may enroll in a maximum of 21 units per quarter. A petition to the SAO is required to request excess units. Typically, a student who has completed all required coursework will thereafter register in 12 units of 500-series (independent study) courses for the grade of S/U until the completion of the degree. Students generally take additional classes beyond the minimum required for their degree.

The academic year calendar can be found at <https://registrar.ucla.edu/calendars/annual-academic-calendar>.

**For important dates and deadlines, please refer to the academic calendar:** <https://registrar.ucla.edu/term-calendar>.

Registration Fee payment deadlines: **September 20 for Fall; December 20 for Winter; and March 20 for Spring.**

Students hired as Teaching Assistants (TA) or Graduate Student Researchers (GSR) may request a fee deferral, which extends the fee-payment deadline. For more information, contact the SAO.

## Standards of Scholarship

UCLA requires at least a B (3.0) average in all courses taken in graduate status at the University and in all courses applied toward advanced degrees. A student is considered on probationary status and subject to dismissal if the cumulative scholarship in all work attempted in graduate status falls below a B (3.0), or if the student’s work in any two consecutive terms falls below a B (3.0) average. In courses graded on an S/U basis, the grade of S (satisfactory) is awarded for work that would otherwise receive a B or better. Grades S and U are not included in calculating grade-point averages.

Students should avoid receiving “I” (Incomplete) grades whenever possible. Incomplete grades automatically lapse to an “F” if the coursework is not completed by the end of the subsequent quarter (i.e. for an “I” in the Spring, students have until the end of the Fall). Incompletes affect graduate funding, may diminish extramural fellowships, affect eligibility to receive conference travel funding, and all other department fellowship funding.

Standards of scholarship outside the classroom will be discussed and evaluated at the annual Spring Review by the Geography faculty. In the Spring Review, students' progress toward degree will be evaluated as "Favorable", "With Reservations," or "Unfavorable." "With Reservations" or "Unfavorable" reviews could result in dismissal from the geography graduate program.

## English as a Second Language (ESL) Requirement for International Students

All international students must complete English as a Second Language requirements during their first year of graduate study at UCLA. This requirement can be met in the following ways:

1. An "exempt" score on the English as a Second Language Placement Examination (ESLPE)
2. If you do not receive an "exempt" on the ESLPE, you will need to take up to two ESL graduate writing courses (ESL 200, 201) as indicated in your ESLPE exam results. These courses must be completed during the first year and may not be taken concurrently. For course descriptions, see the [UCLA General Catalog \(https://catalog.registrar.ucla.edu/\)](https://catalog.registrar.ucla.edu/).
3. If you enter UCLA with a score of 100 or above on the TOEFL iBT or at least a 7.5 on the IELTS exam, you do not need to take the ESLPE.
4. If you have a bachelor's or higher degree from a university in the U.S or in an Anglophone country, you do not need to take the ESLPE. See the UCLA General Catalog for further details.

More information on the ESLPE requirement can be found at <https://internationalcenter.ucla.edu/resources/esl>.

## Leave of Absence (LOA)

Graduate students in good standing (GPA>3.0) may be granted leaves of absence (LOA) on approval from the Department and the DGE. **International students** must first consult with the Office of International Students and Scholars (<https://internationalcenter.ucla.edu/>).

Students must discuss their reasons for requesting leaves and receive permission from their faculty advisor. **Students may only take an LOA for a maximum of 3 quarters and only for the following reasons: Outside employment, Medical, Parental obligations, other family obligations, Military, Emergency, Financial hardship.** The Leave of Absence Request form (<https://grad.ucla.edu/academics/graduate-study/leave-of-absence-request/>) must be submitted to the SAO by the end of the first week of the quarter in which the leave is to begin. Students on an LOA are not eligible to receive University financial support or have access to certain University services. Students are not supposed to be carrying out any University business, including conducting research. Students on leave may wish to purchase a library card.

Graduate students who fail to register and enroll for a quarter and who do not take an official LOA are considered to have withdrawn (considered lapsed status) from the University and must compete for re-admission with other applicants.

## In Absentia Registration

Graduate students conducting research directly related to their degree program that requires them to be 100 miles or more away from UCLA, may petition for In Absentia Registration. **Doctoral students may petition for In Absentia for up to two years (six quarters)** and must be Advanced to Doctoral Candidacy (otherwise, an exception must be requested and approved). The student must be registered full-time and have an academic need to conduct research outside of Los Angeles. The research must be directly related to the student's degree program and of a nature that makes it necessary to be completed at least 100 miles or more away from UCLA for at least one full academic term.

To be eligible, students must have advanced to doctoral candidacy, be registered and enrolled full-time (minimum 12 units)

and in good academic standing (minimum 3.0 GPA). While on In Absentia, students are responsible for paying 15% of Tuition, 100% of health insurance fees, and 100% of Non-Resident Tuition (if applicable). **All students must be covered by insurance while in the field. If they have insurance outside of UCLA, they can waive UCSHIP insurance. However, they must provide the proper documentation of valid insurance for the time in the field.**

For students on In Absentia who receive funding for field work, the Department **may** cover these fees for the quarters the field work is funded, **if the following guidelines are met:**

1. **The dissertation fieldwork grant or award must be from an organization external to UCLA.**
2. **It must be announced publicly.**
3. **The grant must be active for the time requested, or proof of an extension by the granting agency must be provided.**
4. **It must be field work travel outside California in a way that makes the student eligible for *absentia* status during an academic quarter.**
5. **The Funding must be equal or greater than the current rate of the department stipends for each quarter requested, Absentia policy essentially requires it to be for a full quarter.**
6. **All dissertation fieldwork awards that meet these conditions may be eligible for departmental support. In these cases, students should submit their successful proposals, budgets, and award letter with all other information to the graduate committee and the MSO. The committee, along with the MSO, will review this information and make a decision concerning the amount of *Absentia* fee support that will be provided by the department.**
7. **The proposal and request must come to the department 1 quarter or earlier than the requested quarter to be covered. No more than 3 quarters are eligible for support, and if the timeline crosses an academic year, an exception request must be made to the department.**

The In Absentia Petition (<https://grad.ucla.edu/academics/graduate-study/in-absentia-registration-petition-for-graduate-students/>) must be submitted no later than one month prior to the beginning of each quarter based on the DGE's deadline for this petition available at (<https://grad.ucla.edu/gasaa/library/deadlines.pdf>). For the differences between an LOA and In Absentia, visit <https://grad.ucla.edu/academics/graduate-study/student-status-comparison/>. While registered as In Absentia, students are eligible to receive a fellowship, hold a GSR appointment, and maintain health insurance benefits.

## Standards and Procedures for Graduate Study at UCLA

Further details on University rules and regulations mentioned in the sections throughout this manual may be found in the *Standards and Procedures for Graduate Study at UCLA* on the DGE website: <https://grad.ucla.edu/gasaa/library/spfgs.pdf>.

This essential department graduate manual provides detailed information and sets forth general policies, many of which emanate from the Academic Senate and its Graduate Council, regarding completion of degree requirements, master's and doctoral committees, examination and foreign language requirements. General regulations concerning graduate courses, standards of scholarship, disqualification, appeal, leave of absence, normal progress toward degree, withdrawal, and a number of other matters are included.

## Forms and Petitions Submitted to other Campus Units

**All forms and petitions** should be submitted to the SAO, who will confirm eligibility, advise you on missing requirements and signatures, and submit petitions on your behalf, unless otherwise noted. Students are strongly advised to submit petitions to the SAO **one month prior to any petition deadline.**

# THE MASTER OF ARTS PROGRAM

The Master of Arts degree in Geography is designed as a two-year program of study.

## **Advising**

The Interim or Faculty Advisor assists in the design of the student's program. By the end of the first year, the student forms a guidance committee chaired by a Faculty Advisor. The guidance committee consists of two or three departmental faculty members who are appropriate to supervise the student's proposed course of study. At a time agreed upon by the student and the guidance committee, an official master's thesis committee for the master's thesis or capstone is appointed. This three-person committee, at least two members of which must be faculty from the Department, is responsible for the student's course of study thereafter and for supervising the preparation of the M.A. thesis or capstone.

## **Areas of Study**

Students commonly specialize in one or more areas of geographical knowledge, such as: geomorphology, climatology, biogeography, geospatial information systems, remote sensing, demography, economic, political, social, cultural, historical, regional, and urban geography. At the M.A. level, students emphasize at least one specialized area. However, because geographical knowledge and its associated research questions frequently transcend disciplinary and sub-disciplinary boundaries, students, in consultation with faculty, are expected to refine and deepen their research interests further, within, across, and beyond research and teaching areas.

## **Foreign Language Requirement**

None.

## **Field Experience**

Not required.

