Graduate Program Policies

Department of Geography

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1. Introduction

The Graduate Calendar outlines general regulations and policies relating to graduate studies at the University of Guelph. However, the Calendar leaves considerable scope for units to define their own policies and practices. To be used by units, these policies must be clearly articulated.

This document specifies the policies that have been adopted by the Department of Geography regarding topics such as the roles and responsibilities of the various people and committees involved in graduate studies, funding, and evaluation of student progress. Details regarding degree program regulations (e.g., fields, degree requirements, required courses, etc.) are outlined in the Graduate Calendar and on the Department's website (www.uoguelph.ca/geography).

2.   Roles and Responsibilities

Responsibility for the Department's graduate programs is divided among several individuals and two committees.

2.1.   Chair

The Chair of the Department is ultimately responsible for the Department's graduate programs, and is the arbiter in cases where faculty or students cannot resolve an issue with the Graduate Coordinator. The Chair delegates administrative responsibilities outlined in Section 2.2 to the Graduate Coordinator and the Graduate Admissions and Programs Committee.

2.2.   Graduate Coordinator

The Graduate Coordinator is delegated responsibility by the Chair for the day-to-day administration of the Department's graduate programs. Major responsibilities include the following[1]:

- Chairing the Graduate Affairs Committee and the Graduate Admissions and Programs Committee

- Following approval of the Graduate Admissions and Programs Committee, recommending admission of new graduate students to The Office of Graduate Studies and recommending awards for new graduate students

- On behalf of the Graduate Admissions and Programs Committee, ensuring that University and departmental policies and regulations relating to graduate studies are observed

- Signing all forms pertaining to admission, and to in-course students

- Coordinating recruitment of applicants e.g., providing promotional materials to The Office of Graduate Studies, organizing recruitment sessions, responding to queries from potential applicants, and directing applicants to appropriate faculty members

- Making recommendations to the Admissions and Programs Committee of The Office of Graduate Studies on behalf of the departmental Graduate Admissions and Programs Committee in the event of special academic situations, including requests to transfer programs, maximum registration extension requests, extended leave of absence requests, etc.

- Facilitating the establishment of the student's Advisory Committee and academic program, and submitting the Advisory Committee Appointment Form to The Office of Graduate Studies

- Monitoring graduate student progress and submitting Graduate Student Evaluation Reports each semester; in consultation with the Advisor and the Graduate Admissions and Programs committee, modifying Graduate Student Evaluation Reports that do not describe a student's progress appropriately; investigating situations where an Advisory Committee has not met for two or more semesters and recommending an appropriate course of action

- Arranging for chairs for thesis and qualifying examination defenses, or chairing defense committees where appropriate

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[1] Many of these responsibilities are undertaken by the Graduate Coordinator working with the Graduate Program Administrator, and the members of the Graduate Admissions and Programs and Graduate Affairs committees.

- Assisting graduate students and faculty with dispute resolution, and referring students and faculty to the Department Chair or other appropriate personnel when situations arise that cannot be resolved within the Department

- Referring graduate students to counseling services if necessary

- With the Department Chair and the Undergraduate Coordinator, allocating Graduate Teaching Assistantship (GTA) *positions* to courses

- Assigning individual students to GTA positions according to University policies and the terms of the collective agreement with the bargaining unit representing graduate students

- With the Department Chair, completing the 8 year review for the University of Guelph Internal Quality Assurance Process

- Ensuring that someone in the Department always has signing authority in the event that the Graduate Coordinator is absent for an extended period of time

2.3. Graduate Program Administrator

The Graduate Program Administrator's immediate supervisor is the Department's Administrative Secretary. However, the Graduate Program Administrator takes direction primarily from the Graduate Coordinator. Specific responsibilities of the Graduate Program Administrator in relation to the graduate programs are described in the job fact sheet for this position. In summary, these include the following:

- Administrative and clerical support of the Department's graduate program (e.g., ensuring that necessary documents are completed in a timely fashion by faculty and students; processing forms; maintaining and updating records in paper files and in the Grads database; etc.)

