

G&ES GRAD PROGRAM CHECKLIST

DEPARTMENT OF GEOGRAPHY & ENVIRONMENTAL STUDIES
 NORTHEASTERN ILLINOIS UNIVERSITY
 (773) 442-5640 www.Neu.edu/~deptges

YOUR NAME _____

Required: Subscribe to email list from department web page: <http://www.neiu.edu/~deptges>

PROGRAM ADVISOR NAME _____

You must have a formal Program Advisor from among full time faculty. They should best match your scholarly interests. You sign the Advisor Approval form, advisor submits it to the graduate coordinator.

TRANSFER CREDITS: If you plan to transfer any graduate credits, be aware that the earliest course starts the six year time frame for your degree. Transfer credits require formal request to the graduate coordinator. Credit hours must be semester credits or equivalent. Apply to the graduate coordinator.

CrHr	Course(s)	Date of Course
____	_____	_____
____	_____	_____
____	_____	_____

DEFICIENCY COURSES: Many students are assigned undergraduate background courses (max 5). Some have none. Take the courses required of you as soon as possible. Proficiency exam may substitute for G&ES 104; contact the Graduate Coordinator for information. Deficiency courses must be completed before candidacy.

Done!	COURSE NAME & NUMBER	TERM
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

REQUIRED COURSES	TERM
<input type="checkbox"/> G&ES 411: Scope and Philosophy	_____
<input type="checkbox"/> G&ES 415 Geospatial Data Analysis	_____

ONE OF THE FOLLOWING

<input type="checkbox"/> 441 Qualitative Research Methods	_____
<input type="checkbox"/> 442 Quantitative Measurements	_____

(or other approved statistics course)

ONE OF THE FOLLOWING

<input type="checkbox"/> 439 Research Seminar (3 cr hr)	_____
<input type="checkbox"/> 442 Thesis (6 cr hr)	_____

ELECTIVE	TERM	ELECTIVE	TERM
1. _____	_____	5. _____	_____
2. _____	_____	6. _____	_____
3. _____	_____	7. _____	_____
4. _____	_____	(Seventh needed only with Research paper option)	

SUBSTITUTIONS

Sometimes it is possible to substitute courses for these requirements. Approval requires (1) course taken was applicable to a graduate program when / where taken (2) from an accredited University, (3) has approval of College and Department. Non-G&ES courses also require Program Advisor and Grad Coordinator’s approval.

GradCrHr	Course Substituted	Course Substituting
_____	_____	_____
_____	_____	_____
_____	_____	_____

CANDIDACY: After 12 hours and before 18 hours of graduate credit, apply to the Graduate College for Candidacy. Deficiency completion, G&ES 411, and at least 3.0 graduate GPA is required.

- Candidacy received

THESIS OR RESEARCH PAPER OPTION: You must choose one. Consult your Program Advisor.

- THESIS or
- RESEARCH PAPER

TITLE: _____

COMMITTEE

Thesis Committee consists of three members, RP two members. Two must be full time G&ES faculty, the third (thesis) can be any approved professional. Normally, the Program Advisor is chair.

Chair _____
 Second _____
 (Third) _____

- Proposal Approved (Committee Chair submits signed form to Department chair) – then enroll
- Paper Approved (Committee Chair submits signed form to Graduate Coordinator)
- Copy of thesis / RP submitted to Graduate Coordinator, Committee Chair may want one. Library requires copy of theses only.

THESIS DEFENSE

Students undertaking the thesis option defend their paper before the Committee in a public forum.

COMPREHENSIVE EXAMINATION

Students undertaking the Research Paper option must take a written or oral comprehensive exam before a Committee consisting of three faculty members from whom they took graduate courses applicable toward the M.A. Chairperson must be a full time faculty member; normally, the Program Advisor is chair.

CHAIR _____
 Second _____
 Third _____

- Exam completed! Committee Chair informs Graduate Coordinator, who informs Grad College

APPLICATION FOR GRADUATION

- Application for graduation submitted!
- Unsubscribe the graduate student email list, and subscribe as alumni!