## **Course Requirements**

A minimum of nine courses (or minimum 36 units) are required for the degree. The course requirement includes two graduate core courses, three graduate courses, and four electives. Additionally, one methods requirement, and the research group seminars are required. One appropriate course may be applied toward the Department's methods requirement, if approved by the student's master's committee chair, though this requirement can be fulfilled in other ways in consultation with the committee chair. Fulfillment of the methods requirement through other means does not reduce the total number of courses the student is required to complete. One 500-series course may be applied toward the minimum course requirement for the M.A. degree, but not toward the minimum graduate course requirement.

The core courses (Geography 200A and 200B) must be completed within the first year and with a grade of "B" or better in GEOG 200A and a grade of "S" in 200B. Each student must in every term of residence enroll in one of the two research group seminars, either Geography 299A or 299B. The courses GEOG 200B, 299A, and 299B do not count toward the minimum nine-course requirement. With the exception of GEOG 200B, 299A, 299B, and any 500-level courses, all courses must be taken for a letter grade, and a minimum grade of "B" is required. Quarterly course enrollment plans should be approved by the student's committee chair.



The student must complete at least ten courses, three of these should be graduate-level Geography courses (200 level). The four remaining elective classes must be graduate classes drawn from one or two fields outside geography, related to the student's major research area or sub-disciplinary specialization.

### General Requirements

TYPE	Number required	Details
Graduate core course	1	GEOG 200A
Required seminar	1	GEOG 200B (one-unit course that does not count towards the minimum MA course requirements)
Methods requirement	1	The Methods Requirement can be fulfilled either through coursework (graduate courses or elective courses) or other means (independent study, language program, etc.). If the method is not in the form of a course, then this will not count toward the nine-course requirement. Students who fulfill the methods requirement through some other means than a for-credit course must still take a 4-credit course to reach 36 units. This course must be at the Graduate level.  Fulfillment of the methods requirement should be agreed upon by the student's advisor early in the student's career and certified via departmental form (obtained from SAO).
Graduate courses	3	GEOG grad courses (200 series)
Elective courses	4	Graduate 200 series, from inside or outside Geography, Upper Division 100 series (limit of 2) and/or one 500 series course with a Geography faculty member.

Students must take GEOG 200A and 200B during the first academic year that they are in residence. All coursework must be completed within two years and with a letter grade of "B" or better in each course or "S" in 500-level courses. Upper Division 100 series courses must be approved by the student's Interim Advisor. Quarterly course enrollment plans should be approved by the student's Interim Advisor or M.A. Committee Chair.

### Additional Requirement (EOS / SOPHOS)

The student must also enroll in either 299B (EOS – biophysical) or 299A (SOPHOS – human) during each quarter while in residence until graduation. Students may alternate enrollment in either course. This course takes place on Mondays from 12p – 1p in the Green Room (Bunche 1261). Failure to enroll and consistently attend either EOS/SOPHOS every quarter until graduation will result in a "With Reservations" report at the student's Spring Review.

#### Individual Study Courses

The following rules pertain to individual study courses (GEOG 596, 597, 598, 599):

- (1) Before enrolling in one of these courses, students must consult with the responsible faculty member and work out a program of study and consultation.
- (2) All 500-series courses must be taken for S/U grading only.
- (3) Students may enroll in Geography 597, 598, or 599 as often as required.

#### Mandatory Teaching Course

Required to be taken once and during the first year hired as a Teaching Assistant, GEOG 495 may not be applied toward course requirements for the M.A. degree.

### M.A. Advancement to Candidacy

Once students have completed the required coursework, they are eligible for advancement to candidacy. In order to formally advance, students must do the following **no later than the second week of the quarter in which the award of the degree is**

**expected:**

- 1) Complete an *Advancement to Candidacy* form: <https://grad.ucla.edu/academics/masters-studies/masters-advancement-to-candidacy-petition/>.
- 2) Nominate a Master's Thesis Committee: <https://grad.ucla.edu/gasaa/library/masnomin.pdf>.

The required forms can also be found at <https://grad.ucla.edu/academics/forms/>.

Students must submit forms to the SAO for final approval after obtaining all necessary signatures. Copies of all documents must be made for the student's file. Students are strongly advised to submit petitions to the SAO one month prior to the petition deadline.

Candidates have one calendar year from the date of advancement to candidacy in which to complete all requirements for the degree. Courses taken after advancement to candidacy may, by petition, be applied toward the Ph.D. course requirements. A formal letter of request must be submitted to the department's Graduate Committee for consideration.

## Capstone Plan Option

Students may complete a thesis or a capstone. Under the capstone plan, students complete a capstone requirement, which may be a comprehensive examination or an individual project. Selection of the type of requirement (exam or project) should proceed under the supervision of the student's capstone committee. A Capstone Committee comprised of at least three faculty members will administer and determine satisfactory performance on the comprehensive examination. A Capstone Committee of at least three faculty members will determine satisfactory performance on the project. Capstone examinations or projects can be completed in any quarter. The capstone should be completed no later than the fifth or sixth quarter in residence (normally Winter or Spring quarter). Students may retake the examination or resubmit their project only once, within one quarter of the failed initial attempt.

## Thesis Plan Option

*Every master's degree thesis plan requires the completion of an approved thesis that demonstrates the student's ability to perform original, independent research.*

Students must present a thesis based on original research. Selection of a thesis topic, development of a thesis proposal, and conduct of the investigation proceed under the supervision of the student's M.A. Committee. In some sub-disciplines, this may mean students being allocated research topics by their advisors. The thesis proposal consists of a description of the problem to be researched and the proposed methods of research, a preliminary outline, an assessment of the originality and significance of the project, and a timeline describing the anticipated time of completion of the various stages of the study. The entire thesis project must be carried out in close consultation with all members of the thesis committee. The thesis should generally be no more than 20,000 words in length, exclusive of appendices and bibliography.

To ensure progress, each student is expected to establish their master's thesis committee and finalize a thesis proposal by the third quarter following enrollment in the program (normally Spring quarter). The thesis should be filed no later than the fifth or sixth quarter in residence (normally Winter or Spring quarter).

Instructions on the preparation and submission of theses are available on the DGE website. Theses are submitted electronically. For detailed information, visit <https://grad.ucla.edu/academics/graduate-study/file-your-thesis-or-dissertation/>.

Each quarter, DGE offers **Thesis and Dissertation Workshops** to present guidelines for manuscript preparation and completion of degree requirements (for workshop schedule, visit <https://grad.ucla.edu/academics/calendar/thesis-dissertation-filing-deadlines-and-workshops/>). Filing dates are listed on the DGE website under "Deadlines." Students are responsible for following these guidelines and for filing their theses by the appropriate deadline. The specific content, organization, and length of the

dissertation are determined through discussion with the advisor and committee members.

## The M.A. Thesis

The M.A. is regarded as a research training program, in which active mentoring is a primary expectation. The student must complete a thesis based on original research. Selection of a thesis topic, development of a thesis proposal, and conduct of the research proceeds under the supervision of the student's M.A. committee. In some sub-disciplines, this may mean students being allocated research topics by their advisors.

Work toward the development of a thesis topic should begin early in the student's first year in the program. To ensure progress, each student should finalize a thesis title by Week 4 of the third quarter following enrollment in the program (normally Spring quarter). The thesis title and proposal should be approved by the student's M.A. committee by the end of the third quarter following enrollment in the program.

Instructions on the preparation and submission of theses are available on the DGE website. Theses are submitted electronically. For detailed information, visit <https://grad.ucla.edu/academics/graduate-study/file-your-thesis-or-dissertation/>.

The aim of the master's thesis is to expose the graduate student to self-directed research and to allow the faculty to evaluate the student's potential for doctoral study. The entire thesis project must be carried out in close consultation with all members of the thesis committee.

The thesis should generally be less than 20,000 words in length, exclusive of appendices and bibliography.

In addition, in consultation with the advisor, the student should choose a style guide (e.g., Chicago Manual of Style) appropriate to the student's sub-discipline and ensure that the finished thesis adheres to the bibliographical, citational, grammatical, and organizational standards set out therein.

Each quarter, DGE offers **Thesis and Dissertation Workshops** to present guidelines for manuscript preparation and completion of degree requirements (for workshop schedule, visit <https://grad.ucla.edu/academ-ics/calendar/thesis-dissertation-filing-deadlines-and-workshops/>). Filing dates are listed on the DGE website under "Deadlines." Students are responsible for following these guidelines and for filing their theses by the appropriate deadline. The specific content, organization, and length of the dissertation are determined through discussion with the advisor and committee members.

As a condition of receiving the degree, students must provide to the Department a bound copy of the thesis for inclusion in the Department's library. Ask the SAO for further details.