- Providing assistance to students and faculty regarding departmental and university regulations and policies

- Helping students to apply for internal and external awards and scholarships

- Monitoring progress and completion; preparing reports and summaries for the Graduate Coordinator

- Identifying and disseminating to students and faculty opportunities for funding to support graduate studies

- Preparing and updating promotional material and calendar information

- Assigning students to rooms that have been designated by the Space Committee as graduate student offices

- Scheduling thesis and qualifying examinations

- Booking facilities for defenses and seminars

- Organizing the fall graduate student *orientation* day and department BBQ

2.4. Graduate Affairs Committee

The Graduate Affairs Committee is chaired by the Graduate Coordinator, and includes no fewer than two additional Geography faculty members and two Geography graduate students (normally one Master's and one PhD). Responsibilities of the Graduate Affairs Committee include the following:

- Periodically reviewing the Department's graduate programs, and recommending changes in policies and practices as needed

- Conducting long-term and strategic planning relating to purposes such as program development and recruitment

- Undertaking regular curriculum reviews to ensure consistency with the Department's graduate curriculum policy (Section 3.1)

2.5. Graduate Admissions and Programs Committee

The Graduate Admissions and Programs Committee is chaired by the Graduate Coordinator, and includes the faculty members from the Graduate Affairs Committee. Responsibilities of the Graduate Admissions and Programs Committee include the following:

- Implementing the Department's recruitment policy (Section 3.3)

- Selecting applicants who will be recommended to The Office of Graduate Studies   for admission

- Reviewing requests for program transfers (between Master's programs, and from a Master's program to the PhD program)

- Selecting and assigning awards for applicants; in cases where awards have not all been assigned by the deadline, the Committee will nominate in-course students for these awards

- Evaluating, and where required, ranking applicants for major external awards (e.g., OGS, NSERC, SSHRC, CGS-M)

- Reviewing and approving initial Advisory Committee and Graduate Degree Program forms (by the end of the first semester); approving any changes to a student's approved Advisory Committee or Graduate Degree Program form [2]

- At the end of each semester, reviewing and approving Graduate Student Evaluation Reports relative to departmental policies (Section 3.4) [3]

2.6. Advisors and Advisory Committees

All graduate students must have a properly constituted Advisory Committee. The Advisory Committee is chaired by the student's Advisor. General responsibilities of Advisors and the Advisory Committee are outlined in the *Graduate Calendar*. The following additional specific responsibilities of Advisors are established by the Department:

- Advisors are responsible for securing funds needed to meet their portion of the Department's guaranteed minimum funding commitment to their students, and for providing funds to support reasonable expenses associated with the research project they and their students have agreed the students will undertake

- Advisors are responsible for discussing with their students their personal policy regarding intellectual property and authorship on publications resulting from the student's work

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[2] Normally the Graduate Coordinator will be responsible for this task on behalf of the Committee. In cases where concerns exist, or deviations from degree requirements are requested, the entire Committee may become involved.

[3] In non-problematic cases, the Graduate Coordinator will be responsible for this task on behalf of the Committee. In cases where concerns exist, the entire Committee may become involved.

Advisory Committees play an important role in helping students to complete their programs successfully. The following are particularly important responsibilities of members of the Advisory Committee:

- Providing knowledge and expertise that support the successful completion of the student's program

- Working with the Advisor to help the student select appropriate courses

- In consultation with the Advisor, confirming progress reports in cases where there are some concerns or unsatisfactory progress; formulating a plan of action with the Advisor and the student to address any problems that have been identified

- In cases where a student has received two consecutive unsatisfactory evaluations, working with the Advisor and the Graduate Coordinator (or in some cases the Graduate Admissions and Programs Committee) to decide what course of action is appropriate (e.g., setting conditions for continuation, initiating the process of requiring a student to withdraw)

2.7.   Students

Responsibilities of students are outlined in the Graduate calendar. In addition to these, the Department of Geography identifies the following specific policies regarding the responsibilities of students:

- Negotiating an agreed-upon program of research with the Advisor. An approved research proposal will constitute a description of the student's program of research

- Bringing any proposed deviations from the agreed-upon program of study and research to the attention of the Advisor in a timely fashion, and negotiating an appropriate course of action; note that Advisors may not be obligated to fund a new research project selected by the student, or even continue to act as the Advisor, should it deviate substantially from the agreed-upon program (see Section 3.2)

- Meeting regularly with the Advisor and/or the Advisory Committee to discuss progress, problems, etc.