## M.A. Capstone or Thesis Committee

The M.A. Committee consists of a minimum of three faculty members who hold regular professorial appointments at UCLA. Faculty with the following titles are eligible to serve on master's committees: Professor (any rank), Professor Emeritus, Professor-in-residence (any rank), Acting Professor (any rank). The chair of the committee and at least one other member must hold academic appointments in the Geography Department, which are referred to as "internal members" (affiliated, zero-appointment faculty of the Department are considered internal members). Additional members above the minimum from any of the aforementioned titles, as well as Adjunct Professors or Lecturers, may be appointed to the committee and/or serve as co-chairs. By petition, one of the minimum three members may be a faculty member from another UC campus who holds an appropriate appointment as listed above.

## M.A. Filing Fee (ONLY for students NOT continuing onto the PhD program)

During the quarter in which the degree is to be awarded, M.A. students who have fulfilled all requirements for the degree, except for filing the thesis, may be eligible to pay a filing fee in lieu of registration and educational fees. In such cases, two conditions must be met:

- 1) The student must have been registered in the preceding quarter.
- 2) All formal requirements for the degree, except for filing the thesis, must be completed before the first day of classes of the quarter in which the filing fee is to be paid.
- 3) The student is ready to file the thesis by the filing deadline toward the end of that quarter.

**Note:** Unless the student was registered in the quarter immediately prior to the one in which the thesis is to be filed, the student must gain readmission, then register and enroll during the filing quarter. If the student wishes to file during the summer and was not registered during the preceding spring quarter, he or she must enroll in summer course units, and pay the full enrollment fee, in order to file during summer. Also, the Filing Fee may only be used once in graduate status. Consult the SAO for more information.

Students filing their thesis using the Filing Fee must have submitted the master's *Advancement to Candidacy* form and *Nomination of Master's Committee* forms in the quarter prior to the one in which the Filing Fee is being used.

The Filing Fee form may be found on the DGE website: <https://grad.ucla.edu/academics/graduate-study/filing-fee-application/#:~:text=Upon%20approval%2C%20the%20fee%20will,The%20fee%20is%20%24192.&text=Application%20Deadline-Graduate%20students%20who%20are%20approved%20to%20use%20a%20Filing%20Fee,to%20complete%20their%20degree%20requirements.>

The form must be signed by all members of the thesis committee. This form can be filled and signed electronically. If the paper version of the form must be used, then **students must submit it to the SAO with all required signatures two weeks before the application deadline.** Upon submission, a fee will be billed to the student's Bruin Bill account. Students are responsible for paying this fee.

## Time-to-Degree

The M.A. degree should be completed within nine academic quarters of admission to the program. Failure to show timely progress toward the degree may result in a departmental recommendation for academic disqualification from the graduate program.

DEGREE	NORMATIVE		NORMATIVE MAXIMUM
	TIME TO ATC (Quarters)	TTD	
M.A.	8	9	n/a

## Suggested M.A. Timetable

The student should aim to complete all coursework as soon as possible and work toward completion of the thesis within nine quarters from admission. It is recommended that the M.A. student meet with the M.A. Advisor or Committee Chair on a weekly basis. The following plan is based upon a regular Fall Quarter admission.

### *Year 1*

#### Fall

Meet with interim advisor at the start of the quarter to decide appropriate classes to take. Register in GEOG 200A and/or 200B

and at least two additional classes. Students must enroll in EOS or SOPHOS (minimum 12 units).

Begin to explore thesis research areas with interim advisor and other faculty.

## Winter

Meet with interim advisor at the start of the quarter to decide appropriate classes to take.

Register in one of the graduate courses and at least two additional courses. Students must enroll in EOS or SOPHOS (minimum 12 units).

Develop a potential thesis topic in conjunction with the thesis advisor.

## Spring

Meet with thesis advisor at the start of the quarter to decide appropriate classes.

Register in one of the graduate courses and at least two additional courses. Students must enroll in EOS or SOPHOS (minimum 12 units).

In consultation with the thesis advisor and other faculty, establish a thesis committee and finalize the thesis proposal.

Meet with faculty advisor to prepare for the Spring Review of graduate students.

## Summer

Use the summer and following months to conduct research and begin writing the thesis or work on the capstone project.

## *Year 2*

Complete any remaining course requirements. Enroll in GEOG 495 in Fall of the year of the first TA appointment. Students must continue to enroll in EOS or SOPHOS during every quarter. **Submit the Methodology Substitution Request Form to the SAO.**

The M.A. committee may decide, in conjunction with the student, that additional courses beyond the required minimum are necessary. **Submit *Nomination of Master's Committee and Advancement to Candidacy* forms before the 2<sup>nd</sup> week of Winter Quarter to the SAO. Complete research and submit the thesis by the end of the Winter or Spring Quarter.**

## Request for Continuation from M.A. to Ph.D.

Students completing their M.A. degree at UCLA must submit the following materials (electronically preferred) to the SAO for consideration by the Director of Graduate Studies before progressing to the Ph.D.:

A letter requesting admission into the Ph.D. program (can be as simple as the body of an e-mail)

Statement of purpose (no more than two pages): This should include the student's research plans, prospective doctoral committee members, etc.

\*A letter of support from a faculty member willing to serve as Doctoral Advisor

\*One additional letter of reference from a faculty member

\*Faculty can send their letters directly to the SAO electronically.

**These materials must be received no later than the end of the quarter in which the thesis is filed.** Continuation to the Ph.D. is contingent upon successful completion of a master's capstone or thesis and approval from the Director of Graduate Studies. In some cases, students may be asked to provide a preliminary draft of the thesis or other materials to the Graduate Affairs Committee. The M.A. student will be admitted to Ph.D. student status in the quarter following the filing of the master's thesis or completion of the capstone.

## DOCTOR OF PHILOSOPHY PROGRAM

The Ph.D. is designed to be a four-year program, but under special circumstances may take additional time.

### Advising

In the first quarter of residence and in consultation with the Director of Graduate Studies, students must form a guidance committee chaired by their Interim Advisor. This guidance committee consists of three members of the Departmental faculty. As their work develops, students are permitted to change interim advisors or other committee members, as long as the faculty selected to serve are appropriate to the student's objectives and plans and all involved are kept properly informed. The guidance committee sets, administers, and assesses the written qualifying examination. Upon successful completion of this examination the student formally creates an official doctoral committee. The doctoral committee consists of three departmental faculty and one faculty member from another department. This committee oversees the formulation of the dissertation proposal, conducts the oral qualifying examination, supervises the dissertation research and writing, and conducts the final oral examination (defense of the dissertation).

### Major Fields or Subdisciplines

Students commonly specialize in one or more areas of geographical knowledge, such as: geomorphology, climatology, biogeography, geospatial information systems, remote sensing, demography, economic, political, social, cultural, historical, regional, and urban geography. However, because geographical knowledge and its associated research questions frequently transcend disciplinary and sub-disciplinary boundaries, students are expected to refine and deepen their research interests further, in consultation with faculty, within, across, and beyond research and teaching areas.

Foreign Language Requirement None.

### Course Requirements

Students must, within their first year and with a grade of "B" or better in each, successfully complete the required graduate core courses (if they were not already completed at the M.A. level). Students that completed the M.A. in the UCLA Geography department must complete an additional three graduate courses, two of which must be graduate geography courses.

Students who enter the Ph.D. program with a M.A./M.S. from another department or University must complete at least three graduate geography courses (excluding core courses, GEOG 495, and courses in the 500 series), and four upper division (with DGE-approval) or graduate courses in fields related to the student's major research area or sub-disciplinary specialization, subject to approval of the guidance committee. One appropriate course must be taken to fulfill the department's methods requirement, though this requirement can be fulfilled in other ways in consultation with the Committee Chair. Fulfillment of the Methods Requirement through other means does not reduce the total number of courses the student is required to complete. Instead, students will be required to complete one course in place of the methods course. All course requirements must be met before the student takes the oral qualifying examination.

Each student must in every term of residence enroll in one of the two research group seminars, either GEOG 299A or 299B.

The courses GEOG 299A and 299B do not count toward the minimum 10-course requirement. The requirement is eight courses for students who earned their M.A. in Geography at UCLA. With the exception of GEOG 200B, 299A, and 299B all courses must be taken for a letter grade, and a minimum grade of “B” is required. Quarterly course enrollment plans should be approved by the student's advisor.

Students must take GEOG 200A and 200B during their first academic year in the program. All coursework must be completed within two years and with a grade of “B” or better in each course. Quarterly course enrollment plans should be approved by the student’s Faculty Advisor.

TYPE	Number required	Details
Graduate core course	1	GEOG 200A
Required seminar	1	GEOG 200B (one-unit course that does not count towards the Ph.D. requirements)
Methods requirement	1	The Methods Requirement can be fulfilled either through coursework (graduate or elective courses) or other means (independent study, language program, etc.). Fulfillment of the methods requirement should be agreed upon by the student’s advisor early in the student’s career and certified via departmental form (obtained from SAO). Students who fulfill the methods requirement through some other means than a course taken for unit credit must still take a 4-credit course to reach the required 32 units (excluding the core courses). This course must be at the graduate level but does not need to be in Geography.
Graduate courses	3	GEOG grad courses (200 series)
Elective courses	4	Graduate (200) courses from inside or outside Geography, and/or one 500 series course with a Geography faculty member.