- Actively seeking and applying for funding from pertinent external and internal sources (awards, scholarships) to support graduate studies

- Notifying the Graduate Program Administrator regarding scholarships and awards won so that they can be recorded

- Becoming familiar with the rules governing graduate studies in the Department of Geography at the University of Guelph, and seeking clarification immediately from the Graduate Program Administrator, Graduate Coordinator or The Office of Graduate Studies in cases where the rules are not understood

- Completing degree requirements in a timely fashion, consistent with the Department's policy regarding acceptable program durations (Section 3.4)

- Undertaking duties associated with GTAs and GRAs in a professional fashion consistent with departmental and University standards

- Notifying the Graduate Coordinator immediately if a serious interpersonal conflict has occurred between the student and the Advisor, or any other member of the University, which cannot be resolved by the parties involved

3. Policies

The Department of Geography's policies regarding the graduate curriculum, funding, recruitment, timely completion and permissible changes to a thesis following a satisfactory examination are outlined in this section.

3.1. Graduate Courses and Curriculum

Specific course requirements associated with each degree program are outlined in the Graduate Calendar. This section describes broad principles underlying the Department's graduate courses and curriculum.

Types of Courses

The Department will offer an integrated group of courses that together provide students with a solid foundation in the theory, methods and practice of Geography within the fields that define the Department's graduate programs.

- *Foundation courses* provide a common curriculum for Master's students (GEOG*6090 and GEOG*6091) and PhD students (GEOG*6100).

- *Thematic courses* are 0.5 credit courses that address topics relating to major sub-fields or areas. This group includes the Department's special topics course (GEOG*6060).

Wherever practical and appropriate, the Chair will ensure that foundation and thematic courses will be team taught, and that students will be exposed to a cross-section of faculty instructors. It is considered highly undesirable to have one faculty member teaching more than one of the Department's core thematic courses in any year.

Supervision of the Curriculum

The Department's graduate course curriculum is supervised by the Graduate Affairs Committee. The Committee will meet at least once per year, normally during the spring semester, to review the curriculum for the upcoming year.

Faculty are not free to unilaterally change the content or focus of the courses they have been assigned. However, depending on the type of course, instructors have latitude to deliver courses in an appropriate fashion that reflects their interests and expertise.

- GEOG*6090, GEOG*6091, and GEOG*6100 are considered important building blocks in the Department's graduate curriculum. As such, their content is defined by the Graduate Affairs Committee, and changes to the approved curriculum contemplated by faculty instructing these courses must be approved in advance by the Department.

- Instructors of thematic courses are encouraged to adapt the courses they offer to take advantage of their expertise, but must do so in a manner consistent with the calendar course description approved by the Board of Graduate Studies.

Approval of Graduate Degree Programs

It is the responsibility of the Advisor, in consultation with the Advisory Committee and the student, to select an appropriate package of courses that meets the student's specific degree program regulations (see *Graduate Calendar*). However, as noted in Section 2.5, all Graduate Degree Programs must be approved by the Graduate Admissions and Programs Committee. Deviations from degree program requirements should be infrequent, and must be justified and documented in the student's formal record.

3.2. Funding

Minimum Level of Funding

The Department of Geography guarantees a minimum level of financial support to all full time graduate students.

- Master's students are guaranteed a minimum from all sources of three times the value of a GTA in the first year and two times the value of a GTA in the second year.

- As required by University policy, PhD students are guaranteed a minimum from all sources of $17,500 per year for three years.

In exceptional circumstances, a student may enter a program full time without guaranteed financial support (see below).

Admission of Unfunded Students

In exceptional circumstances, the Department will accept full time graduate students who waive the guarantee of funding, and thus are not guaranteed GTAs from the Department or GRAs from their advisors.

Funding Beyond the Guaranteed Period

The Department does not guarantee funding beyond the time period specified above. However, in recognition of the fact that students often have legitimate reasons for taking longer than the time periods specified above to complete all degree program requirements, Advisors are encouraged to provide funding beyond the minimum guaranteed period in cases where student progress has been satisfactory and extenuating circumstances exist that warrant additional support. The Department will strive to ensure that financial support is provided to doctoral students in their 4th year who have made satisfactory progress (e.g., through opportunities to teach courses on a sessional basis).

International Students

The Department values the participation of international students because they enrich the intellectual and cultural environment, and recognizes that fees paid by international students are considerably higher than fees paid by domestic students and landed immigrants. Fundamentally, the onus is on international students applying to the University of Guelph to have adequate financial resources to support their graduate studies. Hence, the Department does not guarantee international students additional funding to compensate for the higher fees. Nonetheless, advisors who take on international students should do so knowing that these students face a potentially onerous financial burden, and are therefore encouraged to provide additional funding from their own sources to address this burden.

Sources of Funding

Financial support for full time graduate students will be based on a funding package comprising the following sources:

- Graduate Teaching Assistantships (GTAs)

- Graduate Research Assistantships (GRAs)

- Graduate Service Awards (GSAs) provided by the Department of Geography, or other units in the University

- Other employment in support of undergraduate teaching at the University of Guelph (e.g. sessional teaching assignments[4]).

- Internal scholarships and awards with a value that exceeds $2,000.

- Major external awards such as the Ontario Graduate Scholarship and Tri-Council awards.

Constructing the Funding Package

The following principles will be used in meeting the Department's financial commitment to students:

- Some awards (whether offered at the time of admission or later during the student's first year) are offered as recruitment inducements and are never counted against the student's minimum guaranteed funding amount. These awards include the Board of Graduate Studies Research Scholarship, the University International Graduate Scholarship, Dean's Scholarship (received in semester one), and the Queen Elizabeth II Graduate Scholarships in Science and Technology.

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- Scholarships and awards that students win which are worth less than $2,000 *do not* count towards the student's minimum funding guarantee.

- Students who win financial awards or scholarships equivalent to or exceeding the value of one GTA may, at the discretion of the Department, receive correspondingly fewer GTAs in the academic year in which the award is held. For example, a scholarship or award worth as much as one GTA may replace one GTA during the academic year in which it is held. A scholarship or award worth the equivalent of two or more GTAs may replace two GTAs in the academic year in which it is held.[5]

- Awards and scholarships valued at *more than* two GTAs may, at the discretion of the Advisor, replace all or part of the Advisor's portion of the minimum guaranteed funding commitment in the academic year in which the award is held. However, the Advisor's policy regarding this situation must be stated clearly in the Department's offer letter to the student.[6]

Prerequisites for Receiving the Guaranteed Minimum Funding Package

The following requirements define the conditions under which the minimum financial support guarantee applies:

- Graduate students should make a reasonable effort to apply for pertinent internal and external scholarships.

- They must maintain satisfactory academic standing.

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[4] A sessional teaching assignment may only be counted as contributing to a student's minimum funding guarantee if the student agrees. Under no circumstances can a student be required to take on a sessional teaching assignment in lieu of another source of funding (e.g., a GTA that is owed to the student).

[5] The Graduate Coordinator must determine whether or not a GTA will be replaced by a scholarship or award won prior to the start of the semester in which the GTA is held. For example, to replace a GTA in a winter semester, the student must win the award prior to the start of the winter semester.

[6] The Department's "offer letter" indicates that the student has been recommended for admission, and specifies the value of the student's minimum guaranteed funding package. The actual offer of admission is made by The Office of Graduate Studies.

- They must be available to perform duties relating to GTAs and GRAs through regular attendance in the department as required. Students who decline a GTA or GRA are not guaranteed replacement financial support from other sources.
- GRAs typically are drawn from grants provided to faculty under specific conditions. Thus, students wishing to significantly re-orient their research focus post entry may not retain rights to GRA support from their advisors.

3.3. Recruitment

Faculty must routinely seek and obtain research funding to be able to participate in the graduate program. Four other principles shape the policy for admissions:

- The Department will strive to allow each faculty member who is able and interested to recruit and support a graduate student the opportunity to do so. That said, ultimately the size of intake in any given year will be a function of GTAs available and the range of other resources that are able to expand this capacity.
- In admitting students, first priority will be given to faculty who can affirm financial support from their own resources in Year One of a student's studies.
- Faculty who are demonstrably seeking funds, but who cannot affirm financial support in Year One, for instance, because they are awaiting a decision on their grant application, may recruit students. However, they will have second priority.
- The Department promotes broad participation by faculty in the graduate program. Therefore, GTAs will be used first to ensure that all faculty who are actively seeking (or already have secured) research funding can take a student. Faculty who wish to take more students than the GTA budget can support (in most years this will be "more than 1") may do so only if they can confirm financial support for these additional students in all 3 semesters in Year One, and if they commit to providing support in subsequent years if necessary.

3.4. Evaluation of Progress

Timely completion is essential for the success of the graduate program. The Graduate Student Evaluation Report completed by the Advisor at the end of every semester in which a student is registered at the University of Guelph is an important tool used to document the student's progress. Additionally, it is a key tool used by the Graduate Admissions and Programs Committee to monitor students' progress, and to facilitate timely completion.