## Additional Requirement (EOS / SOPHOS)

The student must also enroll in either 299B (EOS – biophysical) or 299A (SOPHOS – human) during each quarter while in residence until graduation. Students may alternate enrollment in either course. **Failure to enroll and consistently attend either EOS/SOPHOS every quarter until graduation will result in a “With Reservations” report at the student’s Spring Review.**

## Individual Study Courses

The following rules pertain to individual study courses (Geography 199, 596, 597, 598, 599):

- (1) Before enrolling in one of these courses, students must consult with the responsible faculty member and work out a program of study and consultation.
- (2) All 500-series courses must be taken for S/U grading only.
- (3) Students may enroll in Geography 597, 598, or 599 as often as required.
- (4) Individual Study courses do not count toward the minimum course requirement.

## Teaching Courses

Geography 495 may not be applied toward course requirements for the Ph.D. degree. **Teaching experience not required.**

## Time-to-Degree

Students are expected to complete the Ph.D. degree within fifteen academic quarters. Seven calendar years is the maximum time permitted for completion of the degree. Failure to show timely progress toward the degree may result in a departmental recommendation for termination from the graduate program.

DEGREE	NORMATIVE		MAXIMUM
	TIME TO ATC (Quarters)	TTD	
Ph.D.		15	28

## Written and Oral Qualifying Examinations

*Academic Senate regulations require all doctoral students to complete and pass university written and oral qualifying examinations prior to doctoral advancement to candidacy. Also, under Senate regulations, the University Oral Qualifying Examination is open only to the student and appointed members of the doctoral committee. In addition to university requirements, some graduate programs have other pre-candidacy examination requirements. What follows in this section is how students are required to fulfill all of these requirements for this doctoral program.*

All committee nominations and reconstitutions adhere to the [Minimum Standards for Doctoral Committee Constitution](#).

The goal of the written examinations is to ensure that students develop a command of literature in two subdisciplines or fields of geography and that they are adequately prepared to carry out their dissertation research. Command of that literature is demonstrated through the completion of field statements. Each of the two statements consists of a substantial document prepared over the course of three months. Students who completed their M.A. in the UCLA Geography Department can petition to have their thesis or capstone count as one of their field statements. These petitions are evaluated and approved by the student's doctoral committee. A third practical examination, significantly shorter in length and completed within 48 hours, assesses the ability of the student to develop a research strategy around a particular geographical problem. The three papers are to be completed no later than the student's sixth term of residence. Exceptions may be made for students who enter the program without a Geography degree. In case of failure, the student may make one more attempt, but no sooner than three months nor longer than one year after the first examination.

Preparation of the dissertation proposal follows successful completion of the written qualifying examination. The dissertation proposal must specify: the research question, describing in some detail the problem to be studied, its scientific background, an outline of the subject matter; the proposed methods of research; the degree of originality involved; and a timetable for completion of the degree. The dissertation proposal is written in consultation with the official doctoral committee and should be no more than 12,000 words in length. Once the proposal is accepted, significant changes in the project title must be approved by the committee. Committee members should receive the dissertation proposal at least two weeks before the oral qualifying examination.

The University Oral Qualifying Examination is conducted by the appointed doctoral committee and focuses on the dissertation proposal. The maximum length of time permitted between written and oral examinations is six months. Oral examinations will normally be scheduled no later than the end of the quarter following completion of the written examinations. After successfully completing the oral qualifying examination, the student is eligible for advancement to candidacy. In instances of failure, the oral qualifying examination may be repeated once. Students have one year to repeat the examination.

## Administering of Examinations

The written qualifying examinations, including the Practical Exam, are administered by the committee chair in consultation with the written exam committee. The written exam committee consists of three faculty members, two of whom must hold



regular appointments within the Department of Geography. A maximum of one affiliated faculty member may serve but may not act as chair. The student must secure the agreement of members to serve, and the committee must be approved by the student's advisor. The student should meet with committee members to discuss the Field Statements and Practical Exam after they have been read. Members of the written exam committee often become members of the student's official Doctoral Committee.

It is expected that the student and advisor will meet with all members of the written exam committee to ensure that the format, rules and expectations related to the qualifying examinations are clearly understood, and the best way to achieve this is through close communication with the Advisor. It is the student's responsibility to understand fully what is to be expected in each examination. In case of uncertainty, the Graduate Advisor should be consulted. The written qualifying exams, including the Practical Exam, are to be completed no later than the student's sixth term of residence. Exceptions may be made for students who enter the program without a Geography degree. In case of failure, the student may retake the examination once (with different topics), but no sooner than three months and no longer than one year after the original examination. Students must be registered during the term in which they hold their written exams. If the student was registered during the immediately preceding Spring Quarter, the student may take the written exam during the summer without being registered in summer sessions.

All written exams must consist of 100% original writing done solely by the student. Any replication of the words of others in any written exam will result in failure of the examination and possible termination from the program.

## Nomination of the Doctoral Committee

At least one month prior to holding the oral qualifying examination (also known as Advancement to Candidacy and dissertation proposal defense), students must officially nominate their official Doctoral Committee and have the committee approved by DGE. Oral exams cannot be held until DGE has approved the Committee. In order for the nomination form to be accepted by the Department, each nominated committee member must indicate in writing (or by email) his/her willingness to serve on the committee. Students must submit the *Nomination of Doctoral Committee* form (<https://grad.ucla.edu/academics/doctoral-studies/nomination-of-doctoral-committee/>) to the SAO once the appropriate signatures are obtained. A copy must also be kept in the student's file.

The Doctoral Committee consists of a minimum of four faculty members holding one of the following regular professorial appointments at UCLA: Professor (any rank), Professor or Associate Professor Emeritus, Professor-in-residence (any rank), Acting or Acting Associate Professor (any rank). Three members (internal members) must hold appointments within the Geography Department (affiliated, zero-appointment faculty in the Department are considered internal members), one of whom must be the chair. One member (external member) must be from a department other than Geography and may act as a co-chair. Two of the four committee members must hold the rank of professor or associate professor. Additional members may be nominated and serve as co-chair; these may include adjunct professors, adjunct associate professors, visiting professors, or visiting associate professors. By petition, one of the minimum four members may be a faculty member from another UC campus who holds an appropriate appointment as listed above. Also, by petition, the external member may be a faculty member from another university inside (not UCLA) or outside of the UC system and from the same field as that of the student.

Students are encouraged to find an external member among UCLA faculty. However, if the student needs to have an external committee member from another university, that individual would need to be from a local institution as the Department does not have the funds to pay for their travel required for participation at the student's oral qualifying exam, or at their dissertation defense.

## Remote Participation

If out of necessity and not convenience, one committee member (never the chair or co-chair) is only able to participate in the oral qualifying examination or final oral examination (defense of the dissertation) remotely via videoconferencing technology, then the student must petition the committee chair in advance of the examination. The committee chair must notify the Director of Graduate Studies and the SAO and confirm that the remote participation is in line with the policy. Requests for the student and/or committee members to participate remotely will only be considered in

exceptional circumstances. The technology required for remote participation must allow for the participant to see/be seen by and hear/be heard by all committee members and have access to visual materials simultaneously.

## Reconstitution of Doctoral Committee

Changes to Doctoral Committees may be made at any time after consultation between the student and committee chair(s), but no later than one month ahead of the scheduled dissertation defense and filing date. Any changes initiated by either student or faculty should be bound by rules of common courtesy and prompt notification. The committee chair(s) should be consulted about committee changes. Faculty cannot remove themselves from committees without discussion involving both student and committee chair. In cases of grievance, the student should appeal to the Director of Graduate Studies. To reconstitute one's committee, the following form must be submitted to the SAO:

<https://grad.ucla.edu/academics/doctoralstudies/reconstitution-of-the-doctoral-committee-andor-change-in-final-oraalexamination-requirement/>.

## Oral Qualifying Examination (Advancement to Doctoral Candidacy or ATC)

The oral qualifying exam consists of a defense of the dissertation proposal. The maximum length of time permitted between written and oral exams is six months. Oral exams are normally scheduled no later than the end of the quarter following completion of written exams. Students must be registered during the term in which they hold their oral exam. If the student was registered during the immediately preceding Spring Quarter, the student may take the oral exam during the summer without being registered in summer sessions.

All members of the student's committee must be physically present for the oral exam, unless by exception a committee member is allowed to participate remotely. The date of the exam must be one in which the student and ALL committee members are available. **Once a date is chosen, the student must consult with the main office for department room availability. Additionally, the student must send written/email confirmation to the SAO to confirm eligibility and to prepare the appropriate paperwork.**

## Dissertation Proposal

Presentation of the dissertation proposal follows successful completion of the written qualifying examinations. The proposal must specify: the research question, describing in some detail the problem to be studied, its scientific background and an outline of the subject matter; the proposed methods of research; the degree of originality involved; a timetable for completion of the degree. The proposal is written in consultation with the official doctoral committee and should be no more than 12,000 words in length in an easily legible point size. Once it is accepted, significant changes in the project must be approved by the committee. Committee members should receive the dissertation proposal at least two weeks before the oral exam. Once approved, the student must submit an electronic copy of the dissertation proposal to the SAO.

## Advancement to Candidacy (ATC)

Students are advanced to candidacy and awarded the Candidate in Philosophy (C.Phil.) degree upon successful completion of the written and oral qualifying examinations. Students are eligible for advancement to candidacy after passing the oral qualifying examination with no more than one negative vote, completing four quarters of academic residence, completing the required coursework and maintaining a 3.0 GPA in graduate standing. Upon advancement to candidacy, the student receives the C.Phil. degree. In instances of failure, the oral qualifying examination may be repeated once. Students have one year to repeat the examination.

On the day of the exam, all members of the doctoral committee must sign the Report on the Oral Qualifying Examination Request for Advancement to Doctoral Candidacy to be prepared UPON REQUEST by the SAO. You must **provide a 2-day ADVANCE NOTICE to the SAO.**

The candidacy fee will be billed to the student automatically on receipt of the completed form in DGE (Graduate Admissions/Student and Academic Affairs, 1255 Murphy Hall). Students are responsible for paying this fee on their Bruin Bill.

## Doctoral Dissertation

Every doctoral degree program requires the completion of an approved dissertation that demonstrates the student's ability to perform original, independent research and constitutes a distinct contribution to knowledge in the principal field of study. The dissertation is the ultimate focus of the Ph.D. program and should clearly demonstrate the student's ability to conduct original investigation in a chosen field of study. The dissertation should be designed and executed in such a way as to make a significant original contribution to geographic knowledge, worthy of publication, in part or in whole, in a reputable scholarly or scientific medium.

### Doctoral Dissertation Guidelines

Instructions on the preparation and submission of dissertations are available on the DGE website. Dissertations are submitted electronically. For detailed information, visit <https://grad.ucla.edu/academics/graduate-study/file-your-thesis-or-dissertation/>.

In addition, in consultation with the student's advisor, the student should choose a style guide or manuscript style (e.g., Chicago Manual of Style or major journal in the discipline) appropriate to the student's sub-discipline and ensure that the finished dissertation adheres to the bibliographical, citational, grammatical, and organizational standards set out therein.

Each quarter, DGE offers **Thesis and Dissertation Workshops** to present guidelines for manuscript preparation and completion of degree requirements (for workshop schedule, visit <https://grad.ucla.edu/academics/calendar/thesis-dissertation-filingdeadlines-and-workshops/>). Filing dates are listed on the DGE website under "Deadlines." Students are responsible for following these guidelines and for filing their dissertation by the appropriate deadline. The specific content, organization, and length of the dissertation are determined through discussion with the advisor and committee members.

As a condition of receiving the degree, students must provide to the Department a bound copy of the dissertation for inclusion in the Department's library. Ask the SAO for further details.

## Filing Fee

During the quarter in which the degree is to be awarded, doctoral candidates who have fulfilled all requirements for the degree, except for filing the dissertation, may be eligible to pay a filing fee in lieu of registration and educational fees. In such cases, two conditions must be met:

- 1) The student must have been registered in the preceding quarter.
- 2) All formal requirements for the degree, except for filing the dissertation, must be completed before the first day of classes of the quarter in which the filing fee is to be paid.
- 3) The student is ready to file the dissertation by the filing deadline toward the end of that quarter.

**Note:** Unless the student was registered in the quarter immediately prior to the one in which the dissertation is to be filed, the student must gain readmission, then register and enroll during the filing quarter. If the student wishes to file during the summer and was not registered during the preceding spring quarter, he or she must enroll in summer course units, and pay the full enrollment fee, in order to file during summer. Also, the Filing Fee may only be used once in graduate status. Consult the SAO for more information.

The Filing Fee form may be found on the DGE website <https://grad.ucla.edu/academics/graduate-study/filing-fee->

[application/#:~:text=Upon%20approval%2C%20the%20fee%20will,The%20fee%20is%20%24192.&text=Application%20Deadline-Graduate%20students%20who%20are%20approved%20to%20use%20a%20Filing%20Fee,to%20complete%20their%20degree%20requirements](#). The form must be signed by all members of the doctoral committee. This form can be filled and signed electronically. If the paper version of the form must be used, then the student must submit it to the SAO with all required signatures two weeks before the application deadline. Upon submission, a fee will be billed to the student's Bruin Bill account. Students are responsible for paying this fee.

## Final Oral Examination

The Department of Geography requires a final oral examination for all Ph.D. students. This examination will consist of a public 45-minute oral presentation of the dissertation that is open to the public, followed by a closed-door examination by members of the doctoral committee only. All members of the doctoral must be physically present during the public and private examination. The candidate will not be considered to have passed the Final Exam with more than one "not passed" decision, regardless of the size of the doctoral committee.

Doctoral students who have failed to file the dissertation after ten years from the date of advancement to candidacy must provide a letter from the Committee Chair to DGE, indicating why the student should not be required to repeat requirements (coursework, qualifying examinations). DGE requires a final oral examination (defense of the dissertation) of all such candidates. Please consult with the SAO for more information.

## Guidelines for completion of a Ph.D.

The Ph.D. degree is designed as a three- or four-year program of study but may take longer depending on the topic and methods. The following is a set of guidelines that students may use to plan their course of study.

- 1) Coursework requirements should be completed as soon as possible within the first two years of study.
- 2) During Year Two, the student should complete the written qualifying examinations and develop the dissertation proposal.
- 3) Years Three and Four are generally devoted to dissertation research and writing.

In addition,

- 4) Student should meet with their faculty advisor at the start of each quarter to decide the appropriate classes or research plan. In their first year, they must register for GEOG 200A and 200B.
- 5) Students must enroll in EOS or SOPHOS every quarter, unless they are registered In Absentia and out of state during the entire quarter, in which case a waiver may be sought from the Graduate Committee.
- 6) Students should meet with their faculty advisor during each Spring Term in preparation for Spring Review.
- 7) During the Summer of their first year, students should conduct preliminary research on potential dissertation topics.
- 8) If the student has been offered a TA position, GEOG 495 must be taken in or before the first term in which the student teaches.
- 9) Students generally take the Oral Qualifying Examination during the second year. The examining committee is generally in place by Fall of the second year and is usually comprised of faculty who will be on the Doctoral Committee, although this is not a requirement. The examining committee is established by the student in consultation with the faculty advisor. Students should speak with potential members of the examining committee to obtain their consent to serve prior to starting the Written Qualifying Examination.

- 10) Before or upon completion of the Written Qualifying Examination, the student should develop a research proposal in consultation with the faculty advisor and doctoral committee. This means the doctoral committee is generally in place by the time the student completes the Written Qualifying Examination. Students should speak with potential members of the doctoral committee to obtain their consent to serve.
- 11) In consultation with the advisor and committee members, the student may be required to take additional courses for credit.
- 12) The dissertation proposal defense (i.e., Oral Qualifying Examination) and advancement to candidacy should be completed by the end of the term after completion of the Written Qualifying Examination.
- 13) The following years are generally devoted to dissertation research and writing. The actual length of the research and writing phase depends on several factors, including topic and methods. The Department recognizes that these factors influence time to completion. The actual timetable for completion is determined by the doctoral committee in consultation with the student.
- 14) The Department requires a final Dissertation Defense (or Final Oral Exam) for all students in the Ph.D. program. As soon as this has been scheduled with the committee, the SAO and Department Cartographer should be informed so that the Defense can be announced and publicized.
- 15) The Doctoral Committee may require revisions before members sign off on the final dissertation.
- 16) It is the student's responsibility to adhere to all deadlines, including filing the final dissertation. Students must submit their final dissertation to DGE for approval. The student should forward notice of approval to the SAO. Please see the following for deadline and instructions: <https://grad.ucla.edu/academics/graduate-study/file-your-thesis-or-dissertation/>.

## FACULTY AND STUDENT ADVISORY RELATIONSHIP

Smooth and timely progress through a graduate degree is facilitated by a constructive and supportive relationship between the student, faculty advisor, and committee members. Both faculty and student conduct are bound by university codes. The shared goal is an environment that supports scholarly inquiry and intellectual development. It is the joint responsibility of faculty and student to protect and enhance this environment.