Advisors, working with the Advisory Committee, are primarily responsible for evaluating the progress of their students. Hence, it is essential that Advisors provide accurate Graduate Student Evaluation Reports, and notify the Graduate Coordinator immediately if problems occur that cannot be resolved by the Advisory Committee and the student. The Graduate Admissions and Programs Committee plays an oversight role. Under exceptional circumstances, and following consultation with the Advisory Committee, the Graduate Admissions and Programs Committee may overrule the Advisory Committee's evaluation.

Tables 1 and 2 outline broad guidelines for the evaluation of students' progress. *These guidelines are not meant to be applied rigidly, or to replace the judgment of the Advisory Committee and the Graduate Admissions and Programs Committee. Instead, they provide a basis for consistent evaluation of students.* Importantly, the Department's expectations regarding timely completion are more conservative than the maximum program duration established by the University (9 semesters for a Master's student, 21 semesters for a PhD student who transferred from a Master's program, and 18 semesters for a PhD student who enters the doctoral program directly).

In making their evaluations at the end of each semester, Advisors are expected to consult these criteria, and to provide an explanation supporting their decision in the space provided on the Graduate Student Evaluation Report. Extenuating circumstances may exist that account for slow progress; where these exist; Advisors should describe them in the space provided on the form in sufficient detail to permit the Graduate Admissions and Programs Committee to make an informed judgment.

The *Graduate Calendar* provides additional regulations regarding student progress that must be taken into account in completing the Graduate Student Evaluation Report. Examples include the following:

- In cases where a student receives an unsatisfactory evaluation, a plan of action created by the Advisory Committee in consultation with the student is mandatory.

- In cases where a student has received an unsatisfactory evaluation for two consecutive semesters, the Advisor and the Advisory Committee must meet with the Graduate Coordinator to determine an appropriate course of action (e.g., setting of firm deadlines and requirements, or initiating the Required to Withdraw process).

Table 1: Guidelines for Evaluation of the Progress of Master's Students

Semester Count [1]		Evaluation Criteria
Thesis	*Project*	
1-2	1-2	• *Satisfactory*: student's course work meets expectations • *Some Concerns*: student is struggling to meet expectations in courses • *Unsatisfactory*: student's course work is below expectations and prospects for meeting expectations are limited
3-4	3	• *Satisfactory*: research is progressing well; portions of the thesis or project exist in draft form • *Some Concerns*: research is progressing slowly and extenuating circumstances do not exist; no part of the thesis/project has been written • *Unsatisfactory*: progress of research is problematic and extenuating circumstances do not exist; success appears doubtful
5	4	• *Satisfactory*: thesis/project is complete (or nearly complete) and all degree requirements likely will be met early in the next semester • *Some Concerns*: thesis/project requirements will not be met before the middle of the next semester, and extenuating circumstances do not exist • *Unsatisfactory*: progress of research is highly problematic, and prospects for success are poor; extenuating circumstances do not exist
6	5	• *Satisfactory*: thesis/project requirements were met by end of the semester; extenuating circumstances exist that account for the rate of progress • *Some Concerns*: thesis/project requirements will not be met before the start of the next semester; significant extenuating circumstances do not exist • *Unsatisfactory*: progress is highly problematic, and prospects for success are poor; significant extenuating circumstances do not exist
7-8	6-8	• *Satisfactory*: progress cannot be rated "Satisfactory" unless significant extenuating circumstances exist *and* prospects for completion within one semester are high • *Some Concerns*: significant extenuating circumstances exist, but no fundamental concerns exist regarding the student's ability to meet degree requirements eventually; prospects for completion by the end of the next semester are very high • *Unsatisfactory*: progress is highly problematic, and prospects for success are very poor; significant extenuating circumstances do not exist; Advisory Committee should recommend that the student be Required to Withdraw unless completion within one semester is virtually assured
9	9	• In the absence of significant extenuating circumstances, the Advisory Committee should recommend that the student be Required to Withdraw if all requirements have not been completed by the end of this semester