In achieving these goals, the faculty-student advisory relationship is critical. This relationship depends upon early agreement of the following issues:

- Regularity of meetings
- Deadlines/timetable for the completion of degree requirements and/or other work
- General nature of potential research topics
- Turnaround and commentary on written materials
- Active mentoring
- Issues of authorship and data ownership from research

During the first weeks of the first quarter, the student and advisor may draw up an informal contract that governs the responsibilities of both. At the minimum, this contract should specify the responsibilities of both parties, the regularity of meetings, and both submission and return of written work. A copy of this contract may be filed with the SAO in 1255B Bunche.

At the stage of the Ph.D. written exams, the names of the committee should be filed with the Director of Graduate Studies via

the SAO. The Director of Graduate Studies and the SAO must be notified of any change to this committee. Such a change requires the approval of the Director of Graduate Studies. With respect to the M.A., once the M.A. advisor has been chosen, that name should be filed with the Director of Graduate Studies, and any change thereafter requires approval. All information should be given to the SAO to be kept in the student's file.

In addition to the relationship between a student and advisor, the Department encourages an environment of supportive scholarship. Departmental colloquia and student-organized seminars are important vehicles for achieving that aim and attendance at these gatherings is expected. Faculty also offer informal periodic academic training sessions on such themes as publishing, applying for research funds, jobs, etc.

Part II, Section A, of the Faculty Code of Conduct now sets forth ethical principles and unacceptable conduct with regard to faculty members and their students. The revised policy prohibits a faculty member from entering into a romantic or sexual relationship with any student for whom that faculty member currently has or prospectively might have academic responsibility (as defined). The policy also prohibits a faculty member from exercising academic responsibility for any student with whom that faculty member has a romantic or sexual relationship.

For more information, go to <https://www.ucop.edu/academic-personnel-programs/index.html>.

*Students should be aware that faculty often conduct research off-campus during the summer months and may not be available for meetings, exams, or reading work during that time.*

## THE STUDENT AND THE DEPARTMENT

Graduate students are full members of the academic community within the Department. They participate actively in its scholarly and administrative life, attending colloquia, social events, faculty meetings, and some departmental committee meetings. Much of the educational benefit to be derived from graduate school comes in the daily interaction between students and faculty. Students should review correspondence from faculty and departmental staff closely and respond as necessary in an efficient and thorough manner.

### Office Space

The graduate offices are professional places of work. They belong to the Department and are not intended for use as living or storage space. They may also not be used for TA office hours. Use of an office is revocable by the Department at any time. Graduate students are assigned shared office space at the time of matriculation. M.A. students have use of office space for two years, Ph.D. students for four. Change of office space must be cleared with the Department in advance. Students are expected to vacate the office space during extended leaves of absence and upon completion of the program.

### Computer Labs and Department Rooms

Registered and enrolled graduate students have access to other departmental facilities, such as the Graduate Student Computer Lab, other specialized labs, and departmental rooms, for academic purposes only.

All graduate students have access to the Graduate Student Computer Lab in Bunche 1250. Students may obtain a key and the computer password from the departmental staff. To use the printer, students may purchase reams of paper from the Front Office staff for \$3.50/ream (cash and exact change only).

Students should consult with the SAO or the Department Manager (MSO) prior to utilizing various department spaces. Graduate offices and labs are professional workplaces and must be kept clean and confined to legitimate work activities.

## Keys

Students are provided keys to their offices, computer lab, and the TA office, if necessary. These keys must not be transferred to anyone else and must be returned to the Department at the end of the program. Each lost key will incur a \$10.00 charge.

## Mailboxes and Department Address

All graduate students have a personal department mailbox, which can be found in the Graduate Student Computer Lab in Bunche 1250. Students are welcome to have mail sent to the Department and should check their mailboxes regularly whether expecting mail or not.

As members of the Department, graduate students may request use of the departmental address and letterhead from the Department staff for such things as correspondence concerning letters of recommendation, scholarly publications, professional meetings, job searches, research collaborations. The Department address may not be used for personal or non-academic mail. Under no circumstances may departmental letterhead be used to convey personal opinions or imply departmental or university endorsement of an issue. Students must use their home address on all official University databases and employment records. Please be sure to keep your contact information as up to date as possible on MyUCLA and with Department Staff.

## Graduate Student Representatives

All graduate students are represented by the official Graduate Students Association on campus (<https://gsa.asucla.ucla.edu/>). Within the Department, graduate students can (and are encouraged to) participate in departmental committees, including faculty meetings, department colloquia, graduate, and undergraduate affairs, etc. Graduate students decide on who is chosen for each committee position prior to the start of the academic year.

## The Spring Review

During each Spring Quarter, an annual review of graduate student progress is conducted by the faculty. Spring Review is used to ensure that students are making satisfactory progress toward their degrees. The criteria are timely completion of coursework with satisfactory grades; timely completion of examinations; timely preparation of thesis/dissertation proposals; satisfactory research progress; adherence to rules and norms concerning academic and professional integrity; and timely completion of the degree. Additionally, regular participation in the EOS (299B) and SOPHOS (299A) courses is also evaluated. Each year, before the Spring Review faculty meeting, the student should meet with his/her committee members to discuss the student's progress (a Spring Review form will be sent by the SAO to all students). The student's advisor brings the results of the discussion to the Spring Review meeting. Hence, it is important that early in the first year, the student begins to construct at least a provisional committee. If a student has not decided on a committee, the Director of Graduate Studies shall, in consultation with the interim advisor, choose a reviewing committee. Results of the Spring Review assist the Graduate Affairs Committee in awarding TAs and other departmental fellowship funds.

Each student is informed of the review's outcome in a letter written by the committee chair and co-signed by the Director of Graduate Studies. Three outcomes are possible:

*Favorable* - student is making good progress towards the degree in keeping with the suggested timetables out-lined in the Graduate Manual.

*With Reservations* - student has made visible progress since the previous Spring Review (for example, has completed additional required coursework, has finished a thesis/dissertation proposal, has passed the written or oral qualifying examinations), but has made insufficient progress overall. The committee chair will detail the reasons why "reservations" was given and what steps the student should take to receive a favorable review at the next Spring Review. Students who receive "reservations" will not be eligible for departmental funding in any form (i.e., Stipends, teaching positions) until a favorable review is given or until the Director of Graduate Studies issues an exemption.



*Unfavorable* - student has made little, if any, visible progress toward the degree since the last Spring Review or has violated rules and norms of academic/professional integrity. The committee chair will detail the reasons for the “unfavorable” evaluation and specify steps to rectify the situation. Usually, the student will be asked to complete a specified thesis/dissertation-related task within a given period. Failure to meet this deadline may result in termination from the program. Students who receive “unfavorable” will not be eligible for departmental funding in any form (i.e., stipends, teaching positions) until a favorable review is given or until the Director of Graduate Studies issues an exemption.

*The faculty recognize that due to unforeseen professional or personal circumstances, not all students will precisely follow the typical timetable. Students are expected to account for such delays to their advisor for report at Spring Review.*

## LABORATORY AND FIELD SAFETY

Students have the right to a safe work environment, including safety in the laboratory and field. In Geography, this starts with maintenance of lab safety procedures in accordance with requirements of the UCLA Office of Environment, Health, and Safety (EH&S), and enforced through annual inspections of all Geography labs. Students should take appropriate lab safety classes offered through EH&S. For field work, safety training should include basic First Aid, CPR, and potentially other area-specific courses such as Wilderness First Responder (WFR) training.

Maintenance of a safe research environment is the joint responsibility of students and faculty in the Department. Determination of which classes to take should be made in consultation with the faculty advisor, and students may take additional training at their discretion. Students need to ensure that they have the appropriate training, and that they communicate any uncertainty, worries, or other considerations to the faculty. Faculty need to ensure that students have appropriate lab and field safety training and resources. The UC Center of Excellence for Field Research Safety has developed a new Field Operations Safety Manual to provide guidelines and resources to lead safe and successful field courses and research trips. You can access the manual here: <https://www.ucop.edu/safety-and-loss-prevention/files/field-research-safety/uc-field-research-safety-manual.pdf>.

Concerns about safety should first be discussed with the faculty member overseeing the student’s research. Faculty members are expected to heed reasonable concerns and respond appropriately to them. Should additional interventions be needed, students may discuss the specific issue with members of the departmental leadership (specifically Chair, Vice-Chair, Director of Graduate Studies, MSO) or another member of the faculty with whom they feel comfortable and who can further communicate with the departmental leadership. These faculty will work with the student and the faculty advisor to address the student’s concerns.

A comprehensive guide to improving the culture of safety in academic research institutions has been developed by the APLU Council on Research Task Force on Laboratory Safety, and all researchers in Geography are encouraged to consult this important document for guidelines and reinforcement of safe practices.

## FINANCIAL SUPPORT

### DGE and Department Funding/Publications

You will receive an Offer of Admission/Funding letter from the Department. This letter is our commitment to you. Please read and know the contents of this financial commitment and how it will be awarded.