[1] Takes into account part-time enrolment and leaves of absence

Table 2: Guidelines for Evaluation of the Progress of Doctoral Students

Semester Count [1]		Evaluation Criteria
Regular	*Transfer*	
1-2	4-5 [2]	• *Satisfactory*: student's course work meets performance expectations (including development of initial proposal in GEOG*6100); progress towards developing the research program is satisfactory • *Some Concerns*: student is struggling to meet performance expectations in courses; progress towards developing the research program is slow or problematic • *Unsatisfactory*: student's course does not meet performance expectations and prospects for meeting expectations are limited; little or no progress towards developing the research program has occurred
3-4	6-7	• *Satisfactory*: qualifying examination and proposal requirements completed successfully • *Some Concerns*: qualifying examination and proposal requirements unlikely to be completed before the end of semester 5 (Regular students) or 7 (Transfer students) • *Unsatisfactory*: limited progress on meeting qualifying examination and proposal requirements
5-9	8-12	• *Satisfactory*: research is progressing satisfactorily and prospects for success and timely completion are high • *Some Concerns*: research is progressing slowly; prospects for success are not clear, and extenuating circumstances do not exist • *Unsatisfactory*: little or no progress is being made; prospects for success in the research are poor; extenuating circumstances do not exist
10	13	• *Satisfactory*: research is complete and the bulk of the dissertation has been written and approved; thesis defense in the next semester is likely • *Some Concerns*: research is not yet complete; the bulk of the dissertation has not yet been written and approved; thesis defense in the next semester is unlikely; extenuating circumstances do not exist • *Unsatisfactory*: much of the research has yet to be completed; little or no parts of the dissertation have been written and approved; significant extenuating circumstances do not exist
11-12	14-15	• *Satisfactory*: research has been completed and the dissertation has been written and approved; a successful defense has occurred • *Some Concerns*: research is not yet complete; the bulk of the dissertation has not yet been written and approved; a thesis defense in the next semester is unlikely; significant extenuating circumstances do not exist • *Unsatisfactory*: most research has yet to be completed; few or no parts of the dissertation have been written and approved; significant extenuating circumstances do not exist; Advisory Committee should recommend that student be Required to Withdraw unless completion is imminent
13	16	• In the absence of significant extenuating circumstances, the Advisory Committee should recommend that the student be Required to Withdraw if all requirements have not been completed by the end of this semester

[1] Takes into account part-time enrolment and leaves of absence

[2] Master's students who transfer into the PhD program will only be able to complete GEOG*6100 in Semesters 4 and 5.

3.5. Permissible Changes Following a Satisfactory Outcome at a Thesis Defense

Following the oral examination of a Master's or PhD thesis, members of the examining committee must determine whether or not the final examination and thesis are *satisfactory* or *unsatisfactory*. Committee members offer their assessments independently once the candidate has been excused from the room.

The examining committee is expected to use its judgment in deciding whether or not an oral defence and thesis can still be considered satisfactory even though problems were identified. It is possible for committee members to conclude that the student's work essentially meets the Department's standards associated with the degree, but that problems exist that must be resolved prior to the thesis being approved. Therefore, *during deliberations following the defence* the examining committee may identify changes that members believe must be made before the thesis can be approved. To ensure that these changes are made by the student, the Chair of the examining committee may withhold his or her signature from the "Certificate of Approval".

The *Graduate Calendar* does not specify what kinds of changes to a thesis are compatible with a vote of "satisfactory". To promote consistency from defence-to-defence, the Department refers members of thesis examining committees to Table 3, which provides broad guidelines regarding permissible changes to a thesis following a satisfactory outcome.

It is important to emphasize again that examining committees are expected to use their judgment. For example, in most cases examining committees should conclude that a thesis that requires wholesale rewriting of chapters, or the addition of new chapters, is not satisfactory. However, it is possible that the examining committee may conclude that the student's work is exceptional in all other respects *but* the quality of the writing, and thus should be judged as satisfactory; approval of the thesis would occur following rewriting of problematic chapters.

Table 3: Changes to a Thesis Following a "Satisfactory" Outcome

Changes normally consistent with a vote of "Satisfactory"	Changes *not* normally consistent with a vote of "Satisfactory"
- Rethinking the significance or meaning of selected results - Adding small amounts of text to explain limitations, and clarify areas of uncertainty or assumptions - Grammar and style changes that do not require rewriting entire chapters - Re-drawing figures and redesigning tables - Adding small amounts of new literature in selected places - Reanalyzing parts of the data to correct minor errors	- New field work or new experiments - Wholesale rewriting of chapters, or the addition of new chapters - Fundamental changes to the interpretation of thesis results that require substantial changes to the text - New literature review - New analyses involving learning and applying new models or tools