DGE annually publishes a brochure to acquaint students with the range of opportunities for support of graduate study at UCLA (Graduate Student Support for Continuing Students). Included are fellowships, traineeships, and teaching and research assistantships. The brochure may be downloaded from <https://grad.ucla.edu/asis/stusup/gradsupport.pdf>.



Application forms for certain awards may also be found on this website or by visiting the DGE Fellowships Office located at 1228 Murphy Hall. Deadlines for submission of applications vary and are listed in the brochure.

Common open competition fellowships for Ph.D. students include the Dissertation Year Award (DYA), Graduate Research Mentorship Fellowship (GRM), and Graduate Summer Research Mentorship Fellowship (GSRM). Application forms are available on the DGE website as well as a list of eligibility requirements and deadlines. The SAO will also regularly send funding opportunities to students, including those listed above.

The Special Fellowships Office also announces extramural funding opportunities through a listserv, GRADFELLOWSHIPS-L. The list is open to UCLA graduate students, staff, and faculty. Subscription information can be found at <https://grad.ucla.edu/funding/financial-aid/graduate-financial-services-list-subscription/>.

DGE also publishes an online guide called [Graduate and Postdoctoral Extramural Support](https://grad.ucla.edu/funding/#/) (GRAPES), which lists the commonly sought fellowships that are available from non-UCLA sources. This guide is available at <https://grad.ucla.edu/funding/#/>.

## Miscellaneous Funding

Financial aid (e.g., loans) is administered through the Financial Aid Office, which is located in A129 Murphy Hall.

In addition, students are encouraged to seek funding from extramurally administered programs, such as the Fulbright Program, the MacArthur Foundation, the National Science Foundation, the National Aeronautics and Space Administration, the Social Science Research Council, the Switzer Foundation, and others.

Students are strongly encouraged to apply for ALL types of aid for which they may qualify. Eligibility for any award is dependent on registration as a full-time student.

## Departmental Fellowships and Grants

The Department of Geography administers graduate student fellowships, which are distributed differently from TA/GSR salaries. Calls for applications are sent out to all students via email throughout the academic year. The award of these fellowships and other competitive funds is made by the Graduate Committee, which determines the criteria for award and rules of competition. Students should know that in making such decisions, committee members take every care to ensure fairness and openness, commensurate with appropriate confidentiality.

Graduate students who are recipients of fellowships are expected to maintain satisfactory progress throughout their tenure in addition to being registered as full-time students.

## Graduate Conference Travel and Research Funding

The conference travel funding is administered through DGE as the Doctoral Travel Grant program. To encourage UCLA doctoral students to present their work and network at conferences in their field, to support travel associated with off-campus research and to enable students to take advantage of off-campus professional development opportunities.

Each new and continuing UCLA doctoral student will be provided up to \$1,000 total reimbursement (\$100 minimum for each reimbursement request) that can be used, in whole or in part, at any time through the student's seventh year in the doctoral program, as long as the student and the activities meet the eligibility requirements. You can review these guidelines, go to: <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/>.

## Non-Resident Student Tuition (NRST)

The Department may give awards for non-resident student tuition (NRST) as part of a funding package for incoming students. Due to limited funding resources, the Department cannot guarantee assistance beyond the initial offer.

**If you are a U.S. Citizen or Permanent Resident, but not a California Resident, it is imperative that you work toward becoming a California Resident as soon as possible. As a California Resident you will not need to pay the NRST fees. It is important to start this process as soon as you get to California, since it takes one year to complete.** For more information about residency, go to <https://registrar.ucla.edu/fees-residence/residence-requirements>.

**International students will be assessed the NRST fee until the student advances to doctoral candidacy.** If the student advances by the deadline for the following academic quarter, they will receive a 100% reduction in the NRST fee. This reduction is in effect for three calendar years from the academic term in which you ATC. Thereafter, the student is responsible for paying this fee.

The three calendar years are continuous from the time of doctoral advancement. If the student is registered and enrolled during these three years, each academic and summer term is counted as part of the three years. If the student is registered in Absentia and conducting fieldwork abroad, they are still registered and enrolled during this period.

## Taxes and Fellowships

Fellowship stipend income is taxed differently than most other types of income you may have encountered in the past. Amounts spent on fees, tuition, or required course expenses are not taxable. However, the portion of fellowship stipend income you spend on items other than fees, tuition, and required course expenses will likely be considered taxable by the IRS. U.S. citizens and permanent residents who are California residents (for tax purposes) do not have taxes withheld from their fellowship stipend checks. Nonetheless, these individuals may be required to make estimated quarterly tax payments and to report the income on their tax returns.

Foreign students and those who live outside of California and file tax returns as California nonresidents will have state and/or federal taxes withheld directly from their checks. Information about fellowship taxation is available in IRS Publication 520, "Scholarships and Fellowships," available for download from the IRS website at <https://www.irs.gov/taxtopics/tc421>. Another IRS publication available from the same website offers information on paying estimated tax when your residency status does not permit the tax to be withheld directly from your check: Publication 505, "Tax Withholding and Estimated Tax."

Students are advised to retain "Offer of Graduate Student Support" agreements, fellowship and traineeship offer letters, payroll wage stubs, and other documents and receipts related to fellowship stipends and course expenses. The DGE website also has information that answers questions about UCLA fellowship tax withholding and reporting.

## Teaching Assistantships (TA)/Graduate Student Researchers (GSR)

Academic assistantship positions include Reader, Teaching Assistant (TA), and Graduate Student Researcher (GSR). These positions are intended to provide qualified students with relevant training for academic and academic-related careers in teaching and research and to augment limited University resources for graduate student support.

Limited TA positions are available within the Geography Department (priority is given to students with guaranteed TA funding in their admissions offer letter). A call for applications is sent by the SAO via email during Winter or Spring Quarter for the subsequent academic year. Limited Reader positions are available every quarter, depending on faculty need. The Department adheres to university-wide policies and procedures, including any collective bargaining units governing the selection, appointment, supervision, and training of all student assistantships published in the Academic Apprenticeship Personnel Manual: <https://grad.ucla.edu/funding/working-at-ucla/academic-apprentice-personnel-manual/>.

**Students in assistantship positions must register and maintain enrollment in at least 12 units each quarter (including the TA course 495).** Students holding academic apprentice appointments who are enrolled in fewer than 12 units, take a leave of absence, or withdraw will have their appointments terminated.

Students' first obligation for TA appointments is to their home department. If an opportunity presents itself a student must get approval from the Director of Graduate Studies to accept it. If the Geography Department does not have any available positions, students are also encouraged to apply for TA or GSR positions from other departments and study centers (e.g., Global Studies, Institute of the Environment & Sustainability (IoES), Center for Pacific Rim Studies, the Center for Chinese Studies). A listing of available assistantships throughout the campus may be found at the Teaching Assistant Marketplace: <https://grad.ucla.edu/funding/working-at-ucla/?at%3Fucla%2Fteaching%3Fassistantship%3Fpositions%2F>. For more information, please see the department's current TA Handbook.

The Geography Department restricts financial support to four years in total whether the student is starting right away in the Ph.D. program, or whether the student needs to earn the master's degree first. This funding package is allocated with the expectation that students requiring a master's degree will complete M.A. studies in the first two years, and the latter two years will be dedicated toward completing Ph.D. requirements. While the Department attempts to support students making normative degree progress until they graduate, our commitment is for the first four years. Funding thereafter cannot be guaranteed.

**NOTE:** Students who receive University fellowships are paid in advance of the quarter on a monthly basis. Students who transition from fellowship to a TA or GSR employment position are paid on a salary, which is paid in arrears – monthly for the previous month. Please be aware and plan for the month of October to be without funding during this transition.

## TA Training (495 and TA Workshop)

To TA in the Geography Department, all students are required to complete the following requirements in the first year they are offered a TA position in the Department (this is also required of non-Geography graduate students offered a TA position in Geography):

- Complete GEOG 495 (2 units), "Teaching College Geography," during the Fall quarter. The course typically meets every other week for 2 hours and is taught seminar-style by the TA Consultant (TAC) under the supervision of the Director of Graduate Studies.
- Participate in the one-day Geography TA Workshop, which is held in September before the quarter begins (**mandatory**).
- Additional requirement for all non-US citizens: all international students who will serve as TAs are required to take and pass the Test of Oral Proficiency (TOP). Only international students who received a bachelor's degree from an Anglophone university and approved by DGE are exempt from taking the TOP. At the latest, international students must take this exam during the Spring quarter prior to the year they begin serving as TAs at UCLA. If your funding is in the form of a TAship, the Department cannot support you if you do not pass this exam before your first TA quarter begins. For more information, please visit: <https://teaching.ucla.edu/gradstudent-programs/top/>.

The class and workshop may be repeated for credit and can be taken again later for review. Experienced TAs may be called upon to participate as a "panel of experts" for the new TAs in both GEOG 495 and the TA Workshop. Should concerns arise regarding teaching performance, TAs may be asked to re-enroll in GEOG 495 for professional development.

In addition, all TAs should attend both the department's TA Workshop and the "TA Training Conference" hosted by the Office of Instructional Development in September of each year. For further information, go to <https://teaching.ucla.edu/gradstudent-programs/ta-workshops/#annual-ta-conference>.

## TA Appointments

Continuing students who have not been guaranteed a TA position and would like to be considered for any available appointments in the following academic year must complete the TA application, which is sent via e-mail by the SAO Winter or Spring quarter. All applicants will be placed on a waitlist and notified via email should a TA appointment become available. Due to the uncertainty of enrollment numbers and numbers of TA allocations, no fixed dates are determinable. Questions concerning the Department's allocation of TA appointments should be addressed to the SAO and/or MSO. The department will provide a TA Manual every new academic year.

## Criteria for Appointment

Due to the limited availability of TA positions within the Department, priority is generally given to departmentally-funded students and Ph.D. students. The Graduate Committee reviews applications and makes appointments accordingly.

Below is a list of some of the most important criteria used in making TA selections:

- **Academic Record:** Students must be in good academic standing (measured in terms of GPA, degree progress, and recommendations of faculty). Incompletes may have a negative impact on the record.
- **Stage of Research:** Priority is given to Ph.D. students and those who have completed the requirements for the master's degree.
- **Teaching Record:** Students who have previously held TA positions must have received satisfactory teaching evaluations from both student and faculty.
- **Curricular Needs:** Curricular needs will be considered in making appointments (e.g., experience with computer cartography or quantitative analysis).
- **Passing required exams:** All non-US citizens must pass the Test of Oral Proficiency or be eligible to have this requirement waived. See above for further information.

All appointments are made without discrimination on the basis of race, ethnicity, religion, national origin, gender, sexual orientation, veteran status, or disability.

## Teaching Ranks

There are three steps as a Teaching Assistant at UCLA:

- Teaching Assistant, Steps 1 – 3. (title code 2310): Step 1 UC experience, Step 2 is 3 quarters of experience, Step 3 is 6 quarters of experience.

For more information in this regard, refer to the [Academic Apprentice Personnel Manual for Students](https://grad.ucla.edu/funding/working-at-ucla/academic-apprentice-personnel-manual/):  
<https://grad.ucla.edu/funding/working-at-ucla/academic-apprentice-personnel-manual/>.

## Fee Remissions

Fee remissions cannot be processed until the student has completed and submitted all hiring forms and documents to the Department's Academic HR Analyst. Medical insurance: All UCLA graduate students are required to carry medical insurance. Graduate students holding TA or GSR appointments at 25% time or more for the entire term qualify to have their medical insurance paid by the university for that term.

Educational and Registration fee: Graduate students holding TA or GSR appointments for at least 25% time for an academic

term qualify to have a portion of their education fee paid by the University for that term. Students must complete hiring paperwork in a timely manner in order for fee remissions to post to their account in a timely manner. Students who need an exception request must submit requested materials to the SAO in a timely manner. Exception requests must be prepared by the SAO before submission to DGE. For complete details on fees, remissions go to: <https://grad.ucla.edu/funding/tuition/>.

## Fee Deferrals

Students appointed are eligible to receive a fee deferral for registration fees assessed during the quarter in which they are serving. The deferred payment deadline is two months after the Registration Fee deadline. Students submit request to SAO.

## TA Advance Loans

TAs are eligible to receive an interest-free advance on their student funding, which will be repaid by payroll deductions from TA compensation. One-half of the loan is deducted from the student's second paycheck and one-half from the third paycheck. Requests for loans should be made prior to the start of the quarter from the SAO.

Students requesting a TA Advance Loan must include their signed TA Supplementary Letter, which outlines their duties and responsibilities for that quarter for that course, with their loan application.

## Declining an Appointment

Students wishing to decline a TA position for a particular quarter must inform the Director of Graduate Studies and SAO as soon as possible, but no later than the eighth week of the preceding quarter. Please note that students cannot decline a TA offer for a particular quarter and "bank" it for use in the future. The Department's form of support for students we are committed to *After Year 1* is in the form of a TA-ship or GSR position, if an appointment is declined, you will be declining department funding, and no other funding will be granted by the department. You will have to report the reason and the nature of your funding to the SAO and Director of Graduate Studies when you decline.

**FOR MORE INFORMATION, please refer to the department's updated and current TA Handbook.**

# GRIEVANCE PROCEDURES

Complaints of an academic or professional nature involving faculty (e.g., grades, workload, expectations, treatment) should first be discussed with the faculty member concerned. In cases where no resolution may be reached, the issue should preferably be discussed with one or more members of the departmental leadership (Those faculty constituting the Scheduling Committee: Chair, Vice Chair, Director of Graduate Studies, Director of Undergraduate Studies, Director of the GIST program) or another faculty member with whom the student feels comfortable and who can further communicate with the departmental leadership on the student's behalf, as appropriate. Informed faculty will work with the student and faculty member to determine a remedy for the problem, within the guidelines and requirements of the College and University (allegations of Title IX violations, for instance, are required to be reported to the University's Title IX office, and likewise allegations of discriminatory behavior are required to be reported to the appropriate University offices). In any of these cases, the Office of Ombuds Services may be contacted by the student, faculty member, or member of the departmental leadership, if they deem it necessary.

Some other special cases require communication with offices outside Geography:

- Should the issue involve the Department Chair, the Dean of the Social Sciences (2300 Murphy Hall) should be consulted.
- Complaints of misconduct against individual students should be made to the Dean of Students Office, 1206 Murphy Hall.
- Complaints concerning alleged violation of the policies and regulations governing graduate study should be made to the Dean or Assistant Dean of the DGE, 1237 Murphy Hall.
- Complaints from TAs about workloads and evaluations are governed by the provisions of the Teaching Assistant Grievance Procedures, which are spelled out in detail in the Academic Apprentice Personnel Manual: <https://grad.ucla.edu/funding/working-at-ucla/academic-apprentice-personnel-manual/>.

## Office of Ombuds Services

The mission of the Office of Ombuds Services is to ensure that all members of the University community receive confidential, fair, and equitable treatment in matters of concern or complaint. The Ombuds representative acts impartially and may assist in conflict resolution through mediation. The main office is located in the Strathmore Building Room 105, (310) 825-7627. For more information, visit <http://www.ombuds.ucla.edu/>.

# HELPFUL WEBLINKS

UCLA Geography Website: [www.geog.ucla.edu](http://www.geog.ucla.edu)

My UCLA (enroll in courses, pay bills, update contact information, TA website, Study List): <https://my.ucla.edu/>

UCLA UC Path: <https://ucpath.universityofcalifornia.edu/home>

Academic Calendar: <http://www.registrar.ucla.edu/Calendars/Overview>

Schedule of Classes: <https://sa.ucla.edu/ro/public/soc>

Dashew Center for International Students & Scholars (DCISS): [www.internationalcenter.ucla.edu/](http://www.internationalcenter.ucla.edu/)

Division of Graduate Education (DGE): <https://grad.ucla.edu/>

Standards and Procedures for Graduate Study at UCLA: <https://grad.ucla.edu/academics/graduate-study/standards-and-procedures-for-graduate-study/>

Graduate Students Rights and Responsibilities: <https://grad.ucla.edu/academics/graduate-study/graduate-student-academic-rights-and-responsibilities/>

Graduate Student Deadlines:

<https://grad.ucla.edu/admissions/calendar/#:~:text=Most%20graduate%20admissions%20applications%20are,1>.

DGE Forms: <https://grad.ucla.edu/academics/forms/>

Orientation Handbook for Entering Students:

<https://grad.ucla.edu/academics/graduate-study/new-students-orientation/>

Thesis & Dissertation Workshops:

<https://grad.ucla.edu/academics/calendar/thesis-dissertation-filing-deadlines-and-workshops/#:~:text=Electronic%20Thesis%20%26%20Dissertation%20Filing%20Workshops,year%20are%20invited%20to%20attend>.

Graduate Students Association: <http://gsa.asucla.ucla.edu/>

Graduate Student Resource Center: <http://gsrc.ucla.edu/>

Graduate Writing Center: <https://gwc.gsrc.ucla.edu/>

Arthur Ashe Student Health Center and Insurance info: [www.studenthealth.ucla.edu](http://www.studenthealth.ucla.edu)

At Your Service Online: <https://atyourserviceonline.ucop.edu/ayso/>

Housing Office: [www.housing.ucla.edu](http://www.housing.ucla.edu)

Off-Campus, non-UCLA Housing: [www.cho.ucla.edu](http://www.cho.ucla.edu)

Student Legal Services: [www.studentlegal.ucla.edu/](http://www.studentlegal.ucla.edu/)

Counseling and Psychological Services: <http://www.counseling.ucla.edu/>

Office of Ombuds Services: <http://www.ombuds.ucla.edu/>